

**HUMANE SOCIETY OF HURON VALLEY**  
**Minutes of Board of Directors Meeting**  
**March 1, 2010**

**Present:** Del Dunbar, Peter Fink, Mark Heusel, Diana Kern, Susan Kornfield, Jane Lumm, Robert Tetens, Mike Walsh.

**Absent:** Nancy Culotta, Anne Ferris, Teresa Welsh, Dennis Wojcik

**Others Present:** Tanya Hilgendorf, Deb Kern, Carolyn Raschke

**Bob Tetens called the Board of Directors meeting to order at 6:00 pm.**

- This meeting was re-scheduled from the regular monthly meeting planned for February 22.

**Minutes Approved**

- Diana Kern motioned to approve the January 25, 2010 Board meeting minutes. Jane Lumm supported. All approved.

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

- The Finance Committee meeting report was distributed. The committee has a new community member, Doug Kelly.
- The January financial reports were reviewed. Revenue and expenses are on budget. Bottom line is a little better than budget. We did receive a large bequest in February, not reflected in these financial reports, which covers our budgeted operating bequest amount for the year.
- Carolyn Raschke clarified that United Way designated capital campaign pledges can exclude the customary United Way administration fee. This is difficult, but possible, and requires the donor to arrange with both HSHV and the United Way. United Way funds are paid to HSHV at least six months after designation.
- Balance sheet still in great shape.
- The financial statements continue to reflect operations and capital campaign separately. Carolyn Raschke will discuss combining the statements at the next Finance Committee meeting.
- Not a lot of activity on the capital campaign profit/loss statements. Carolyn Raschke has one correction to make on the Other Income – Depreciation. We are still OK with the current budgeting of uncollectable pledges.
- Tanya Hilgendorf stated that most of the current construction contingency will be used; for floors, wells (majority of this paid by geothermal design company), dog walks and play yards.

Jane Lumm motioned to accept the Treasurer's report. Susan Kornfield supported. All approved.

### **Director's Report – presented by Tanya Hilgendorf**

- Unfortunately the judge in Niko's case ordered the dog to be returned to his owner. We have never heard of a case where an animal has been returned to an owner after a guilty plea. The owner has been ordered to pay restitution of \$5,400 and we are taking the stand that we do not have to return the dog until the restitution is paid in full. Susan Kornfield has graciously agreed to represent us in this situation and has asked her law students to help us create new ways of appealing such decisions.
- Grand Opening week of celebration is set for March. 8<sup>th</sup>-12<sup>th</sup>, marked by adoption specials and a "by invitation only" evening for donors on March 10<sup>th</sup> that will include tours, presentation, and a short video that we are working on now.
- The Volunteer Appreciation Party has been tentatively set for April 14<sup>th</sup> here at HSHV.
- Bequest Receivables for 2010 have surpassed budgeted amount.
- New wells will be installed in the parking lot (at someone else's expense) within the week.
- Rescue Waggin' will be coming twice in March, including on March 10<sup>th</sup> (day of Grand Opening Celebration)
- Clinic received verbal confirmation that they will be receiving the spay/neuter grant for pit bulls.
- The sentencing for Brownie's abuser will be March 4<sup>th</sup>. The adopters will be giving a victim's statement on behalf of Brownie.
- Red Cross will be doing First Aid training for management and other staff in March.
- HSHV will be hosting DART (Disaster Animal Response Team) training in April. This is a statewide 3-day training put on by HSUS.
- Management staff has completed their annual goals for 2010 based on current strategic priorities.
- Low Cost Vaccine Clinic scheduled for this Saturday
- Both Elise and Thomas have successfully completed Level I Cruelty Investigation Training.
- Submitted a grant proposal to Mich. Dept. of Agriculture for \$10,000 for spay/neuter supplies.
- HSHV is now a member of the Michigan Petfund Alliance—a group of progressive, rescues and shelters, working toward an Adoption Guarantee for all healthy and treatable animals.
- Part-time vet, Dr. Van Zant had a baby. New part time vet is in place. Our part-time Volunteer Coordinator also had a baby. Both are on unpaid leave and are expected to return.

### **Discussion:**

- Diana Kern questioned the significant increase in rescue calls from January 2009. Tanya Hilgendorf replied, she didn't know for sure, but speculates it was due to weather differences from year-to-year. Diana also highlighted the great increase in volunteer hours for shelter help. Tanya replied this is mostly due to the revised volunteer program that requires 10 hours of shelter or administrative volunteering prior to moving into other programs (i.e. dog walking, cat comforter or fostering).
- Peter Fink asked what the primary reasons for fostering an animal are. Tanya Hilgendorf replied, mostly too young for adoption (i.e. kittens), older animals that may have trouble adjusting to the shelter and are having behavior issues, medical treatment and sometimes lack of space. This is rare, but sometimes used.

