MEETING MINUTES

Call to Order

- Green County Humane Society Board
- Board Attendees
  - Ron Neuenschwander, Heather Lisser, Jo Ellen Mosher, Mandy Pas, Chandra Deprez, Eileen Freitag, Chris Reed
- Others in Attendance
  - Jenny Wright, GCHS Executive Director
- Not Present
  - Ginny Bean,

Meeting called to order
5:35 p.m. by board vice president Ron Neuenschwander

Election of new officers

President: Ron Neuenschwander nominated by Heather Lisser
Vice President: Jo Ellen Mosher nominated by Chris Reed
Treasurer: Ginny Bean nominated by Chandra Deprez

Jenny Wright to contact Edward Jones and the bank to research how to change out signatories.

Approval of Agenda

Motion to approve: Eileen Freitag. Second: Jo Ellen Mosher. Approved unanimously.

Approval of Previous Minutes and Committee Reports

Motion to approve September minutes and following committee reports: Chandra Deprez. Second: Chris Reed. Approved unanimously.

  a. Building and Grounds
  b. Policy and Procedure

Director’s and Treasurer’s Reports

Motion to approve Treasurer and Director’s Reports: Jo Ellen Mosher. Second: Chandra Deprez. Approved unanimously.

Unfinished Business

Motion: Request funding from Community Foundation of Southern Wisconsin for hiring Sort Sol Group consultants for approx. $8,700 to work with the Green County Humane Society on governance development. Table until Nov. 18 retreat.
Motion: Set a board retreat for [date] to review strategic plan, set board/member goals, review and/or determine advisory/board/executive director roles and responsibilities going forward and possibly create/eliminate committees related to future goals.

Motion to approve: Heather Lisser. Second: Eileen Freitag.

Amended Motion: Set a board retreat organized by the executive committee and Executive Director for noon-4 p.m. Sunday, Nov. 18, to review strategic plan, set board/member goals, review and/or determine advisory/board/executive director roles and responsibilities going forward and possibly create/eliminate committees related to future goals.

Motion to amend the motion: Heather Lisser. Second: Chandra Deprez.

Motion to approve amended motion: Heather Lisser. Second: Chris Reed. Approved unanimously.

New Business

Motion: Approve the changes presented in the P&P meeting minutes dated September 19, with the exception of the new Fospice policy, which should be returned to the committee for further review.
Motion to approve: Eileen Freitag. Second: Jo Ellen Mosher. Approved unanimously.

Motion: Due to procedures being determined and managed by staff, approve removing them from the Policy and Procedure manual and instead making them available to view by board members upon request. Procedures can be changed by the Executive Director in compliance with policies, with an understanding that public facing changes (such as the number of references needed for adoptions) will be shared with the board so they can be communicated effectively with the community.

Motion: Approve the creation of a board finance committee and committee charge.

Motion: Set the order of upcoming task forces as Technology, Membership, Events, Marketing and Off-Site Adoptions to address critical needs as we position the Green County Humane Society for future success.

Motion: Create new partnerships with Best Friends Animal Society (network partner), Million Cat Challenge (member) and PetFinder (displaying animals on their website).
Motion: Chandra Deprez. Second: Chris Reed. Approved unanimously.

Announcements

None

Other Business

Table to next meeting.
Committee assignments:
Large-scale intake: New Chairman (board vote)
Euthanasia: 1 member (board vote)
Building and Grounds: No members needed.

Motion: Eliminate the Volunteer and Membership committee immediately.

Adjournment

Motion by Eileen Freitag. Second: Jo Ellen Mosher. Approved and adjourned at 7:14 p.m.

Closed session

Open: 7:14 p.m.
Close: 7:55 p.m.
Motion to end closed session: Eileen Freitag. Second: Mandy Pas. Unanimously approved.

**Next meeting**

5:30 p.m. Tuesday, Nov. 13, GCHS Multipurpose Room.

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**BUILDING AND GROUNDS COMMITTEE**

With this time of year we now move into a different climate at the GCHS shelter - Winter.

Snow, Ice, wind and freezing rain will now make conditions harder on Staff, Volunteers and the Public all trying to get to & around the shelter.

Building & Grounds along with Carrousel Excavating will work diligently to keep areas clear and salted for the safety of all. With this will come the necessity for us to be in or around the shelter before and after normal staff working hours. Usually we will be blowing and shoveling snow on the sidewalks and garage area around 5 - 6 am as needed. This allows us to get the snow away from the building so Carrousel can remove it further with their big plow. Night work is done as necessary clearing paths for dog walking in the mornings but is also done during the day as needed.

