

**HUMANE SOCIETY OF THE OHIO VALLEY, INC.**  
**MONTHLY BOARD MEETING MINUTES**  
**April 1, 2020**

**CLOSED SESSION (ZOOM) Due to the Coronavirus Pandemic**

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

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

**Officer Reports:**

- **President.** Ethan Gerber thanked our shelter staff for their efforts to stay safe while still providing limited services during the coronavirus pandemic. He is working on employee performance reviews and expects to have a report to the board soon.
- **Vice President.** Leight Murray discussed the Small Business Administration programs to help businesses cope with the coronavirus pandemic and suggested we may wish to apply for one or more of the programs.
- **Secretary.** Jim Raney had nothing new to report this month.
- **Treasurer.** Mike Montgomery and Amy Rogers 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.

**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 despite being closed to the public. Our efforts to clear the shelter by recruiting foster and adoption homes for our dogs and cats are showing results. We are also sending animals to rescue organizations. Shelter numbers are down right now.

**Committee Reports:**

- **Operations Committee.** Amber Dennison reported on the CLOSED MEETINGS (ZOOM) on March 18 and 25. Discussion included the weekly shelter updates showing success in recruiting foster and adoption homes, the need to keep the updates current to support grant applications and reports, and priorities for upgrading shelter operations. Mike Montgomery and Jim Raney have investigated needs, options, and costs of new computers and software. Jim Raney offered to donate two new Lenovo A540 computers and arrange for installing them in the shelter.
- **Finance Committee.** Jim Raney reported no progress in negotiating our new county contracts. He expects commissioners will convene a working group to finalize contract terms when the pandemic has ended. Finance committee needs to meet to discuss Small Business Administration programs.
- **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 advertised our pickup truck for sale and investigated costs of a new/used SUV replacement.

- **New Building and Renovations Committee.** Leight Murray reported that the planned trip to Adams County, PA to learn about their Humane Society’s shelter expansion and renovation program has been postponed. He will attempt to schedule it when the coronavirus pandemic has ended.
- **Homeward Bound Committee.** Sharon Paul provided her report by e-mail (attached). In March 24 cats/kittens were adopted, 7 cats (one of which was pregnant) were sent to rescue organizations, 32 cats/kittens were in foster homes, and 26 cats were spayed/neutered at the SPOT Clinic. There were 73 dogs/puppies in foster care on March 31. 19 dogs were adopted and 3 dogs were sent to rescue organizations. Details are in the Canine and Feline Intake/Disposition Reports for March (attached).
- **Public Relations Committee.** Sharon Paul provided her report by e-mail (attached). We have 24,748 followers of HSOV Main Page and 13,863 followers of HSOV Group Page on HSOV’s Facebook pages. Petfinder, Adopt-a-Pet, and Facebook pages are kept current as well as publicity about upcoming events and fundraisers. HSOV registered our February 15<sup>th</sup> HSOV Kitties-Only Adoption Event as a participant in the Adopt-a-Pet/Hallmark Channel American Rescue Dog Show Adoption Marathon and completed the follow-up survey in March for possible grant money.
- **Fundraising Committee.**  
Upcoming Events (subject to change due to coronavirus pandemic)
  - March 28 – Fur Ball (POSTPONED)
  - March 1-31 – Smooches for Pooches @ Merle Norman Cosmetics (?)
  - April 4 – Warren Craft Show – Esther Salem is donating profits (POSTPONED)
  - April 11 – Throw Down for the Pound (POSTPONED)
  - 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 (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 at the shelter (CANCELLED until further notice)
- **Membership Committee.** Leight Murray reported the committee did not meet due to the coronavirus pandemic. There were 33 total members as of March 31.

**Unfinished Business:**

- **Board Member Acknowledgement and Agreement with Conflict of Interest Policies.** Two board members who have not yet signed the form will be asked to sign it at the next opportunity.

**New Business:**

- **Information Technology Officer.** Jim Raney moved, Ethan Gerber seconded to create the position of Information Technology Officer and appoint board member Jim Raney to that position for one year. Motion passed unanimously.

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

**Respectfully submitted,**

Jim Raney  
Secretary