

Iowa County Humane Society BOD meeting 5-11-20

Minutes Approved – Lisa Schnedler First, Judy Lindholm second

In attendance: Sandie Brick-Margelofsky, Jocelyn VanRuyven, Lisa Schnedler, Judy Lindholm, Louanne Schulte, Donna Griffin, Molly Melssen, Lisa Cvengros

Executive Director Report:

- Met April match
- Planning a trivia night
- New match is coming will discuss under closed session
- Hooks Greenhouse giving us 10% of upcoming weekend sales
- Working on a virtual garage sale

Kennel Manager Report:

- April 18 cats in 21 cats out
- 9 dogs in 8 dogs out
- 6 dogs remain to include the puppies
- 7 adoptions are scheduled for this week
- 17 cats in last week , scheduled for surgery on Thursday
- Currently 331 animals in foster

Treasurer Report -

- Increased vet cost due to dental work and dogs
- Paid for 1/2 of roof
- Loan – Did not appear to be worth obtaining a standard loan. Maybe some community rebuilding grants towards end of pandemic and will stay in contact with woman assisting with this.
- Matt Staver - Grant or loan due to Pandemic. Might not be available because of number of animals and only 2 employees.
- Refinancing – Looked at a variety of options \$1900-\$2200 monthly mortgage depending upon which option taken. (need details from Judy)
- IBL Loan – received it and will be processed in order received. Unsure of amount at this time.

Building and Grounds:

- Roof Report: tentative start date is Tuesday, May 26th. Estimated to work 9 days with end date of June 5th. Collins and Hying will do active pipeline and removal of verified unused pipelines. Approximate cost will not exceed \$2000.00 from Collins and Hying. Does not include block cost (\$35.00 each), not determined who will supply at this point. Will not know until doing actual work. Electrical – unsure if we need disconnect. C and H will determine that once they are up on roof. Hoffman electric will be doing that work. Gave a down payment of \$25,000 to Midwest Roofing.
- Certificate of Liability – has been requested
- Met with Jocelyn and walked the grounds. Gates need repair.
- Lawn mowing – completed by Jocelyn but trying to have neighbors do the larger area.

- Molly and Jocelyn will handle mowing during the Covid-19 time
- Outdoor Kennels still being researched
- Get some Drone footage before during and after (Troy Brick-Margelofsky)

Fundraising:

- Donna and Sandie did zoom with Jocelyn
- Ideas virtual run, trivia night, Virtual garage sale

Webpage:

-Molly's husband helping update and revise. Chuck is hosting and concerned over back up storage. Need to download if we need to keep past minutes and/or newsletters. Could place on google drives.

Motion made by Donna Griffin that she and Lisa C. look at options of where to store past documents and records that are on Chuck's server. Judy second. Passed.

Euthanasia – no report

Cat cages – Many of the current cages are too small. Stressful for the cats. Four new cages are \$5000.00. Still looking into other options.

Empty Spots on Board - Looking to fill Jocelyn's spot. Will review volunteer lists for potential applicants.

Adoption application:

-Want to continue to revise application with questions that need to be asked. Need extra time to continue to do this so front desk workers can do the adoption counseling procedure with more ease and clarity. Suggestion made to have city attorney review. Also check to see what other humane societies use for applications.

Organizational Chart: Jocelyn Shared reporting structure under Board of Directors. Need Committees added to chart. Jocelyn will make some revisions and present at next meeting.

Next Meeting: Monday June 8th

Motion to Adjourn Louanne Schulte made motion second by Judy Lindholm

Respectfully Submitted by: Sandie Brick-Margelofsky

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Personnel:

-Employee up for Review – Renumeration and bonus.

-Jocelyn presented that Molly Melssen is coming up on 6 month review. Would like to offer her a bonus. Motion made by Donna Griffin to give Molly a 1 % of her salary bonus which should be about \$300.00 Second by Luanne Shulte. Motion Carried.

-Concern that Cara was missed for her review and subsequent raise. She is hourly. Approved a raise but she never got a review. (Nov. of 2019) Jan 1st 2020 wage was raised to \$15.75.

-Access to records: no access to pay pal, quick books or financials. Affects thank you's. Has to wait for information when Cara comes in. Jocelyn is ok with read only so she can review and run reports. Judy Lindholm will be requesting access for Jocelyn. Jocelyn will be checking on additional cost and pop ups.

-Matching Grant: For June \$3000.00 Have the check already. Could use for 12 animals that need vet care in June.

-Giving Tuesday: \$1000.00 on facebook, and \$100+ donations still coming in so no total. Some donation came through Mail chimp.

-Mileage reimbursement: Need to have a form to fill out to be reimbursed. .57 ½ a mile. If using personal vehicle. Can use vehicle that is available from ICHS.