

GREEN COUNTY HUMANE SOCIETY  
BOARD MINUTES  
JUNE 11, 2008  
6:00 P.M.

The meeting was brought to order at 6:00 p.m. by President, Paul Barrett. Board members present were Yvonne Schutte, Mary Jane Grenzow, Sue Curran, Sherri Fiduccia, Tina Gilbert, Chris Soukup, Mick McClain, Tracey Pederson, Barb Gerber, Paul Barrett and Heidi Treuthardt. Others present were Tonya Kelly, Jarrett Kelly, Kristen Janecke and Angie Meyer.

Secretary's Report

Changes were made to the May minutes and the minutes were accepted.

Treasurer's Report

Chris reported that the shelter had a profitable month. There will be some construction bills that will appear next month's treasurer's report for construction that was done in May but was not yet in this month's expense report. Yvonne questioned the \$53.40 charge for the Shopping News. Mary Jane said it was for a classified ad. The SNAP Fund has \$3930.00 remaining. In 2009 we will receive \$5000.00 from the United Way for the SNAP Fund. The board discussed the possibility of changing some of the services that the SNAP Funds may pay. Tonya Kelly questioned Chris on some vet bills that were left in his mail box at the shelter. Chris stated that all vet bills are current and that we are not behind on any bills.

Director's Report

Tonya reported that we have 30 dogs, 64 cats in the cattery, 54 in trailer with 28 to be spayed or neutered. There were 17 incoming cats and 17 outgoing. There were 28 dogs incoming and 33 outgoing.

Unfinished Business

Paul took a vote to see if the board members wanted the board training by Linda Blinkenberg that was presented at last month's meeting. The vote was unanimous. He handed out a survey that is to be filled out by each board member and mailed to her. The class will possibly be held in Aug. 2008. / Breakfast On The Farm was reported to be a great success. The response was very positive and we received positive public exposure. / Pet a Thon brought in \$149.00 in donations and helped acquire a new sponsor and 2 new memberships. Tonya commented that the freestyle dance had a lot of positive feedback. Tonya would like to see this event done annually but possibly on a different weekend. Yvonne commented that the PR should have been better. Mary Jane explained how 15 days is not enough time to publicize a new event and that newspapers have many other non-profit articles to print besides ours. She also stated that she would have to have all information at least a month to 6 weeks ahead to properly promote an event. Paul said that all projects should be presented in writing to the Board with all the details as far ahead as possible to avoid any other problems. Mary Jane proposed that we create an advertising budget. Having a budget will expand our advertising such as

posters, flyers and such. This will be discussed at future Board meetings. / The Logo contest has received 1 entry so far. The deadline is June 30. / The Bernie Show went well and Mary Jane is scheduling another one for late summer to talk about Cheese Days. / We received a \$100.00 donation and a volunteer and membership application was handed out at the last Farmer's Market. Paul said that we can set up at 7:30 a.m. and that this is great public exposure. There will be a booth at the Balloon Rally on the square. There will be no booth on Cheese Days. The first week of attending the Farmer's Market 3 animals were adopted. / Chris questioned why we were going to Petsmart yet because he thought it was decided by the Board that we were not going there for the summer. He also questioned the adoption policy at Petsmart. Yvonne said the vet references are checked and the landlord is called. Chris commented that the adoption policies for both places should be consistent. It was questioned who can approve adoptions. Tonya said that Yvonne, herself and Sue Ross could approve adoptions. Paul said that it is common board procedure that all board members can approve adoptions and that this is something that the Policies and Procedures Committee could work on. The Board decided that after applications have been screened for red flags that any board member or Tonya can approve them. It was also decided that a volunteer can go to Petsmart if they would like but no adoptions will take place that day. Applications will be given out and brought back to the shelter for proper approval procedures. Mary Jane suggested that the numbers should be looked at to see if it is profitable to go to Petsmart. Yvonne stated that there is a volunteer that wants to go every other week and that the exposure is good since we are a no kill shelter and Dane County is not. A motion was made and passed by the Board that we go to Petsmart every other week with the adoption applications coming back to the Monroe for approval. The situation will be revisited at the October meeting. / Jarrett asked if there is a separate banner that can be used for other events and Paul said there is one to use.

