

Darlington County Humane Society Board Meeting
Hartsville Public Library
Monday, October 13, 2014
6:30 pm

Members present: Kim Tiedemann, Carol Stackhouse, Leslie McElveen, Robin Jones, Jeannie Gainey, Kit Hardee, Crystal Hulsey, Bev Bissaro, Jackie Kirven.

Guests in attendance: Holley Fambrough, Kimberly Brown, Benton Boyd, Brandi Sowell, Reid Stephens, Kathy McGowan, Angela Mumford, Kathy McDonald

Call to Order, Roll Call, FOI

Meeting was called to order at 6:46 pm.

- 1. August and September minutes were approved.**
- 2. Animal Number Management Policy**
- 3. Policy/Procedures for “Specials”**
 - Carol Stackhouse proposed some suggestions for rewording for this policy.
 - Holley or closing manager needs to email the Board and Kathy McG how many incentive animals were adopted that day or week.
 - Motion was made to adopt the policy with the proposed revisions and seconded; motion was approved.
- 4. County Council Meeting (Kathy McDonald)**
 - County council approved our new contract. Important to note: 1) All animals must be altered before returned to owner if owner does not claim the animal within 4 days. 2) Other county personnel will be trained to do euthanasia, but this personnel must be willing to be trained, and this will be only for emergencies (animal was hit by car). 3) After 4 days, owners who reclaim a dog are required to adopt the animal back from the shelter and have the pet altered. (These points were already in place, but the new contract makes these points more clear.)
- 5. County Contract**

(See notes for #4 above.)
- 6. Budget Update**
 - Discuss the necessity of Best Roadside Service (similar to AAA) for all 3 shelter vehicles. The fee has been paid for the next year anyway. Everyone feels that we should only need this for the white cargo van. The green van and the Vibe are only driven locally.

- We suggested that Kathy McD check to see if we are eligible for county internet, if we can hook up with the Water Company with fiber optic cables, or if we can partner with Angleboard to share their signal.

7. Transport Van Where are we with purchasing the new transport van?

- Robin Jones has been communicating with a local car dealership, but nothing they have found has been suitable to what we're looking for.
- Kathy McD has talked with a few dealerships as well.
- Kathy McG and Jeannie G suggested we go to an auction.
- It's more beneficial to us to buy a brand new van retrofitted for our needs instead of purchasing a used van and paying to retrofit it.
- We're also still considering adding advertising to the outside to offset our purchase costs.

8. Big Dog Run Update

- Sixteen panels are finished. Cement has been cleaned and sealed. Six new kennels will be installed this week.

9. Other Bridge Business

- Becky Gooden set up an informational website is built--Kathy McGowan.
- Allison Pederson told Kathy McD \$10,000 balloon payment will be paid.
- We need to make a habit of taking dogs to Bridge immediately after transport leaves. New list of dogs to go to Bridge is on the list in the office. We need crates to get the dogs to Bridge after all of the shelter crates have gone to transport.
- We need a coordinator to make sure crates are available and drivers are ready to drive them to Bridge. Benton Boyd has agreed to try this position. She will be in direct contact with Kathy McD to make this role work.

10. Other Rescue Business

- We need a new transport coordinator. Bev will send out job description.

11. Other Shelter Business

- We need a volunteer coordinator and a volunteer policy.
- We do have a volunteer waiver for volunteers to sign.
- Can we promote cats more? (Kim Brown)
- Can Kit list on the website the different Facebook pages so that people can follow all of the pages if they choose to?
- Kathy McD suggested that we ask the county to fix the fence around the perimeter.
- Jackie wants us to participate in the Nov 14 PetSmart Adoption Weekend. We need to decide whether we will allow animals to go home

Purpose:

To increase adoptions, monetary incentives for the adoption of dogs and cats are provided from time to time. The incentives are provided via a reduction in the adoption fee for the dogs and cats meeting the incentive's criteria. The funding for these incentives come from donations specifically provided for a specific incentive. This policy provides the framework for the proposal, evaluation, approval, accounting, and implementation of these monetary incentives. The intent is to provide a clear and consistent procedure for DCHS and the individuals providing the donations for these incentives, to follow.

Please Note:

Although monetary incentives can increase adoptions, for the protection of the dogs and cats in our care, and the protection of DCHS, we will not

1. Circumvent our normal adoption process
2. Provide unapproved incentives
3. Provide incentives without first receiving the corresponding funds

Procedures:

Proposing

Someone proposing a monetary incentive must submit to the Board of Directors and the Shelter Manager a written proposal (e-mail is acceptable) that includes the following items:

1. Name and contact information of someone for the proposed incentive
2. Short name of the incentive, for tracking purposes
3. Amount of individual incentives (e.g., 50% off, \$25 off)
4. Criteria for incentive* (e.g., already altered cats, specific dogs or cats)
5. Any restrictions, if applicable
6. Estimated number of incentives
7. A statement that this policy has been read and agreed to

*Criteria and restrictions should be as simple and specific as possible. The shelter staff will make a good faith effort to follow the criteria and restrictions in an approved incentive.

Evaluation

After receipt of a written proposal, the Shelter Manager will review the proposal and provide the Board with report on the proposed incentive. The Shelter Manager review should include, but is not limited to the following aspects: feasibility of the implementation, rough estimate of the number of dogs and/or cats meeting the criteria, and any suggestions that could improve the effectiveness or implementation of the incentive.

Any questions regarding the proposal will be directed to the designated contact person.

Approval

After receipt of the Shelter Manager review, the Board will vote to approve, approve with conditions, or reject the proposal. As time is of the essence, the vote can be through e-mail. The Board will provide the contact person with the result of the vote and any suggestions for the improvement of incentive.

If the proposal was approved with conditions, the contact person will have the opportunity to accept the conditions or withdraw the proposal. Such a proposal will not be implemented until the contact person has responded with their choice.

Accounting

After approval, or approval with accepted conditions, the contact person or their designees will provide funding for the incentive to the Adoption Fee Processor (AFP). The AFP will maintain records of the amount of funds provided, the number or amount of incentives the provided funds will support, and the numbers or amount of incentives used. After receipt, deposit, or clearance, in the case of checks, (at the AFP's discretion), the AFP will provide the Shelter Manager with the number or amount of incentives that the available funds will support.

Implementation

The Shelter Manager will create a system for tracking the number or amount of incentives available and the number or amount of incentives used. The system should be simple and readily available for the shelter staff to see the criteria, restrictions, and how

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many or how much incentives are available and to record the use of an incentive. The shelter staff will be directed in the use of the tracking system. The use of an incentive should be noted in the “daily doings” e-mails.

The Shelter Manager will communicate the details of any approved, or approved with accepted conditions, incentives to the appropriate shelter staff members.

If an incentive is used for an adoption, shelter staff will 1) annotate the adoption form with the incentive name and dollar amount of incentive used and 2) update the tracking system.

Revisions

The proposer may submit any proposed revisions, except contact person, using the same policy for initial proposals. Revisions are not effective until voted upon and approved by the Board. Changes to the contact person do not require a vote by the Board.

Cancellation

DCHS or the contact person may, at their discretion, cancel the incentive by providing written notification. The contact person must allow DCHS a reasonable amount of time to disseminate notice of the cancellation to staff.

Close Out

After the end of an incentive, DCHS will return any unused funds to the contact person. DCHS will provide a summary of the number or amount of incentives used. More specific information about the use of the incentives can be provided, if requested.

The Board of Directors may, at its sole discretion, revise this policy as necessary to achieve the purpose, mission, or goals of DCHS.