

IMHS BOARD MEETING MINUTES

Meeting Details

- Date: December 15, 2011
- Time: 6:30 pm
- Location: Elk Creek Fire Department

Attendees

- Present

Steve Kelsey	President
Wendy Kelsey-Neuman	Treasurer
Cappy O'Brien	Secretary
Dr. Mitch Zale	Director
Dr. Dave O'Brien	Director
Cheryl Ide	Director
Marta Anderson	Shelter Director
Karen Lange	Shelter Manager

AGENDA

- Open meeting: Steve Kelsey
- Reading of Mission Statement: Steve Kelsey
- Approval of meeting minutes: Steve Kelsey
- Shelter Manager report: Karen Lange
- Shelter Director report: Marta Anderson
- Fundraising Committee report: Mitch Zale
- Grant Writing Committee report: Matt Blumenshine
- Operations Committee report: Dave O'Brien
- Finance Committee report: Wendy Kelsey-Neuman
- Tech Committee report: Steve Kelsey
- ASM
- Website
- Open Business:
 - Legal Updates: Steve and Wendy Kelsey
 - Surgery Suite Progress: Dave O'Brien
 - Appeal Letter: Steve Kelsey/Marta Anderson
- New Business:
 - Mission/Vision Statements: Cheryl

DISCUSSION:

Meeting opened at 6: 47 pm.

Mission statement read.

Minutes approved from November meeting.

Shelter Manager Report:

- Animal Data: Shelter animal count was performed. Data presented.
- All current intakes and adoptions are done through ASM. Still working on older files.
- Adoptions: November adoption data of cats and dogs was presented. 1 dog and 1 cat were returned to owners.
- DMAS week: We did not receive any for the on call week of Oct. 30th - Nov. 5th.
- Data of at risk strays and surrendered cats/kittens was presented from May to November.

- MDSA: Meeting was held Dec. 8th. Next meeting will be on Feb. 9th, 2012.

Shelter Care: 2 new kennel techs were hired for Thurs. - Monday evenings.

- Several new volunteers have been recruited to walk dogs and help in the cattery.
- Community service workers continue to help with animal care as available and one worker has continued to volunteer.

Petsmart : Discussion to deep clean/bleach cages at the store. There is shared space / crossover with cats and caging.

Shelter Director report:

Development and Marketing:

- Direct mail campaign; Holiday appeal: 3182 letters mailed out. \$3070 in donations received at this time. Cost of mailing was \$2000.

- Marta has drafted an acknowledgment letter for donors and thank yous are being sent.

- January direct mail campaign: Steve has drafted 30th anniversary that Marta would like to send out with donation appeal.

- Donor database: The names of all donors are being entered into ASM to track information.
- Donation can program: Volunteers contacted to set up collection schedule and a can has been set up at Pure Hair Salon.
- Cage Sponsorship Program: One sponsorship renewed in the memory of Patricia Longo. A plaque will be made and hung on a cat colony cage.
- Clinic Tile sponsorship program: Need to further discuss how to implement the idea.
- Yappy Hour cultivation events: Marta would like to hold a series of events at the shelter for key donors to get to know them better, answer questions, and showcase the shelter to start end of Jan. 2012.
- Media: Articles about IMHS were in High Timber Times and the new shelter hours were printed in the 285 hustler.

Shelter Operations:

- New shelter hours have been widely advertised and we are receiving positive feedback.
- Staff meeting was held and all received written job descriptions and performance standards.
- Staff mail folders were created to help with communication.
- Communication log for shelter staff and volunteers created. Mandatory to read and notate

info about animals.

- Cage tags have been placed on each cage alerting people to sanitize their hands between animals and tags have been created to alert the medical staff of new animals needing exams, vaccines, etc.
- Animal records are now hanging from each animal's cage.
- Quizzer the cat was returned after not eating for 2 1/2 weeks. She has hepatic lipidosis and is undergoing treatment. It will be emphasized to all adopters to make sure their new pet is eating and to call us if they are not.
- Crawler the dog was returned. She needs a strong owner and more training.

Animal Intake and Transfer program:

- One dog from PCAC and 4 dogs from Conour Animal Shelter. Four more dogs from Conour will be arriving soon.
- Three cats from Silent Angels in Kansas which is closing and needs help placing animals.

