



Board Meeting

Wednesday September 13, 2017

Board Attendance: Tom Feely, Jaime Diedrich, Al Bossen, Barbara Cartmill, Laurel Butman, Lydia Hamann and Mike Bezner

Absent: Kathi Rastetter

Staff Attendance: Sarah Holcombe, Kristine Wallace, Tamara Moxon and Laura Koehler

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

Jaime moved to approve the previous board meeting minutes. Laurel seconded the motion. Minutes were approved.

Financials:

- June financials need to be updated when the statement is received.
- The surgery needs to be added to June financials.

Dog Services Update

- Dog Services is recruiting for a second time for a veterinarian
- Dog Services is hiring for a Licensing Officer
- Barb is retiring on Jan. 2
- Mike is looking to have a full time manager at Dog Services in before Barb's retirement.

Board Applicants

- Jaime, Tom and Sarah interviewed 3 applicants and have one more at 2PM today.
 - o Laurel moves to delegate the selection of the new board member to the selection committee. Barb seconded the motion. The motion passed.

Board Member Statement

- Copies were handed out at the July meeting and edits were submitted and the draft was changed.
- Laurel mentioned that care, loyalty and obedience are required from all nonprofit board members.
- Barb moves to adopt the agreement with stipulations for Tom to look into Laurel's recommendations. Jaime seconded. Motion approved. Tom will send out the final version and members will sign and return to Sarah.

Fundraising:

- Year-end mailer
 - o Sarah handed out drafts of the letter and envelope. Edits back to Sarah by 9/22.
 - o Suggested to add a "P.S. See if your employer will match your contribution."
- Expanding database with board member and volunteer additions
 - o Board members need to send Sarah their list by 9/27.
 - o Tom will be at the Volunteer meeting asking them to contribute addresses as well.
- Hound-Me-Downs this weekend with a goal of raising \$2,000.
- Bequests
 - o CDF received a check for \$30,000 from an estate.
 - o Tom has been working with the OHS attorney and it looks like we will have about \$100,000 coming in from the "Clackamas County Humane Society" bequest.

Voting Items:

- Appoint board members to Finance and Development Committee
 - o Laurel moves to approve the finance and fund development committee of Tom, Jaime, Lydia and Al and appoint Jaime chair. Al seconded. Motion passed.
- Fundraising, Gift Acceptance and Donor Policy and Fiscal Policies and Procedures.

- Laurel moves to adopt the Policy and Procedures. Al seconded. Motion passed
- Jaime moved to make Sarah Board designee for purpose of these policies and procedures. Laurel seconded. Motion passed.

Presentation from Laura Koehler

- Laura Koehler took over Laura Perkin's position. Laura has a background with training owned dogs and for law enforcement. She started with CCDS working on the shelter floor, then moved to Licensing Officer and now Dog Behaviorist and Training Coordinator. In addition to performing assessments she is working with staff on clicker training, developing the foster program and working with rescue organizations.

Time and date of next meeting: October 11, 2017 at 1pm at 301 DSB

A motion to adjourn was made by Barb and seconded by Laurel. The motion passed and the meeting was adjourned at 2:00 PM.