Susan Kornfield motioned to accept the Director's report. Mike Walsh supported. All approved.

### **Development Report – presented by Diana Kern/Peter Fink**

Diana Kern reminded the Board there was a specific development budget line item for board generated revenue. The Development Committee is coming up with suggested activities that will be presented at the March meeting. This will be in a calendar format, in which each member can pick and choose the fundraising/cultivation activities in which they want to participate.

Susan Kornfield asked if we utilize social networking sites in our fundraising. Deb Kern replied, yes. HSHV uses Facebook, MySpace, and Twitter. This is used for updates, as well as new ways to engage our supporters with donation forms, promotions, etc.

Mark Heusel motioned to accept the Development Committee report. Jane Lumm supported. All approved.

### **Old Business**

### **New Business**

#### **Protective Agreement/Confidentiality**

- Carolyn Raschke stated we are asking all staff and volunteers, including Board members, to sign this agreement. Staff has already signed. It is included as all new volunteers sign-up. Our Director of Volunteers is still getting all current volunteers the agreement.
- Mark Heusel stated that it is important to put staff and volunteers on notice of the confidentiality of HSHV information.
- Susan Kornfield commented that this topic should also be covered in exit interviews and that confidential information should still be communicated on a need-to-know basis.

- Jane Lumm asked if there is current protocol for existing employees. Carolyn Raschke stated yes for internal computers. There isn't a procedure related to an employee's home computer.

### **Board Retreat Planning**

- Diana Kern reported that the Executive Committee had met with Fran Alexander for retreat pre-planning. They are still determining the retreat approach based on budget and content. Initial plans were an afternoon session before the April Board meeting, to include discussion on assessment and recruitment of Board members. Then a second retreat session in the fall to include culture, strategies, benchmarking and vision.
- Mike Walsh questioned if we need Fran's participation for the April/spring topic.
- Bob Tetens commented that now the new building is completed, what is next, and felt the goal setting would require more than one meeting/session.
- Susan Kornfield commented it is harder to recruit new members without clear vision.
- The current Nominating Committee consists of Teresa Welsh, Ann Ferris, and Lucia Brewer.
- Del Dunbar stated it is important to get the right people and need a vision going forward. We are blessed to look at these reports (financial and operations) monthly and no problems.
- It was decided that Diana Kern could lead the discussion on board assessment, composition and recruitment. And that the Board would take the revised NEW Board Self-Assessment survey prior to the next meeting.
- Tanya Hilgendorf stated the management team is preparing a presentation to the Board, with information to be considered in the goal, strategies, benchmarking and vision discussions.
- The Board decided on this proposed schedule:
  - March 22 Board Meeting – after regular, basic business is complete, the Board will discuss Board Assessment, Composition and Nominations
  - April 26 Board Meeting – conduct an afternoon session to include management presentation and Board discussion on goals, strategies, etc ... the regular Board meeting will convene after.
  - May 24 Board Meeting – finalize the end-product of composition, vision, goals and strategies.

### **Board Committees for 2010 - tabled**

### **Thrift Store Proposal – presented by Mike Walsh**

- Mike Walsh stated he had a meeting with the staff and volunteer Thrift Store Committee. He felt the current plan is a little aggressive, but it is a way to make more revenue. Mike felt this should be added to April vision and strategy discussion.

- Mark Heusel questioned if this venture has tax implications or consequences or impacts or non-profit status. Diana Kern stated no. Mike Walsh stated he does have Plante Moran double-checking on those topics.
- Del Dunbar is well aware of the Suncoast Humane Society examples and stated this is a different way to get the community involved. This is a factor to consider; not just revenue.
- Jane Lumm questioned any downside or negative reaction by the community or other existing thrift store organizations. Tanya Hilgendorf stated that Kelly Schwartz and the other committee members have talked with many and particularly the PTO. They are open to it and welcomed us to open next to or near their store.
- Jane Lumm stated this is 1) a big undertaking and 2) it is a venture unrelated to mission and may be a distraction.
- The Board decided the next step is to review a 2-year business plan, to be created and presented by the staff/volunteer committee at the April meeting.

#### **Road Commission Update – presented by Mark Heusel**

- Mark Heusel updated the Board on the required easement agreement from the Road Commission. This is required for HSHV to obtain the permit to complete the driveway/site approach for facility. The Road Commission requires a certain portion of the site approach land (portion is 10 feet wide at the largest point) be made commission property. There is not another option.

There being no other business, Peter Fink motioned to adjourn the meeting. Susan Kornfield supported. The meeting was adjourned at 8:00 pm. The next scheduled meeting of the Board is Monday March 22<sup>nd</sup> at 6:00 pm.