

Minutes For the April 15 2010
Bulverde Area Humane Society Board Meeting
6PM, My Place Restaurant Bulverde

Board President Richard Lindell called the meeting to order at 6:18 PM

Board members present: Richard Lindell, Lynda Binkley, Christine Touw, Barbara Barban, Tom Blacklock, Lori Osuna

Board members absent: Barbara Hall

Guests present: Loraine Foster, Candi Kane, Jeri Blacklock, Arnold Barban, Sheri Kendrick, Cassie Wedding, Sally de Souza and Lucy Page

Treasurers Report (Bank Balance) by VP/Acting Treasurer Lynda Binkley: \$26-27 thousand in the bank. Lynda and Candi are working to get the financial records updated and should have a regular treasurer report for the May meeting.

Approval of Minutes: Internet motion was made by Barbara Barban to accept, Lynda Binkley seconded and 6 /7 board members voted to approve the March 18 regular board meeting minutes.

Animal Report: January 1 – 31 March 2010: 66 dogs in and 67 dogs out. 25 cats in and 17 cats out.

Internet Votes:

1. March 18, 2010 Annual Meeting minutes: Christine Touw made the motion to accept and Lori Osuna seconded and the vote carried 6/7.
2. Background Check: Barbara Hall made the motion to accept that background checks would be required for the Treasurer Nominee and signer of checks. Shannon Gay seconded the motion and the vote carried 7/8.
3. Justin Miller Eagle Scout Project to build stairs and rebuild the areas around the kennels that have eroded. Lynda Binkley made the motion and Tom Blacklock seconded and the vote carried 6/7.
4. March 21, 2010 Special Meeting Minutes: Tom Blacklock made the motion to accept the minutes and Barbara Barban seconded. The motion carried 6/7.
5. Purchasing of 2 Knoll file cabinets @ \$40 each to hold treasurer & secretary documents: Lynda Binkley made the motion and seconded by Barbara Barban. The vote carried 7/7.
6. Resignation of Shannon Gay: Tom Blacklock made the motion to accept the resignation and Christine Touw seconded. The vote carried 7/7 and the resignation was accepted April 3, 2010.

7. Candi Kane as bookkeeper. Lynda Binkley made the motion that Candi Kane be appointed as BAHS bookkeeper immediately and serve as such until the Treasurer position is filled. Barbara Barban seconded and the motion carried 7/7.

Unfinished Business.

1. Status of Eagle Scout Project for landing & steps on the side of the Mobile: (Barbara Hall) No report available. Tom B will look into this.
2. Grant application status for HW treatment update (Lynda): Pending
3. Grant application status for feral cat project (Lynda): Pending
4. Policy & Procedure Update (Christine): This will now fall under new committee
5. Computer/Fax problems (Carrie was going to look into this): Lori will price fax/copiers
6. Status on Sandbox project in Cattery: Tom & Jeri completed.
7. Article on JV Program for Bulverde News: The JV coordinator (Shannon Gay) resigned so this article will not be written at this time.

Public Comment:

Richard welcomed the guests; appreciated that they came in a rainstorm and explained that we were at the restaurant because the shelter road was dangerous in heavy rains. He then asked if anyone had any comments. No one did

New Business:

1. Introduction of Candi Kane, BAHS book keeper (Christine Touw) Christine gave a brief summary of Candi's 3 years at the shelter as her Tuesday second. She then went on say she didn't know that Candi had book keeping skills until informed by Arnold Barban of her talents. Once her skills were known and she was approached, Candi graciously offered to step in and help with the financial records until a new treasurer was appointed.
2. Discussed establishing, manning (w/board & non board members) and reporting for the below listed committees. Committees should meet between board meetings and this is coordinated by the committee chair. Committee reports will be presented at each monthly board meeting. The committees are:

Finance Committee (grant writing & fund raising): Chair is Richard and members are Arnold Barban, and Candi Kane.

Media/Communication Committee (newsletter, "Puppy Campaign", recruiting): Chair is Cassie Wedding with members Lynda Binkley, Lori Osuna, Brenda Binkley, and Kim Dolejsi. Projects: 1) Cassie, Newsletter Editor, will e-mail to board members a draft of the first newsletter 2) Lori will get all the seasonal coin box inserts to Kimberly D

Bylaws and Policies & Procedure Committee: Chair is Christine with members Loraine Foster, Sally de Sousa and Lynda Binkley. Projects: Volunteer Policy will be

reviewed and redrafted by the committee and presented via e-mail before the next board meeting. The goal is to update one policy each month..

Projects & Plans Committee: Chair is Tom with members Roland Hermann, Jim Morgan and Sally de Sousa . Projects: 1) in progress: Eagle Scout project to rebuild eroded slope and build kennel steps. 2) check status on: Eagle Scout Project to build steps on the side of the mobile. 3) Tom proposed a caretaker project to close off one dog pen at a time for painting and sealing work.

Animal Publicity Committee: (postings on websites and newspapers): Chair Sally deSousa with members Roland Hermann and Christine.

3. Filling Board of Director Vacancies: Recommendations for the Treasurer and board member positions will be made by the Nominating Committee.

4. Nomination Committee Status: Richard nominated Lori and Tom to serve on the Nominating Committee. Lynda seconded the vote and the motion carried 6/7. Nominating Committee members are Christine, Lynda, Lori, Barbara B and Tom. Richard will appoint the Chairperson at a later date.

5. Recruiting for Shelter Operations Positions:

Assistant Shelter Managers

Junior Volunteer Coordinator

Adoption Event Coordinators

Barbara B hoped that Loraine would be able to return to Saturday shelter operations. All Board members were asked to look for candidates for these positions.

6. Frost Bank Food Drive & Adoption Event (Barbara B). This event will be June 12. A group of dogs & handlers will parade down from a Petsmart adoption event (same shopping center) and accept the food collected. (Christine)

7. Review Board Confidentiality (Section 5.11 of By-Laws). Christine suggested “eyes only” be written in subject line of correspondence. It was discussed but is not binding. Nothing should be sent in e-mail that you want held confidential.

8. Anonymous complaints about volunteers, the shelter and board members (Tom B). Tom suggested that if there is a complaint about a board member or shelter volunteer that we need to have the name and contact information for the person making the complaint. If they chose to remain anonymous then the complaint will not be investigated. Tom made the motion to draft a policy on complaints & grievances. It was seconded by Lori and carried 6/7.

9. Tom raised the problem of collecting donated food for the dogs/cats. He asked that he be the HEB (supplier) POC.

10. Tom suggested that we might sell igloos and have a store to sell other merchandise. This idea was enthusiastically supported. Igloos can be posted on e-bay. The store is a work in progress.

Adjournment: 7:46PM