

ONTARIO COUNTY HUMANE SOCIETY  
 BOARD OF DIRECTORS  
 MEETING MINUTES  
 June 27, 2019, 12:00 noon

MEMBERS	ATTENDANCE	OTHERS PRESENT
Linda Vaughn, President	X	Bill Martin, Director
Deirdre Crofton, Vice President/Treasurer	X	Dianne Faas, Shelter Manager
Jill Juffs, Recording Secretary	X	Guest: Scott Harman
Elizabeth Mattison, Corresponding Secretary	X	
Tina Bloom	Excused	
Kerry French	X	
Kurt Koczent	X	
Robert Koczent	Excused	
Dr. Dana Coover, Veterinarian	X	
Gina Jacques	X	

Topic	Discussion	Action
Call to Order	President Vaughn called the meeting to order at 12:05 p.m.	
Review Minutes - January 23, April 24, and May 22, 2019 Board Meeting	Minutes were reviewed and motions were made as follows: <b><i>A motion was made by Dana Coover, seconded by Jill Juffs to accept the January 23, 2019 meeting minutes as presented. The motion carried. A motion was made by Elizabeth Mattison, seconded by Kurt Koczent to accept the April 24, 2019 meeting minutes as presented. The motion carried. A motion was made by Kurt Koczent, seconded by Gina Jacques to accept the May meeting minutes as presented. The motion carried.</i></b>	

Board Treasurer's Report	<p>Deirdre Crofton presented the treasurer's report. <b><i>A motion was made by Dana Coover, seconded by Kerry French to accept the finances as presented. The motion carried unanimously.</i></b></p> <p>A check bequest was received and was deposited into the checking account. After a brief discussion <b><i>a motion was made by Gina Jacques, seconded by Elizabeth Mattison to move money from the checking account and put it into the money market account. The motion carried.</i></b></p>	
Director's Report	<p>Bill Martin, Director, provided the following updates:</p> <ul style="list-style-type: none"> <li>• Dan Bennett, has been hired and has begun work as the new ACO.</li> <li>• The crematory is in compliance and in good shape.</li> <li>• Staff uniforms came in and have been distributed</li> <li>• The coins are ready for marketing and will begin promoting them - on Facebook, by showing them at events attended and by word of mouth from other organizations</li> <li>• For the 4<sup>th</sup> of July the staff will be marching in the Canandaigua parade and will be wearing their new uniforms</li> <li>• Discussion in the works with "Pet Point". If the microchip is purchased from them they will provide the software free. Bill is investigating further.</li> <li>• Bill Martin and Dianne Faas attended a training last week on sexual harassment. Bill will look into an on-line sexual harassment training to offer for staff and board members.</li> <li>• The staff would like to obtain a ferret cage for use in the lobby to show kittens for adoption. <b><i>A motion was made by Jill Juffs, seconded by Dana Coover to approve the purchase (up to \$400.00) of a ferret cage to be used for showing kittens in the lobby for adoption. The motion carried.</i></b></li> </ul>	

