

# The Dane County Humane Society

Board of Directors Meeting – April 16, 2024 11:00 a.m.

**Attendees:** Cathy Holmes, Joy Cardin, Maggie Premo, Dan Aiman, Laura Murray, Beth Jacobsen, Amy Manthey, Julie Fagan, Amy Johnson, Linn Roth, James Steinbach

**Excused:** None

**Absent:** None

**Guests:** Joe Zitzelsberger

**Staff:** Pam McCloud Smith, Doug Brown, Amy Good

Note – This meeting occurred in person at DCHS and by Zoom video conference.

1. Call to Order
  - a. Called to order at 11:07AM
  - b. No audience comments
  - c. Approve March 19, 2023
    - i. **Motion to approve the March 19, 2024 meeting minutes by James Steinbach.** Second by Joy Cardin. **Motion carried.**
2. Board Candidate Interview
  - a. Prospective Board Member Interview – Joe Zitzelsberger
    - i. **Motion for James Steinbach to join the DCHS Board of Directors in the open position expiring 2024 by Cathy Holmes.** Second by Linn Roth. **Motion carried.**
    - ii. Joe Zitzelsberger joined the board for the remainder of the meeting.
3. Regular Updates
  - a. Executive Director Updates – Pam McCloud Smith
    - i. General
      1. Very busy overall
      2. WFHS Conference being held at DCHS next two days
      3. Tree Clean up in progress
        - a. Volunteer work to remove many dead and dying trees
      4. Animal Behaviorist coming in today
        - a. Will review potential set up in Sanctuary house (Dick Grumm former residence)
        - b. Home environment being created is modeled after Happily Ever After (HEA)
      5. Receiving several behavior-challenged dogs from our own community
        - a. Has not happened for several years
        - b. Stressful for staff and animals
        - c. Researching reasons and tools to help dogs
      6. Volunteer Appreciation week next week

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- a. Pam will check on possible ideas for Board support for volunteer appreciation in the future
  - b. Animal Stats – Doug Brown
    - i. Still early in year
    - ii. Local dog intake up with slower turnover due to challenging dogs
    - iii. Euthanasia numbers higher due to less adoptable/treatable animals I population
      - 1. *Doug will share euthanasia reasons with the Board*
  - c. Development – Amy Good
    - i. Toto's
      - 1. 2<sup>nd</sup> Best Toto's Ever with top
        - a. Ticket sales
        - b. Silent Auction
        - c. Fund-a-need
    - ii. March focusing on Wildlife Baby Showers
    - iii. DEI
      - 1. PR is working with more diverse groups trying to spread more knowledge regarding DCHS
    - iv. Camp Pawprint sales underway
      - 1. 11 total weeks of camp, 7 already filled
  - d. Financial Update – Amy Manthey
    - 1. 2024 numbers will be reviewed at May meeting
4. New Business
- a. DCHS 2024 990 Tax filing – review and approval – Amy Manthey
    - i. 990 is the form required by the IRS for non-profit (501c3) organizations
    - ii. Reviewed the content of the current 990, 2023 financial information to be filed by May 2024.
      - 1. Please note that the version reviewed with the Board is NOT the public version and contains information NOT to be shared with the general public.
      - 2. 990 is a restatement of the Financial Reports in a different format, as required by the IRS.
      - 3. Handouts were reviewed to show how the Financial Statements are represented in the 990.
        - a. Handout entitled - Reconciling the 990 to the Audit
          - i. Highlighted financial data from the Audit Report was identified by similar highlighting on the 990 form.
          - ii. All significant financial amounts reconciled to the Audited Financials. Reviewed Communication with Those Charged with Governance
    - iii. **Motion to approve the 990 for filing with the IRS as presented by Beth Jacobsen.** Second by Linn Roth. **Motion carried.** Joe Zitzelsberger abstained.
  - b. Support Letter for Special Prosecutor Request for Ridglan dogs – Maggie Premo
    - i. Hearing is scheduled for Thursday regarding the case
    - ii. Ridglan Farms Kennel DID hire a lawyer
    - iii. Thanks to Maggie Premo for making this happen so quickly
  - c. Board Committees

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- i. Need to reinvigorate our committees, including recruiting members
  - ii. Need to standardize definition of committees
  - iii. Action Item
    - 1. *All committee chairs please send committee names, purpose (charters), meeting times, members to Laura*
    - 2. Further discussion at May meeting
5. Old Business
- a. Board Pizza
    - i. 2-year schedule published
    - ii. 10 board members currently participating
  - b. Staff Lunch by BOD
    - i. Likely date in August or September
    - ii. Catered lunch
    - iii. BOD to attend
    - iv. Pam will finalize details and then board members can donate to cover costs
6. Committee Activity
- a. Finance – no update
  - b. Nominating – working on possible additional candidate
  - c. Board Operations – none
  - d. Legislative – Ridglan Farms update given in 4(b)
  - e. Diversity, Equity & Inclusion
    - i. GSAFE event
      - 1. Julie Fagan and Amy Johnson donating 2 tickets for staff to attend
7. Adjourn
- a. Meeting was adjourned at 12:31PM

Respectfully Submitted by,  
Cathy Holmes  
**Board Secretary**