

**HUMANE SOCIETY OF THE OHIO VALLEY, INC.**  
**REGULAR BOARD MEETING MINUTES**  
**July 7, 2021**

**REGULAR MONTHLY MEETING, 1115 Gilman Avenue, 6 pm**

**Present:** Ethan Gerber (President), Leight Murray (Vice President), Mike Montgomery (Treasurer), Jim Raney (Secretary), and Flite Freimann (Director). Esther Salem, Keri Stan, and Amber Dennison (Directors) were absent with 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 Flite Freimann, seconded by Mike Montgomery. Motion passed unanimously.

**Officer Reports:**

- **President.** None.
- **Vice President.** None.
- **Secretary/Information Technology Officer.** Jim Raney noted there will be one director vacancy up for election and four incumbent directors up for re-election at our Annual Meeting on December 1 and asked everyone to begin recruiting candidates. He distributed information technology budget showing software subscriptions and asked everyone to provide their inputs, including usernames and passwords, for WIX, Constant Contact, Volgistics, Shelter Pro, Shelter Luv, Facebook, Pet Friend, Google, Avycon, Altronix, and any others for inclusion in the HSOV Corporate Document Repository.
- **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 for June because we have not yet received them.

**Approval of Treasurer's Report (attached).** Motion made by Flite Freimann, seconded by Jim Raney. Motion passed unanimously.

**Shelter Manager's Report.** Scott Hatfield reported that diseases within the shelter appear to be under control and that spay/neuter appointments, adoptions, and rescues are happening again. He is engaged in doing 90-day and 6-month performance appraisals of staff. He recommends purchasing a Shelter Luv online software subscription to replace our antiquated Shelter Pro product (See New Business, below).

**Committee Reports:**

- **Operations (attached).** Amber Dennison reported that Scott Hatfield is planning Training Day(s) for kennel techs—SOPs for drawing blood in dogs, legal obligations for a humane society, dress code, customer service, cleaning product concentrations, contagious diseases, vaccination and booster protocols, medications, nutritional training, etc.
  - Cats/Kittens. In June none was returned to owner, 9 were adopted, 13 were sent to rescue organizations, 40 were in foster homes, 17 were in long-term/medical foster home care with Frances Meckel, and 8 were spayed/neutered. We have no spay/neuter appointments in July.

- Dogs/Puppies. In June 6 were returned to owner, 15 were adopted, 5 were sent to rescue organizations, and 14 were in foster care.
- **Personnel (attached)**. Jim Raney provided a spreadsheet for employee compensation planning for Fiscal Year 2021-2022. It can be used for “what if” analyses of alternative compensation policies.
- **Facilities**. Mike Montgomery noted that the Hobart commercial undercounter dishwasher should arrive on July 8. 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. He will donate the first round of supplies for the machine. The Marietta Noon Rotary Club will be donating \$2,000 and labor for installing roofs over outside kennels this month.
- **New Building and Renovations (attached)**. Leight Murray noted that the committee and the county home administrators will meet on July 8 for further discussions regarding the proposed site for the new shelter building, with a potential follow-up meeting on July 13 with county commissioners for the same purpose.
- **Finance and Budget (attached)**. Leight Murray reported that PPP2.0 loan forgiveness can be sought when Peoples Bank provides the necessary online portal. Jim Raney is looking into obtaining a new business credit card for HSOV. He noted that the Carbonite software history shows that no sales tax was paid on the new subscription and a 10% discount was obtained with a 3-year subscription.
- **Membership (attached)**. Leight Murray provided a 2021-22 Membership Campaign Press Release and new 2021-22 Membership T-shirt designs. He is awaiting the updated 2021-22 Membership Application from our graphics designer.

### Membership Report

<b>June Subscriptions</b>	<b>2021</b>			
Junior Members	0			
Subscriber Members	0			
General Members	3	Lisa Gill	Sandra Dennison	Jennie Sherrard
Lifetime Members	1	Nancy Austin		
Corporate Sponsors	0			
Kennel Sponsors	0			
<b>Current Subscriptions</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
Junior Members	3	1	1	0
Subscriber Members	11	4		
General Members				
New	20	15		
Renewals	16	21		
Total	36	36	44	51
Lifetime Members				
New	3	3	1	
Previous Year	22	20	19	19
Deceased	0	1		
Total	25	22	20	19

Corporate Sponsors	3	0		
Kennel Sponsors	10	2		

- **Administration.** Jim Raney invited directors to provide additional information for inclusion in the HSOV Corporate Document Repository, to which all have online read-only access.
- **Public Relations (attached).** The Public Relations Committee meets monthly on the 1<sup>st</sup> Monday at 6 pm. All Board members are invited.
  - 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. The use of social media tracking software is being considered.
  - Facebook. We have 26,414 followers of HSOV Main Page and 16,016 followers of HSOV Group Page on HSOV's Facebook pages. New Facebook-imposed rules mandated in mid-June 2021 for group Facebook pages have further increased frustrations over spammers-hackers on our HSOV group page. Facebook rules were changed so that all individuals who request to join a group page are automatically accepted as new members. In the past, administrators were able to simply decline membership for questionable requests. Under the new rules, it seems that our only option is to view the new member list several times each day and block those who we feel would potentially be harmful to our page. I have turned on a feature that requires approval for a first post by any new member which may help to circumvent any undesirable posts.
  - 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. The Marietta Times published a Forever Friends Supplement in its June 24, 2021 edition. Sharon Paul provided photos/descriptions of 20 HSOV dogs and cats which would be featured. Even though several of the dogs/cats will probably be adopted/rescued already (because of the advance deadline), the supplement is good publicity.
- **Fundraising.** The Fundraising Committee met on June 28 at 6 pm. All Board members are invited.
  - 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. This year Facebook donations have totaled \$15,758.46 through July 2, 2021.
  - 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.** Shelter orientation is being offered once per month starting July 18. The Volgistics software costs \$24 per month for up to 100 volunteers.

**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:**

- **Foster Agreement.** Motion made by Flite Freimann, seconded by Ethan Gerber, to approve the Foster Agreement, Waiver and Release with two changes discussed in meeting. Motion passed unanimously.
- **Thank You Letters.** Board authorized Ethan Gerber to sign letters to Pet Brands Products LLC, Parkersburg Area Community Foundation, Mary M. Welch Advised Fund, and Ed Stephenson Fund for Animals for their donations in July.
- **Shelter Luv Software Subscription.** Motion made by Flite Freimann, seconded by Ethan Gerber, to purchase a Shelter Luv software subscription. Motion made by Flite Freimann, seconded by Mike Montgomery, to raise the adoption fee for dogs by \$5 to pay for the Shelter Luv subscription. Both motions passed, with Jim Raney voting no on both motions.

**Good of the Order:**

- **Public Comments.** Public should have opportunities at both beginning and end of Board meetings to offer comments. Some may wish to comment and leave the meeting; others may wish to comment on the meeting itself.
- **Shelter Management Policies and Rules.** Ethan Gerber will meet with Volunteer Committee Chair and others about individuals who are not complying with shelter management policies and rules.

**Next Regular Monthly Board Meeting:** August 4 at 6 pm

**Respectfully submitted,**  
Jim Raney, Secretary