

**ICHS BOARD MEETING**  
Monday, January 22, 2018

Meeting called to order at 7:03 P.M.

Directors Present: John Mutschler, Mike Van Sicklen, Judy Lindholm and Louanna Schulte  
Board Candidates Present: Alayna Husom and Joselyn Van Ruyven

Directors Absent: Pam Richardson

Staff Present: Jen Siegel and Bonnie Zimmerman

Others Present: Arnett Small, Sharon Shea and Terri Davis

**Approval of November 13<sup>th</sup>, 2017 Meeting Minutes**

Motion to approve meeting minutes by Van Sicklen, 2<sup>nd</sup> by Mutschler. Motion approved.

**Treasurer/Financial**

Van Sicklen conducted a comprehensive on site bank reconciliation review per CPA Becky Johnson's recommendation. He found no irregularities.

All employees are now insured for theft coverage up to \$10,000.

Van Sicklen will meet with Jen and Cara prior to the monthly board meetings to review in more detail the monthly financial reports. His findings will then be discussed and presented to the full board.

Van Sicklen noted that ICHS does not have a financial and strategic plan at this time. No further action was taken.

Motion to accept treasurer's report by Lindholm, 2<sup>nd</sup> by Mutschler. Motion approved.

**Updates**

Mortgage – Refinancing for a five year fixed mortgage should proceed with Farmers Savings Bank once the DNR open file issue is resolved.

For the DNR open file issue to be resolved, drilling will have to be conducted onsite to determine if there are hazardous components. ICHS is responsible for the drilling costs which are estimated to be \$4,000. Mutschler will verify with Farmers Savings Bank that this cost can be included in the refinancing total.

Mutschler hopes drilling will be completed in February and ICHS will be informed shortly after if the drilling reveals any component of concern or if the DNR open file can be closed.

Flooring – Will be completed only after drilling is completed.

New Board Candidates - Cyd Bickford, Dawn Van Epps, Alayna Husom and Joselyn Van Ruyven.  
New board members will be voted in at the annual meeting on March 12<sup>th</sup>.

### **Managers' Report**

Kennel Manager – Total of 393 incoming animals for 2017 compared to 406 incoming animals in 2016.

Currently have 53 cats and 7 dogs.

Leak in utility closed will be sealed by staff member. Staff will keep watch to determine if sealant fixes leak.

Have new staff person replacing approximately 2.5 positions vacated.

Outreach Manager – End of year fund raising went well with the matching contribution.  
Anticipate sponsor commitment for 2018 holiday to match contributions.

Adoption promotion was successful. Space has been added to adoption form to determine where the applicant read or heard about ICBS adoption/promotion.

Municipal contracts are proceeding smoothly.

### **Committee Reports**

Building and grounds - did not meet in January.

AWE – 1 cat condo done and 2<sup>nd</sup> one should be completed in another week or two.

### **Other issues**

Next meeting - Monday, February 26<sup>th</sup>, 2018 at 7:00 PM

Annual Meeting – March 12<sup>th</sup> at 7:00 at the shelter

### **Public Comment**

None

### **Adjournment**

Motion to adjourn by Lindholm, 2<sup>nd</sup> by Mutschler. Meeting adjourned at 8:30 P.M.

Minutes were record and prepared by Louanna Schulte

### **Closed Session**