

Board of Directors Meeting

Intermountain Humane Society

Date: Tuesday February 21, 2017

Time: 6:13 PM

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

Present: Lauren Drabble – President
Amy Vudures – Vice President
Karla Nichols – Secretary
Marjorie Garard - Board Member
Barry Meinster – Board Member
Lindsey Marsh – Board Member
Angie Willis – Board Member
Dolores Synovec – Thrift Store Assist. Mgr.
Nancy Parks – Volunteer Coordinator
Susan Lee – Ambassador Lead
Deb Hays – Accountant (via phone)
Rhonda Dick – Technology (via phone)

- I Call to order: By Lauren Drabble, President
- II Quorum: 7 of 7 Board Members present
- III Mission Statement: “Our vision is to be the leading resource for dogs, cats and pet stewards: In Park County and the surrounding mountain communities. At Intermountain Humane Society we save, shelter, train, educate, rehabilitate and find dogs and cats their forever homes.”
- IV Board minutes from January: January board minutes were approved via email
- V Guests: No guests
- VI Motions:
 - a. Marjorie motioned to purchase a new motion sensor light in the amount up to \$65.00 to be purchased from Costco. Location will be door over entry into shelter. Barry Second. All in favor, no oppose.
- VII Discussion from submitted reports:
 - a. Shelter Report:
 - Barry will be hosting a time for all staff, board members, and select volunteers to go over our Anti-discrimination and harassment policy. This will be mandatory. The dates are Sunday March 12th and Sunday March 26th at 3:30 pm at the shelter office.
 - Aly has been working on the PACFA license renewal and discovered some weaknesses in the reports. Aly will be working with Ellen to correct this and make this easier for next year and also will enable her to pull more detailed information like age and gender

based stats.

- We have established the basic structure of the information needed for the grant committee as far as tracking what counties we are serving. Aly will be putting together a form that will be in the adoption area, the office and the thrift store. We should be tracking what county people are from and why they are there for everyone that passes through. There will be a secondary form for people to give us more detailed info to be put in our database as well. We do need this information for the grants team in order to apply / receive grant monies.
- Aly will be meeting with Laura to start to go through the questions to put into a survey format for surrounding county shelters and our partners.
- Shelter Stats for January 2017

Cats

Owner Surrender: 2

Strays: 1

Transfers From In State: 18

Transfers From Out of State: 17

Adopted out: 27

Returned to Owner: 1

Transferred Out: 1

Dogs

Owner Surrender: 1

Strays: 1

Transfer From In State: 4

Transfer From Out of State: 4

Adopted Out: 10

Transferred Out: 1

- b. Thrift Store: This report was done verbally by Dolores – need written submitted report in the future.
- 21st was the first monthly meeting for 2017.
 - 4 annual sales are planned; Spring & Garden will be 4/18. Christmas in July will be 22nd. 8th annual Anniversary sale will be 11/11, 11/25 Black Friday.
 - Coordinate Spring sale and Christmas with Adoption event. Can do flyers, Supermarket will not hand out for us. Carol would like a list of places we can distribute to. Good with volunteers.
- c. Treasurer's Report:
- Not closed out January numbers yet. Will post to Google Drive.
 - Budget review committee will meet on Monday March 6th at 12:00 pm at Shelter office. Goal is to have entire budget ready for board approval at the March BOD meeting.
 - All of the payroll tax reporting has been taken care of.
- d. Technology Committee:
- CenturyLink has completed the work to move all cables out of the old office and it is now being used as a cattery. Thanks to Aly for being our on-site person to help with this transition!
 - The adoption area is in need of another computer for volunteer work. The laptop

purchased to replace IMHS2 was tested but is not adequate for the work. It is being proposed that IMHS2 have a new power adapter and memory stick purchased so it can be used for accounting/bookkeeping tasks, and moving the laptop currently used in that space to the adoption area. The finance team will need to review this plan and approve. The costs (<\$100) have been approved.

- TeamViewer (our screen sharing software) has been tested on all but a couple of systems. We still need to have someone “lock down” the password so it doesn’t change on a regular basis.
- Rhonda tested all working computers, all Tech Committee have access to all computers as long as they are turned on. Sometimes computers are shut down, that puts lap top to sleep, then they cannot access. Few tech committee volunteers are onsite, they access remotely, must not have computer in sleep mode. Thrift store is 90% of tech calls, Angie and Rhonda to get together to solve and streamline. Rhonda made some changes last week, and did not receive any call this week. T/S & tech have tentative meeting on March 12th before the Harassment meeting.
- We need a new team lead on this committee as this is the last report from Rhonda.

e. Grants:

- All board members are now on committees and submitting reports and Lauren only has to submit one report now.
- The grants team is up and running and meeting monthly
- Amy B will be doing the Lauretta Boyd application between now and next Board meeting. (no due date on this but we want to get in asap.)
- Team still working on research and documentation but files and knowledge getting more robust.
- If you need access to the grants team folder in drive and do not have it, please request access.
- Still need others on this team because we need to triple the \$\$ we got in grants last year.
- Not including grants in budget anymore so grants and fundraising will work towards goals to keep IMHS in the black without getting incorrect ideas of what we might get in the budget.
- Lauren is hoping to rotate report responsibilities with Amy B.

f. Fundraising:

- The first Fundraising Committee Meeting was held on 2/13/17
- Adoption event during Winterfest on Saturday 2/25/17 at Healthy Pet Supply 11am – 4pm.
6 volunteers for 2 hour shifts. We only need 2 more volunteers from 2:00 – 4:00.
Aly will do rotation with the dogs to attend Winterfest
Do a “wish list” and put only items on that Healthy Pet Supply sells.
- Lularoe fundraiser raised \$600.00
- Next King Soopers date is Sunday 3/5/17.
April date to be determined
The goal is to have a minimum of 1 King Soopers Fundraising event per month
Will be adding a “wish list” poster to the booth so people can purchase items that the

shelter needs while they are shopping.

