

**Agenda for the Nov 15th, 2011**  
**Board Meeting of the Bulverde Area Humane Society**  
**Bulverde/Spring Branch Chamber of Commerce Bldg.**  
**30450 Cougar Bend, Bulverde, TX 78163**

Board President called the meeting to order at \_\_\_\_\_ P.M.

Board members present:

\_\_\_\_\_.

Board members absent: \_\_\_\_\_.

Guests present: \_\_\_\_\_.

1. **Approval of Sept Minutes:** Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_.  
 Votes for = \_\_\_\_\_, and votes against = \_\_\_\_\_.

**2. Animal Report:**

	<b>DOGS</b>		<b>CATS *</b>	
	Intake	Adoptions	Intake	Adoptions
October 2011				
Year-to-date 2011				
Year-to-date 2010				

\* **NOTE** - An effort will be made to increase adult cat adoptions by bringing cats to the Bulverde Senior Citizens Center, and by alternating featuring cats with the dogs in the "Pet of the Week" newspaper feature.

**3. Internet/Telephone Votes:**

- A. Candi Kane made the motion to purchase 150 new BAHS tee shirts (30 staff shirts and 120 volunteer shirts) at the price of \$5.60 each. They will be ash gray (light) with royal blue graphics created by Roland. Richard Lindell seconded the motion, and the vote was unanimous.
- B. Lynda Binkley made the motion to nominate Linda and Cynthia Phillips as new Members of the Board of Directors for the remainder of the fiscal year. Richard Lindell seconded the motion, and the vote was unanimous.

4. **Public Comment:** \_\_\_\_\_.

**5. Reports from Committees:**

- A. Bylaws and Policy and Procedures Committee: President to appoint new Chair
- B. Finance Committee:
  - 1) Treasurer Report, Oct 30 balance = \$ \_\_\_\_\_.

2) Liability Insurance - We will be going with the lowest bid from Levi, Levi and Levi. Lynda will get the form and send it to Richard.

C Mueller Steel Building Project:

- 1) Water & sewer connections – Gene Hartman brought “Joe the Plumber” out to plan for sewer and water connections as well as “top-out” the interior plumbing. We should try to combine the laying of the electrical and communications cabling in the trench cut for the water and sewer lines.
- 2) Electrical connections – A licensed electrician said that there is sufficient power to the mobile home to extend to the new building (220 Volt).
- 3) Build-out of interior – Tom will contact “Certified Hillcountry Electric” to get a bid for electrical finish out of the new building (lights and HVAC). We need to install an exhaust system to avoid cross-contamination of airborne communicable diseases in the new building.
- 4) Floor sealant – Lynda is in touch with Rufus Walker Company to obtain the sealer to apply to the floor slab. Estimated price is <\$100.
- 5) Fund Drive – Message created by Cassie with graphics by Roland to be distributed on “Constant Contact”, and added to the BAHS Website.

D Media/Communication Committee: (Cassie)

Newsletter Publication:

- 1) Cassie will focus on creating the content. Roland may be able to handle graphics and/or Loraine Foster may be able to locate a high school student from the Media Class to help with the layout in either Constant Contact or Adobe InDesign.
- 2) Lynda will draft the basic talking points for an appeal for donations to cover over \$2,000 worth of heartworm medication, send them to Richard for a “President’s Message”, who will then send it to Cassie for editing, and then send it to Roland to be sent out via Constant Contact.
- 3) Cassie wrote updated biographies for the pets and Roland added them to the website.

E Nomination Committee: Needs to be formed in November to prepare for the Annual Meeting and Election of Officers to be held March 2012.

F. Shelter Operations:

- 1) Discussion of priorities for intake of pets (B. Barban)
- 2) The pet photos on the BAHS website are outdated. Lynda said it would take about a day for her and Sally DeSousa to update the information. Katie may also be able to help with the update. Report.
- 3) Personnel Issues (Executive Session – Closed to the general public)

A. Community Events:

- 1) Petsmart November - Monika will be out of town so BAHS may not participate in this event
- 2) Petsmart December (Monika)
- 3) Strutty's Feed & Pet Supply - Grand Opening date \_\_\_\_\_.
- 4) Oak Village North October Festival Sat Oct 29 (Lynda). Report.
- 5) Chamber of Commerce Market Days Nov 12<sup>th</sup> (Lynda) Report.
- 6) Senior Center Craft Fair December (Monika & Laura)

B. Scout Projects: (Tom Blacklock)

- 1) Cody Rogers – Planning an Eagle Scout project to construct benches to go around “Samson’s Tree”
- 2) Girls Scout – Planning a Silver Award Project to construct pet shelters for exercise fields.
- 3) Undetermined – Planning to build porch and stairs for east end of the new building.
- 4) LDS Youth – Planning to re-paint the outside portion of the canine runs (November 2011).

C. Tee Shirts for Staff and Volunteers:

- 1) Sale Price = \$ \_\_\_\_\_
- 2) Advertising Plans -

D. BAHS received a \$500 donation to replace one of the computers that is obsolete.

E. Tom will take some of the scrap metal left over from the new building to Ashley Salvage for recycling.

**6. New Business:**

This Regular Meeting of the BAHS Board of Directors was adjourned at \_\_\_\_\_ PM  
Motion by \_\_\_\_\_, seconded by \_\_\_\_\_,  
Votes for = \_\_\_\_\_, and votes against = \_\_\_\_\_.

**Date of December 2011 Meeting = The 13<sup>th</sup> of December.**