



January 8th, 2018 Board Minutes

Inaugural meeting at 6:30pm called by Elizabeth Wray. Facilitated by Dr. Jared Morgan/Tipton Ridge. Note Taker and Time Keeper was Brian Huddleston.

Physical Attendees – Anthony Woodyard, Missy Viars, Sarah Vaught, Dr. Jared Morgan, Jill Hellstrom, Sunni Huddleston, Brian Huddleston, Anita Goodwin, and Elizabeth Wray. Virtual Attendees – Pam Hall, Russ Eller, Cindy Eller, Mercedes Safford, and Marge Obando.

Call to Order/Introduction

Elizabeth gave a small speech about professionalism and working towards being more professional by treating the Human Society as a business. Not everyone will agree, but it makes for a healthy board. Elizabeth is excited for the new board and the new ideas. She stressed that what happened in the past should be left there and we should move forward to fix the things we feel our broken. She would us like to look over a Board of Directors code of ethics developed by Jill Hellstrom and the volunteer manual as well as other documents provided in a binder. These documents are to be looked over for discussion at our February meeting. She would like to encourage communication amongst the board and have better documentation.

Manager's Report

Mercedes joined us through WebEx and verbally shared the manager's report. She will email us a version to look over. Spay and neuter clinics were low due to the holidays. Dublin Library collected wish list items. Elementary school visits went very well. Humane Society got third place in the Christmas Parade and Mercedes sends a special thanks to everyone involved. Chamber Mixer was a success. Adoption event at Korona Candles went well and put forward quite a few adoptions. It also added new volunteer and candles were gifted to the staff. Quite a few community members donated from our holiday wish trees as well as a large donation from Food City, Pulaski. We have an RU event happening in February. We also need items to scrub the floor in the cat condo per a request by Anita Goodwin.

Treasurer's Report

Jill tested emailing the QuickBooks report to see if she can get a direct report to the board. Information on said report was for January-December 2017. Accounts need to be reviewed on QuickBooks to make sure all of them are up to date and not wasting funds or accruing fees. Accounts that are sitting and not working for us need to be reevaluated. We need to go



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through old minutes to discover reasoning behind some of the accounts, such as the Josh Brown accounts and the money bequeathed to us. Putting a highlight on some of these accounts is a marketing advantage we need to put forward to the public. Dr. Morgan made a motion to be rid of the small money market account as it is drawing no benefits, Jill seconded it, and a unanimous decision was made to move forward moving that money to the main account. We will continue to look at best ways to use the large donation received by estates this year. Mercedes requested to be able to see more information in the Wells Fargo accounts and Jill reiterated that those accounts will match up with QuickBooks for viewing. As far as accessing QuickBooks, it has been established that Jill, Elizabeth, and Mercedes currently have access with Brian having super admin access for installing and updating. Jill would like to see QuickBooks used to its fullest extent. Brian will research ways for payment options to sync directly to QuickBooks. Paper receipt books need to be no longer used by the end March of 2018. Printed receipts via Quickbooks will replace them. Cindy Eller wants to know if we have a copy of the 2016 990 for grant apps and Mercedes stated that Mark Lynch who has done our taxes still has that information. Mercedes will follow up with that and get a deadline to him for this to be complete. Dr. Morgan brought up a volunteer who is a nationally accredited accountant/tax preparer who is willing to help us for free. Elizabeth said she will reach out to her. Jill will sign us up to get our labor law posters at no cost.

Monthly Time Clock Report

Time clock has been kept well. Missy Viars has agreed to help with the time clock and will be added to the account. Mercedes was informed that the staff will have to get permission from her then get approval from Brian and Elizabeth for time off.

2018 Goals and Topics – White Board Discussion

Elizabeth would like to see a chain of command in place. Keep in mind that we are a united front and we should not take on any problem by ourselves. Mercedes is the first line of defense and has the most authority. Policy and procedures need to be in place. Began setting up committees. Some policy and procedure ideas are QuickBooks, Supplies/ordering, Rescues, Volunteers, Training, Events, Fundraising, Foster, Adoptions, Cleaning, Spay/Neuter. Some of these policies and procedures are listed in the volunteer manual. Anthony is willing to talk to Montgomery HS to see if they would share some ideas of their policies. Jill suggested proven processes, proven efficiency. No more than five steps. Jill will pull these ideas from Tipton's policy and procedures. Dr. Morgan feels that each committee needs to create their own



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policies and procedures. Elizabeth and Dr. Morgan will meet with AC to figure out what needs to be done so our policies and procedures meet each other half way. There is a proposal for the HS to pay for Rocky's Clinic. Jill will work on a budget to see what the cost would be. We also discussed the incoming donations from Food City that we are still waiting for and will be distributed once the weather clears up and the items are delivered from Food City to the Humane Society. We will continue to discuss distribution of surplus. There was also a discussion brought up by Cindy Eller about pertaining to posting animals on Craigslist. She stated that many of the rescues she has come across will not associate with companies that post their animals on craigslist. This can create an association with dangerous people and it was pointed out how it can put our staff and AC staff at risk. It was asked that board members of the Humane Society disassociate using Craigslist to advertise animals and instead focus efforts on safer sites such as Facebook groups, reopening our Pet Finder account. This was voted on with Cindy making a motion and Brian seconding it. Unanimous vote was approved. Anita Goodwin spoke up and stated that she understood and was willing to help with Pet Finder. Missy Viars pointed out that she did not hear any rescue groups that she deals with complain about Craigslist use. The board agreed to discontinue using Craigslist for the safety of staff and animals and to satisfy certain rescue requirements.

Website

Website is approved and repairs will move forward. Connections to donors and rescues are going to be updated by Mercedes and Missy. Request to take down the old site and redirect to our new site have been made but word of mouth and social media presence is our best bet to get word out about the new website. Brian would like to have the site launched by next Monday, January 15th, 2018.

Music and Camera Installation

This has been put on hold until we can have a talk with Animal Control.

Volunteer Efforts/Training

Sara Vaught is willing to be the head of this committee and would like to ramp up volunteers.

Doggie Day Care/Classes Update

The high school and the parents cover liability. We will look into that after discussion with animal control. Pam would like to winterize the cat shelters and carriers. We would like to use them to distribute. Vote was unanimous for this to be done. Pam has also built custom winter shelters and would like to collect old dog houses not in use to help facilitate these.



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Office Upgrades

Brian presented two laptops under \$400 to be used by the staff and purchased through our non-profit assistance agency, Tech Soup, for a discounted rate. This was brought to a vote. Jill motioned to get them and Anthony seconded it. All members voted yes to the upgrades. QuickBooks update will also be purchased and we will look into furniture upgrades through VT surplus with a limit of \$200 spent.

Open Discussion and Closed Session

Opportunity for any items of further discussion was declined by all present. Closed session was also determined as not needed.

Meeting was adjourned at 9:40pm