Priority for animal intake: IMHS will take animals based on available space and priority of need with local animals given first priority.

- Animals from the immediate foothills community, stray or owner surrendered, by request of local residents or PCAC.
- Animals from needy shelters or rescues in the greater Denver area.
- Animals from non-local shelters or rescues in Colorado.
- Animals from out of state agencies.

Adoption fees and Promotions:

Cat Adoption Sale: Resulted in favorable press for IMHS and peaked interest from the community mainly with kittens however adult cats were adopted as well.

Proposed changes to adoption fees: change current adoption fees for cats and dogs based on animal popularity and local trends.

Volunteer Program:

Karen and Marta identified volunteer needs and prepared a detailed schedule.

Five new volunteers have signed up and several new foster homes for dogs have been recruited.

Appreciation Party: a volunteer recognition party will be planned.

Mitch: Would like Barbara Ford recognized for all her efforts towards animal welfare.

Steve offered to make a plaque for her.

Fundraising Committee report:

Emailing potential fundraisers was not productive. Will try to get list of people who have helped before to see if interested.

Silent auction best fund raiser. Will look at having smaller events with more effort.

Possibly having more than one silent auction a year.

Grant committee Report:

Spay and neuter grants received:

Bates Foundation: \$3000.00.

Mary Elizabeth Bates Foundation: \$3000.00.

Operations Committee report:

Surgical suite close to completion.

Complaint called into Dept. of Ag regarding suite. PACFA regs are being followed and an inspection will be requested by IMHS to ensure we are in compliance.

Ringworm update: Two cultures performed were negative. Kittens are doing well.

Thank you to Mitch for doing kitten neuters.

Thank yous will be sent to Lone Rock Veterinary Hospital and to Maxfund for their donations of surgical equipment.

Two veterinarians have offered to volunteer with surgeries.

Finance Committee report: Data through November 30, 2011.

Profit and Loss previous year comp:

Received one grant in December for \$ 6000.00. We are waiting to hear back from a couple of foundations. Wendy will work with Matt to ensure that applications have been submitted to all grantors.

One donation of \$16,200.00 towards the new shelter in 2010 accounts for the difference between 2010 and 2011 donation income.

Shelter program fees, veterinary service program income, animal service expenses are all lower due to decreased adoptions.

Thrift store profits have increased by 14% over 2010.

Overall profit for 2011 is about \$2000.00 over 2010.

Investments have lost less than 2010.

20% decrease in G&A costs from 6/11 - 11/30/11 giving an overall decrease of 4.2% for the year.

70% of shelter expenses accumulated during 1st quarter of 2011.

Staff/volunteer expenses are mileage reimbursements. Shelter van is used for transports.

Uncategorized and loss of funds includes funds the BoD is working to recover.

Balance sheet previous year comp:

IMHS has about \$5000.00 less in 2011 than in 2010.

Technology Committee Report:

ASM program is going well and making things easier.

Website is being updated as much as possible by adding more features such as pictures, news, video, etc.

Open Business:

Legal update:

The BoD approved the following , with Wendy Kelsey-Neuman abstaining from the vote;

1. A letter to be sent to the membership regarding the loss of funds.
2. Demand letters to be sent to recover the loss of funds.
3. Criminal investigation into the loss of funds.

The investigation is ongoing at this time and the BoD is unable to discuss the situation in detail.

New Business:

Vision and Goals: Mitch performed the preliminary draft to revise the Vision and Goals of IMHS and discussion was held. The membership was invited to attend the December meeting to give input into the revision.

Cheryl lead the discussion and provided information on how to accomplish the changes.

The changes are as follows:

- Vision: ■ **Serve, educate, and inspire the community to advance the welfare of animals and elevate their value in society.**
- Safeguard, rescue, shelter, adopt out, and advocate for animals in need.
 - Act as a lifeline to underserved regional shelters.
 - Maintain our 100% placement rate for adoptable animals.
 - Reduce dog and cat population through spay, neuter, and education.

Mission: IMHS serves animals and people by offering programs that promote animal health and responsible pet-stewardship and foster compassion towards animals.

Motion made by Dave to adopt the revisions, seconded by Wendy, and unanimously approved.

Meeting closed at 8:37 pm.