

ONTARIO COUNTY HUMANE SOCIETY
 BOARD OF DIRECTORS
 MEETING MINUTES
 August 28, 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	Absent	Sara Tilton, Lyons Bank
Elizabeth Mattison, Corresponding Secretary	X	
Tina Bloom	X	
Kerry French	X	
Kurt Koczent	X	
Robert Koczent	X	
Dr. Dana Coover, Veterinarian	X	
Gina Jacques	X	

Topic	Discussion	Action
Call to Order	President Vaughn called the meeting to order at 12:02 p.m. Robert Koczent introduced visitor Sara Tilton from Lyons National Bank.	
Review Minutes – July 24 2019 Board Meeting	The minutes will be presented for review and approval at the September meeting.	
Board Treasurer’s Report	Deirdre Crofton presented the treasurer’s report. <i>A motion was made by Tina Bloom, seconded by Elizabeth Mattison to remove existing monies from the CNB account and move it to the operating account. The motion carried. Abstaining from the vote were Robert Koczent and Gina Jacques.</i>	

<p>Director's Report</p>	<p>Bill Martin, Director, provided the following updates:</p> <ul style="list-style-type: none"> • A newsletter format was presented by the Director which will hi-light events that took place during the month. The first three pages of the newsletter will be attached to the monthly minutes. This report will be provided to the Board of Supervisors, Town Clerks and Town Justices on a regular basis. • During the month of June and July the animal control officers spent 41.5 hours completing dog licensing enforcement in the towns of Farmington and Victor. This enforcement is planned to continue during the month of August and will focus on the towns of Manchester, Naples, Seneca and Canandaigua. The City of Canandaigua will also be included. • The shelter took part in an investigation of animal cruelty in which 85 Cairn terrier mixed dogs were seized for neglect and are currently being cared for by the Ontario County Humane Society. The owners were arrested and charged with animal cruelty. Many thanks for the wonderful outpour of money and goods from the community to support the care of the "Naples 85" as they are referred too. This helped greatly as well as thanks to the many volunteers, veterinarians, and technicians who continue to support the care of the animals. • A meeting is scheduled with Public Health to share what the shelter is doing and how they may work together in the future. 	
<p>Manager's Shelter Report</p>	<ul style="list-style-type: none"> • 46 dogs in residence as of 8/1/2019 • 93 dogs brought in to shelter during the month • 16 cats were taken in during the month • 15 redeemed by their owners • 10 adoptions (7 dogs/3 cats) • 154 complaints responded to throughout Ontario County. Complaints ranged from: <ul style="list-style-type: none"> ○ Dogs left in vehicles in hot weather ○ Leash law warnings ○ Possible cruelty complaints 	

Committee Reports	<ul style="list-style-type: none"> No Committee reports for the month. <p>Linda provided an update on the Hero Project. She met with Lowes the contractor and they will help with some of the repairs – roof on the shed, gravel in the back and work on a dog park. Targeting for the projects to be done prior to the Open House on 10/6/19. It was suggested that food be provided for the workers on this project.</p>	
Old Business		
Emergency Board Meeting	<ul style="list-style-type: none"> The minutes reflect that an emergency board meeting was called on Monday, August 5, 2019 at 5:00 pm at the shelter to address the situation of the Naples 85 It was the decision of the board at this time to hire Dixon Schwabl to handle all media related to the Naples 85. 	
County Compliance Check List	<ul style="list-style-type: none"> Linda spoke with Brian Young at the County who understands due to the work on the Naples 85 the board training has not been completed. He has provided an extension for completing this training. Training will be held during the September 25th board meeting. Computerized training for staff will be implemented. 	
Employee Health Insurance	<ul style="list-style-type: none"> The insurance package was passed out to the board for review. After a brief discussion <i>a motion was made by Robert Koczent, seconded by Kurt Koczent to approve the package as presented. The motion carried.</i> 	
Naples 85 Update	<ul style="list-style-type: none"> Contributions of money and goods continue to come in. The dogs continue to be well cared for and have had veterinarian checks. Spay/ neutering of the animals will be completed and then as they become ready they will be placed up for adoption. The owners have relinquished their rights to ownership with the exception of 5 dogs. 	
Dates to Remember	<ul style="list-style-type: none"> Chicken Barbeque - Saturday, September 14th Shelter Open House – Sunday, October 6th 	
New Business		

Dixon Schwabl	<ul style="list-style-type: none"> • Kurt provided the Board with a proposed budget for future services using Dixon Schwabl. The proposal included: <ul style="list-style-type: none"> ○ Branding Foundation ○ Website Design ○ Marketing Plan • Nadine who was our account rep for the work done with the Naples 85 would remain our rep if we chose to use their services. <p>After discussion it was decided that the Board would seek two other proposals within the next 2 weeks. Tina will seek out these proposals and then email them off to the Board for review. Once reviewed the Board will provide their recommendations. It is noted that Scott Harman said he was going to get a second proposal for Marketing.</p>	
New Board Members Probationary Period	Discussion took place regarding a probationary period for new Board members and it was agreed that there should be one. The Personnel Committee will work on this policy.	
Scott Harman's Letter of Intent	Scott Harman submitted a letter of intent for a board position.	
Shelter Policies	Dana provided two shelter standard operating procedures for the Board to review and approve. The Board reviewed and after a brief discussion a motion was made by Robert Koczent, seconded by Tina Bloom to accept both protocols as part of the standard operating procedures at the shelter. The motion carried.	
Adjournment	The meeting adjourned at 1:52 pm.	
Executive Session	The board went into an executive session at 1:52 p.m. for a personnel discussion and adjourned at 2:00 p.m.	
Next Meeting	<i>Wednesday, September 25, 2019, 12:00 noon in the Board Room.</i>	

