

**HUMANE SOCIETY OF THE OHIO VALLEY, INC.**  
**REGULAR BOARD MEETING MINUTES**  
**May 5, 2021**

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

**Present:** Ethan Gerber (President), Mike Montgomery (Treasurer), Jim Raney (Secretary), and Esther Salem, Flite Freimann, and Keri Stan (Directors). Leight Murray (Vice President) and Amber Dennison (Director) attended electronically. Scott Hatfield (Manager) and Rachal Merrow (Assistant Manager) also attended.

**Public Comments:** None.

**Approval of Minutes (attached):** Motion made by Flite Freimann, seconded by Keri Stan. Motion passed unanimously.

**Officer Reports:**

- **President.** None.
- **Vice President.** None.
- **Secretary/Information Technology Officer.** Board meeting packet contains a listing of committees and their chairs and members. Please send him updates as they occur so that he can keep the listing current. Some information technology items are on our meeting agenda for discussion tonight.
- **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 yet available because we have not yet received our quarterly report and income. Mike Montgomery will check on status.

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

**Shelter Manager's Report.** Scott Hatfield reported that he needs two lead/senior kennel technician positions to augment shelter management. One position would specialize in dogs, the other in cats. Amber Dennison will provide the draft position description developed some time ago. He is using the STAY feature of our shelter security system to avoid problems with frequent alarms caused by cats roaming the building at night. The STAY feature disables motion sensors, while keeping other sensors active.

**Committee Reports:**

- **Operations (attached).** Amber Dennison reported that the committee is planning customer service training for staff; working on improving staff and volunteer safety by matching dog handling ability with difficulty; making progress on developing the HSOV Operations Manual; working on improving animal care and enrichment; continuing to work on improving adoption application follow up; and now receiving updates on the evidence animals in our care.
  - Cats/Kittens. In April 1 was returned to owner, 21 were adopted, 41 were sent to rescue organizations, 24 were in foster homes, 17 were in long-term/medical foster home care with

Frances Meckel, and 21 were spayed/neutered. We have 20 appointments for feline spay/neuter surgeries in May 2021.

- Dogs/Puppies. In April 14 were returned to owner, 30 were adopted, 8 were sent to rescue organizations, and 25 were in foster care.
- **Personnel (attached)**. Jim Raney noted that shelter position descriptions and performance appraisal forms are in the online board meeting packet under the Personnel Committee folder. Legal review of the Employee Handbook has been completed and included in the Personnel Committee folder. Board members are asked to review the legal comments and suggest any changes needed in the Employee Handbook. As part of this review, the Shelter Dress Code will be on the Board meeting agenda for discussion in June. Board members should provide their inputs to Jim Raney for inclusion in the online meeting packet so that all Board members have an opportunity to review them prior to the meeting.
- **Facilities (attached)**. Mike Montgomery noted that a Hobart commercial undercounter dishwasher has been ordered and should arrive in about 3 weeks. He is negotiating with an installation company to eliminate unnecessary expenses. The dishwasher should lower labor costs, improve sanitation, and lessen potential for spreading diseases within the shelter.
- **New Building and Renovations (attached)**. Leight Murray noted that the committee is awaiting a tour of possible sites on the County Home farm property and a meeting with the County Home administrator(s). Committee is also exploring other possible sites that are not on the County Home farm property.
- **Finance and Budget (attached)**. Leight Murray reported that our Payroll Protection Program (PPP) 2.0 forgivable loan application has been approved and the loan proceeds are in our account. He is planning to seek forgiveness of this loan as the opportunity arises. The committee has been working on developing the reply to Commissioner Booth’s information request which is on the agenda for discussion tonight. He continues to seek volunteers for subcommittees:
  - Membership. Chairperson is needed to help identify coordinated timetable to conduct Membership Campaign and expand membership enrollment via presentations to social and fraternal organizations in Washington County and widespread distribution of general HSOV information and the HSOV membership application.
  - Donor and Sponsor Recruitment. Chairperson is needed to identify and expand individual donor base and corporate donor base.

### Membership Report

<b>April Subscriptions</b>	<b>2021</b>			
Junior Members	0			
Subscriber Members	0			
General Members	1			
Lifetime Members	0			
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	12	15		
Renewals	19	21		
Total	31	36	44	51
Lifetime Members				
New	1	3	1	
Previous Year	22	20	19	19
Deceased	0	1		
Total	23	22	20	19
Corporate Sponsors	3	0		
Kennel Sponsors	10	2		

- **Administration.** Jim Raney is continuing to update and expand the online HSOV Corporate Document Repository in the normal course of business. Currently board members, appointed officers (Amy Rogers), and the shelter manager-director (Scott Hatfield) have been authorized access to the Repository.
- **Public Relations (attached).** Keri Stan reported the committee meets monthly on the 1<sup>st</sup> 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 25,933 followers of HSOV Main Page and 15,718 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.
- **Fundraising.** Keri Stan reported the Fundraising Committee meets on the 1<sup>st</sup> Monday at 6 pm.
  - 2021 Goal. Raise \$80,000 via at least one event or initiative per month. The First Quarter goal was \$2,500 and the result was \$2,000 raised to date. March Madness result is not yet available.
  - Upcoming Events.
    - Kennel Sponsorship Drive, May 1-30
    - 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.

**Unfinished Business for Future Board Action:**

- **County Animal Shelter Agreement**
- **Consulting Veterinarian Agreement**
- **Employment Handbook Review/Update**
- **Adoption, Foster Home, Volunteer, and Rescue Partner Agreements**
- **Volunteer Management Software Acquisition**
- **Marietta Community Foundation Grants**
- **Parkersburg Area Community Foundation Grants**
- **Commercial Dishwasher Acquisition and Installation**
- **Shelter Pro Software Upgrade or Replacement Project**

**New Business:**

- **Volunteer Agreement and Handbook.** Motion made by Flite Freimann, seconded by Jim Raney, to approve the Volunteer Agreement including a change proposed by Volunteer Committee Chair Julie Lowther, and to defer consideration of the Volunteer Handbook to a future meeting. Motion passed unanimously.
- **Volunteer Management Software Acquisition.** Motion made by Jim Raney, seconded by Flite Freimann, to authorize subscription to VOLGISTICS volunteer management software with capacity for up to 100 volunteers. Motion passed unanimously.
- **Shelter Pro Software Version Upgrade.** Jim Raney proposed purchasing the latest version of Shelter Pro shelter management software suite, contingent upon receipt of a grant in the amount of \$2,690 to cover its cost. Amber Dennison said the Operations Committee discussed this proposal and wants to explore other options more thoroughly before the Board decides on anything.

**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:** June 2 at 6 pm

**Respectfully submitted,**  
Jim Raney, Secretary