

HUMANE SOCIETY OF HURON VALLEY
Minutes of Board of Directors Meeting
May 27, 2008

Present: Lucia Brewer, Nancy Culotta, Del Dunbar, Anne Ferris, Peter Fink, Diana Kern, Jane Lumm, Robert Tetens, Teresa Welsh, Mike Walsh

Absent: Diane Heidt, Mark Heusel, Dennis Wojcik

Others Present: Tanya Hilgendorf, Deb Kern, Carolyn Raschke,
Plante Moran – Susan Novak, Kristina Glisic

Bob Tetens called the board meeting to order at 6:05 pm.

2007 Financial Audit Presentation – Plante Moran

- Kristina Glisic, of Plante Moran, reviewed the 2007 Financial Reports and Audit Report. The majority of changes from 2006 to 2007 were results of our Capital Campaign. The \$1 million adjustment was a unique situation due to the Capital Campaign contribution from Washtenaw County. HSHV received a clean opinion.
- Mike Walsh motioned to accept the audit report from Plante Moran. Teresa Welsh supported. All approved.

Finance Committee Report – Mike Walsh

- The board agreed to handle audit firm rotation according to standard practices; stay with one firm for no more than five years. The Committee will request a quote from Plante Moran for 2008 and 2009 audits.
- Carolyn Raschke is working with the Governance Committee on the new 990 tax forms.
- Asbestos removal is included in the Capital Campaign budget, per Tanya.
- Jane Lumm motioned to adopt the capital expenditure policies, as recommended by the Finance Committee:
 - Increase the minimum amount for capital expenditures from \$600 to \$1,000. The accounting procedures manual will state:
 - The Humane Society of Huron Valley defines a fixed asset as an item with a useful life of more than one year and a purchase or acquisition cost of more than \$1,000 per item. Any item with a useful life of one year or less will be classified under/charged to supplies regardless of its cost.
 - Institute a new policy to approve capital expenditures; policy to read:
 - Budgeted capital:
 - If a budgeted capital item is purchased within budget, no treasurer or board approval is necessary. This item will be listed with detail in the monthly financial statements presented to the board.

- If a budgeted capital item will be over budget by less than \$2,500, Treasurer approval is required prior to purchase. The item will be listed with detail in the monthly financial statements presented to the board.
- If a budgeted capital item will be over budget by \$2,500 or 10% (whichever is greater) but less than \$5,000, Treasurer approval is required prior to purchase and Treasurer must present to the board.
- If a budgeted capital item is going to be over budget by \$5,000 or 10% (whichever is greater), Treasurer and Board approval is required prior to purchase.
- Un-budgeted capital:
 - Unbudgeted capital less than \$2,500 must get Executive Director approval prior to purchase.
 - Unbudgeted capital more than \$2,500 and less than \$5,000 must get Treasurer approval prior to purchase. This item will be specifically presented to the board.
 - Unbudgeted capital more than \$5,000 must get Treasurer and Board approval prior to purchase.
- Lucia Brewer supported. All approved.
- Nancy Culotta motioned to increase the insurance coverage, as recommended by the Finance Committee:
 - Increase employee dishonesty coverage from \$50,000 to \$250,000 (a \$325 premium increase).
 - Increase umbrella coverage from \$2,000,000 to \$5,000,000 (a \$3,000 premium increase).
- Jane Lumm supported. All approved.

Treasurer's Report – reported by Mike Walsh

- The April 2008 financial reports were reviewed and discussed. Operating revenue is 13% ahead of budget and 15% ahead of 2007. Operating expenses are pretty much on budget. Our overall bottom line profit/loss is better than budget, but behind 2007 due to bequests.
- Jane Lumm questioned the decrease in Clinic revenue from 2007 to 2008. Carolyn Raschke stated this is due to the third veterinarian position vacancy (just recently filled).
- Jane Lumm asked if the Capital Campaign A/E expenses (architect/engineering) were on track. Carolyn Raschke stated there have been no overages on those expenses.
- Tanya Hilgendorf stated the Phoenix has been working through the Capital Campaign bids. There is another budget meeting tomorrow.
- Peter Fink motioned to accept the Treasurer's Report. Diana Kern supported. All approved.

