

HUMANE SOCIETY OF THE OHIO VALLEY, INC.
MONTHLY BOARD MEETING MINUTES
July 8, 2020

CLOSED SESSION (Virtual) Due to the Coronavirus Pandemic

Present: Ethan Gerber (President), Leight Murray (Vice President), Jim Raney (Secretary), Mike Montgomery (Treasurer and Vice President for Finance), 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 Ethan Gerber. Motion passed unanimously.

Officer Reports:

- **President.** Ethan Gerber emphasized the need for everyone to stay safe as the shelter opens up for more services to the public.
- **Vice President.** Leight Murray noted his trip to Charleston to pick up free pet food for our shelter and local pet food pantries.
- **Secretary.** Jim Raney noted his draft letter and attachment regarding board member attendance for discussion during the executive session.
- **Treasurer.** Mike Montgomery 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. The state of our corporate finances is excellent, allowing us to pay off our accounts in arrears and plan for future needs, due to receipt of two bequests and a Payroll Protection Program loan which can be forgiven.
- **Vice President for Finance.** Mike Montgomery noted that our entire Payroll Protection Program loan of about \$53,000 should be forgiven upon our application in accordance with rules of the program.

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

Information Technology Officer's Report. Jim Raney reminded us that installation of the new computers and system upgrades has been completed and asked everyone to report any problems. He is looking at alternative shelter management software packages. Four indoor security cameras and three outdoor security cameras have been installed. All are operating on battery power except one. All cameras will eventually be hard-wired to avoid the need for recharging batteries. He has cancelled a Suddenlink fax line that we do not use for a savings of \$32.20 per month and upgraded our internet speed from 50/8 mbps (megabits per second) to 300/30 mbps (the next level up) to accommodate increased needs of the security cameras, for a net increase of \$2.79 per month in our Suddenlink bill. Also, he has considered whether we may need to install lightning rods and concluded that it seems unnecessary and potentially detrimental to safety if the rods attract lightning.

Management Report. Karissa Reynolds reported shelter operations are running smoothly for the most as we begin offering more services to the public. Adoptions are down right now for unknown reasons. We currently have a low population of dogs/puppies and a high population of cats/kittens. We will have at least 20 cats spayed/neutered in July.

Committee Reports:

- **Operations Committee.** Amber Dennison reported on the CLOSED MEETING (Virtual) on June 17 (attached). Discussion included status of our grants and loans, our core volunteer list, the urgently needed shelter repairs, policies for reopening the shelter to the public, a shelter software update, a security camera update. a Media Advisory proposed by the Finance Committee and New Building and Renovations Committee, our ongoing free consultation service from the Best Friends Animal Society, scheduling orientation by appointment, and a wide variety of other HSOV matters. The Committee and Board members noted the recognition by the Marietta Community Foundation given to HSOV Director, Karissa Reynolds, in a recent publication and expressed our pleasure with the positive role model that Karissa has provided to our staff and community,
- **Finance Committee.** Finance committee has implemented ways to save money (i.e. changing cell phone providers, canceling unused fax line) and is considering changing credit card companies. Jim Raney reported no progress in negotiating our new county contracts. Leight Murray discussed the need to ensure donors are appropriately recognized and thanked. The board discussed the current procedures and improvements needed to ensure donors are thanked appropriately.
- **Building, Grounds, and Maintenance Committee.** Mike Montgomery noted that gravel for our road and parking lot has been installed and that new air conditioning units will be installed on July 9-10. The board discussed whether to pay off the loan on our van and the terms of a sale of our truck for use in negotiating the sale with a prospective buyer. The board will review status of these items at our Operations Committee meeting in July.
- **New Building and Renovations Committee.** The committee plans to visit Morton Buildings projects similar to HSOV needs near Columbus on July 13 and Gettysburg, PA on July 13 and 20. Tentatively, 3-4 board members and Director Karissa Reynolds plan to attend. Results will be reported at our Operations Committee meeting in July.
- **Homeward Bound Committee.** Sharon Paul provided her report by e-mail (attached). In June 12 cats/kittens were adopted, 2 cats were sent to rescue organizations, 48 cats/kittens were in foster homes, 18 cats were in long-term/medical foster home care with Frances Meckel, and 10 cats were spayed/neutered. In June there were 48 dogs/puppies in foster care, 13 dogs were adopted, 5 dogs were sent to rescue organizations, and 7 dogs were returned to owner. Details are in Canine and Feline Intake/Disposition Reports for June (attached).
- **Public Relations Committee.**
Sharon Paul provided her report by e-mail (attached). We have 25,044 followers of HSOV Main Page and 14,435 followers of HSOV Group Page on HSOV's Facebook pages. The Marietta Times published their "Furever Friends" newspaper supplement on Thursday, June 18 which featured photos of 20 HSOV dogs and cats with short biographies. Photographs of new dogs and cats are being taken on a daily basis and both stray- and owner-surrenders are posted on Petfinder, Facebook, and Adopt-a-Pet. Adoptions/rescues/reclaims are updated on all three sites throughout the day. The Wednesday Wish List continues to be 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 (as well as added publicity for that dog/cat to find a home). Sharon Paul submitted a grant application for Advantage II Cat Flea Treatment on June 29 which was offered on the Adopt-A-Pet site in honor of Adopt-A-Shelter Cat Month. Thirty shelters/rescue groups will be chosen nationwide to receive the Advantage II products.
Amber Dennison provided her report by e-mail (attached). She has been posting a welcome to new Facebook group page members, about 50 to 100 a week, and adding some new volunteers to the group, since we welcome them there. She is continuing the \$2 Tuesday and special fund raising for shelter needs, which in June provided \$780 and \$720 to offset the medical needs of dog Petey and kitten Inky, respectively, \$260 for large dog kennels, and \$1,420 for other needs.