#### New Business

Paul stated that the Personnel Committee and the Executive Committee have similar duties and will be combined into the Executive Committee.

#### Committee Reports:

Membership-There were 67 letters sent out for June renewals. So far 10 have been sent back. All sponsorships are up to date and posted on the website. There are a total of 48 dogs and cats presently being sponsored. Sue is meeting with the committee to create new levels of membership. It was discussed that Junior and Corporate memberships are a must and lifetime memberships were mentioned.

Public Relations-Mary Jane would like to expand public relations. June 15 is the deadline for the newsletter and will be mailed the end of June. Mary Jane also again went over the need for getting information to her earlier for upcoming events. Mary Jane also stated that she does not feel that the entire Board needs to approve all materials that go out to the public. Press releases should be open for review to the Committee Chairman that it involves and newsletters should be reviewed by Tracey, Paul and Tonya.

Public communications such as letters should be reviewed by her, Paul and Tracy. Anything that is of a sensitive nature needs to be reviewed by the entire Board.

Special Events-Barb reported that the Dog Wash is on June 14<sup>th</sup> from 10:00 to 4:00 in the parking lot of Guerin Chiropractic. Pedal for Paws needs to be postponed until the summer of 2009. This is a large event and needs to be planned a year in advance. The newsletter deadline was again discussed and was changed to the end of June and will be mailed the beginning of July. It was suggested that anyone that has adopted receive a brochure. Members, donors, sponsors and adopters need to be classified into groups as to what renewal letter they will receive for the next year. Sue Curran would like to change the note on the website that sending in a \$25.00 donation or more automatically makes you a member. Paul suggested that at the next meeting Barb bring a list of events that she has planned for the next several months to see what needs to be done if anything.

Corporate Fundraising-Tracy is waiting for the bid on the Access Program. Paul and Tracy will discuss the program further. Tracy is working on the Maddies Grant and is compiling information for that. She also will discuss with Paul on how to make up the funding that Pedal for Paws 2007 would have brought in.

Policies and Procedures-Mick reported that he only has 4 sections left to rewrite. He also spoke to Mary Jane about posting educational information about feral cats on the website. He is sending her that information. The next meeting is June 26 and 6:30.

Building and Grounds-Paul reported that 2 air conditioners have been purchased, (one for the cattery and one for the office area). All other air conditioners have been inspected by Baus Refrigeration. He also reported that the Building Committee will not meet in June but will meet in July and he will give the Board an update as soon as possible. Presently the committee is looking into sites and interviewing builders. Any questions can be asked at the informational meeting in July. This meeting can be attended by Board members and staff. Paul said that the Board needs to prepare itself for the long term with getting a new shelter. We need to be ready to run the new shelter for many years to come so careful planning is imperative. Tonya said that she would like to get a tarp for the outside kennels. It was agreed that this would be done. Chris and Paul reported that they toured the "Friends Forever" facility in Freeport, IL. They said that is was an outstanding facility. They took pictures and got lots of great ideas. Their cattery was very functional and would be a good model for planning the cat area in the new shelter. Kristen stated that the facility can be viewed on their website.

Adoption Follow Up-Tina reported that Linda is almost finished with her report. She learned from several of her calls that the Juda dogs are doing great.

Other Business:

Paws on Parade-Tonya are keeping all of the applications for Paws on Parade. She has gotten registration forms from John Baumann. There is a sign up sheet and information posted at the shelter.

Green County Fair-Paul is looking into the booth at the fair and getting the information we need for that.

Chili Cook-off-Chris reported that there is a possibility that there may be a beer tent on the square and a non-profit organization may be asked to run it. This is not, so far, been approved by the group that is organizing it. Chris will keep us posted.

The meeting was adjourned at 9:00 p.m.

The next Board meeting will be at 6:00 p.m. on July 9<sup>th</sup> at the Monroe Public Library.

These minutes were written and submitted by Heidi Treuthardt, Secretary.