Minutes Approved

- Diana Kern motioned to approve the April 28, 2008 Board meeting minutes. Jane Lumm supported. All approved with minor modifications.
- Jane Lumm motioned to approve the May 12, 2008 Board Executive Session minutes. Diana Kern supported. Peter Fink noted that we should minute an official statement regarding the reason for/approval of the long-term lease. All agreed this is appropriate when the final lease is approved. All approved. Nancy Culotta and Mike Walsh abstained.

Director's Report – reported by Tanya Hilgendorf

Shelter Activities

- Dog adoptions continue to be down. Pit Bull relinquishments on the rise.
- Hour change has had some difficult bumps. Stretching out staffing has caused shortages in both animal care and in customer service. Management will continue to monitor and make adjustments as necessary.
- Relationship with Plymouth and Plymouth Township working well. Licensing process working well.
- Cat sickness on the rise. Typical for this time of year.
- 165 animals, mostly kittens, in foster care.

Clinic

- New full-time veterinarian, Dr. Meredith Mallory, started May 21.
- June is another month of cat spay/neuter special pricing.
- Ongoing Pit Bull spay/neuter special pricing. Special has been very successful so far this year. We should consider additional investment for future payback (fewer Pit Bulls coming into shelter).
- Upcoming HSHV Rabies Clinic with Ypsilanti Township (more information to come).

Cruelty/Rescue

- Scott Cadell pled no contest to starving his dog. Sentencing will be June 9.
- Investigators are working on a large hoarding case with dogs and farm animals.
- We are currently searching for a new rescue vehicle.

Marketing/Outreach/Fundraising

- Sunday, June 1st – Harbour Club Apartments (Ypsilanti) adoption event – noon to 3:00pm.
- Friday & Saturday, June 13 & 14 – Liberty Fest (Canton) – 11am – dusk – booth with our outreach information and merchandise.
- Saturday, June 28th – Pet Expo – Washtenaw County Fair Grounds – 10am – 7pm – booth with our outreach information, merchandise and adoptable animals.
- Wednesday-Saturday, July 16th-19th – Ann Arbor Art Fair – 10am – 9pm – booth with our outreach information, merchandise and visiting dogs.
- August 15-17 – Heritage Festival with Ypsilanti Jaycees and Mantis Pet Supply.
- June is National Adopt a Shelter Cat Month, National Pet Appreciation Week June 1-7, National Take Your Dog to Work Day June 20.

Capital Campaign

- See Mark's email on land update.
- Budget meeting tomorrow with Bob Martel, Phoenix and A3C. Would like an ad hoc committee made up of Board members and Capital Campaign Committee members to help review final draft and make recommendations to the Board.
- Critical pieces of public phase (bill boards, mail appeal, new online features, etc) will begin in June.

Walk and Wag

- Total raised now at \$122,000 and still trickling in, vs. \$100,000 last year. We raised about \$22,000 the day-of the event the remainder and bulk of the amount was raised on-line and through sponsorships. Over 100 on-line registered walkers, who raised money, did not even attend event. Great volunteers. Washtenaw County Farm Park is great place for the event.

Comments

- Ad Hoc Capital Campaign Budget Committee established. Board members will include Peter Fink, Mike Walsh, Bob Tetens, Del Dunbar, Anne Ferris and Teresa Welsh.
- Peter Fink questioned if TNR cats are part of the Received number in the shelter statistics. Tanya replied no. Peter also commented that the Monthly Summary is great.
- Jane Lumm commented on the high ending population number for April. Tanya replied that this includes fosters; our in-shelter population capacity is about 120 animals. Best practice for optimum shelter health is to keep population at or below 80% of capacity.

Governance Committee Report – Diana Kern

- If you have not already, please get board composition form and feedback to Diana.
- Due to term limits, Lucia Brewer's last meeting will be next month.
- We have three open member positions. The Governance Committee recommends filling two and leaving one open, which is standard practice. Please give new member recommendations to Diana. We have also posted openings online at www.boardnetUSA.org.
- June Board Meeting/Annual Meeting tasks will be to re-appoint existing members to another term. Those are Diana Kern, Mike Walsh, and Dennis Wojcik. All are interested in staying on another term. We also need to hold our annual Executive Committee elections at that meeting. Jane Lumm proposed Diana Kern as new Secretary, as Lucia departs.

There being no other old or new business, Peter Fink motioned to adjourn the meeting. Teresa Welsh supported. The meeting was adjourned at 7:30 pm. The next scheduled meeting of the Board is Monday June 23rd at 6:00 pm. This is the annual meeting and is open to the public and HSHV members.