<p>Manager's Shelter Report</p>	<ul style="list-style-type: none"> <li>• 36 dogs in residence as of 5/1/2019</li> <li>• 32 dogs impounded during the month</li> <li>• 13 were redeemed by their owners</li> <li>• 11 adopted to new owners</li> <li>• 0 euthanized</li> <li>• 44 boarded in kennels on 6/1/19</li> <li>• Responded to 159 complaints of which 103 were dog related</li> </ul> <p>Other updates provided:</p> <ul style="list-style-type: none"> <li>• Monitoring health of all animals ongoing</li> <li>• Investigating other options for getting spay/neutering of the animals done.</li> <li>• A part time high school student has been hired and started this week. She will help out during the week and perhaps 1 day on the weekend.</li> <li>• In discussions with the VA for possible volunteers</li> <li>• Currently working with public health to obtain rabies vaccine for the staff.</li> <li>• Extending hours if needed to accommodate for adoption pick-ups. Dianne is willing to be there after normal hours when needed so an adoption may be finalized.</li> </ul>	
<p>Committee Reports Fund Raising</p>	<ul style="list-style-type: none"> <li>• Scheduling an event for 10/6/19 from 1-3 p.m. called Paws for Fall. This is an open house at the Shelter. There will be free cider and donuts, pumpkin decorating, face painting, pony rides, vendors, Sheriff K9 demonstration and much more.</li> <li>• Another community person is offering her home for an under the tent event. This is in the very early stages with many details to be worked out. The plan is to hold the event June 2020.</li> </ul>	
<p>County Compliance</p>	<ul style="list-style-type: none"> <li>• Met with the County to continue review of the compliance checklist which is almost complete.</li> <li>• Board member training needs to be completed by the end of July 2019. Unclear exactly what the State training is - currently investigating.</li> </ul>	
<p>Board Evaluation</p>	<ul style="list-style-type: none"> <li>• President Vaughn passed out an OCHS self- assessment questionnaire to board members and asked that they complete and return it to her.</li> </ul>	
<p>Old Business</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>	

New Business	<ul style="list-style-type: none"> <li>• A scanner has been requested to enter information in the computer. After discussion <b><i>a motion was made by Deirdre Crofton, seconded by Jill Juffs to purchase a hi-speed scanner (not to exceed \$500.00). The motion carried.</i></b></li> </ul>	
2019 Goals	<ul style="list-style-type: none"> <li>• President Vaughn reviewed the status of the 2019 board goals. <ul style="list-style-type: none"> <li>○ Spay/neuter all shelter animals that are up for adoption (<i>completed and ongoing</i>)</li> <li>○ Microchip all adopted animals (<i>completed and ongoing</i>)</li> <li>○ Hire Cornell University of Shelter Medicine to evaluate all shelter operations (<i>near complete</i>)</li> <li>○ Develop a 3-5 year strategic plan (<i>work in progress</i>)</li> </ul> </li> </ul>	
Colony Caregivers	<ul style="list-style-type: none"> <li>• Mayor Polimeni asked that OCHS and Colony Caregivers meet with two representatives from each organization for open dialogue. President Vaughn and Kurt Koczent will go to represent OCHS and Kurt has asked that board members email him with any items the majority would like to have discussed. Currently looking at possible dates during the week of July 8<sup>th</sup> or July 22<sup>nd</sup>.</li> </ul>	
Sexual Harassment Training	<ul style="list-style-type: none"> <li>• Bill Martin and Dianne Faas attended a training last week on sexual harassment. Bill will look into an on-line sexual harassment training to offer for staff and board members.</li> <li>• Bill Walker can also provide this training if needed.</li> </ul>	
Cornell	<ul style="list-style-type: none"> <li>• Cornell University of Shelter Medicine was here this week to evaluate the shelter operations. The evaluator was very complimentary of the work being done at the shelter but we have work ahead of us to complete. An evaluator's report will be following.</li> </ul>	

Dixon Schwabl proposal	Tina, Robert, Kurt and Linda attended a meeting with Dixon Schwabl to discuss rebranding and updating of the shelter website. A proposal was completed by Dixon Schwabl which Kurt Koczent brought to the meeting and presented an overview to the board members. Kurt will email a copy of the proposal to board members and has asked them to review the proposal and email him any thoughts or questions they have on the material.	
Adjournment	<b><i>A motion was made by Gina Jacques, seconded by Deirdre Crofton to adjourn the meeting. The motion carried. The meeting adjourned at 1:45 pm.</i></b>	
Executive Session	The board went into an executive session at 1:46 p.m. for a personal discussion and adjourned at 2:00 p.m.	
Next Meeting	<b><i>Wednesday, July 24, 2019, 12:00 noon in the Board Room.</i></b>	