MEETING MINUTES

Call to Order

- Green County Humane Society Board
- Board Attendees
  - Sue Sacker, Ron Neuenschwander, John Rosa, Heather Lisser, Eileen Freitag, Chris Reed, Mandy Pas, Ginny Bean, Chandra Deprez, Sherri Treuthardt-Barret
- Others in Attendance
  - Todd Heubler of Edward Jones and Jenny Wright, GCHS Executive Director
- Not Present
  - Jo Ellen Mosher

Meeting called to order
5:31 p.m. by board president Sue Sacker

Approval of Previous Minutes
May minutes. Motion to approve: John Rosa. Second: Ron Neuenschwander. Approved unanimously.

Reports


Executive Director’s Report (Jenny Wright): 60% increase in stray cats over May.
  - Revenue increase due to dog adoptions, Estates, Pawlapaloosa.
  - Public support on memorials decreasing. No Yappy Hour donations.
  - Building and Ground costs higher than last year.
  - Met with website company to improve site with better user experience and bigger donation button on site. Improve line of communication on events, as well.
  - Future reports, more info on donations, grant reporting, off-site events/adoptions, community awareness and education, formalized but reduced reports from Laci and Janean.

Committee Reports

Executive: Report attached.
Euthanasia: No report.
Policy and Procedures: No report. Next meeting is 5:15 p.m. June 27, GCHS
Nominations: No report.
Building and Grounds: Report attached.
Large-Scale Intake: No report. Plan to meet in the near future to go through supplies in the garage.
Volunteer/membership: No report. Plan to meet with Jenny before meeting.
Medical Advisory: No report.
Advisory: Report attached.

Unfinished Business

Election of committee chairmen:

- Euthanasia: Ron Neuenschwander, John Rosa, Carol Stemple
- Nominations: Chris Reed, Jo Mosher, Heather Lisser
- Medical Advisory: Sue Sacker, Janean Boss-Anderson, Dr. Kara, Lisa Holcomb, Candy Benner, Ginny Bean, John Rosa, Ron Neuenschwander
- Policy and Procedures: Mandy Pas, Eileen Freitag, Heather Lisser, John Rosa, Sue Sacker, Jo Mosher, Ron Neuenschwander, Janean Boss-Anderson, Jenny Wright
- Large-Scale Intake: John Rosa, Rachel Schardt, Chris Reed
- Building and Grounds: Paul Barrett, Ron Neuenschwander, John Rosa, Ginny Bean
- Volunteer/membership: Sherri Treuthardt-Barret, Chris Reed, Jo Mosher, Ginny Bean, Eileen Freitag, Dee Olson
- Advisory: Paul Barrett, Andrea Stephenson, Rachel Schardt.

**Motion to approve committees and chairs as stated.** Ginny Bean. Second: Sherri Treuthardt-Barret. Approved unanimously.

**Motion to approve Advisory Committee chair and members.** Sherri Treuthardt-Barret. Second: John Rosa. Motion approved unanimously.

New Business

- Investments Review: Edward Jones presentation by new fund manager Todd Heubler of GCHS Investment Fund. Fund has been performing at about 7% return since inception. Transfers, as needed, will be communicated to the board.

- Budget review: Included in Jenny’s executive report.

- Accounting transition: Jenny reports: Humane Society staff do the bank reconciliations, invoices, deposits between Laci and Jenny with help by Angie in July.

  - Online bookkeeping service: QuickBooks recommended over SageOne
  - Payroll service: QuickBooks recommended over Paycor and Paychex
  - CPA to review monthly financials, investment journal entries, bank reconciliation.
  - Seeking quotes from Reffue, Pas, Jacobson, Knox and Koster and Marc D. Farmer
  - Benning Group LLC (does the audit, so cannot have them do monthly accounting)
  - Concerns by board that Jenny use her time to work on grant writing and other strategic goals.

