

HUMANE SOCIETY OF THE OHIO VALLEY, INC.
REGULAR BOARD MEETING MINUTES
June 2, 2021

REGULAR MONTHLY MEETING, 1115 Gilman Avenue and electronically, 6 pm

Present: Ethan Gerber (President), Leight Murray (Vice President), Mike Montgomery (Treasurer), Jim Raney (Secretary), and Esther Salem and Keri Stan (Directors). Amber Dennison (Director) attended electronically. Flite Freimann was absent with no advance notice to the board. Scott Hatfield (Manager) and Rachal Merrow (Assistant Manager) also attended.

Public Comments: None.

Approval of Minutes (attached): Motion made by Esther Salem, seconded by Mike Montgomery. Motion passed unanimously, except Amber Dennison stated that her vote on the minutes of the Executive Session should be recorded as a no vote, with no reason given for her vote.

Officer Reports:

- **President.** None.
- **Vice President.** None.
- **Secretary/Information Technology Officer.** None.
- **Treasurer/Assistant Treasurer.** Mike Montgomery 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, and QuickBooks and checking account balances. The Marietta Community Foundation account balances are not available because we have not yet received them.

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

Shelter Manager's Report. Scott Hatfield reported current staffing comprises 2 full-time managers, 6 full-time and 7 part-time employees, 4 summer hires, and 1 unpaid internship for 100 hours. Standard Operating Procedures have been completed for Dogs, Cats, Dishes, and Laundry. He is working on staff training on these and other shelter procedures and updating other management policies and guidance.

Committee Reports:

- **Operations (attached).** Amber Dennison reported that the committee is developing an Operations Manual; evaluating alternative shelter management software; reviewing a revised foster agreement; and continuing to improve animal care enrichment, volunteer orientation and safety, and customer experience with our shelter.
 - Cats/Kittens. In May none was returned to owner, 19 were adopted, 35 were sent to rescue organizations, 29 were in foster homes, 17 were in long-term/medical foster home care with Frances Meckel, and 19 were spayed/neutered. We have 40 appointments for feline spay/neuter surgeries in June 2021.
 - Dogs/Puppies. In May 9 were returned to owner, 17 were adopted, 12 were sent to rescue organizations, and 12 were in foster care.

- **Personnel.** Jim Raney noted that dress code, leave benefits, and other items in the Employee Handbook are being revised and requested that all board members provide inputs.
- **Facilities.** Mike Montgomery noted that the Hobart commercial undercounter dishwasher should arrive on July 7. Jim Raney noted that the machine requires commercial grade detergent, rinsing agent, and deliming agent which must be ordered and installed prior to using the machine.
- **New Building and Renovations (attached).** Leight Murray noted that the committee and the county home administrators have tentatively agreed on a location for the new building and are scheduled to discuss the plans with the county commissioners on June 8.
- **Finance and Budget (attached).** Leight Murray reported that several grant proposals have been submitted to the Parkersburg Area Community Foundation.
- **Membership (attached).** Leight Murray reported that the Membership Committee met in June and plans a Membership Campaign Kick-Off on July 1, 2021. Volunteer is needed to identify and expand individual donor base and corporate donor base.

Membership Report

May Subscriptions	2021			
Junior Members	0			
Subscriber Members	0			
General Members	1			
Lifetime Members	1			
Corporate Sponsors	0			
Kennel Sponsors	0			
Current Subscriptions	2021	2020	2019	2018
Junior Members	3	1	1	0
Subscriber Members	11	4		
General Members				
New	13	15		
Renewals	19	21		
Total	32	36	44	51
Lifetime Members				
New	2	3	1	
Previous Year	22	20	19	19
Deceased	0	1		
Total	24	22	20	19
Corporate Sponsors	3	0		
Kennel Sponsors	10	2		

- **Administration.** Jim Raney noted that our free introductory Arlo cloud subscription is expiring, and he has purchased a new subscription costing about \$21 per month to enable 4K cloud recording of security cameras, not just 2K as in the introductory subscription. He also noted that our Carbonite file backup subscription is expiring, and he has purchased a new 3-year subscription costing about \$21 per month to enable automatic backup of files on our shelter computers. (See New Business.)

