

HUMANE SOCIETY OF THE OHIO VALLEY, INC.
MONTHLY BOARD MEETING MINUTES
September 2, 2020

CLOSED SESSION (Virtual) Due to the Coronavirus Pandemic

Present: Ethan Gerber (President), Leight Murray (Vice President), Jim Raney (Secretary), Amber Dennison, and Esther Salem. Mike Montgomery (Treasurer and Vice President for Finance) was excused absent because he was working at the shelter on emergency repairs. Scott Hatfield (Manager) and Bri Deem (Assistant Manager) were also present.

Approval of Minutes (attached): Motion made by Esther Salem, seconded by Ethan Gerber. Motion passed unanimously.

Officer Reports:

- **President.** None.
- **Vice President.** None.
- **Secretary.** None.
- **Treasurer.** The board discussed the treasurer's report of monthly and fiscal year-to-date profit/loss statements showing income and expenses, fiscal year-to-date budget reconciliation statement, QuickBooks and checking account balances, and our Marietta Community Foundation account balances. The month-end balance of the Edward Jones Investment account was not reported. The state of our corporate finances is excellent, allowing us to pay off our accounts in arrears and plan for future needs. The board intends to present the invoice for the new Air Conditioning and Heating systems to the Marietta Community Foundation for possible reimbursement from a donor-advised fund.
- **Vice President for Finance.** Leight Murray stated that he is working with our assistant treasurer and vice president for finance to prepare the request for forgiveness of our Payroll Protection Program loan and is looking into whether HSOV may be eligible for a future phase of this program.

Approval of Treasurer's Report (attached). Motion made by Amber Dennison, seconded by Esther Salem. Motion passed unanimously.

Information Technology Officer's Report. Jim Raney is evaluating pros and cons of alternative shelter management software packages. Four indoor security cameras and four outdoor security cameras have been installed, five of which are operating on battery power. All cameras will be hard-wired to avoid the need for recharging the batteries during the second week of September. He is evaluating relocation of the Smart Hub for indoor cameras and the Smart Hub for outdoor cameras to improve signal strength. He will update information technology accounts to change the HSOV manager from Karissa Reynolds to Scott Hatfield.

Management Report. Scott Hatfield reported shelter operations are substantially curtailed due to the canine and feline viruses. Adoptions are by appointment and volunteer activities are reduced. Progress is being made and shelter operations should be back to normal soon.

Committee Reports:

- **Operations Committee.** Amber Dennison reported on meeting (virtual) on August 19 (attached). Discussion included: status of the Friends of Forgotten Felines lawsuit to protect the cat colonies at the Washington County Fairgrounds and what the HSOV position should be on this matter; status of our efforts to educate the public about declawing cats; need to call people who applied to adopt an animal but were not selected; status of purchasing cat traps in lieu of transport kennels; urgently needed shelter repairs; Parkersburg Area Community Foundation opportunities; progress on our membership drive; a draft HSOV corporate PowerPoint briefing; need for better shelter software; and a variety of other HSOV matters.
- **Finance Committee.** Finance committee is considering changing credit card companies. Jim Raney reported no progress in negotiating new county and city contracts but did present HSOV corporate briefing to county commissioners along with a suggestion to increase dog licensing fees for intact dogs at their meeting on August 20. The committee is working on an application for forgiveness of our Payroll Protection Program loan and is planning an October budget review prior to beginning our new fiscal year on November 1.
- **Building, Grounds, and Maintenance Committee.** The Eagle Scout project and donation to upgrade HSOV shelter signage has been completed and looks great! Problems with busted pipes are being fixed and a contractor has been scheduled to fix flush valves. Ramp to the dumpster and a roofing project are being postponed due to the high cost of lumber right now.
- **New Building and Renovations Committee.** Jim Raney, Amber Dennison, and Scott Hatfield are attending selected sessions of the Fetch DVM 360 Conference on hospital design, shelter medicine, and related topics. Fundraising has achieved nearly 60% of our initial goal of \$10,000 required to obtain the match from a generous anonymous donor. The committee intends to schedule a meeting in the near future.
- **Homeward Bound Committee.** Sharon Paul provided her report by e-mail (attached). In August only 3 cats/kittens were adopted due to the shelter quarantine for virus abatement. 22 cats/kittens that were in foster homes or not in the shelter quarantined area were sent to rescue organizations. 37 cats/kittens remain in foster homes, 18 cats remain in long-term/medical foster home care with Frances Meckel, and 11 cats were spayed/neutered. In August there were 36 dogs/puppies in foster care, 30 dogs were adopted, 5 dogs/puppies were sent to a rescue organization, and 9 dogs were returned to owner. Details are in Canine and Feline Intake/Disposition Reports for June (attached).
- **Public Relations Committee.**
Sharon Paul provided her report by e-mail (attached). We have 25,229 followers of HSOV Main Page and 14,727 followers of HSOV Group Page on HSOV's Facebook pages. A new version of Facebook has been announced and will soon be the 'new normal' for all Facebook users. The 'classic' version will be replaced in September 2020 and all users will be switched to the new version. Photographs of new dogs and cats are being taken on a daily basis and both strays and owner-surrenders are posted on Petfinder, Facebook, and Adopt-a-Pet. Adoptions/rescues/reclaims are updated on all three sites throughout the day. The Wednesday Wish List continues to be posted each week with one of our long-term or special-needs dogs and cats being chosen on alternate weeks to announce the most-needed items, with added publicity for that dog/cat to find a home. Sharon Paul has begun to do some "mental work" as well as some physical work/planning to publish a newsletter in September 2020.
Amber Dennison provided her report by e-mail (attached). The \$2 Tuesday and other Facebook special fund raising for shelter needs provided \$871 for various expenses plus \$210 for the New Building and Renovations Fund in August. HSOV Facebook pages and website were updated with current events, changes, cancellations and postponements, and advertising of events. She is updating our shelter animal counts monthly, as well as our animal save rate required for grant reporting, and continually updating our grant applications and status.

