

## **ICHS Board Meeting**

May 9, 2022 6:30 pm at the shelter

### **AGENDA**

#### **Call to Order**

#### **Present:**

Tony Schlafli, Lisa Cvengros, Janice Olson, Louanna Schulte, Donna Griffin

Staff: Jordyn Phillips, Cara Thorison

Guests: Sharon Shea, Char Paglini

Absent: Lisa Schnedler

#### **Approval of Previous Meeting Minutes**

from April 11, 2022 amended

Motion to approve amended minutes Lisa Cvengros

Second Louanna Schulte

Motion passed

#### **Executive Director report**

##### **Animal stats**

##### **Cats**

13 stray cats

8 born in care

14 surrendered

Total 35 incoming

7 adopted

2 redeemed

11 transferred

Total 20 out outgoing

39 at shelter, 22 foster

Started month with 46, ended at 61

##### **Dogs**

Stray dogs 6

6 incoming

5 adopted

5 redeemed

10 outgoing

Started month with 9, ended with 5

#### **Kennel report:**

It's kitten season: we have a lot of wonderful fosters so none at shelter

Heartworm dogs done with treatment May 27

**Staffing status:** not looking for additional staff at this time

#### **PAW Patrol:**

Paw Patrol is back – successful auction bid

Rear axle leak will need to be looked at

Tires at 20 percent will need replacement

Will get insurance quote total coverage, high deductible recommended by Louanna

Will insurance cover volunteer driver (Sharon Shea)

#### **Associations and Training**

The Humane Society of the United States Animal Care Shelter Expo: Joselyn and Jordyn attend virtual seminars in April.

Already member of Wisconsin Federated Humane Societies, attended gathering hosted by Dane County Humane Society that was good.

Plan to become member The Association for Animal Welfare Advancement (AWA) and attend upcoming conference

Plan to join Mineral Point Chamber

Registration for upcoming conference: Joselyn to get it all cost figures together and submit for approval before 5/12 (pre-registration deadline). There is around \$1800 in training budget

### **Treasurer report**

Financial reports:

Net income \$378,823 includes 2 bequests without those it would be a \$42,677 net loss.

We typically have a positive net income at this time of year, then go negative through Oct and recover again at the end of Nov and Dec.

Revenue side \$63,064 or 19 percent of budget for revenue, no covid relief dollars, no dog license fees, \$2K less in municipality contracts, less donations and membership fees, less adoption fees, no UPS rent this year

Expenses \$105,741 so far this year 32 percent of budget up from last year, primary driver Payroll, Building repairs up from furnace, April electric and gas rates higher, usage is up 10 percent for electric, 36 percent for gas and rates are up for both - Utility bills will be a challenge this year. Shelter expenses are down from 2021, since in 2021 paid off SBA loan. Cat expenses up driven by vet costs, Dog expenses are up due to medicine and vet expenses. Contractor costs seen in 2022 that we did not have in 2021.

- Sharon recommended getting a gas credit card to get 3 cents off per gallon

### **investment Policy Development Committee**

Lisa C writing new document defining what the investment committee is, role of the board, role of committee, what the buckets to be managed are, sticking with low risk philosophy.

### **Garage Sale**

Post-event report and analysis - Sharon & Char

\$ 3,021 raised as of end of April,

As of May 9, \$3240.70 from online items for sale, will appear in May finances

Sharon and Char provided handout (see attached)

Guidelines

Procedures

Pricing

Suggestions moving forward

-Sharon says garage humidity and water running inside on the floor causes mold and odor

We should be more restrictive on what we accept.

-Char says that there should be one person as contact to receive and return calls, one person to receive donations on certain days/times.

Sharon requests budget of \$1,000 for shelving, lighting, moisture control

We should have printed signs "donations taken only during xx hours, no dumping, cameras on site" for each door, and/or signpost in driveway

Sharon requests garage doors open from time to time to air out (staff)

Sharon requests key for herself and Char for total of 2

Cara recommended Lands End people to look for items on employee auction site that we can use to organize garage.

Jordyn requested that room to park the Paw Patrol car and lawn mower, etc still needs to be maintained.

Louanna motioned to approve \$1,000 for improving the garage set up for sales

Janice second

Motion approved

Signage to be a different expense

### **Building & Grounds**

Water heater in dog kennel area was replaced, water heater that serves the bathrooms was bleached

Building priorities – update from Scott Lind sent to board

Electrical-upgrade breakers/panel: Louanna to contact Hoffman for quotes; will also try DP Electric, Wisconsin Electric, Mueller Electric. Will forward for discussion at next meeting.

Louanna has quote on replacing back dog kennel door, will get final quote for verbal OK by board.

Fence repair from UPS truck damage: Joselyn called Finks again to get repair scheduled

### **Spring Cleanup Day**

Tony says they got a good start. Cleared a lot of brush, there is always more to do.

