

The Dane County Humane Society
Board of Directors Meeting – July 18, 2017, 11:00 a.m.

Attendees: Cathy Holmes, Laura Murray, Amy Overby (by phone until 12:00PM), Shirley Crocker, Bridget Bush, Lilly Bickers (after 11:25AM)

Excused: Joe Goode, Sara Colopy, Amy Johnson

Staff: Pam McCloud Smith, Greg Rutzen, Amy Good
Guest Presenter: Erin Woodward (Shelter Resource Supervisor)

Guests: Lilly Bickers

1. Opening Business

- a. Called to order 11:07
- b. Staff Guest: Erin Woodward (Shelter Resource Supervisor)
 - i. Brought Revere who is a transfer from Richland County
 - ii. Supervises Adoption Center and West Side location. Other supervisor includes Adoptions and Reception
 - iii. 3 years at DCHS with 1 year as supervisor
 - iv. Good combination, adoptions and receptions; staff helps both on adoption and surrender side so familiar with all resources available
 - v. Satellite Coordinator position is being added which will help
 - vi. West Side location doing well; animals adopted quickly when sent there; lots of transfers in end up there.
- c. June 20, 2017 meeting minutes to approve
 - i. **Bridget moved to approve.** Amy O. seconded. **Motion carried.**
- d. Staff Introduction – Amy Good
 - i. Assistant Development Director, started 7/5
 - ii. Lots of Development background, also animal welfare background
 - iii. Working on Animal Shelter Management Certificate
 - iv. Has hit the ground running.

2. Lilly Bickers Interview and Appointment

- a. Lilly gave explanation of her background and interest in joining DCHS Board
- b. Board members introduced themselves
- c. Lilly was excused from the meeting temporarily
- d. **Motion by Laura to appoint Lilly to the open board seat, expiring in 2020.** Second by Bridget. **Motion carried.**
- e. Lilly rejoined the meeting and agreed to take the open seat offered. She began as board member at 11:25AM

3. Regular Updates

- a. Executive Director Update
 - i. Still working on Vetter estate settlement. Meeting today with UBS. Hope to resolve by end of July
 - ii. Greg to meet with Andy Burish Thursday. Burishes have offered to host a house party again this year.
 - iii. AMS remodel has started. Some difficulty in having surgeries continue in other locations. Target completion date still end of August.
 - iv. Pam handed out Strategic Plan Goal updates. She will send these to full board.

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- b. Pam confirmed that Animal Statistics were sent to the board.
 - i. Pam also confirmed that an updated matrix of euthanasia reason will be sent when finalized, expected for August Board meeting if approved.
 - c. Greg Rutzen – Development Update
 - i. Quarterly report not finalized yet due to no Financials. Will be available next month.
 - ii. At 30.6% of annual Development goal, compared to 37% last year, but all mailings are later this year so expect to be a bit behind last year.
 - iii. Since 4/1 received 33 gifts of \$1,000 or more; running ahead of last year.
 - iv. Discussion on how to raise large amounts without a Capital Campaign so the monies can be used for on-going operations.
 - 1. Lilly will bring example used by Madison Country Day School.
 - 2. Important not to take on any extra costs that would be associated with Capital campaign. Need operational on-going support.
 - d. Financials
 - i. Postponed until financial reports for June are ready.
4. Old Business
- a. Nominations to BOD
 - i. Joel Davidson sent skill set, but needs to be a member.
 - ii. Joe will have further discussion with Gillian Carter week of 7/30.
 - iii. Amy Manthey still possible for September time frame.
 - iv. Katherine Hill busy with year-end. Shirley will re-contact after August.
 - v. Need update from Sara regarding teacher at the Vet School
 - vi. Laura ran into Maggie Premo. Maggie says she plans to apply still.
 - vii. Cathy can contact Laurel Sukup any time.
 - b. Philanthropy Committee Charter
 - i. Reviewed again.
 - ii. Meetings changes approved.
 - iii. Service changes did not reflect last month discussion accurately.
 - 1. Service
 - a. To be simplified, less restrictive
 - b. “The term of service for Committee members shall be two years with the option to renew at the discretion of the committee chair.”
 - c. **Laura moved to approve the charter with the above modification.** Shirley seconded. **Motion approved.**
 - c. Board Engagement Session – **Reminder to get completed goals to Greg by end of July!**
5. New Business
- a. Association of Fundraising Professionals – 5/16 Takeaways
 - i. Greg and Laura discussed the meeting attended.
 - ii. Development take away – Development needs to set expectation for board members that they need to be involved in Development, as various levels as different times.
 - iii. Different roles for board members in Development were discussed. Not all board members need to function at the partner level, but all need to be at the support level.
 - iv. Remainder of discussion was basically primer on why people give

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- v. Information went well with Philanthropy Committee plans
 - vi. Fairly basic information. DCHS Board appears to be well schooled in this information already.
 - b. Assessment of McDonald Schaefer Meaningful Exercise
 - i. Reviewed document
 - ii. Greg will use this information in working with Philanthropy Committee
 - iii. Will give feedback to board regarding proposed new engagement activities as needed.
 - c. Interest in Board Level Development Workshop
 - i. General consensus is this is not needed at this time.
 - ii. Board is well-informed following May workshop.
 - iii. Greg feels ready to work with Philanthropy Committee and bring in board as needed for activities chosen by the group.
 - d. Marketing Committee
 - i. Pam and Greg will review the idea of how to input board marketing ideas into general messaging and how to mix these will operational messaging.
 - ii. Amy Johnson was identified as someone that might be helpful in this discussion.
 - iii. **Pam and Greg will come back to Board with thoughts for further discussion.**
6. Committee Activity and Charters
- a. Board Operations (Cathy)
 - i. Pam's review – anniversary date of 7/29 (26 years)
 - 1. Amy Overby is responsible for Pam's review in her role as VP
 - 2. Cathy will send reminder to Amy.
 - ii. Lily needs board orientation information - access to board web site
 - b. Finance (Cathy)
 - i. No meeting due to no Financials
 - c. Legislative
 - i. Committee retired due to no activity in this area.
 - d. Philanthropy (Amy)
 - i. Charter approved above.
 - e. Nominating (Cathy)
 - i. Update in Old Business
7. Adjourn
- a. Meeting was officially adjourned at 12:50.

Respectfully Submitted by,

Cathy Holmes
Board Secretary