- **Fundraising Committee.**

- Upcoming Events (subject to change due to coronavirus pandemic)

- Various dates – Facebook fund raisers
 - August 22 – The 2020 Great Marietta Marketplace
 - August 23 – Howlin’ in the Alley Virtual Concert
 - August 29 – Golf Outing at Marietta Country Club
 - September 10-12 – Sternwheel parking fund raiser, cancelled for 2020
 - October 31 – Sam’s Club Supply Drive/Bake Sale
 - November 7 – Quarter Auction (TENTATIVE)
 - March 20, 2021 – Fur Ball, cancelled for 2020
 - April 17, 2021 – Mutts Gone Nuts @ Peoples Bank Theater, cancelled for 2020
 - Throw Down for the Pound – postponed (to be determined)

- **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 – call the shelter to arrange an orientation by appointment only

- **Membership Committee.** Leight Murray reported that HSOV has one new Lifetime member and one new General member, for a total of 35 members. Jim Raney will look into placing electronic signatures of all board members on letters welcoming new members and thanking new sponsors and donors. The board also discussed a new membership/sponsorship/donor program proposal offered by the Membership Committee and suggested changes.

Unfinished Business:

- **HSOV Contracts with Washington County and City of Marietta.** The Finance Committee is waiting on county commissioners to call a meeting to discuss renewal of the contracts, although the county is paying our invoices at the 2019 rates. The committee also has not yet received a contract renewal from the city, although the city is paying our invoices at the higher, negotiated rate we requested.
- **Planning for new vehicle acquisition.** This initiative is on hold due to the pandemic, although the board is considering an offer to purchase our pickup truck and a suggestion that we pay off our loan on the van. Mike Montgomery will discuss these matters in Operations Committee meeting in July.
- **Progress on fixing shelter heating and air conditioning.** The board obtained three proposals and accepted the bid from Grogg’s Home Services. New 5-ton and 4-ton units will be installed during July 9-10. Mike Montgomery will present the invoice to Marietta Community Foundation with a request that they inquire whether the Capital Improvements and Maintenance Fund may be used to reimburse us for the cost.

New Business:

- **Coping with Decreasing Fund Raising.** Board members are identifying new opportunities that may arise, especially those involving virtual rather than physical events, and scheduling them or applying for grants to augment our income during the pandemic. Jim Raney will look into updating last year’s budget review article to provide details that may motivate sponsors and donors to contribute.

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

Respectfully submitted,
Jim Raney, Secretary