In the multi purpose room you will notice new chairs at the conference table, 2 new desk work stations in the back corner, stacking fabric chairs and some shelving.

In the Lobby you will notice a full row of new matching vinyl chairs. Jennifer will fill you in on these a bit more at the meeting.

Attached is a picture of a cat condo bottom that has the laminate come up. These have lasted going on 6 years in January but as we know nothing lasts forever.

Also attached is a picture of a stainless-steel plate installed over the laminate. We had 2 of these made as a trial. These fit very well and will keep the bottoms from deteriorating any further.

Attached is the quote for the remaining 23 condo floors which are in need of repair. These have been ordered to get stainless down before further deterioration.

In order to put stainless plates in the remaining 43 cat condos before they have problems we would need approval for $2870 to move forward.

We have a total of 68 condos - 34 in each room. Building & Grounds committee is recommending this update to the Board for approval as preventative maintenance of the condos.

The mower went in yesterday for an oil change and switch over to installation of the snow blower.

General maintenance and monitoring of temperatures in the building are ongoing as usual.
To keep in mind:
The concrete sealant in the dog kennel areas is a special highly protective sealant which is much different than the usual standard sealant on all other areas.
The sealant was installed by David Welsh who did the stained & sealed concrete on the front area floors.
This is a 2-step process which should be re-coated every 7 years or so depending on wear.
This specialty sealant keeps any urine or feces from penetrating into the concrete eliminating smell or contamination.
David will stop by in the near future to assess the floor and need for re-coating.

Please let me know if you have any questions.

Thank you,
Paul Barrett
Chair Building & Grounds
Nov. 8, 2018

**Minutes of Nov. 1 Executive Committee**

Planning Nov. 18 retreat:

Theme: Where does the board go from here
Goal: A board that is better educated, more empowered and all on the same page

Agenda:
- Ice-breaker/get-to-know-you activity
- Financial overview
- Board rules: Legal and fiduciary
- Review existing strategic plan
  - Do we want to update/change? How?
- Board Roles
  - Fundraising
    - How Exec Director currently spends time/goals for future
  - Talent survey of existing board members
  - Gaps and goals for future board members
  - Committees: Which we need and which we don't
    - Give, get, get off: Is this the right ideal for the GCHS board?
- Commitment plan for board members

Next steps:
- Find location (Heather to check with Colony Brands)
- Food: Jimmy John's (Heather pays...pass a hat at the meeting for donations?)
- Find out Cara Carper's availability
Minutes of Nov. 8 Executive Committee

Continuation of Retreat Planning

To do:
Work on retreat plans - come to meeting with Advisory (6:30 p.m. Wednesday, Nov. 14, at the shelter) with a better idea on time required
Make sure everyone has strategic plan
Let board members know they should bring 2 truths and a lie to the retreat for warm-up game

Theme: Where does the organization go from here — creating a shared vision
Goal: A board that is better educated, more empowered and all on the same page

Agenda:
• Ice-breaker/get-to-know-you activity and eat (two truths and a lie) 30 minutes
• Financial overview - Ginny 15 minutes
• Board rules: Legal and fiduciary/insurance - Ginny 15 minutes

BREAK 15 minutes

• Review existing strategic plan - Jenny 60 minutes
  Do we want to update/change? How? What is our vision.

BREAK 10 minutes

• Board Roles
  Different board philosophies? - Ginny 10 minutes
  How Exec Director currently spends time/goals for future - Jenny 20 minutes
  Talent survey of existing board members - Heather 20 minutes
    Gaps and goals for future board members

• Wrap-up: Ron REMAINDER

Food: Jo Ellen

NOMINATION COMMITTEE

We received the Candidate Skill Assessment from Mary Jane Grenzow.
We interviewed Mary Jane on October 24th and unanimously agreed to recommend her to the board. She is unable to attend the November board meeting, but is willing to start serving on the board.

We received a completed Candidate Skill Assessment from Todd Larson, however, he is not willing to commit at this time and will decide before the annual meeting. As we get closer we will contact him to see if he’s is interested in an interview.

Laurel Decker completed the Skill Assessment for becoming a board member. The committee will meet with her on November 12th before recommending her to the board.