

The Dane County Humane Society

Board of Directors Meeting – February 21, 2017, 11:00 a.m.

Attendees: Cathy Holmes, Laura Murray, Amy Overby, Amy Johnson, Joe Goode, Bridget Bush, Ellen McGuire,

Excused: Cris Marsh, Shirley Crocker, Amy Johnson

Staff: Pam McCloud Smith, Greg Rutzen
Guest Presenter: Charla Werns (Clerical Assistant)

Guests: None

1. Opening Business

- a. Called to order 11:04. No changes to agenda.
- b. No Audience comments
- c. Presentation by Charla Werns (Clerical Assistant)
 - i. Charla works as the Accounting Assistant. She does all of the money handling at DCHS to separate this function from the Accountant who records all of the money transactions.
 - ii. Charla brought her office cat, Maximus to the meeting.
 - iii. During the time Charla has worked at DCHS, she has worked in many different areas. On a personal level, she specializes in placing hard to place companion animals due to special needs, especially cats. She has successfully place 107 of 135 cats and 2 of 2 dogs from her office.
- d. December 20, 2016 **open** meeting were reviewed.
 - i. Change to correct misspelled “dtaes”. Laura moved to approved with spelling correction. Amy Overby seconded. **Motion carried.**

2. Regular Updates

- a. Executive Director Update – Pam
 - i. Wildlife Barn Remodel
 1. Inspection complete. Moving in in-progress. Reception scheduled for 3/3
 2. On budget with contingency funds
 - ii. MVS Transition to UW Vet School for Stray Emergency Services
 1. Going well. MVS is supportive of the change
 2. Still a few members of public using MVS, but being re-directed
 - iii. Bark Bus
 1. Issues with member shelters not following protocols caused DCHS to withdraw from program as this was not up to DCHS Operational standards.
 2. New program coordinated by ASPCA. DCHS has been invited to join this invitation-only transport program. First transport is tentatively scheduled for 3/6
 - iv. Edgerton contract moving toward approval
- b. Development Update – Greg

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- i. Totos – great board participation, most attendees ever, 284. Ticket revenue doubled from 2016.
 - ii. Expectations for board members
 - iii. Development score card from Greg will be issued quarterly instead of monthly.
 - c. Questions on current financials – Cathy and Bridget
 - i. Good beginning to year financially.
 - ii. PetSmart Grant \$65,000 to improve surgery recovery needs to be spent by 8/1. Getting bids.
 - iii. Ruth Vetter memorial wall going in cat area.
3. Old Business
- a. First Steps of Audit and Form 990 – Joe and Bridget
 - i. Audit and 990 preparations went well. Will be presented at March meeting.
 - b. Draft of Bylaws change for Annual Meeting Quorum (25 to 15) – Cathy and Joe
 - i. Motion presented by Cathy to change quorum for membership meetings in by-laws to read,
 - 1. “Quorum. At any membership meeting, those voting members present, but not fewer than ten (10), shall have the authority to transact all business that may come before the membership meeting.”
 - 2. Motion by Cathy, second by Laura. **Motion carried.** This will need to go to Annual membership meeting for final approval and actual incorporation into by-laws.
 - c. Nominations to BOD (13 Members allowed; 10 secured) – All
 - i. Reviewed the most recent updates to the working candidate list. Joe added two names to list.
 - ii. Discussed opening and how to find additional members.
 - iii. *Members encouraged to bring names to next month’s meeting.*
 - iv. *Cathy will send current member skill grid to group.*
4. New Business
- a. Strategic Plan Operational Goals: Detailed Q & A – All
 - i. Pam presented both the internal and public versions of the operational strategic plan.
 - ii. Public version has been rolled out to donors and will continue to be used for fund raising discussions.
 - iii. Staff has created a timeline with tasks, dates and responsible parties for the working plan. Will continue to review and update it as working document.
 - iv. Key areas identified in bridging high level board vision to operational planning
 - 1. Salaries
 - 2. Training
 - 3. Cutting Edge operational improvement.

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- v. Discussion regarding how to broadcast the public strategic plan and how to measure success.
 - vi. In order to track success
 - 1. *Board member assignment – identify DCHS challenges and successes any time in last 10 years or so. Send to Cathy who will bring them to the March board meeting.*
 - b. Toto's Gala and Board Expectations – Amy, Greg, and Joe
 - i. Be prepared to bring forward new operational strategy plans in discussion with supporters.
 - ii. Meet new people, engage in discussion. Staff will identify important donors to board members.
5. Committee Activity
- a. Board Operations (Cris)
 - i. No update
 - b. Finance (Cathy)
 - i. Audit and 990 review with Accountants, to Board in March
 - c. Legislative (Joe/Ellen)
 - i. No update
 - d. Development (Amy)
 - i. Amy continues working with Greg to define roles
 - e. Nominating (Cathy)
 - i. Completed in Old Business section of agenda.
6. Adjourn
- a. 12:32PM

Respectfully Submitted by,

Cathy Holmes
Board Secretary