

**HUMANE SOCIETY OF HURON VALLEY**  
**Minutes of Board of Directors Meeting**  
**February 27, 2006**

**Present:** Lucia Brewer, Paul Gallagher, Mark Heusel, Jane Lumm, Robert Tetens, Mike Walsh, Teresa Welsh, Dennis Wojcik

**Absent:** Jared Collins, Nancy Culotta

**Others Present:** Tanya Hilgendorf, Kelly Schwartz, Amy Milligan, Carolyn Raschke

Bob called the meeting to order at 6:02pm

**Minutes Approved**

- Jane moved to approve the January 23<sup>rd</sup> board meeting minutes. Lucia seconded. All approved.

**Treasurer's Report – reported by Mike Walsh**

- The January 2006 financial report was distributed and reviewed. Clinic and shelter revenue pretty on target. We are in very good financial shape. Dennis moved to accept the Treasurer Report. Jane seconded. All approved.

**Director Report – reported by Tanya Hilgendorf**

- Shelter Activities
  - Giardia outbreak in the shelter dog population started two weeks ago. Eight dogs got sick. All were treated and we are now symptom free. Dog walking restrictions are in place for another two weeks – no dog walking on the grass areas. Our shelter water was tested by the County. The results came back as unsafe. A county representative is coming out this week to meet with Kelly, Director of Operations, to discuss well treatment options and plans. Multiple board members recommend Ann Arbor Well for any potential well work.
  - Ten year trend statistics were reviewed. 2005 Adoptions at a twelve year high. 2005 Euthanasia the lowest in the past four years. In 2006, we are emphasizing increased quality adoptions and decreased euthanasia, specifically taking the Asilomar Accords into account.
  - Four staff members, including Tanya and Kelly, will be attending the HSUS conference next week.
  - The new shelter software, ASN, has been in use since January 1 and is going well. We are still working out bugs and tailoring to our needs.

- Work continues on policies and procedures. Foster care policy and procedure revisions are completed. Cleaning and care procedure revisions are in progress. Adoption policies and procedure revisions are in progress. After the HSUS conference, we will begin to concentrate on incorporating the Asilomar Accords.
- We still have three open/vacant shelter positions, one of which to be filled this week.
- Clinic
  - Third veterinarian hired, Dr. Laura Balli. She is from Genesee County Animal Control.
- Cruelty and Rescue
  - Lots of media attention this past month, including the large volume rescue resulting in twenty-plus adoptions and the multiple skinned “dogs” reports that were actually trapped coyotes illegally dumped.
  - Julie Curtis completed her Level III training for Cruelty Investigations.
- Volunteer Programs
  - The annual Volunteer Recognition party is April 2<sup>nd</sup>, Sunday 6pm at the Dixboro Church. All board members are invited.
  - We submitted a pre-proposal to PetSmart for \$9,800 to fund our planned Behavior Helpline.
  - We are continuing our bi-monthly volunteer in-service trainings. The next topic is feral cats, presented by Kitty Zimmer. It is scheduled for March 22 at 7pm.
- Development/Marketing
  - Spay Day USA is February 28. We are scheduling a day long marathon of discounted sterilizations for cats and dogs.
  - The Cat’s Pajamas and January appeals have raised approximately \$20,000, so far. The Cat’s Pajamas photo contest winners are now on our website.
  - The Knight Foundation grant received in December paid for our Organizational Improvement process with Alexander Resources, Zingtrain customer service training, and the NEW Center board training.
  - A new and improved agency brochure is in progress.
  - We are working on PSA’s for Clear Channel. We are pursuing a few local celebrities to lend their voices.

## Other Business

- We need to close our National City Bank safety deposit box. We have no need for it. Paul moved to allow Carolyn Raschke, Finance Director, to close the safety deposit box. Lucia seconded. All approved.
- Finance department requesting an increase in the credit card limit for the agency credit card issued in Tanya’s name. Paul moved to increase the credit limit from \$2,500 to \$5,000. Jane seconded. Mike added a friendly amendment to the motion requiring the Finance Committee to review the monthly credit card statement. All approved.

- Requesting approval to purchase a new rescue van. The van is being sold by the Michigan Anti-Cruelty Society. Sale price is \$19,000 and the van is valued at approximately \$30,000. We are soliciting donors to sponsor approximately \$10,000 of the purchase price. We are also selling three existing agency vehicles, estimating another \$8,000 to cover the new van purchase. Dennis moved to approve the van expenditure and plan presented by Tanya. Paul seconded. All approved.
- The first newsletter issue of 2006 has been mailed. Unfortunately, the special membership meeting notice had errors related to the year of the meeting date and also the year of the membership record date. We will be sending a postcard to all recipients with a corrected meeting notice.
- The board self-assessment survey was reviewed. The board discussed the results and areas of improvement or concern. More in-depth discussion will be covered in committee.

### **Personnel Committee Report**

- Proposed changes to the Employee Handbook, the Leave and Benefits section were discussed.
- Teresa moved to accept the proposed handbook changes presented with the understanding the Personnel Committee will review the final revision to ensure the discussed modifications are made. Jane seconded. All approved.

### **Site Committee Report**

- The Site Committee will continue to pursue other and all site and land options.
- Tanya reviewed the Land Acquisition Plan to pursue University of Michigan property adjacent to our current site. Benefits to this include 1) not losing the free land we currently occupy; 2) staying at a location familiar to the community; 3) township support; 4) being close to Ann Arbor and Ypsilanti, where most of our animals come from; 5) being near expressway; 6) easier oversight of construction; 7) easier move of animals and offices, 8) distance from residential areas.

### **Nomination Committee Report**

- The board discussed possible new members. The Nomination Committee will schedule a board lunch with Peter Fink.

Paul moved to table the Development Committee report and to adjourn. Mike seconded. The meeting was adjourned at 8:20pm. The next scheduled meeting of the Board is March 27<sup>th</sup>.