



**BOARD OF DIRECTORS MEETING**  
**Darlington County Humane Society Board of Directors Meeting**  
**Hartsville Public Library, Hartsville, SC**  
**May 11, 2015 6:30 pm**  
**MINUTES**

**Members In Attendance:** Kit Hardee, Crystal Hulsey, Leslie McElveen, Jeannie Gainey, Steve Ingram, Kim Tiedemann, Lynette Savereno, Jackie Kirven, Robin Jones

**Absent:** Carol Stackhouse

**Guests In Attendance:** Holley Fambrough, Kathy McDonald, Kathy McGowan, Erika Manko, Brandi Sowell

Call to Order, Roll Call, FOI

- Kit Hardee and Crystal Hulsey, Co-Chairpersons, called the meeting to order at 6:45.
- Minutes taken by Kim Tiedemann

1. Approval of April Minutes
  - postponed since secretary was absent at April meeting; secretary will send to group this week
2. Budget Update (Kathy McDonald)
  - bills current
  - proposal for new treasurer
  - need title for Carol Stackhouse and other assistant treasurers (financial secretary?)
3. Foster Agreement
  - Both agreement and guidelines need a revision line/date so that we can keep up with the most recent copy. Also, we should keep copies of revisions so that we can see our progress.
  - Kit made a motion to approve foster agreement and guidelines pending the statement about legal liabilities (4th bullet “and the Shelter”) and both documents with the revision line/date. Crystal seconded the motion, and the motion was approved.
4. Foster Guidelines
  - Both agreement and guidelines need a revision line/date so that we can keep up with the most recent copy. Also, we should keep copies of revisions so that we can see our progress.
5. Canine Flu Vaccine
  - Jeannie talked to vet who said the flu circulating now is not affected by the current vaccine. Kathy McDonald listened to the Maddie’s Institute webinar---the info said the flu is limited to Chicago area and do not recommend innoculating all animals coming in to a shelter in our area. Animal caregivers in the Chicago area have provided supportive care (antibiotics, etc).
6. Other Bridge Business

- Welcome Erika Manko, new Bridge Facility Manager
- Pee Dee Big Give campaign raised much needed funds; our goal is to keep this momentum to make a down payment for Bridge and down payment for transport van
- new raffle--tickets available for 6 items; drawing held May 25
- **DCHS Dominates Big Give** news story
- farthest donation for Big Give came from Australia!

7. Other Rescue Business

- recent yard sale was very successful
- countless volunteers spent 12 hours days for two weeks hauling items from storage, setting up, sorting, pricing
- need security at next sale to deter theft

8. Other Shelter Business

- for employee morale, birthday celebrations (cake, gift card); Leslie made a motion to do these birthday celebrations; Steve seconded this; motion passed
- Kathy McGowan will let the Board know by the evening of Wednesday, May 13 if we should pursue the NASCAR Fundracing opportunity
- need adoption counselor at the shelter--Leslie thinks we need to use the vacant position to test this role; the following is a list of descriptions that we can add/edit for this role:
  - accepts and reviews online and paper applications submitted at the shelter; approve or deny and notify the applicants
  - matches applicants with dogs using a personality/match survey (these exist, and shelters use them, but I don't know the name of one now)
  - continue to review new intakes and contact approved applicants to notify them if a dog is not available at the moment for an adopter
  - coordinate local adoption events in the community where shelter volunteers will bring numerous pets to be adopted; adoption applications will be accepted on site and reviewed for later approval/denial
  - assist volunteer photographers for high-quality photos of our shelter pets for an online presence that will attract more adopters
  - assist the evaluation team in using our 6 question evaluation tool in order to know our pets well and match them appropriately to new adoption applicants
  - counsel adopters about issues related to a new pet in the home (introducing the pet to current pets, crate training a puppy, housebreaking, etc)
  - keep monthly totals and graph numbers for shelter records
  - place follow up calls/emails to new adopters to check on our pets after 2 and 4 weeks in their new homes
  - help paperwork clerk schedule spays/neuters for dogs that are adopted
  - manage the cat/kitten adoptions at the Petsmart in Florence
  - manage the puppy/kitten adoptions at the PetCo in Florence

Executive Session started at 8:40 pm

Adjournment at 9:45 pm