

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

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

Present: Ethan Gerber (President), Leight Murray (Vice President), Mike Montgomery (Treasurer), Jim Raney (Secretary), Flite Freimann and Keri Stan (Directors), Amy Rogers (Assistant Treasurer), and Scott Hatfield (Manager). Amber Dennison and Esther Salem (Directors) attended electronically via GOOGLE and cell phone.

Public Comments:

- Several members of the public expressed concerns about our dog kennels and the overall condition of our shelter. Mike Montgomery explained that shelter maintenance is being hampered by COVID restrictions which limit the availability of volunteer workers, but he expects that more volunteers will become available as COVID restrictions are lifted this year.
- Julie Lowther presented “HSOV Volunteer Coordinator/Committee Ideas” (attached) and volunteered to serve as Chair of the HSOV Volunteer Committee. She suggested that the Board purchase a subscription to software products to support volunteer recruitment, management, and retention offered by volgistics.com or betterimpact.com. (See New Business, below.)

Approval of Minutes (attached): Motion made by Keri Stan, seconded by Mike Montgomery. Motion passed unanimously.

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, QuickBooks and checking account balances, and our Marietta Community Foundation account balances.

Approval of Treasurer’s Report (attached). Motion made by Flite Freimann, seconded by Keri Stan. Motion passed unanimously.

Shelter Manager’s Report. Scott Hatfield reported that Sharon Paul suffered a serious dog bite to the face during a photo session with Danny Boy, who is now in a 10-day bite hold status. Our feline leukemia kittens have been sent to a rescue organization. Kitten season is now in full swing. With the departure of Karissa Reynolds and the hiring of a new full-time assistant manager, Rachal Merrow, we remain fully staffed at 15 kennel technicians plus 2 managers.

Acceptance of Shelter Manager’s Report. Motion made by Flite Freimann, seconded by Keri Stan. Motion passed unanimously.

Committee Reports:

- **Operations (attached).** Amber Dennison reported that the Committee is evaluating “Animal Friendly-Customer Smart: People Skills for Animal Shelters & Rescues” for use in staff training; working on improving staff and volunteer safety by matching dog handling ability with difficulty; making progress on developing the HSOV Operations Manual; and able to monitor the status of our evidence dogs by searching on MariettaCourt.com for names of the defendants in animal cases. – Cats/Kittens. In March none was returned to owner, 22 were adopted, 24 were sent to rescue organizations, 30 were in foster homes, 18 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 April 2021.
 - Dogs/Puppies. In March 13 were returned to owner, 21 were adopted, 6 were sent to rescue organizations, and 33 were in foster care.
- **Personnel (attached).** Jim Raney noted that a legal review of the Employee Handbook has been completed. Board members are asked to review the legal comments and suggest any changes needed in the Employee Handbook.
- **Facilities (attached).** Mike Montgomery noted that he, Leight Murray, and Jim Raney went to the Wasserstrom showroom in Columbus to discuss commercial dishwashers. Subsequently, they met at the shelter with the Territory Sales Manager to discuss options and installation. Facilities Committee is developing alternatives for donor/grant funding. (See New Business, below.)
- **New Building and Renovations (attached).** Leight Murray noted that a presentation of the New Facility Concept will be made to the Board during Executive Session. The contract deliverables from Pickering Associates are acceptable and a resolution to pay the invoice needs to be made.
- **Finance and Budget (attached).** Leight Murray reported that our Payroll Protection Program (PPP) 2.0 forgivable loan application has been submitted, but an update needs to be done. 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.
 - Volunteers. Chairperson is needed to help develop a plan to revitalize the Volunteer Program and expand volunteer recruitment and enhance volunteer training and retention. – Donor and Sponsor Recruitment. Chairperson is needed to identify and expand individual donor base and corporate donor base.

Membership Report

March Subscriptions	2021			
Junior Members	0			
Subscriber Members	0			
General Members	3			
Lifetime Members	0			

Corporate Sponsors	0			
Kennel Sponsors	2 Derrick Kettering, Marvin Tanner			
Current Subscriptions	2021	2020	2019	2018
Junior Members	3	1	1	0
Subscriber Members	11	4		

2

General Members

New	12	15		
Renewals	18	21		
Total	30	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 asked whether Board members had any issue with the online folders supporting Board meetings. Nobody expressed any concerns.
- **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.
 - Facebook. We have 25,819 followers of HSOV Main Page and 15,549 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 of 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 1st 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.
 - Spring Basket Raffle, April 12-24
 - Spring Fling Adoption Event and Bake Sale, April 24, Lafayette Plaza at We Lov Pets
 - Kennel Sponsorship Drive, May 1-30
 - Vacation Basket Raffle, June 14-26
 - Howlin' In The Alley, August 27, Lafayette Hotel
 - HSOV Golf Scramble, August 28, Marietta Country Club
 - FurBall, October 23, Broughton Community Building

3

- 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:

- **Payroll Protection Program 2.0 Loan.**
- **County Animal Shelter Agreement.**
- **Consulting Veterinarian Agreement.**
- **Employment Handbook Review.**
- **Adoption, Foster Home, and Volunteer Agreements.**

New Business:

- **Parkersburg Area Community Foundation (PACF) Grant Possibilities.** The Board discussed various projects at varying levels of expense. Consensus was that Leight Murray and Amber Dennison should make several suggestions for consideration by the PACF donor who requested options.
 - **Board Committees Review/Update (attached).** Motion made by Flite Freimann, seconded by Keri Stan, to appoint Julie Lowther as Chair of the Volunteer Committee and consider her suggestion to purchase volunteer management software at a future Board meeting. Motion passed unanimously.
- **Adoption Agreement Review/Update (attached).** Motion by Jim Raney, seconded by Keri Stan, to

revise adoption contract as recommended by our corporate attorney. Motion passed unanimously. Jim Raney will make the format changes agreed in the meeting.

• **Commercial Dishwasher Acquisition (attached).**

– Motion made by Flite Freimann, seconded by Jim Raney, to purchase and install Hobart Model No. LXeR Advansys High Temperature Undercounter Dishwasher. Motion passed unanimously. – Motion made by Flite Freimann, seconded by Jim Raney, to seek CARES Act reimbursement of the cost of the dishwasher. Motion passed unanimously, with Flite Freimann abstaining. • **Job and Family Services Summer Hire Program for Youth Ages 14-18.** Motion made by Jim Raney, seconded by Keri Stan, to authorize hiring up to 5 youth for up to \$10.00/hour each with all of the employment costs to be reimbursed by Job and Family Services. Motion passed unanimously, with Flite Freimann abstaining.

Good of the Order: None.

Next Meeting – May 5, 2021 at 6:00 pm.

Respectfully submitted,

Jim Raney, Secretary