  **Motion to recommend Jenny research costs for service from local accounting firms and bring those costs back to the board by July 1:** Ginny Bean. Second: Sherri Treuthardt-Barret. Motion approved unanimously.

- Discussion on when to use Closed Sessions: Sent to Policy and Procedure Committee to establish clear policy.

- Minutes preferences: Agreed without vote to send minutes immediately after the meeting and then again when the agenda is sent (one week before the meeting). Minutes will include committee reports.

  Discussion on what the board would like to see in future director’s reports: Agreed without vote that they liked what was presented. Requested to include some positive stories about adoptions or other goings-on to capture the good things GCHS is doing.

Announcements

None
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.

Approval of Previous Minutes

None

New Business:

**Vet staffing during medical leave:** Jenny is seeking volunteer vets to fill in. Brodhead Vet was asking vet clinic board for approval to help. Other option is Argyle Vet or SNAP vouchers for Madison clinic. Maybe reduce adoption fee if SNAP voucher doesn’t cover total cost. Medical Advisory will address further.

**Accounting:** Jenny has talked to Mark Farmer and Herreid and Gietzel of New Glarus about doing end-of-month financials
Quoted about the same price.
Waiting on Reffue, Pas, Jacobson, Knox & Koster
Current plan would be to bring all the invoices and basic bookkeeping in-house because the cost was prohibitive to do all outside as was done with Colony Brands
Will send out email update to rest of the board
Jenny also requested we discuss with the board whether to establish a Finance Committee
Discussion also on whether it might be possible in the future to get a volunteer to do some of the bookwork

Closed Session: Jenny to bring recommendations to the board

Volunteer program: Need staff who can lead volunteers. Huge gaps in how they are utilized. Better training needed before they can interact with animals. Jenny to discuss with Volunteer Committee.

Edward Jones asset allocation: Jenny suggested board may want to consider equaling out the allocation so it’s not so heavily invested in stocks. Need to make another withdrawal again. Jenny and John to meet with Edward Jones rep to discuss the fund.
Invitation extended to other exec committee members, as well.

Other Business
None

Adjournment
Adjourned approx. 6:45 p.m.

Next meeting
TBA, as needed.

MEDICAL ADVISORY COMMITTEE MEETING MINUTES
AUG. 8, 2018

We will be getting Dr. Hirshberger and Dr. Dahlgren a “thank you” gift for being volunteer vets the past 2 months

- Volunteers will now be able to start working with selected animals in Cat Overflow and Dog Semi-ISO

  “Would someone be willing to reach out to Dan Bartholf to have a document written up releasing us of damages if they are bitten by an animal who has not received their rabies vaccination?”

- 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 euthanasia’s need to go to the Medical Advisory and Euthanasia board before being performed.

- Toby, the dog with 3 bite incidents, will be euthanized after his 10 day bit quarantine (after 8/18/18)

- Animal records will begin being recorded in Pet Point this year

- We will begin the process of converting old paper records to electronic ones on hard drives

- A new adoption form was agreed upon after two edits are made (the newly edited version is attached)

- A new dog foster application form and cat foster application form were agreed upon
Only the executive director, operations manager, paid medical staff, and selected staff are allowed in all Dog Areas, Cat ISO, and Cat URI. All others needing access need to ask the executive director or operations manager.

We will begin to look at relationships with Petsmarts and other pet supply stores to show case our adoptable cats.