- **Public Relations (attached).** Keri Stan reported the committee meets monthly on the 1st Monday at 6 pm and invited all Board members to attend.
 - Communications. Committee is working on creating periodic e-mail blasts and an e-Newsletter, volunteer and foster recruitment drives/calls to action, and animal impact stories that can be used in communications. Contributors and subcommittee chairs are needed to develop and manage these communications.
 - Facebook. We have 26,371 followers of HSOV Main Page and 15,905 followers of HSOV Group Page on HSOV's Facebook pages. Spammers/hackers/bots requesting membership on the HSOV Group Facebook continue to be a source of concern (and frustration). Literally hundreds of such requests are being received each week and deleted/blocked by administrators who review all the membership requests.
 - Online. Photographs of new dogs and cats are taken daily and both strays and owner-surrenders are posted on Facebook, Petfinder, and Adopt-a-Pet. Adoptions/rescues/reclaims are updated on all three sites throughout the day. The Wednesday Wish List is 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. Adopt-a-Pet.com and Chewy.com have partnered to allow organizations that have an Adopt-a-Pet account to create a "Wish List" linked to Chewy.com so that donors may order and have supplies shipped directly to organizations that participate. Supplies are shipped directly to our shelter.
 - Newsletters. Archival issues of the HSOV Newsletters are being reinstated on the HSOV website. All except the 2007, 2008, and 2009 issues have been posted. These will be scanned and posted as time permits. Another newsletter is being prepared for publication later this year.
 - Marietta Times/Forever Friends Supplement. Marietta Times will be publishing a Forever Friends Supplement in its June 24, 2021 edition. Sharon Paul has agreed to provide photos/descriptions of 20 HSOV dogs and cats which would be featured. Deadline for submission is June 10th. Even though several of the dogs/cats will probably be adopted/rescued already (because of the two-week advance deadline), the supplement is good publicity.
- **Fundraising.** Keri Stan reported the Fundraising Committee meets on the 1st Monday at 6 pm.
 - 2021 Goal. Raise \$80,000 via at least one event or initiative per month.
 - Upcoming Events.
 - Howlin' In The Alley, August 27, Lafayette Hotel
 - HSOV Golf Scramble, August 28, Marietta Country Club
 - FurBall, October 23, Broughton Community Building
 - Donation Drives. Weekly \$2 Tuesday Facebook drives will continue, and other donation drives will be announced.
 - E-Commerce via Website. Goal is to start in summer 2021 selling branded merchandise (e.g. novelty gifts, t-shirts) and other items or services to be announced.
- **Volunteers.** The new Volgistics volunteer management software is working well, the Volunteer Agreement and Volunteer Handbook have been incorporated into the system, and volunteers can report their daily hours donated each month online. Current and new volunteers are being added to the database.

Unfinished Business for Future Board Action:

- **County Animal Shelter Agreement**
- **Consulting Veterinarian Agreement**
- **Employment Handbook Review/Update**
- **Foster Home and Rescue Partner Agreements**

- **Marietta Community Foundation Grants**
- **Parkersburg Area Community Foundation Grants**
- **Commercial Dishwasher Acquisition and Installation**
- **Shelter Pro Software Upgrade or Replacement Project**

New Business:

- **Cloud Subscriptions.** Jim Raney moved, Esther Salem seconded the motion, to purchase a new Arlo cloud subscription and a renewal of the Carbonite cloud subscription. Motion passed unanimously.
- **Dress Code.** Board discussed changes proposed by members and shelter management and agreed to ask the Personnel Committee to prepare a draft for board consideration.
- **Volunteer Handbook.** Motion made by Jim Raney, seconded by Esther Salem, to approve the Volunteer Handbook. Motion passed unanimously.
- **Foster Agreement.** Board agreed to ask the Operations Committee to review the proposed foster home agreement and provide inputs for board consideration.
- **Application for Board of Directors.** Board discussed the proposed application and asked Keri Stan to issue the announcement in various media.
- **August First Friday Event.** Board discussed the upcoming event and encouraged everyone to participate.

Good of the Order:

- **Board Committee Chairs and Members.** Committee chairs should provide changes in committee chairs and members to Jim Raney to allow him to update the master list in our HSOV Corporate Document Repository.
- **Security Alarm Contacts and Solution.** Individuals holding the building security code should ensure the STAY feature, not the AWAY feature, is activated when leaving the building to avoid unnecessary security alarms and law enforcement responses when the house cat is roaming the building.

Next Regular Monthly Board Meeting: July 7 at 6 pm

Respectfully submitted,
Jim Raney, Secretary