- **Fundraising Committee.** The Golf Outing at Marietta Country Club was highly successful, netting us over \$8,000 in profits.

Upcoming Events (subject to change due to coronavirus pandemic)

- Various dates – Facebook fund raisers
- September 21 through October 2 – Paw Print Painting Sale
- October 31, 3-6 pm – Trunk or Treat at Parking Partners Lot on Second Street
- Howlin’ in The Alley – postponed, new date to be determined
- March 20, 2021 – Fur Ball, cancelled for 2020
- April 17, 2021 – Mutts Gone Nuts @ Peoples Bank Theater, cancelled for 2020
- Throw Down for the Pound – postponed, new date to be determined

- **Volunteer Committee.** Jim Raney will verify that Ethan Gerber has been designated to receive email messages sent to volunteer@hsov.org. Due to the pandemic and shelter quarantine situations, the activities for volunteers are being restricted.

Upcoming Events (subject to change due to coronavirus pandemic)

- Tuesday and Thursday after hours dog walks and cat cuddling at the shelter
- Sunday orientation at 1 pm – call the shelter to arrange an orientation by appointment only

- **Membership Committee.** Leight Murray reported that HSOV has added new members and subscribers and has ordered t-shirts for new 2021 members and lifetime members. Jim Raney posted Facebook and website notices to remind members and prospective members to pay their dues by September 2 to be qualified to vote and be a candidate for director on the HSOV Board of Directors.

Communications

- Pitched HSOV and 2021 Membership Campaign on WMOA “Talk of the Town” on Tuesday, August 18, 2020.
- 2021 Membership Application posted on Facebook and website since August 19-20, 2020.
- 2021 Membership Application displayed at local retail stores beginning on August 25 (more to distribute in Marietta and throughout Washington County).
- Sadly, current public health regs do not permit local veterinary offices to display magazine or flyers in waiting rooms.
- 2021 Membership Application sent with cover letter via US Mail to all who have purchased a General Membership in past 3-years on Thursday, August 28, 2020.
- Will send 2021 Membership Application to adopters via email using data base compiled by Marietta College Leadership Volunteers in October 2019 in following weeks.

2021 Membership Enrollments as of Noon today, September 2, 2020:

- 1 New Subscriber Memberships
- 25 New or renewed General Memberships
- 3 New Lifetime Memberships
- 0 Corporate Memberships
- 1 Kennel Sponsor

		<u>Count</u>	<u>Unit</u>	<u>Revenue</u>
2020	Lifetime Memberships	21		
2021	New Subscriber Memberships	1	\$10.00	\$ 10.00
2021	New/Renewed General Memberships	25	40.00	1,000.00
2021	New Lifetime Memberships	3	500.00	1,500.00
2022	Corporate Memberships	<u>0</u>		<u>0.00</u>
2023	Grand Total Memberships:	50		\$ 2,500.00

Conclusion – T-shirts and Electronic Newsletters Matter!

Status of HSOV Electronic Newsletter – Pending September Edition!

Financial Summary – \$417.50 of Membership Committee budget spent year to date.

Unfinished Business:

- **HSOV Contracts with Washington County and City of Marietta.** The Finance Committee is waiting on county commissioners to call a meeting to discuss renewal of the contracts, although the county is paying our invoices at the 2019 rates. The committee also has not yet received a contract renewal from the city, although the city is paying our invoices at the higher, negotiated rate we requested.
- **Planning for new vehicle acquisition.** Finance Committee members are exploring options with local dealerships for purchasing a new or used vehicle to replace our GMC 4x4 truck.
- **Progress on fixing shelter deficiencies.** Mike Montgomery will provide the invoice for replacing our air conditioning and heating systems to Marietta Community Foundation with a request that they inquire whether a donor-advised fund may be used to reimburse us for the cost. Other deficiencies are fixed as Mike has time and resources.

New Business:

- **Planning for Annual Meeting.** The board agreed to schedule the Annual Meeting at the Gold Star Park at 6 pm on December 2. The nominating committee shall consist of the President and the Vice President. The Vice President/Chair of the Membership Committee will provide membership listing to the Secretary, who shall issue the appropriate announcements to the members.

Public Comments: None—This meeting was closed to the public due to the coronavirus pandemic.

Next Meeting – October 7, 2020 at 6:00 pm at Gold Star Park (tentative)

Respectfully submitted,

Jim Raney, Secretary