Next cleanup should focus on front entry and front side of building

Discussion on new walkway, what we want the entrance to look like, mulch vs rocks vs pavers, fan angled, walkway, narrowed etc

Send ideas to Tony and Louanna

Jordyn says outside back kennel door by break room is a problem – no pavement, only grass extremely slippery in winter, mud in spring, employees have tripped, Possible to change play yard gate location?

Looking for volunteer to cut lawn

Revisit idea of liability insurance for volunteers

### **Fundraising -Joselyn**

Update on Kennel Sponsorship Program mailer: mailer at printers will go out to mailboxes this week

Upcoming events:

Ridgeway market food stand

Round Barn Art Fair Spring Green June 26

Lands End Sale

Sip 'n Savor July 9 at Upland Hills, we are allowed to sell merch

Idea: Louanna suggested a chocolate fundraiser: dog paws, cat paws

### **KC**

Where are we in his EU review process?:

Have 2 advocates to report, one wants to meet KC, committee is complete

Looking for adopter like a vet or tech who will follow up on medical treatments

### **Pet of the Week advertising**

Tabled till next meeting

### **Strategic Planning session - Lisa S**

Scheduled for May 17, 6 pm at the shelter

### **Public Comment**

**Next meeting: June 13, 2022, 6:30 pm at the shelter**

**Adjourn**

**Closed session- entered 8:39**

**Motion to leave closed session Lisa C, Louanna second, carried  
Left closed session at 9:14**

**Motion to adjourn Tony, Lisa C second, carried**

**End of meeting 9:15 pm**

*Respectfully submitted Donna Griffin*

## ICHS Semi-Annual Garage Sale

### Guidelines:

- No clothing
- No electronics
- No expired children's gear (ie: car seats)
- No large appliances
- No large pieces of furniture
  - \*unless delivered the day of the sale and picked up, if not sold by end of sale.
- No packaged food; cans only
- No foam mattress toppers/pads
- No blinds of any kind
- No household renovation items (ie: tile, wood, chemicals, windows, doors, paint, tires)
- No early sales
- No donations accepted after the deadline - during the week leading up to the sale. *Donations that are dropped off during this time may be set aside for a future sale.*

### Procedures:

- One person as designated sale contact. This person would receive and return all phone calls regarding the sale.
- Designated spot for donations to be placed and designated timeframe for donations to be dropped off. (ie: M-W-F 1-4pm) These time frames should be communicated in the announcement. Some donations will be still get dropped off outside of these times, but the hope is that it offers a little order and consistency to the person in charge.
- Donations should be priced and sorted weekly.
- Donation deadline is 1 week prior to sale – no donations accepted after this time. *Donations that are dropped off during this time may be set aside for a future sale.*
- All comforters, blankets, knitted throws, towels, sheets, etc. must be sorted to ensure no tears, holes, animal hair, or odors.
- All books and items mentioned above (comforters, blankets, etc.) left at the end of each sale, will be boxed up and dispersed/donated to various agencies.
- At the end of each sale day, two people (preferred that one person is the treasurer) – count and initial the days proceeds.
- All petty cash and daily proceeds are kept in the safe at the end of each sale day.
- There should be 3-4 volunteers to set up and take down the sale each day.\*
- There should be 2-3 volunteers to run the sale during the day.\*

*\*Once the garage is sorted, cleaned, and organized (see 'Garage Sale Suggestions Moving Forward' – Set up and take down during sale will be much faster and easier so less volunteers will be needed.*

## Pricing:

- Large items should be priced individually.
- Knick Knack tables should be priced individually as best as possible.
- Items of large quantities can have prices listed on a poster. (ie: blankets, bedding, books, pillows, food, etc.)
- Small items of large quantities should be placed in clear bins with poster pricing. (ie: animal toys, leashes, kitchen utensils, Tupperware, etc.)
- Donations should be priced as they are sorted.

## Garage Sale Suggestions Moving Forward:

- Clean out the garage –
  - Move everything to the center of the garage; work around the perimeter by cleaning out everything
  - Replace all current storage with commercial shelving or shelves, and use tables in some areas (An ad could be placed seeking donations for these items)
  - Pallets can be used to stack plastic totes on.
  - \$500-1000 one-time budget

By doing this, there would be more adequate space for donations to be placed when they are dropped off, and better space for sorting through, and pricing the donations at that time. This organization would reduce the amount of time spent on this piece of the process (as well as set up and take down of the sale,) tremendously.

- Sale day 'Open House' –
  - Many people who come through the sale, inquire on the animals available for adoption and ask if the shelter is open. Having an 'Open House' the same time as the sale would create a great opportunity for attention and community interest in the shelter.
  - Weather permitting – having a couple cats or kittens outside in an enclosed cage that people can interact with would also be a great promotion for the 'Open House' happening inside the building.

### **Additional exposure ideas for the ICHS in the community (outside of the Garage Sale and possible Open House event) –**

- Quarterly 'Kids Day' – kids could come out the shelter and read to the animals, learn about the shelter, see how much work it is to take care of the animals there, etc.
- Semi-Annual 'Meet and Greet' staff event – Anyone could come meet the staff and learn more about the shelter, ways to get involved, etc.