

The Dane County Humane Society
Board of Directors Meeting –October 18, 2016, 11:00AM

Attendees: Cathy Holmes, Shirley Crocker, Ellen McGuire, Bridget Bush, Sara Colopy, Joe Goode, Laura Murray, Amy Overby, Cris Marsh

Excused: None

Staff: Pam McCloud Smith and Will Anzenberger

Guests: None

- 1) Opening Business
 - a) Call to Order – 11:19AM
 - b) Agenda changes - none
 - c) Audience Comments – None
 - d) September 20th Minutes
 - i) Bridget moved to approve as amended in discussion. Joe seconded.
Motion carried.

- 2) Regular Updates
 - a) Executive Director Update – Pam McCloud Smith
 - i) Wildlife remodel going well
 - (1) Small use of contingency funds to date
 - (2) Anticipated completion by year end
 - (3) On budget
 - ii) Working to prepare for Greg Rutzen on-boarding
 - (1) There will be a month of overlap with Will
 - (2) Joint meetings scheduled with major donors
 - iii) Development Update – Will Anzenberger
 - (1) Bark and Wine successful
 - (a) Gross income approximately \$77,000
 - (b) Expenses \$11,448
 - (2) Upgrading donor software, Raiser's Edge
 - (3) Good on-boarding plan for Greg
 - (4) Donor Luncheon 11/10 – all board members please try to attend
 - (5) Family Tales being send to twice as many recipients this time
 - (6) EOY giving appeal going to 20 to 21,000
 - (7) Joe Goode thanked Will for his excellent working during this transition time
 - b) Financials
 - i) No questions. Good financial status to date. Expected to continue to year-end.
 - ii) Approximately 5 people per month add DCHS to their estates
 - iii) Personnel expenses under budget in 2016 due to many open positions not being filled right away.

- 3) Old Business
 - a) Dance County Contract Renewal
 - i) Renewed for 2017 under significantly same terms as last year, pricing increase to meet current costs
 - (1) Will be a major bidding process in either 2018 or 2019
 - b) Consent Resolution on Laffey, Leitner & Goode LLC
 - i) Cathy reviewed the draft resolution

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Board of Directors Meeting –October 18, 2016, 11:00AM

- ii) Bridget requested references to “shelter” be changed to DCHS
- iii) Motion by Amy to approve the resolution with changes requested by Bridget.
- iv) Second by Laura
- v) General agreement with coverage of resolution
- vi) **Motion carried. Joe Goode abstained.**
- vii) *Cathy will make updates and send to group*
 - (1) Expect all to sign at November meeting
- c) DCHS Organizational Membership Structure Change
 - i) No questions on meeting summary provided by Cathy
 - ii) Cathy moved that the quorum in the by-laws be changed from 25 to 15 members,
 - iii) Amy seconded
 - iv) Discussion indicated that this would allow members to continue to impact DCHS, but limit previously experienced difficulties in conducting meetings
 - v) **Motion carried**
 - vi) *Cathy will contact Joanna to finalize the changes in the by-laws*
- 4) New Business
 - a) Secondary cash account
 - i) Bridget discussed a second cash account to increase earnings on monies that will be needed in the short-term future, but are not needed immediately
 - ii) Cathy moved that ED talk to our bank regarding establishing this type of account to help manage excess cash
 - iii) Bridget seconded
 - iv) **Motion carried.**
 - b) Communication with Pam
 - i) Joe reminded all board members to include others on communications with Pam
 - c) Board-Staff inspiration, communication, and relationship building
 - i) Pam and Joe discussed how important it is that Board members attend events and that staff see who they are
 - ii) General discussion about how board can be visible and be engaged
 - d) Culture of Philanthropy
 - i) Discussion on how to keep board involved and educated on what goes on daily at DCHS
 - ii) Pam will bring selected staff members to beginning of board meetings for 10 minutes presentations and discussions
 - iii) Toto's Gala 2/25
 - iv) Need board members to attend all major events
- 5) Committee Activity
 - a) Board Operations
 - b) Finance
 - i) Drafting policy for expenses outside of budget
 - ii) Meeting with UBS
 - iii) Working on Gift Acceptance Policy
 - c) Legislative
 - i) On Hiatus
 - d) Development
 - i) On Hiatus
 - e) Nominating

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- i)* Mark Knipfer on hold
 - ii)* Julie Fagen to be on-hold.
 - iii)* Cathy to follow up with Ben Burnette
- 6) Adjourn to Closed Seesion
- a) 12:40PM

Respectfully Submitted by,
Cathy Holmes
Board Secretary

DRAFT