Chippewa County Humane Association Board of Director’s Meeting

December 14, 2020

The Monthly Meeting was called to order at 6:04 p.m. Held virtually due to the Co-Vid 19 Pandemic. In attendance were board members: Deb Newman, Lori Mueller, Paula Young, Deanna Raeke, Nick Goeman, Crystal Kademan, Cheryl Halida, Shelter Manager Jess Crosby and ChristineMyers. Pam Gibbs was absent.

**Members of the Public: None**.

**Secretary’s Report:** A motion was made to approve the secretary’s report by Nick Goeman and seconded by Lori Mueller. All consented. Minutes approved.

**Treasurer’s Report:** The current balance of Money Market is $163,234.00, the checking is $90,761.00 and savings is $8,863.00. A motion was made to approve the treasurer’s report by Cheryl Halida and seconded by Crystal Kademan. All consented. Report approved.

**Shelter Report:** The census for the month of November: there were surrenders 3 (2 dogs and 1cat), and 35 strays (6 dogs and 29cats). We took in 0 dogs from Texas. There were 0 kittens and 0 puppies born at the shelter. There were 0 dogs and 2 cats euthanized for significant health concerns at the shelter. There were 0 dogs or 0 cats euthanized due to space. There were 0 kittens that passed away in foster care due to health issues. There were 5 dog adoptions, 54 cat adoptions, and 2 rabbit adoptions. There was 0 dog transferred to Eau Claire Humane Association. There were 6 dog owner claims and 1 cat owner claim. There were 8 cats at PetSmart, 1 dog at Bob’s house for dogs, 1 dog in foster care, and 31 cats/kittens in foster care. The total census at the end of the month was: 14 dogs, 71 cats, and 1 rabbits at the shelter and 1 guinea pigs

There was 1 alteration at Chippewa Vet Clinic and 10 cat neuters, 2 alterations at Northside Pet Hospital, 1 alteration at Kindness Animal Hospital, 2 alterations at Lake Wissota Animal Hospital, and 2 alterations at Riverview Vet all free of charge. We also sent 30 cats to U of M for free spays/neuters

-Shelter updates: OSHA investigation is underway, this came from an anonymous false claim management was making covid19 positive staff come to work. Thank you to all the board members who have helped me with this Report. We do not have a final decision from OSHA yet as of 11/30/2020. Jess will be submitting the report on 12/1/20. To date there have only been 2 staff members test positive and 1 out on quarantine. The Jayna Kelley foundation brought us a $2000+ donation along with a large amount of much needed supplies. The shelters Facebook posts have brought in many donations of much needed supplies. Raffle tickets continue to sell out due to Facebook posts, emails and mailings! Jess is so excited for a huge raffle next year. Jess has a company committed to donating 2 kayaks for next year’s raffle. Jess’s husband offered to raise a pig or 2 to donate; Jess is going to seek out a butcher shop or 2 to donate processing.

-A few townships have reached out about licensing and are looking to commit for 2022 on the licensing part. Eagle Pointt, Lafayette have both spoken with Jess about it so far along with City of Chippewa.

**Standing Committees Updates:**

**A. Packer/Fall Raffle:** We made $8,746 after expenses. The person who won the TV hasn’t called Deb back yet and she will give her a deadline and if she doesn’t call back we will draw another name.

**B. Spring/Summer Raffle and Paw and Purr:** We will discuss these in Jan and Feb.

**C. News Letter:** Pam and Deb were talking what the VP should be responsible for and it was decided that it should land in the VP positons so it can be track and made sure that we get at least 4 newsletters out a year. In the future, if there are others who want to take on this position this will be part of the responsibility. Who has done it in the past – there wasn’t really anyone really assigned to handle this. Deb has done it….Jess’ staff did the last newsletter. In future years, maybe a different board member takes it on or Deb has on campus an area that can take it on as well. Recently we had someone at the shelter who took it on and enjoyed it very much. Who knows – we should be sending them out Jan 1, April 1, July 1, and Oct 1. We need the Vice President to come up with a template of what we will always want in the newsletter and things that we can highlight during different newsletters. This has always been an issue for us, but is not unique for us and to talk about and come up with a plan. The VP will oversee this process. Do Vet info that is relevant to the season – example: Spring – heartworm season. Does anyone not like this idea or have other ideas. So for the first year (2021)– Pam will set up the template, making sure the newsletter is done, and getting it out. Deanna offered to help however she can and has always enjoyed working on this.

**D. Membership Letter:** Deb will start working one and will need some stories 2 cat and 2 dogs. Jess will get her some stories and some pictures. This year will highlight the windows in the dog run, the septic and 2 exterior doors in the dog run. Giving information on the emergency fun and what how we use the funds. We had kittens with eye issues and Dr. Emily spent her Saturday doing surgery to remove their eyes and she did 3 alterations…..We need to send her a big thank you note. Each of the board members need to send Lori a blurb of our thanks by Friday, December 18, 2020.

**E. Donation Letter:** Deb did get our next letter out over the weekend and those donations should start coming in.

**New Business:**

**A. Membership Benefits- what more can we offer or do for our members:** Dunn County does a lot (take a look at their website). We will send out a newsletter 4 times a year and they get 5 free raffle tickets either for the paw and purr or the dog walk. Please start thinking about this and we can start looking at it for next 2022. We need to be able to offer online memberships, Deb will check with Pam and work with her.

**B. Official Approval of 2021 Budget:** Not being approved tonight – Lori had questions – Outsourcing the payroll – We have been talking about since it is a lot of work for you – the payroll is not a big deal, but is might be to others, if we outsource they would be able to help us with other guidelines as well, Nick is following up and Lori will get Nick the name at Wifli who he can work with. If we outsource it might be more inviting for someone else to take it on.

**C. OSHA Results/Staff Sick Leave:** We thought that we were exempt based on the policy that the government passed that we need to employ them, that is not correct – the employee can apply for unemployment and we don’t have to pay them. We just can’t deny them unemployment. Jess is to let her staff know this. They will need to prove that they tested positive for Co-Vid and they will have an email from the public health department. You can’t deny them if the doctor’s office is too busy. A huge thank you to Cheryl for working on this and to Jess for all the stress she had to go through.

**D. Staff Hand Books:** Jess has been working on this as well as updating the job discriptions. These will be shared with everyone once they are closer to being done. The last employee handbook is from 2014.

**Old Business:**

**A. Strategic Planning Session:** Do we want to pick a date tonight or put to the January Agenda – Move it to the January Agenda.

A motion was made to adjourn the meeting by Lori Mueller and Deanna Raeke seconded it. The meeting was adjourned at 7:21 p.m.

The next board meeting will be held on Monday, January 11, 2021 at 6:00 p.m. Virtually due to the Co-Vid 19 Pandemic.

Respectfully submitted by Christine Myers, Secretary.