

Minutes

Board of Directors Meeting

Intermountain Humane Society

Date: Monday June 20, 2016

Time: 6:15 PM

Location: Bank of the West. 25657 Conifer Rd. Conifer CO 80433

Present: Lauren Drabble, President
Karla Nichols, Secretary
Jennifer Miller, Board Member
Amy Vudures, Board Member
Barry Meinster, Board Member
Brenda Lipps, Board Member
Natalie Noll
Nancy Parks
Kayla Maathuis
Susan Belski
Dr. Amy Norton
Daryl Bennett
Susan Lee
Deb Hays
Aly Stein
Sandy Dugle
Anjie Bates

- I Call to order: at 6:15 PM by President Lauren Drabble.
- II Quorum: Six of six Board members present.
- III Reading of the Mission Statement by President Lauren Drabble.
Member \$35.00 per year. Encourage everyone to be a member. Will receive benefits of being a member.
- IV Board minutes from April 19th
 - a. Amy motioned to approve minutes
 - b. Jen 2nd
 - c. All approved
- V Shelter Highlights
 - a. No Director had a staff meeting at 5:30 pm.
 - B. Dr. Amy Norton completed 20 procedures. What is the budget for clinic, and what are the supplies.? Needle holders cost is approx. \$100.00 with no shipping. We do have a \$200.00 policy if not in approved budget. We do have this in the budget. Dr. Amy Norton likes paper records. Barry would like paper records scanned in computer. Need discussion of Dr. Palmini and Dr. Amy Norton of roles. Deb to look in budget for \$400.00 in surgical instruments and let

Dr. Norton know. Deb felt sure that we are OK to order. Question on donations – clinic stuff – IV drip sets. We will never have animal that sick for this. 2 Cardio units that will not be used. Dr. Norton to set aside and review with Lauren – might find smaller shelter to donate to. Could donate to Human use, donate to Africa. Deb mentioned we are \$1,000.00 below budget – go ahead and place order.

- C. Need a new front desk. It needs to be bigger. Lauren stated that Echo have a free one or \$20.00
- D. Susan's husband to check out the Van's air-conditioning and let us know what it would take to fix.

VII Tech Committee

- A. Lauren – open issues are security cameras. Simon has a lead on someone to install for free, all we have to pay for is the cameras. More information coming. Not sure if they can be wireless.
- B. Rhonda sent in Tech report. Google Drive is not organized well. This will be fixed. Must clean up desktop – and put onto Google Drive. Kristen Snowden is main help on this.
- C. Ellen and Keeley and Lauren are working on social media plan.
- D. IMHS volunteers on Facebook. Please join, if changing a shift on Facebook must let staff know as they are not monitoring this site.
- E. Looking into getting a Chair on a Sub Committee for social media as part of outreach, not part of Tech Committee.
- F. Researching MicroSoft – not in report. Needing 1 license – Anjie to look into getting Micro Soft and have report to us end of day Wednesday. Anjie to e-mail BOD@imhs.org. Ken or Rhonda will order. Need 1 per machine. We will need 2.
- G. All computers are on Windows 10 – Ken took care of updating. Might need Ken or Rhonda to check on moving to 10 vs the new license of 13 and the due dates/requirements. Ends July 29th 2016 for free windows 10.
- H. Need to replace IMHS3. Lauren will contact Larry, but will review previous offer from Larry. Larry owns a computer business near shelter.
- I. Need new memory card for camera? If picture is on hard-drive, it is OK to delete on memory card. Permission to delete.
- J. Backups of data? Deb is aware of backups, Ken to share and do a recap of backups. Ken to list vulnerabilities are since QB etc. are online.

VIII Newsletter Report

- A. History. March began the monthly newsletter on website. Upcoming events, dog walking, etc. and volunteer of the month recognition. May did not happen for June. Must have articles in at the end of June for July. Love the stories, hard hitting issues along with light stuff. Along with introduction of new board members. Also add the new vets. Bio and why they are working with IMHS. Looking for articles. Community loves shelter stories. 2 Ways to get on the newsletter distribution 1) website, popup should appear or write to info@imhs.org. Also has a way to share to social media. We need to take pictures of our animals; we should have the adoptable photos of animals along with picture of adopters. Update adopting contract giving permission to upload pictures. Nancy says this is easy to do.
- B. There was a donation to TS of a camera which will then be donated to IMHS for outings.

