

The Dane County Humane Society

Board of Directors Meeting – March 16, 2021 11:00 a.m.

Attendees: Joe Goode, Joel Davidson, Cathy Holmes, Julie Fagan (left at 11:58), Mark Knipfer, Lilly Bickers, Laura Murray, Shirley Crocker, Joy Cardin

Excused: Amy Johnson, Maggie Premo, Sara Colopy

Guests: None

Staff: Pam McCloud Smith, Amy Good, Doug Brown, Sara Hoven (joined from 11:20 until 11:45)

Note – This entire meeting occurred using video and/or phone conferencing.

1. Call to Order
 - a. Called to order at 11:03AM
 - b. Approve February 16, 2021 meeting minutes
 - i. **Motion to approve minutes by Joel Davidson.** Second by Lilly Bickers.
Motion carried.
2. Regular Updates
 - a. Executive Director
 - i. See Report
 - ii. Staffing
 1. Pets for Life – Abbi Middleton leaving DCHS.
 - a. Pam working with HSUS to cover gaps
 2. Education Coordinator – Wendy – leaving DCHS
 - a. Due to Covid burnout
 - b. Leaving position open until can better define in face of Covid restrictions
 3. New Donor Engagement coordinator and new PR coordinator positions filled
 - iii. Covid operational impacts
 1. Restrictions continue for safety
 2. Looking to increase dog transfer intake to 75% of normal
 3. Recently added cat transfers
 - b. Development Update – Amy
 - i. See report
 - ii. 2021 Toto's results rough numbers
 1. Expenses \$24,070, Revenue \$143,732
 2. Budget Expense \$30,000, Revenue \$130,000
 3. Net result - \$119,662
 4. Prior years' net results
 - a. 2019 \$124,000
 - b. 2020 \$126,000
 5. Fund a Need and Auction revenues down from past
 6. Still generally very good result
 - iii. Staffing changes – see above under ED report
 - c. Animal Statistics – Doug

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- i. See report
 - ii. Continues as calmest time of year
 - iii. Running at 50 – 60% of capacity
 - iv. Working to add volunteers and increase to 75% of capacity while remaining safe
 - d. Financial Report – Cathy
 - i. January financials issued
 - ii. February coming soon
 - iii. Good January results, above budget revenue, below budget expenses
- 3. Old Business
 - a. City of Madison roadway dispute
 - i. Attending city planning meeting and common council meetings to represent DCHS
 - 1. Want to stop at City Planning meeting (3/22) if possible
 - 2. Otherwise need to stop at Common Council meeting (3/30)
 - ii. Joe and assigned attorney will work to influence planning committee before meeting, if possible
 - 1. Need to educate on why this roadway is poorly positioned
 - b. Marketing Presentation Video
 - i. If did NOT attend February meeting, please watch this video to become familiar with DCHS Marketing plans
- 4. New Business
 - a. 2020 Audit Report
 - i. Communication with Those Charged with Governance
 - 1. Qualitative Aspects of Accounting Practices
 - 2. Significant Accounting Policies.
 - a. No new adoptions in 2020.
 - 3. Significant Accounting Estimates.
 - a. Allocation of expenses by function.
 - b. Estimate of valuation of inventory.
 - 4. Corrected and Uncorrected Misstatements
 - a. Entry to capitalize website - Passed Journal Entry.
 - b. Entry to book equipment leased without consideration – Passed Journal Entry.
 - ii. Upcoming FASB Updates
 - 1. Leases (2022)
 - 2. Gifts In-Kind (2021)
 - iii. Financial Statements
 - 1. Unmodified opinion
 - 2. Financial statement highlights:
 - a. Statements of Financial Position
 - b. Cash increased primarily due to Paycheck Protection Program loan.
 - c. Increase in prepaid expenses due to timing difference of insurance payment.
 - d. Merchandise inventory increased with the Thrift Store year-end inventory count, larger storage space, and more donations during the pandemic.

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- e. Increase in accrued expenses due to deferred lease recorded for Thrift Store and increase in payroll accruals.
- 3. Statements of Activities
 - a. Contributed revenue increased from prior year (includes PPP forgiveness).
 - b. Program service revenues were down due to COVID-19 impacts.
 - c. Investment return is lower than the prior year and is in line with the market for 2020.
 - d. Total expense increased by \$15,808.
 - e. Change in net assets of \$785,846 with a positive operating and total cash flow.

4. Statement of Functional Expenses

	2020	2019	2018	2017
Animal Services	40.9%	40.7%	40.3%	42.9%
Wildlife Program	8.5%	8.6%	8.4%	8.0%
Adoption and Reception Services	12.2%	13.4%	16.4%	15.7%
Volunteer Program	2.9%	3.2%	3.2%	3.5%
Education and Outreach	6.8%	6.5%	6.9%	4.8%
Management and General	9.3%	8.9%	10.3%	9.5%
Development	13.1%	14.6%	13.6%	15.6%
Thrift Store	6.3%	4.1%	0.9%	-

- 5. Notes to the Financial Statements
 - a. Concentrations of Credit Risk (Note 2, p. 10)
 - i. Sweep to reduce risk began in 2020
 - b. Paycheck Protection Program Loan (Note 6, p. 11)
 - i. New note
 - c. Donated Services (Note 12, p. 13)
 - i. No donated services due to Covid
 - d. Liquidity and Availability (Note 13, p. 14)
 - i. Increase of over \$800,000
 - ii. 10 months of expenses available
 - e. COVID-19 Considerations (Note 14, p. 14)

- b. Annual Meeting Planning
 - i. Date is June 30th.
 - ii. Will be held virtually
 - iii. Lilly will be stepping down from her position after meeting
 - iv. Following positions are up for election:
 - 1. Julie Fagan
 - 2. Shirley Crocker
 - 3. Sara Colopy, DVM
 - 4. Mark Knipfer
 - v. Two positions will be vacant for possible appointment
 - 1. Lilly Bickers – expires 2023
 - 2. Remaining current vacancy – expires 2023
- c. Diversity and Philanthropy Committee Planning
 - i. A new chair is needed for the Philanthropy committee

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1. If interested, let Joe Goode know
 - ii. Diversity committee further discussion needs to wait for Amy Johnson, committee chair
 - d. Diversity Discussion Next Steps
 - i. Delay until April meeting
 - ii. If anyone is interested in further involvement, let Joe Goode or Amy Johnson know
 - e. Wolves (Legislative Committee)
 - i. Laffey, Leitner and Goode, LLC involved in several animal rights issues
 - ii. Wayne Purcell reached out to DCHS to join on a stand regarding the Wolf Hunt in Wisconsin
 1. Passed to Legislative committee
 2. Committee researched and discussed issues, including how DCHS could assist
 3. Several issues regarding the current conduct of the Wisconsin Wolf Hunt were discussed
 4. Joe Goode will help make introductions for Legislative committee to others active on this issue in Wisconsin for further discussions
5. Committee Activity – not covered
 - a. Finance
 - b. Philanthropy
 - c. Nominating
 - d. Board Operations
 - e. Legislative
6. Adjourn
 - a. Meeting was adjourned at 12:20PM.

Respectfully Submitted by,
Cathy Holmes
Board Secretary