

Potsdam Humane Society
Board of Directors Meeting

March 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

Bonnie Boyd

Carrie Tuttle

Kay DePerno

Ruth Huckle (excused)

Jackie Pinover (excused)

Rob Jewett (excused)

Staff/Guests:

Anne Smith

Karen McAllister

2. Directors Report

a. Contracts are coming in; the only outstanding contract is from the town of Brasher.

b. Rabies/Micro chip clinic was a success, 45 rabies shots and 18 microchips were administered.

c. St. Lawrence Arts Council is looking for businesses that will display art that has been submitted for their art show. Anne would like to make the Shelter available to display art work that has an animal theme.

d. SOP just a few things are left to be done; Carrie requested the Board look over what has been done and submit their comments before the next Board meeting.

e. Volunteers: Orientation Sessions scheduled are: March 26 – 4pm, April 9-4pm, April 13- 11am, April 23 – 4pm.

f. **Other Business:** Before the next meeting we will be looking at a family medical leave policy and a maternity leave policy.

3. Committee Reports:

a. **Finance-** Feb. 2013 revenue was \$15,089.18, Expenses were \$25,137.55 (loss for Feb. -\$10,048.37). Quite a few large bills were paid in Feb.(i.e. Agway for pellets/litter, John Parcell for \$3,950. for 2011 work, not sure when he will bill for 2012.) Tony made a motion to approve the Finance report, Linda seconded the motion and it was passed unanimously by the board.

b. **Fundraising:** “Action for Animals” – The board reviewed JP Tubbs plan that was previously submitted to the board. According to the proposal PHS can meet it's requirements by initiating six new, diversified fundraising strategies to complement existing efforts and build a larger reliable base of support over time:

Adopt the shelter program for businesses and organizations

Annual board campaign

Signature fundraising event(s)

Gina Lizardi Catalyst Fund

Iris Annabelle Today and Tomorrow Fund

PHS Endowment fund “

Some of the points discussed were:

Strategy 5: **Iris Anable Today and Tomorrow Fund** -some on the board felt some of the money raised should go into the endowment fund.

Strategy 4: **Gina Lizardi Catalyst Fund** – this event should be kicked off with the Garden Party

Motion to accept the “general concept” of Adopt the Shelter Proposal was made by Tony and seconded by Carrie. Passed unanimously.

c. Carrie presented some information on the Northern New York Community Foundation program. This non-profit organization manages non-profits; all of the paperwork would be done by them. Their annual fee is .75% of the amount of money that you have in your endowment account. If we decided to work with them, our endowment would go to them. They only manage our endowment; we continue to manage our own donations. The board agreed to invite Mr. Richardson to the next board meeting to make a presentation. Carrie will reach out to Mr. Richardson to coordinate.

d. Public Relations: the next article will be information concerning Heart Worms and Ticks. Articles topics have been set and coordinated by the PR Committee for the remainder of the fiscal year.

4. Old Business:

a. the biennial report will be ready for printing next week. The first or second week of April it will be ready to go out. The board will review the report before it goes out. Discussion centered on how this report would be shared with the community. The board requested Anne create a pie chart to show by towns the percentage of animals served and the save rate for these animals during the period of Jan. 1, 2011 to Dec. 31, 2012.

b. SWOT -Tony, Rob, Lucille, Suzanne, Linda and Anne are interested in getting involved. Carrie will schedule a meeting at a later date.

c. RD Generator Grant- Rural Development has invited us to submit an application based on our pre application so that puts the Shelter a step closer to receiving a letter of conditions officially awarding the grant. PHS has already been granted \$10,000 from the Dept. of State. It's possible the shelter may have to add \$5,000 to complete the balance of the project that will not be covered by grants.

Motion to proceed with the application process was made by Tony, seconded by Lucille. Passed unanimously. A copy of the Rural Development Resolution was distributed to board members in advance of the meeting to review.

5. New Business: There was none.

6. Motion to go into executive session to discuss personnel matters was made by Lucille and seconded by Irene. Passed unanimously. Motion was made by Carrie and seconded by Tony to exit executive session.

Motion was made by Kay to authorize the Personnel Committee to deal with the personnel matters discussed in Executive Session; seconded by Irene. Passed unanimously.

Motion was made to accept Karen McAlister as a board member by Helen, seconded by Suzanne. Passed unanimously.

7. Next Meeting: April 18, 2013 @ 5:30

Motion to adjourn the meeting was made by Kay and seconded by Carrie. Meeting adjourned at 7:30 p.m.