

Board Meeting Minutes

Sept. 12, 2022, 6:30 pm at the shelter

Present: Donna Griffin, Lisa Schnedler, Tony Schlafli, Lisa Cvengros, Janice Olson, and Louanna Schulte.

Staff: Jordan Weier and Cara Thorison

Guests: Sharon Shea, Samantha Atkinson, Char Paglini, and Claudia Looze

Donna called the meeting to order at 6:35 p.m.

Approval of Previous Meeting Minutes

from Aug. 8, 2022

Lisa C motioned to approve; Janice seconded. Motion approved with the correction of the spelling of two names (Janice and Samantha)

Introduction to new Executive Director

Claudia Looze, official start date Oct. 3

Shelter operations report - (Jordan's report)

Stats - August

Cats = took in 15 strays, 4 born in care, 12 surrendered = 31 cats incoming

Had 22 adoptions, 0 transferred out, 0 that died in care

22 cats outgoing.

Cat total = 40 in shelter, 14 in foster care - started month with 45 ended with 54.

Dogs - 1 stray, 5 transferred in, 1 surrendered, incoming = 7

Outgoing – 6 dogs adopted, 1 redeemed, 1 euthanized = 8 total dogs going out.

Total animals at shelter = 8, 0 in foster, started with 9 ended with 8 dogs

Jordan reported that we have a dog coming up from Texas - has been at shelter for quite a while. Very adoptable.

Staffing

Dani was promoted. Other kennel lead has cut back on hours. A few staff members have gone back to school. We may need to hire.

Clear the Shelter event

A good event. Friday very busy - Saturday slower.

Jordan thanks Sharon for her help with the vet day.

Awaiting Jose's check.

Badger State conference upcoming

Jordan will be going Tuesday - back Friday afternoon for the conference.

Ringworm update

Had a lot of kittens come in with ringworm. Vet has seen a lot of ringworm as shelters have more people in the shelter. Concerns about cloth cover over doorway. But, has separate furnace. Currently, 4 in foster with ringworm - three in shelter.

Spay /Neuter

Jordan is hoping to nail down a date for this clinic and for a vaccine clinic.

Jordan reported that vet appointments are scheduled out to January.

Treasurer report

Financial reports

Lisa C. - reported net income = \$31,297 without the bequest, year-to-date. August was a positive month as we received the county check. Also received \$5,000 for spay neuter program. Pop up garage sale = \$1,200. Income 19% lower than last year. Fundraising at 41% of budget. Energy costs remain high. Shelter ads \$390 - we spent over \$400 in ads for Clear the Shelter event (one more bill in September coming). Cat vet expenses still high. Dog vet expenses up - we have spent the entire budget - at 109% of budget. Payroll up 38% this year over last year. September will be a "brutal month" from an expense perspective. Raises, three payrolls, and miscellaneous repair expenses.

Laptop replacement for Jordyn - Lisa C

Lisa C requested a new laptop for Jordan - her laptop will no longer hold a charge. That computer could go to the med room and stay plugged in. Cara needs a new computer to run Quickbooks only has 4GB memory and Quickbooks recommends 16GB. Dell is having a sale - 30%-48% off through TechSoup. A donor has given \$1,000 toward this. Request not to exceed \$1,750 - one laptop and one desktop. Approval for an additional \$1,000 above budget. Louann motioned, Tony seconded. Motion carried.

Investment Policy Development

RFP status - on hold

Garage Sale - Char & Sharon

Pop-up sale results - Char noted that there were many comments about how nice it looked—so organized. Donna noted they received good Google reviews.

Fall Garage Sale plans October 6, 7, 8 from 9 a.m. until 2 p.m.

Email will be set up to be forwarded to Sharon and Char

Staffing is under control

Building & Grounds

Washing machine replaced - Louanna reported that Jordan made a Facebook appeal and received approximately \$1,500 - bought new machine from Bob's Electric

Dishwasher appeal - Two dishwashers were donated by donors Jordan located.

Electrical panel

Discussion of three bids. Louanna recommended Universal Power Systems, Inc. They sent two staff members out to review the project. Lisa S made a motion to award the project with Universal Power pending the school principal for reference. Tony seconded. Motion carried. It will be several weeks out—ordered panels likely won't be in for six weeks.

Shelter repairs - light ballast replacement still needed. Scott Thompson - will not touch anything electrical since retiring, but will to do other handyman jobs. Louanna detailed the areas she will have Scott look at for handyman jobs. Todd Hebgen gave Louanna three names of those who could do other handyman jobs.

Door replacements

Front doors - Board agreed to table this project.

Louanna said that the first step would be to replace the doors and then see about energy savings.

The single fiberglass door on dog kennel - Louanna will let us know when it will be installed. It could be the first part of November.

Fence - Ensuring UPS doesn't back into fence

Is there something we can put in front of fence? Jordan will talk to the head of the Road Dept.

Front walkway replacement status

No update - estimate said mid-September

Focus on Energy Program

Nice rebate program for LED lights.

Counter by garage - Louanna recommends cutting that up and removing it - her husband will take this. Couches - Louanna will call the city to see if they will pick them up. Clean up days = October 5th-8th

Louanna noted that she will help Jordan clean out electric room - we can't store items in there. Paint cans full of paint - we need to get rid of them. Jordan will inventory them.

Discussion of volunteers - who might want to help.

Fundraising

Packer grant update -

Donna spoke with the staff of the funder today. Asked for \$17,000 to redo outdoor play yards. Donna was told we have a good chance of getting some funding as we had a successful grant three years ago. Decision will be made in 3-4 weeks.

Best Friends Network of Shelters

Donna reported that they have a grant opportunity through the Rachel Ray Foundation. Lisa C has established us as a member of the network. Deadline - 9/30.

Jordan noted that the Grace Lutheran Church has a grant program due in January.

Sharon noted that the United Fund used to give ICHS \$1,000 grants.

Jordan proposed that we have a mini farmers market and charge for booths. She also suggested sponsoring a running event.

She noted that we were unable to accommodate Jordan's Way fundraiser program.

Tony described a karaoke fund raising group – Dueling Pianos

Mailer - Summer mailer did not go out - in May, we did a mailer for kennel sponsorships. Mailers bring in a lot of our money - can bring in \$30,000.

Upcoming events/fundraisers dates -

Members will keep an eye open for events.

Municipal Contracts

Donna noted that normally, contracts will go out in October. Lisa S noted that Claudia will want to meet with Larry Bierke to discuss billing the county and having the county collect from the municipalities.

Public Comment

Jordan led the conversation about possible Rabies hold.

Next meeting:

Oct. 10, 2022 6:30 pm at the shelter

Moved into Closed Session 9:08 p.m.

Closed session

Adjourn 9:28 p.m.