

Potsdam Humane Society
Board of Directors Meeting Agenda

February 19, 2013 @ 5:30 p.m. at PHS 17 Madrid Ave.
Multi-Purpose Room

1. Call to Order - 5:30 p.m.

Attendees:

Linda Caamano
Helen Hollinger
Amber Lindsey
Tony Beane
Suzanne Smith
Lucille Waterson
Irene Hargrave
Rob Jewett
Bonnie Boyd
Carrie Tuttle
Kay DePerno (absent)
Ruth Huckle (excused)
Jackie Pinover (excused)

Staff/Guests:

Anne Smith
Tom Peets, CPA with Pinto, Mucenski, Hooper, VanHouse

2. Audit Report

Tom Peets from Pinto, Mucenski, Hooper, VanHouse & Co. presented a summary of their Audit Report of our cash receipts and disbursements and a schedule of expenditures of federal awards and compliance reports. He said there were no findings of weaknesses or deficiencies and there were no issues with receipts/disbursements. In short it was a "clean audit".

3. Directors Report

- a. Louie and Santiago have been adopted. Details on animal statistics can be found in Anne's report posted online.
- b. Anne made a request to hire Jessica at \$10/hr on a temporary basis to replace Regina while she is out on disability leave (there has been no word on whether Regina intends to return to work). Jessica has her tech vet license but is not certified for euthanasia yet. It is possible that Alysia may be taking a permanent leave due to pregnancy. Tony made a motion to create a temporary tech vet position and to appoint Jessica at \$10/hr and to rescind the temporary cleaner position approved in the last board meeting. Helen seconded and it was passed unanimously by the board.

[*UPDATE since the board meeting*: Jessica accepted the offer, provided that she be allowed to continue her temporary employment at \$10/hr and 20 hours per week if Regina returns to work. Carrie authorized this condition verbally since Jessica needed to respond to other employment offers]

- c. Two ACOs were hired and all is working well.
- d. Counseling with Leila went well. She was given a verbal warning about communicating with Bonnie Peryer, her direct supervisor.
- e. The shelter received 10 tons of wood pellets gratis (\$2500 value) from Seaway Timber Harvesting in Massena.
- f. Schedule/Status of Protocols - the protocols are ready for board approval and will be addressed at the next board meeting. Board members are reminded to read the protocols and provide comments well in advance of the next meeting so Anne can have a final version ready for approval.
- g. Shelter Statistics - Anne was complimented on the shelter's work that show an increase in Yearly Live Release Rate in 2012 vs 2011 (2012: **95.7%** 2011: **94.8%**)
- h. Other Business

The Adels want to build a training arena and clean up the wooded area of our property. The board acknowledged this would be a valuable addition to the Shelter and appreciate all of the support the Adles have provided over the years.

A shelter evacuation plan is being developed by Anne along with Randy LaValle who has offered to provide trailers to house animals.

DCO/ACO conference in May and both ACOs want to go. It will cost \$50/person. Lucille made a motion to pay \$50 for conference registration for each of the ACOs and to reimburse mileage for one car. Tony seconded the motion and it was passed unanimously by the board

4. Committee Reports

- a. **Finance Committee** - January 2013 revenue was \$30,899.89. Expenses (with the \$675.39 mortgage) were \$24,728.54

On February 7, a Finance Compliance Review (done every 3 years) was conducted with Rene Bunn (Rural Development). Anne took Rene on a tour of the shelter as part of the review and Rene appeared to be impressed.

Anne will follow-up on Town contracts to ensure they are all renewed.

Tony made a motion to approve the Finance report. Amber seconded the motion and it was passed unanimously by the board.

Helen announced that she will remain on the board through the end of December to correspond with the fiscal year. The Board thanked Helen for her service and appreciates her offer to assist through the end of this year.

b. **Personnel/Operations** - No report

c. **Fund Raising** - Paws stickers are now out in the community to generate donations

Bonnie met with Iris Anabelle. Bonnie wants to publicize her story and picture (she has given \$10/month to PHS since 2008)

Lancaster Gala 7/14/13 - more planning for this event will be done in March.

d. **PR Committee** - Lucille wants to step down as chair but will stay in this role until someone else is willing to assume it. Rob wants to step down from the committee but will stay on until someone replaces him. Suzanne indicated she is willing to work on the PR committee.

5. **Old Business**

a. Annual Report 2011 and 2012 – Annual Report will be printed so that donors are recognized and distribute it via North Country This Week. Target is to have it in homes by Easter.

b. Leaves of Love and Capital Donor Recognition - Bonnie is working on plaques and suggested that the Marescas would be the "trunk" of the leaves of love tree.

c. SWOT - Reviewed feedback received to date. Carrie will be scheduling a Special Meeting to finalize plan. Carrie would like to work with a small group on this. She will send out an email to recruit people who want to work on this.

d. Rural Development “Generator” Grant Application - Waiting to hear back from RD on the status of the grant application. Carrie reported that Tom Owney (C2AE in Canton) has offered to donate his time to help engineer the installation.

6. **New Business**

Rob reported on the designs by Stacked Graphics on the shelter's "webstore". You can access the webstore at: webstore.potsdamhumanesociety.org

Lucille wants to know what the process is for answering messages offering to help or donate. It was agreed to send these types of messages to Anne.

Bonnie wants to consider making a decoupage of animal pictures that would be mounted on the wall. Cleaning would be an issue. Carrie suggested it be mounted so it could be taken down to clean it.

7. **Next Meeting** – 3/19/2012 @ 5:30 p.m.

Motion to adjourn the meeting was made by Rob and seconded by Linda. Meeting adjourned at 6:53 p.m.