

**Darlington County Humane Society Board of Directors Meeting
September 9, 2013
Hartsville Public Library, Hartsville, SC**

Members In Attendance: Jeanie Gainey, Crystal Hulsey, Barbara Moore, Leslie McElveen, Billie Poston, Lynette Savereno, Kit Hardee, Kim Tiedemann, Carol Stackhouse, Bev Bisazza via Skype, Jackie Kirven

Absent: Robin Jones

Guests In Attendance: Kathy McDonald, Kathy McGowan, Tyrone Baker, Hollie Melton, Mary Fernandez

Kit Hardee and Crystal Hulsey, Co-Chairpersons, called the meeting to order at 6:30 pm.

1. Item: August minutes

Action: Kim T. made a motion to approve the August minutes. Seconded and carried without dissent.

2. Item: Accounting Fee (Tommy Goodson)

Action: 1. Carol Stackhouse made the motion that we accept the proposal that Tommy's firm proposed at the increased fee of \$512 each month. Leslie McElveen seconded the motion. Bev asked for a more detailed report to quantify each of the items (specific costs), so that if we remove those duties by absorbing those in-house, we could reduce those specific costs.

3. Item: Budget Update (Kathy McDonald)

Action: Anne Marie Bryant, accountant for Lowe's and shelter volunteer, is using QuickBooks to organize our budget. Kathy McDonald proposed that we meet early before a board meeting to set the budget for the entire year so that we can have a better idea of *why* we need funds to tell people *where* the fundraising dollars and donations go. Billie made a motion that we have a budget meeting from 6:00-7:00 at the October 7 board meeting with a limited additional agenda. Jeannie seconded it. Carried without dissent.

4. Item: Waggin' & Shaggin' Update (Kathy McDonald)

Action: We're on target with everything. Tickets are going fast. We have \$5,000 in sponsorship. We need more volunteers.

5. Item: Shelter

- breaks-Kathy McDonald checked; no federal or state law exists that mandates a break for the number of hours an employee works. However, most employers have a policy in writing. Jackie stated that the current shelter policy is 6 hours requires a 30 minute break. Barbara reminded us that employees on break should leave the premises and not do any work. Kit made the motion that we have a set number of hours per day for each employee;

the employee chooses if he/she takes a break or not. Jeannie will write this and present it to employees in writing. Seconded and carried without dissent.

- policy books-Kathy McDonald asked for two policy books-one at the shelter and one here for meetings.
- phone-Med techs and kennel workers are discouraged from answering the phone because it keeps them away from their jobs. Volunteers are discouraged from answering the phone since most are not familiar with common questions/issues that callers have.
- puppies-Lynette will check prices of better plastic bands for identifying puppies.

6. Item: Rescue Communication (Bev Bisazza)

Action: Our rescues are being solicited by other local shelters because we do such a good job; other local shelters are trying to emulate our practices and “steal” our rescue contacts. Our Darlington team members should be encouraged not to communicate/cross-post with other local rescues. It’s in our best interest not to cross post and share for other shelters.

We need to communicate better the questionable health of dogs before Bev confirms them for rescue or if something is discovered just before transport. Jeannie will look in to how this communication can be improved.

7. Item: Transport Animal Mix-ups

8. Item: new manager Tyrone attended the meeting and met everyone

9. Item: Bylaw Changes Discussion (Leslie McElveen)

The Board discussed Leslie's suggestions for four proposed By-Law changes. Specific wording for the proposed changes need to be drafted and reviewed by council before they are presented to the Board for review, discussion and a vote. There was discussion but no consensus about the need for all four suggested changes.

10. Item: Bingo (Jeannie Gainey)

Jeannie opened the checking account, asked Goodsons to manage the checking account, and is in the process of buying the bond.

11. Item: new position (Jeannie Gainey)

Since Tyrone is doing such a great job managing the shelter overall, Jeannie talked to Lynette and Jackie and proposed a “customer service” person for adoptions, rescue communication, communication health issues/hindrances to rescue coordinator, spay/neuter coordination and follow up, rescue questions, answering the phone, recording voice mails, helping fosters who arrive to pick up animals. Create the job, try it for a month. (The public is frustrated because employees in the office are unable to help them because they are stretched so thin. We need to try this position.)

12. Item: PetPoint computer program (Kit Hardee)

Kit proposes that we abandon PetPoint because it’s redundant. There’s not enough time for med techs and other workers to enter all of the info. We need to make our current paper trail and spreadsheets more efficient. Kathy McGowan stated that free microchips or even \$5 chips are

available through Petfinder or another company (can't remember name). Bev stated that many of our rescues use PetPoint, and it would be great if we could keep up with the paperwork/vetting quickly enough to keep the database updated; however, we cannot keep the info updated quickly enough. We should consider PetPoint in the future.

Jackie proposed that we return to an adoption spreadsheet that we used to use. It is kept chronological. It had two tabs-altered and not altered.

Kit adjourned the meeting at 9:29 pm.