Susan Lee will do an inventory on KS gift cards and get to Deb next Monday.

- Working on appointing a Raffle Manager and obtaining raffle items for the May Membership Meeting.

The Raffle license has not been renewed yet, renewal is only \$100.00. The State requires all the Board members information – home address, home phone.

Application can be filled out online and it takes 5 – 10 days to get.

It is beneficial to have 2 people who know all the raffle rules; they do need to take an online test.

- Moore Lumber Fundraising Event is Saturday, May 6th from 11:00 – 2:00 at Pine Junction location.

Moore Lumber will donate \$400 for the event, check given to IMHS 2 weeks before the event.

Moore Lumber will provide: grill, tent, tables and chairs.

Deb recommends that we make sure the word “Donation” is on the signs so we do not need to mess with sales tax.

Volunteers needed for this event.

g. Ambassador Report:

- Susan Lee will be doing the Ambassador report going forward.
- Nancy will be researching postage.com, PayPal, annual fee for postage at post office as non-profit.

h. Media Report:

- Marketing Postcard presented by Marjorie.
Laura has presented a design to be used for postcard and fold-over card.
We have costs for postcard printing in bulk, minimum 100 pieces. Price is approx. \$30.00 the cost will go down when done with 500, 1,000 etc.
- Database
Meeting with Aly to go over database and policies
- Marketing Plan 2017 (Implement by April/May 2017)
Outline for the plan is complete.
Target is to have a full 2017 plan for Board review by March meeting.
- Marjorie volunteered to Co-Chair this committee with Angie.
- Website, Media, I.T., Events, Print and Electronic Marketing
Met with Lauren and gained an overview of structure, what is in place and who is handling what.
Target is to review and determine stages of all marketing to determine what Angie can take on and manage and what we will need to seek additional volunteers for.

i. Operations Report:

- Angie has scanned in all current policies and procedures from the books at the shelter and will be organizing them into PDF files for upload to the shared Dropbox account.
- Currently working on:
Employee Vacation and Sick Time Policy
- Other Policies and Procedures to evaluate and update if needed:
Job Descriptions/Benefits Package
Policy Manual

- Employee Manual
- Working on with Aly:
Training Agreement
Dismissal of Volunteers Policy (with Aly and Lisa)
Euthanasia Policy

j. Foster Report:

- Statistics for January and February 2017
14 active fosters as of 02/16/17
13 animals in foster homes: 3 dogs, 10 cats
(3 are not adoptable, considered in sanctuary type care: 2 cats, one dog)
- Three new applications for fosters received
- Several IMHS volunteers have commented that they have not had anyone approach them to get their home checks done for 2017. They only occasionally foster, but want to be up to date in the event they are needed in an emergency to foster. This will be done ASAP.
- Amy has been watching some ASPCA webinars on proper and safe transporting of shelter and rescue animals. She will have printed out reading material on them as she gets thru all 7 series.
- We need to recruit 4 more volunteers for home checks. It is required that home checks are done in pairs for safety reasons.

h. Volunteer Coordinator Report:

- Susan Lee and Nancy Parks have finished the volunteer file folders. They are still working on who is really a volunteer and who may be considered inactive. We still need some volunteer agreement forms signed.
- There is a sign-up sheet for volunteers for the upcoming Winterfest. Shifts will be every 2 hours. Nancy will set up the booth. Aly will decide if animals will be coming to the event. Cathy will be creating coupons for the Thrift store. Girl Scouts may be selling cookies at our booth.
- Completed signs for thrift store and office
- New signs for King Soopers events completed
- Cathy will be providing an information flyer to be passed out at the Deer Creek Elementary School and "purr" presentation to the students in 4th grade.
- Will do more research regarding Post Office application for Nonprofits.
- New volunteer applications: about 7 currently on file. Sandy and Susan contact to see what area each person would like to volunteer and if it is a good match.

Projects Nancy is working on:

- Nancy is working with Susan B. to get a list of the weekly volunteers and create a schedule. She will include updated contact numbers, and alternate people to call for dog walkers and cat care.
- Gambling License; trying to get it renewed
- Need to set up a meeting with Lisa and Majorie for transition
- Met with Cathy at Thrift store and will be at the next scheduled staff meeting
- Nancy needs to be trained on technology for volunteer contact, Facebook, etc.

- Nancy to meet with Aly and Wendy to finalize volunteer training and how to ensure we get all volunteer
- Need to decide on thank you notes: hand written vs. pre-made vs. letters

VII Open Business:

- Fireside chats
2 people at the chat, pick a date and location. Send to Media and they will send out the information. 1st Fireside chat is scheduled for March 13th with Lauren and Angie from 5:00 – 6:00, Location to be determined. 2nd Fireside chat will be on April 10th with Karla and Amy at the Safeway Starbucks from 5:00 – 6:00.
- Conifer Chamber awards ceremony is March 9th at 4:30 pm. Goconifer.com has all the information plus anyone can vote there for their non-profit of the year. IMHS is one of the 3 in the running. Voting ends on 2/23/17.
- Amy to check with the Elk Creek Fire Dept. to hold our annual membership meeting in May.

VII New Business:

- Presentation at Deer Creek Elementary school was very successful.
- All volunteers must go in to the shelter and update their timesheets OR send email to Nancy Parks. We cannot do this online yet; however, Rhonda created a new online version for this and will train Lauren soon.

Meeting adjourned at 8:35 pm.