Medical Advisory Meeting 8.8.18
Contact information for the chair and rest of the committee

Update on Veterinarian
- Dr. Kara had her baby this week, and is hoping to return at the end of September. In the interim we have had surgeries performed by Dr. Dahlgren from Broadhead and Dr. Hirshberger from UW
- I propose that we put together a Thank You basket/gift for Dr. Dahlgren and Dr. Hirshberger for their support

Volunteer Program
- Propose to start having volunteers work with semi-ISO animals. They would have extra training and sign off on extra documentation.
- We would need to speak with Dan to determine what documentation needed
- Volunteers would be working with dogs from transfers, puppies, medical case dogs in Semi-ISO, and cats in overflow. They would not be in Dog ISO, Cat URI, or Cat ISO
- All of these animals would need to get medical approval before being handled by volunteers

Euthanasia Committee Policy
- Per policy and procedures all euthanasia’s need to be cleared by either Medical Advisory or Euthanasia Committee
- There is no defined rules as to which committee to take case to
- Suggestion: When euthanasia is determined as the best decision for medically suffering animals by a Vet or the Head Vet Tech, then we do not have to consult the committee. The Head Veterinary Technician will make final judgement on euthanizing medically suffering animals. Use the committee for behavioral euthanasia cases

Bite Order Dog
Toby (rottweiler/husky x) was returned today for biting his adopter twice. This will be his third recorded bite in the past 2 months. None of the bites occurred while he was a GCHS animal. Below are the bites:
- He was surrendered early July after biting owner during a fight with the owners other dog
- He was adopted 8/2; then bit the new owner on 8/6 when she tried to pull him away from a neighbor dog
- His third bite was today 8/8, while the dog was in bed with the newest owner

All animal records in Pet Point
Starting this year (aiming for October/November) we would like to start inputting all of the animal records (medical, behavioral, foster, adoption) in our Pet Point Database. This data would be stored for as long as we have the database (sufficing the 5 year rule).
- This would reduce our paperwork
- This is being practiced at other shelters in our area including Dane County
- It allows greater communication among staff, to be updated on status of the animals

Converting old records to hard drives
- Have old pet records scanned and saved on hard drives
- This would suffice the 5 year record law
- This would dramatically free up space in our file storage room

Adoption & Foster Forms
- Suggestion: shorten and clean up the adoption application. (draft in packet)
- Policy and Procedure Change: Reduce to one reference (non-family) would allow for more same-day adoptions
- We would still require Vet and Landlord reference
- If they do not have Vet or Landlord reference, then asking for second reference
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• This would reduce the work that our receptionist has to do, allowing them to help in other capacities

• Suggestion: shorten and clean up foster application. And create two separate applications, one for feline fostering, and one for canine fostering. • Policy and Procedure Change: Remove the home-check for feline fosters • Since we are not restricted by Act 90 for the condition that the animal has to stay in
• Plus I want to expand the foster program for kittens, but we do not currently have the staff needed to do several home-checks a week

• All foster application information, and forms signed will be in Pet Point

Restrictions on Staff, Board, Volunteers and Public in All Dog Areas, Cat ISO, and Cat URI
Only the executive director, operations manager, medical staff, and trained staff allowed in these rooms. The Executive Director and Operations Manager will choose the staff who are allowed in the rooms, and what rooms they have access to.

Off Site Animals
Begin looking at options of placing cats up for adoption at PetSmart, Petco, The Pet Spot and Beast Buffet.

Animals with Medical Needs
Currently our only animal who has an unknown medical need is Balou (Blue Pit) and he will be going in for an ultrasound Friday to determine path of care.

MEMBERSHIP AND VOLUNTEER COMMITTEE MEETING – 7/11/18
Minutes from July 11, 2018
Time started: 5:30 pm
Attendees: Sherri Treuthardt-Barrett, Sue Sacker, Dee Olson, Jo Moser, Eileen Freitag, Jennifer Wright, Laci Westguard

Topics discussed:
What we worked on this past year per Jennifer’s request. We updated the volunteer form by making it more user friendly, down to 2 pages from 4. We talked about the need for a new data base but no viable options were offered. Further research was needed for the data base for cost and effectiveness. We discussed how soon and often a new volunteer application was to be contacted. Some of the committee members contacted “old” volunteer applicants via phone to see if there was still an interest. Training of volunteers was discussed at length at several meetings along with the use of the radios for the volunteers to use.

