

ICHS Board Meeting Minutes

Monday, July 13, 2020

6:30 PM – Zoom

Board Members

Present: Donna, Sandi, Cyd, Louanna, Alayna

Absent: Lisa, Judy

Staff

Molly, Joselyn, Cara

Public,

Janice, Sharon, Lisa

Call to Order 6:37 pm

Approval of Previous Meeting Minutes

From June 8, 2020

Motion Louanna, Second Donna. All approve.

Kennel Director Report - Joselyn

Discounted spay/neuter clinic helped 63 cats.

Currently have cats in the shelter and foster.

3 dogs in the shelter.

Mortgage Update

Joselyn has made progress on the loan. Sent out RFP. Contacted all local banks.

Spoke with Matt on refinancing. Has been in discussion with FSB, Mound City and Heartland.

Summer Newsletter/Appeal

Putting together summer newsletter/appeal. Spring newsletter donations are still trickling in. Traditionally have a spring/summer/winter mailing.

Several emails inquiring if Shelter is still open during COVID.

YTD adoptions are up 50 cats more than last year.

Joselyn will draft newsletter and send to board for approval.

Lisa Cvengros updates mail list – process to update takes an estimated 3 weeks.

Cost of mailing is approx. \$3,000. Typically, ROI is around \$18,000 based on spring mailing.

Information in the community that the shelter is closed/ not operating. Discussion of press release to address shelter is still operating.

Motion by Louanna to write spring newsletter and send to local news sources. Second Sandi. All approve.

Bachner property – next piece of land \$100,000 for neighboring corn field. ICHS purchased a \$25,000 piece to square up current property. Board discussion that now is not the time to expand land purchase. Discussion tabled.

COVID-19 Policy

All staff wearing masks

Sanitizing multiples times per day

How do we make our facility COVID friendly?

At this time, we do not have a stress-free way to invite the public back in.

Health of the staff and animals is highest priority.

Joselyn will send COVID procedures for adoptions and animal surrenders. Joselyn will also post procedures on ICHS website. Including limits on number of people that can come in to adopt.

Organizational Chart

Joselyn has completed and will send to the board for review.

Veterinary Expenses

Currently largest expense for ICHS.

Vaccination expenses are increasing exponentially. Joselyn seeking other providers and looking into different programs to lower costs.

Joselyn will reach out to DVS to ask them to itemize invoice.

Kennel Manager Report - Molly

June stats

39 cats incoming, 27 outgoing – 37 cats in shelter, 33 in foster total 70 cats in ICHS care.

12 dogs incoming, 14 outgoing – 3 dogs in shelter, 1 in foster total 4 dogs in ICHS care.

106 total care days

Today, 76 cats total (32 in foster), 3 dogs total

Foster program update

Currently have 20 active foster homes

Advertise in newsletter

What are the plans to increase foster homes?

Send letter to active volunteer list asking to foster. Molly will follow up with volunteer list.

Treasurer/Financial – Treasure not present.

Cara - \$10,000 grant. Becky, CPA coming next month to review.

Committee reports

Building and ground

Dog pens

Replaced/repared dog kennel gate.

B&G will be meeting in coming month to discuss outdoor kennel needs.

Tri-state window quote

\$2,670 for six windows.

\$346.70 per window (donated windows) will only charge labor \$2,670.

Do windows that open become a security risk? No, windows will be able to be locked and only open during business hours when staff are present.

Dog kennel has a separate A/C unit.

Motion by Alayna to move forward with tri-state windows installation quote for six windows. Louanna will get quote for remaining windows and board will review again.

Second Donna. All approve.

Front double doors need to be repaired.

Fundraising

Cloth Masks donated by Cara – will sell at front desk and Facebook for \$5.00 minimum donation.

Photo contest working on prizes

Looking at golf outing. Contacted Dodge-Point course. Not an ideal course available time this year will plan for next year.

Silent auction. Looking at online platforms.

Garage sale this year?

Host via marketplace.

Ultimately up to fundraising committee to decide platform and details for sale.

Memorial Naming

Name plates for cat cages, dog rooms, etc.

Website design

Sent out site map for mock-up

Will send updates by email to expedite new website publication

Goal September publish date.

Fees Discussion

Joselyn has been looking into adoption fees at other area shelters.

Recommended going to donations instead of fees

Current ICHS fees

Dog \$175 and up

Puppy \$250 (under 8 months)

Cat minimum donation \$50

Kitten \$75 (under 8 months)

FIV & FELV cat \$30

Alayna motion to adjust dog adoption fees to:

Dog \$250

Puppy \$350 and up

Special need/senior/ long- term resident \$150

Second Sandi. All approve.

Molly and Joselyn to come up with process for addressing families unable to meet adoption fee. Discussion of charity application or payment plans.

Alayna Motion to adjust wording of FIV & FELV special needs/senior/long-term resident \$25. Discussion tabled

Discussion of sponsoring an adoption. If you can't adopt, sponsor a pet's adoption fee.

Public Comment

- Next Meeting – Tuesday, August 10, 2020 at 6:30 PM.

Adjournment

Motion Lisa, Second Louanna.

Adjourn 8:43 pm