

**ICHS BOARD OF DIRECTORS
MINUTES OF THEIR
JULY 10, 2017 MEETING**

Directors Present:

John Mutschler, Mike Van Sicklen, Judy Lindholm, Louanna Schulte, (Nancy Smith arrived during the meeting)

Staff Present:

Bonnie Zimmerman and Jen Siegel

Members of the Public Present:

Sharon Shea and Terri Davis

- The meeting was called to order at 6:31 p.m. at the Shelter.
- The Minutes from the prior Board meeting on 6/12/2017 were unanimously approved.
- Future Minutes: It was agreed that until the presently vacant position of Secretary is filled, the Board members will take turns preparing the Minutes.

Reports

A. Financials:

- Mike Van Sicklen presented and highlighted the current financial statements (for the month ended 6/30/2017). The statements were accepted by the Board.
- Discussion ensued regarding adoption in the future of a capitalization policy for long-term assets, the need to update equipment lists and modification of the roles played by the bookkeeper, Treasurer and outside accountant.
- New bank signature cards were agreed to.
- Prior to next meeting, Van Sicklen will endeavor to prepare and circulate a proposed capitalization policy and edits to the Bylaws respecting officer duties.
- Board unanimously confirmed that, contrary to inaccurate reference to audits in the Bylaws (under Treasurer duties), ICHS has never conducted formal audits and does not presently believe that audits are necessary or practical due to the cost. The roles of the bookkeeper and outside accountant may expand.

- The Board appointed Van Sicklen to serve as the temporary Treasurer until such time as another member agrees to serve.
- The Board directed that the practice of posting the Society's financial statements on the public website be discontinued because they can be confusing and misleading without benefit of the discussion about them that occurs at meetings and knowledge of the assumptions and policies used in their preparation. The practice of posting the annual tax returns will continue.

B. Kennel Report:

The Kennel Manager reviewed her written report, highlighting certain points of interest.

C. Office Report:

The Office Manager was not present, but had submitted her written report to the Board in advance. Her report was reviewed and discussed. The Board President agreed to meet with the Manager to discuss staffing levels, hours and payroll costs.

D. Outreach Report:

The Outreach Manager updated the Board on her fundraising activities, and highlighted the recent piano fundraiser and the plans for a sequel next year. The Board complimented the success of the recent piano event. The Board directed the Manager to focus on the timing of the fundraising income with operating cost needs and report back.

E. Fundraising Committee.

The Outreach Manager updated the Board on the Committee's schedule.

F. Buildings & Grounds Committee.

The President reviewed the recent active work of the Committee and reasons for installing new flooring to cure wear and asbestos health concerns. Moving forward with the flooring was approved contingent on (a) first fundraising to cover its cost; and (b) deferring the installation until the winter when the animal census is low.

- The President agreed to look into renewing or replacing the primary mortgage loan.
- The meeting adjourned at 8:37 p.m.
- These Minutes were recorded and prepared by Mike Van Sicklen.