A new data base option was discussed briefly. More research into one data base that would do “everything” needed so as not to have separate data bases for members and volunteers.

Discussed offering 2 levels of volunteers. An Intro Level and Advanced Level. Further discussion at next meeting to define these levels.

We discussed a possibility of 3 times a week we would offer orientation and training for the volunteers. This would be a more formal training and offer volunteers more options of days and times to train.

Jennifer stated she would offer a staff meeting to teach about customer service and the importance of volunteers.

We discussed reaching out to 4H groups and Big Brothers and Big Sisters to express our needs for volunteers.

We briefly discussed the Community Service Workers as volunteers and what we would have available for them. More discussion on this at our next meeting.

We discussed the need for more members and also having a 40th Anniversary Membership which we will promote with a mass mailing in August pending the research of the cost involved in hopes of attracting new members whom haven’t been accessed before.

The membership fees were simplified and increased to $40 for Single, $80 for Family, and any dollar amount over $80 will be considered Supporting Membership. Since it is possible some of the members did not receive a renewal letter, we will be sending all members a letter asking if they would like to upgrade their membership to our 40th Anniversary membership at the end of July. The letter would ask those that have already paid their dues for 2018 to upgrade to the additional $10 for Single, $30 for Couple, or $5 for family for the 40th Anniversary membership and have their names on the Anniversary wall. We will establish a wall space for the 40th Anniversary members.

Meeting was adjourned at 7:00 pm.

BUILDING AND GROUNDS COMMITTEE
There has been much activity over the past 2 months with the usual monthly maintenance & mowing.

The dishwasher had a couple of service calls which are covered under our yearly service agreement with the company. With all the service calls we have had it seems this agreement turned out to be a good deal for GCHS vs. paying for individual service calls each time.

We can get a break down comparison before the end of the contract to see if renewing the contract looks like a good idea.
The company will be contacting us when the contract is coming up for renewal. Building & Grounds can then make a recommendation to the Board to renew or not.

The Prairie restoration sections can now be left to grow vs. mowing them so there is fuel to burn again in the Spring. The Prairie restoration company will be spraying weeds in these areas between this coming Friday 8/17 and Monday 8/20. Once a date has been scheduled they will notify us as all dogs and people will need to stay off the areas for 1 week.

The committee will be looking into a second chair mat for the lobby work station floor.

Building & Grounds met with Jennifer and Janean on August 2nd for input and general feedback from staff.

One discussion was to review if Kittens could be brought forward to the Lobby during certain open hours. Jennifer & Janean will discuss this further and come back to the committee with input.

Making the small stall in the Women's bathroom larger was discussed. Due to regulations for commercial public restrooms this will not be possible.

Following are 2 Building & Grounds proposals for Board consideration & approval:

1. Installation of cabinets above the existing counter in the Multi Purpose room the entire length. The committee recommends purchasing 15 inch deep cabinets at a cost of $2,971. These will match the existing cabinets and provide much needed storage space for Jennifer and Staff. It takes 6-8 weeks from date of order to get the cabinets.

2. Hire Kathy King to paint a mural for the Lobby on framed canvas to be displayed along the North wall next to the major donor recognition display. This would be approximately 4 foot high by 8 foot long painted from actual GCHS residence past & present both Cats & Dogs. There is a blue taped area on the wall for a better visual of the approximate placement. This canvas will not only brighten and enhance the area but if ever desired it could be taken to events or displayed in a different location.

It would be very inspirational if Staff were to pick out animals to be painted on the mural. Cost for around 18 to 20 animals is estimated at $1100- $1200 plus a minimum charge for Tim Frankowski to make a frame.

Attached are some examples of Kathy's work on the recent Traveling Bucky's in Madison for the UW Vet School & a pen and ink drawing of my last dog on stretched deer hide she did. You can also see Kathy's work on the walls of Baumgartners as she did both of their wall murals. Kathy is the Monroe High School Art teacher and is an incredible local talent.