IX Grants

- A. Hiring is under control, Lauren would like to Train on Grant writing. We are in the red because we have not done any grants.
- B. Do research and hand off to either Grant Committee, or do yourself. We just received sponsorship from Mtn. Hearth and Patio of \$600.00 for training. All classes have different prices. Board needs to review classes available, schedules, etc and decide who's doing what.
- C. Petco Grant is very specific. Must talk to Lori tomorrow and find out if we have the stats for Petco Grant.
- D. Anyone interested see Lauren after meeting or send her an e-mail
- E. Subaru Grant – Lauren to revisit and make sure we did not miss sending this in.

X Fundraising

- A. The Cause for Paws is all set for August 20th.
- B. Board members are required to be there unless extenuating circumstances.
- C. Lauren doing the spreadsheet logging of the items but needs and wants help from someone with google docs/excel spreadsheet knowledge. Better use of her time to not have to do this.
- D. Twin Forks is hosting the event, servers are giving their time. There will be a cause for paws menu. Nancy recommends a buffet idea to discuss with restaurant.
- E. July 6th is meeting with Twin Forks.
- F. Recruiting for cashiers – need 6. 2 for Cash, 2 for Credit Cards, 2 for Checks.
- G. Recommendation of receiving donation for certain liquor.
- H. More ways to volunteer besides Cause for Paws. Safeway and King Soopers Cards. Large inventory, we need to start pushing. Recommend to take to adoption sites. Take cards and sell at Bailey days. Cards are in safe; record what you are taking out. Fill out the log; you are responsible, so if lost, you pay. When you sell, you need to put the card, type of store, the number off of the cards. Best to put down check, cash, send to shelter for purchase with credit cards. We receive 5% back when reloading these cards. \$10.00 for \$10.00 balance. Cards can be reloaded at the store with the cashiers.
- I. Always ask for a donation on top of either adoptions or TS sales.

XI Thrift Store

- A. Natalie stated nothing new.
- B. Cathy (co-manager) had surgery. Successful surgery, but still having trouble with vocal cords. Will be a couple of weeks at least.
- C. Daryl putting in a lot of hours to help cover for Cathy. Garage sales leftover's ends up on TS doorsteps. Dirty couch etc. We have to discard.
- D. Always need additional volunteers. No number, but could use as many as possible. Really need someone who can work on cash-register. 2 shifts a day – 10:30 – 2:00 and 2:00 – 5:30. Merchandizing can be done any time. Recommendation to put in July Newsletter.
- E. Deb recommends Thrift Store on social media stating if you purchase an item, it helps an animal. It is official that we are having Christmas in July. July 23rd from 9:30 – 2:30.
- F. OK to e-mail Amy Glickson to get events at IMHS published on our website.
- G. No consignment.
- H. Barry has friend who make urns for animals – he will require \$40.00 any extra we receive but could be a fundraiser for us.

- I. Reject stuff is being picked up by epilepsy foundation. Being picked up twice a week. Putting stuff in green box for them. Will be fixed with a lock so community does not drop stuff in.
- J. Shoe drive was a bust. Not enough locations. 16 bags, but we needed 100. Natalie gave to Dalmatian rescue of CO.

XII Finance

- A. Karla to check out FDIC insurance thru website.
- B. Finance – Logo Merchandise. Deb to look into ordering shirts, hats, sweatshirts, etc. but sayings on like... My favorite Breed is a Rescue.....
- C. Keep raffle account open for future raffles, deposit min. amount.
- D. Check out PayRoll outsourcing costs and Merchant Card Processing costs.
- E. Have a Financial reading of the reports training.

XIII New Business

- A. Not discussed

XIII Adjournment

- A. President declared the meeting adjourned by unanimous consent.
- B. Meeting adjourned at 9:10 PM.