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

**MONTHLY BOARD MEETING MINUTES**

**January 8, 2020**

**PUBLIC SESSION**

**Present:** Mike Montgomery (President and Vice President), Amber Dennison (Secretary), Amy Rogers (Treasurer), Ethan Gerber, Leight Murray, and Jim Raney. Sheri Schwartz was absent, excused due to an illness. Esther Salem was absent, excused due to medical leave of absence. Karissa Reynolds (Manager) and Bri Deem (Assistant Manager) were also present.

**Approval of Minutes (attached):** Motion made by Jim Raney, seconded by Ethan Gerber to approve the December Minutes. Motion passed unanimously.

**Officer Reports**:

* **President**—None.
* **Vice President**—None.
* **Secretary**—Jim Raney noted that our Statement of Continued Existence for Nonprofit Corporation expired on January 6 so he took action to file Form 522 with the Ohio Secretary of State. It became effective January 7 and remains good for five years. He noted that the official Statutory Agent for the Corporation, Jane A. Snell, should be updated since she is no longer in the area and active in HSOV. He noted that our Charitable Registration with the Ohio Attorney General’s Office is current, but the annual report is due on the 15th of the month, five months after the end of our fiscal year (i.e. March 15, since our fiscal year ends on October 31.) He will follow up to ensure the report is filed timely.
* **Treasurer**—Amy Rogers reported monthly and fiscal year-to-date profit/loss statements showing income and expenses, fiscal year-to-date budget reconciliation statement, accounts payable aging report showing $43,169.73 in arrears, QuickBooks and checking account balances, and our Marietta Community Foundation account balances. The month-end balance of our Edward Jones Investment account was not reported. She said Rea Associates will be preparing and submitting IRS Form 990 for Fiscal Year 2018-2019. Rea Associates will also be preparing a year-end financial review of our accounts and IRS W-2 forms for our employees by the end of this month. The Holtzworth bequest is not yet available but should be received any day now. The bequest will be deposited directly into the HSOV bank account.

**Approval of Treasurer’s Report (attached).** Motion made by Jim Raney, seconded by Mike Montgomery. Motion passed unanimously.

**Committee Reports:**

* **Operations Committee.** Amber Dennison reported on minutes from the December 18 meeting (attached). Karissa Reynolds reported on dogs in December—42 incoming, 31 adopted, 12 returned, and 4 rescued—and on cats in December—26 incoming, 58 adopted, and 1 rescued. Discussion included how well veterinarian services are working now and what changes may be needed for improvements in the future. Discussion also included the need for a new computer system to support animal intakes/dispositions/management and other shelter operations. Mike Montgomery and Jim Raney will investigate needs, options, and costs and report back to Operations Committee.
* **Finance Committee.** Jim Raney reported that Marietta has increased our annual contract to $17,415, an increase of $1,215 over 2019. He has requested a 7.5% increase from the County Commissioners for our contracts but is assuming that we will continue to get $58,000 total for the contracts. He has provided a proposal to merge both contracts into a single contract that is more understandable and executable. He is pursuing a possibility of obtaining a Belpre contract that is like the Marietta contract.
* **Building, Grounds, and Maintenance Committee.** Mike Montgomery will inquire again of County Commissioners about getting more gravel for our lane. Pickup truck is for sale with proceeds to be used for maintenance of the van, which needs new tires, brakes, rotors, alignment, etc.
* **Homeward Bound Committee.** Sharon Paul provided her report by e-mail (attached). In December 31 dogs and 58 cats were adopted, 4 dogs and 7 cats were sent to rescue, and 39 cats were spayed or neutered. There were 79 dogs/puppies and 38 cats/kittens in foster care on January 3. We have 50 spay-neuter appointments scheduled for cats in January. Friends of Felines Fund is pleased to continue funding these appointments.
* **Public Relations Committee.** Amber Dennison removed Julie Lowther and Amy Rogers, and added Ethan Gerber, as administrators on Facebook and HSOV Main Page. Amber Dennison and Sharon Paul remain as administrators on both Facebook and HSOV Main Page. Karissa Reynolds is also an administrator on HSOV Main Page. In December HSOV received $7,806 in donations via Facebook. Amber Dennison has secured a $4,995 grant for spay-neuter services and microchips from Bissell Pet Foundation. Sharon Paul reported 24,291 followers of HSOV Main Page and 13,057 followers of HSOV Group Page. Wording about reclaim of stray dogs has been changed to read “In compliance with the Ohio Revised Code, [name of dog] will be held for three days so that [his/her] owner will have an opportunity to reclaim [him/her] with proof of ownership.” Thanks to the Marietta Times for featuring HSOV animals, six dogs and six cats, on front page of their December 19 and 27 issues.
* **Fundraising Committee.** Amy Rogers reported on:

Past Events

* + - December 7th Quarter Auction ($7,315)
		- December 7th and 8th Pet Photos with Santa @ We Luv Pets
		- December Supply Drive @ 3rd Street Deli ($323)

Upcoming Events

* + - March 28, 2020 – Fur Ball
		- April 1st – Warren Craft Show – Esther Salem is donating profits
* **Volunteer Committee.** Ethan Gerber reported that changes made to volunteer orientation seems to be working well (i.e. streamlining and reducing number of shadows so it is not so cumbersome to become a volunteer). He will work with Linda Perry to designate one or more backup persons for her in cases when she is not available to conduct orientation training.
* **Membership Committee.** Amy Rogers reported that a total of 30 members paid 2020 dues so far this year—20 Lifetime and 10 General Members (list attached). Leight Murray reported that he is continuing to distribute 2020 Membership Forms throughout the county.

**Unfinished Business:**

* **Bylaws Revision (attached).**  Jim Raney moved, Leight Murray seconded motion to approve revised Bylaws and authorize the Secretary to file them with the Ohio Secretary of State. Motion passed unanimously.
* **Adoption Refund Policy (attached).** Jim Raney moved, Ethan Gerber seconded motion to approve the revised adoption refund policy discussed in Operations Committee meetings. Motion passed unanimously.

**New Business:**

* **Medical Leave of Absence.** Jim Raney moved, Amber Dennison seconded motion to approve a medical leave of absence requested by Esther Salem from January 1 through February 29, 2020. Motion passed unanimously.
* **Proposed Revision of County Contracts (attached).** Jim Raney moved, Ethan Gerber seconded motion to transmit his proposed merger of our two county contracts and his request for a 7.5% increase in contract funding to the Board of County Commissioners for their consideration.
* **Statutory Agent for the Corporation.** Leight Murray moved, Mike Montgomery seconded motion to appoint James L. Raney as Statutory Agent for the Corporation to replace Jane A. Snell and authorize Secretary to report this change to the Ohio Secretary of State. Motion passed unanimously.
* **Election of Officers.** Following officers were duly nominated and elected per the Bylaws:
	+ - Ethan Gerber, President
		- Leight Murray, Vice President
		- Jim Raney, Secretary
		- Mike Montgomery, Treasurer

**Public Comments:**

None

Respectfully submitted,

Jim Raney

Secretary