



Board Meeting

Wednesday August 8, 2018

Board Attendance: Tom Feely, Jaime Diedrich, Al Bossen, Dan Johnson, Kathi Rastetter, and Kristine Wallace

Absent: Lisa Bunday, Laurel Butman and Lydia Hamann

Staff Attendance: Sarah Holcombe, Tamara Moxon, Laura Koehler and Dr. Adams

Jaime called the meeting to order at 1:00PM.

Kathi moved to approve the previous board meeting minutes. Dan seconded the motion. Minutes were approved.

Financials

- Financials will be emailed out
- The final distribution of the Theony estate came in - \$16,630
- Total donations - \$2,416

Dog Services Updates

- Foster Program
 - o Handbook and home inspection criteria will be done by the end of August
 - o Progress on the program has been delayed because of absent staff. Updated completion date is mid-October to have 3-5 prequalified foster families lined up.
 - o Laura will develop a timeline and email it to the board before September meeting.
- Dog Behavior and Training Coordinator
 - o Working with Sophie on muzzle training.
 - o Training was done with Rocky on resource guarding.
- Dr. Adams
 - o CCDS has hired a full time veterinarian, Dr. Adams. Previously Dr. Adams owned a mobile vet clinic and has helped CCDS in the past when the shelter was without a vet.
- Spay and Neuter Program
 - o Spent \$850 in June
 - o Spent \$2,225 in July
- Emergency Vet Fund
 - o No updates
- CCDS ordered and received dog safety brochures.

Fundraising

- Fall Mailer
 - o Fall mailer has been developed. Sarah will email out draft for any proposed edits.
 - o Schedule with Metro Presort for a mid-September mail out.
 - o Distribution list will include prior donors and adopters.
 - o Consider in future packaging our own mailer to save money.
- Paint Your Pet
 - o August 9 at Venvino Art Studio
- Hound Me Downs Garage Sale
 - o August 25 at Oregon City Farmers Market
- Planned Giving
 - o Draft brochure presented. Sarah will order.

Bylaws

- Proposed updated bylaws were reviewed and will be voted on next month.

Director's & Officers Renewal Policy

- Payment due in October. Lisa may have another option.

Add Jaime as Columbia Bank signer

- Tom moves to add Jaime Diedrich as a signer for the Columbia Bank account and remove Tom Feely. Motion passed. Jaime will be added and a signer and Tom will be removed from the Columbia Bank account.

Misc.

- Sarah will be leaving her position at the end of the month.
 - o Kristine predicts the position will be empty for about 2 months.
 - o Sarah's duties have been divvied up
 - Sarah will contact Lydia about possibly sending out the Dog of the Week email.
 - Sarah will contact Lisa about being the scribe for upcoming bard meetings.
 - Al will deposit donations once a week.
 - Jaime will enter donations in Donor Snap.

Time and date of next meeting: September 12, 2018 at DSB 301.

A motion to adjourn was made by Jaime and seconded by Lydia. The motion passed and the meeting was adjourned at 1:50 PM.