MEETING MINUTES

Call to Order
- Green County Humane Society Board
- Board Attendees
  - Sue Sacker, Ron Neuenschwander, John Rosa, Heather Lisser, Eileen Freitag, Chris Reed, Ginny Bean, Sherri Treuthardt-Barret
- Others in Attendance
  - Jenny Wright, GCHS Executive Director, and Janean Boss-Anderson, Paul Barrett, Andrea Stephenson, Rachel Schardt
- Not Present
  - Jo Ellen Mosher, Mandy Pas, Chandra Deprez

Meeting called to order
5:33 p.m. by board president Sue Sacker

Approval of Previous Minutes
June minutes. Motion to approve: Ron Neuenschwander. Second: John Rosa. Approved on 6-0-1 vote.

Reports

Treasurer: Motion to approve reports: Chris Reed. Second: Eileen Freitag. Approved: 7-0.

Executive Director's Report (Jenny Wright):
Janean Boss-Anderson presented monthly occupancy/adoption numbers.
Jenny Wright: Reviewed financials
Upcoming events: Aug. 18 Farm and Fleet Clear the Shelter from 10 a.m. to 2 p.m.
Aug. 25: Birmingham dog transfer
Sept. 9: Whine in the Woods
Grants: Accepted to the Google Nonprofit Suite
Would like to see board’s future role: Accounting transfer, investment management and increase membership and estate donations
Reduce board committees: Create shelter task forces for large events, volunteer program, marketing, data management/software solutions, transfers and seizures, all medical decisions. Jenny will continue to investigate these issues and make future recommendations.

Referred to Executive Committee: Purpose/history of investment fund
Camera access only to executive director and operations manager
Board and volunteers only on premises when staff present, unless arranged prior, 7 a.m. to 7 p.m.
Committee Reports

Executive: Report attached. Plan to discuss creating a Financial Committee at a future meeting.

Euthanasia: Cat and dog euthanized in last two months.

Policy and Procedures: No report.

Nominations: No report. Chris Reed hopes to schedule a meeting in the next month to begin discussing possible candidates.

Building and Grounds: Report attached. Addendum comment from Paul Barrett: Cameras are designed for security purposes and animal observation and for director to review that there’s no incidents internally or externally.

Large-Scale Intake: No report. Will set a time to go through supplies in the garage.

Volunteer/membership: Report attached.

Medical Advisory: Report attached.

Unfinished Business

Accounting migration: Motion to hire Refue, Pas, Jacobson, Knox and Koster to prepare monthly financials (at $XX per month) and end-of-year materials for auditor (at $XX per month). First: Ginny Bean. Second: Chris Reed. Approved unanimously.

New Business

Board training presentation by Paul Barrett, Rachel Schardt and Andrea Stephenson: Tabled till September a decision on whether to hire a consultant to perform board training to September (to allow time to present to absent board members) with a deeper discussion and decision in October.

Agreement to have executive director do agendas and send six days (Wednesday) before the board meeting. All committee reports with motions clearly stated to add to the agenda should be sent to board secretary and executive director eight days (Monday) before board meetings.

Decided to do board survey (included in packets shared by Advisory Committee) at our next meeting.

Other Business

Adoption form: New adoption form with fewer references originally referred to Policy and Procedure Committee, but this is not necessary as reference counts are procedure, which is determined by executive director

Euthanasia: Euthanasia of suffering animals will be determined with agreement from the Vet and Lead Vet Tech. Any animal euthanized will be emailed to the Executive Director and Medical Advisory Board. All behavior euthanasias need to go to the Medical Advisory and Euthanasia board before being performed: Referred to P&P

Cabinet purchase/installation: Motion: Go forward with the purchase/installation of cabinets in conference room—after investigating pricing of the cabinets at other outlets—for approx. $3,000. First: Ron Neuenschwander. Second: John Rosa. Approved unanimously.

Mural: Tabled a decision on whether to hire Kathy King to paint a lobby mural until September.

Membership fees: Motion to simplify and increase membership fees to $40 per year for Single, $80 for Family and any dollar amount over $80 as a Supporting Membership. Previous fees were $30/year individual, $50 for couple, $75 for family and $150 or more as supporting. First: Sherri Treuthardt-Barret. Second: John Rosa. Unanimously approved.

Announcements

None

Adjournment

Motion by John Rosa. Second: Eileen Freitag. Approved and adjourned at 8:00 p.m.

Closed session
EXECUTIVE COMMITTEE MEETING MINUTES

Call to Order

- Committee Attendees
  - Sue Sacker, Ron Neuenschwander, John Rosa, Heather Lisser
- Others in Attendance
  - Jenny Wright, Green County Humane Society Executive Director
- Not Present

Meeting called to order
5:30 p.m.

New Business:

Reviewed Executive Committee Charge and discussed role of committee.

Clarified how to handle changing employee responsibilities or creating new positions. Agreed that Exec Director would create job descriptions for new positions to then present to the board along with costs for approval of new positions.

Spending: Recommended Jenny create the motion on max dollar amount allowed for spending outside of budget line items for the current budget year and then a long-term proposal for future budgets.

Clarified that email updates can be done, but no emails should ask for decisions, unless there are mitigating circumstances.

Discussed how to address accounting and other needs within GCHS. Present to the board the need for a task force to address how to handle accounting and other needs within GCHS. Task force would look at outside vendors for some of the needs vs. in-house. How do we spend our front-office funds? Are there better, more effective ways?

Create a motion to create a task force to make a volunteer push which would include establishing a list of volunteers, interests and availability; create a training plan/process and establish a process for maintaining and updating the registry so GCHS can better utilize their services.

Send to the board a request to begin the process to change to the bylaws that it says the month of May vs. the first Thursday in May.
Learned Dr. Kara is no longer going to be our paid vet, but Dr. Dahlgren of Brodhead Vet will be taking on the role once a week.

Other Business

None

Adjournment

Adjourned 7:03 p.m.

Next meeting

TBA, as needed.

Nomination Committee Minutes

Date: August 30, 2018
Time: 4:30 p.m.
Attendees: Chris Reed, Jo Ellen Mosher, Heather Lisser

Topics Discussed

• Reviewed bylaws for nominations, Articles IV, V, VI.

• Reviewed paperwork that is sent out to candidates and made notes of deadlines. We still need to add the membership form with the new logo.

• Discussed possibility of 3 vacancies. Sue Sacker, John Rosa, and Mandy Pas. John is considering staying on for another term, Mandy is not, due to Ed retiring.

• Brainstormed possible candidates to share with the board at our next meeting.

Large-Scale Intake Committee

Went through the totes that contain the supplies for dog or cat seizures. Everything was in them except for one item that was out of date and had to be replaced.