**HUMANE SOCIETY OF THE OHIO VALLEY, INC.**

**MONTHLY BOARD MEETING MINUTES**

**March 4, 2020**

**PUBLIC SESSION**

**Present:** Ethan Gerber (President), Leight Murray (Vice President), Jim Raney (Secretary), Mike Montgomery (Treasurer), Amber Dennison, and Esther Salem. Sheri Schwartz was absent. Karissa Reynolds (Manager) and Bri Deem (Assistant Manager) were also present.

**Approval of Minutes (attached):** Motion made by Esther Salem, seconded by Mike Montgomery. Motion passed unanimously.

**Officer Reports**:

* **President**—Ethan Gerber reported that he followed up with Teresa Zimmer about her complaint brought to the board’s attention at our February meeting. He discussed with her the need for more employee training and education-based adoptions. He will be arranging with the Shelter Manager to provide employee training in customer service.
* **Vice President**—Leight Murray reported that the Greater Good organization donated 85 25-pound bags of New Balance Ultra Grain Free and 8 25-pound bags of Royal Canin Weight Management dog food on February 29. He is continuing to work with the Animal Control Officer in Charleston, WV to arrange for pickup of future donations and expressed a need for volunteers to pick up donations. HSOV has received over $8,500 in donations from the Greater Good organization in December and February. HSOV missed the January donation due to lack of a volunteer to pick it up. He provided a “Thank You” note to event organizers for board members to sign.
* **Secretary**
	+ Jim Raney reported that Amy Rogers assured him that our annual Charitable Registration with the Ohio Attorney General’s Office will be updated by REA and Associates. The update is due March 16.
	+ Jim Raney reported that an increase in the contents portion of our property insurance coverage from $40,000 to $100,000 would increase our premium by $620 per year. He will move approval of the increase under New Business.
* **Treasurer**
	+ Mike Montgomery reported 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. He reported that all bills in arrears have been paid.
	+ The Holtzworth bequest was received this month. This enabled HSOV to move $400,000 from our non-interest-bearing checking account to our General Fund at the Marietta Community Foundation. He is developing and prioritizing a list of needs for board consideration in the next Operations Committee meeting.

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

**Management Report.** Karissa Reynolds reported shelter operations are running smoothly for the most part. Intakes in February were 32 dogs and 25 cats. Adoptions were 38 dogs and 25 cats. Rescues were 21 dogs and 8 cats. Returns to owner were 7 dogs and 1 cat. We are getting ready for puppy/kitten season.

**Committee Reports:**

* **Operations Committee.** Amber Dennison reported on minutes from the February 26 meeting (attached). Discussion included compliance with the Fair Labor Standards Act, need for weekly shelter updates to support grant applications and reports, how to improve recording of shelter intakes and dispositions, and the need for a new computer system. Mike Montgomery and Jim Raney are continuing to investigate needs, options, and costs of new computers and software and will report back to Operations Committee.
* **Finance Committee.** Jim Raney has been attending Belpre Finance and Audit Committee meetings to advocate for a Belpre contract with HSOV like the Marietta contract with HSOV. He believes the prospect of a new contract with Belpre is slim to none, due to city budget deficits. So far, he has had no response from Board of County Commissioners about our request for a 7.5% increase in funding or our proposal to merge our two contracts into a new Agreement. He did receive a phone call from the dog warden indicating that the commissioners are considering the contract and that they are amenable to restoring the full $20,000 which they cut from our budget in 2017.
* **Building, Grounds, and Maintenance Committee.** Mike Montgomery listed several types of work needed to keep our shelter operational and will bring a prioritized list to the Operations Committee. He has been researching options for disposal of our pickup truck and purchase of an SUV.
* **New Building and Renovations Committee.** Leight Murray reported that he, Mike, and Jim met with Morton Buildings on February 11 for very preliminary discussion of this initiative. They are planning a trip to Adams County, PA to learn about that Humane Society’s shelter expansion and renovation. He also reported that our New Building and Renovations Fund at Marietta Community Foundation has received $2,383.60 in donations from the public.
* **Homeward Bound Committee.** Sharon Paul provided her report by e-mail (attached). In February 38 dogs were adopted, 21 dogs were transferred to rescue organizations, 7 dogs were returned to owner, and 1 dog was euthanized by a veterinarian. Also 25 cats/kittens were adopted, 8 cats (2 of which were “special needs” cats) were transferred to rescue organizations, 1 cat was returned to owner, and 4 cats were euthanized by a veterinarian. The spay/neuter appointments for 15 cats were canceled due to unavailability of a veterinarian at the Spot Clinic that day. 69 dogs/puppies and 33 cats/kittens were in foster care on February 29.
* **Public Relations Committee.** Sharon Paul provided her report by e-mail (attached). We have 24,639 followers of HSOV Main Page and 13,613 followers of HSOV Group Page. The photo of Dr. Schooley and HSOV Kennel Technician Clyde Duffey announcing the Belpre Animal Clinic donation to HSOV of 630 doses of dog/cat flea treatment was extremely popular and well received on HSOV’s Facebook pages. The Petfinder, Adopt-a-Pet, and Facebook pages are kept current as well as publicity about upcoming events and fundraisers.
* **Fundraising Committee.**

Upcoming Events

* + - March 28 – Fur Ball
		- March 1-31 – Smooches for Pooches @ Merle Norman Cosmetics
		- April 4 – Warren Craft Show – Esther Salem is donating profits
		- April 11 – Throw Down for the Pound
		- May 30 – Mutts Gone Nuts at Peoples Bank Theatre
		- August 22 – Howlin’ in the Alley
		- August 29 – Golf Outing at Marietta Country Club
		- September 11-13 – Sternwheel parking fund raiser
		- October 31 – Sam’s Club Supply Drive/Bake Sale
		- November 7 – Quarter Auction
* **Volunteer Committee.**

Upcoming Events

* + - Tuesday and Thursday after hours dog walks and cat cuddling at the shelter
		- Sunday orientation at 1 pm at the shelter
* **Membership Committee.** Leight Murray reported the committee will meet on March 6 to plan a membership drive. As of February 29, there were 32 HSOV members who had paid membership dues. Jim Raney offered to print mailing labels if someone can provide him the address database.

**Unfinished Business:**

* **Board Member Acknowledgement and Agreement with Conflict of Interest Policies.** Two board members have not yet signed the form. Jim Raney will bring the form to Operations Committee for those members to sign.

**New Business:**

* **Property Insurance Coverage.** Jim Raney moved, Amber Dennison seconded, to increase property contents coverage from $40,000 to $100,000 with an annual premium increase of $620. Motion passed unanimously.

**Public Comments:**

* Shelly Galland suggested an “Employee of the Month” program and emphasized the importance of employee job performance reviews. She also expressed concern about HSOV vaccination policies and practices when intaking animals. Board will consider these matters in Operations Committee.
* Ginger Eubank expressed concerns about cancelling the Foster to Adopt Program for cats, lack of foster/adopt services on Monday when the shelter is closed, not allowing kittens to be taken home until vaccinations and spay/neuter surgeries have been done, and need for more education and follow up on fosters and adoptions. She provided board members with a copy of “The Easy Guide for Adoption and Foster Best Practices” by Kristen Hassen-Auerbach. Board will consider these matters in Operations Committee.

**Respectfully submitted,**

Jim Raney

Secretary