

**Minutes for the Oct 25th, 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 6:00 P.M.

Board members present: Lynda Binkley, Candi Kane, Barbara Barban, Cassie Wedding, Tom Blacklock and Richard Lindell.

Board members absent: none.

Guests present: Lucile Page and Loraine Foster.

1. **Approval of Sept Minutes:** Motion by Lynda, Seconded by Tom.  
Votes for = 6, and votes against = 0.

2. **Animal Report:**

	<b>DOGS</b>		<b>CATS *</b>	
	Intake	Adoptions	Intake	Adoptions
September 2011	30	28	8	10
Year-to-date 2011	213	178	95	73
Year-to-date 2010	191	183	122	99

\* **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. Lynda Binkley made the motion to accept the resignation submitted by Christine Touw on October 11<sup>th</sup>. Candi Kane seconded the motion, and the vote was unanimous.

B. Lynda Binkley made the motion to nominate Tom Blacklock to serve out the remainder of his term as a Member of the Board of Directors. Candi Kane seconded the motion, and the vote was unanimous.

4. **Public Comment:** none.

5. **Reports from Committees:**

A Bylaws and Policy and Procedures Committee: President to appoint new Chair

B. Finance Committee:

1) Treasurer Report, Sept 30 balance = \$7,669.55

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 on Saturday 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 – We need to explore all opportunities to raise funds.

D Media/Communication Committee: (Cassie)

Newsletter Publication:

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.

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.

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) New Weekday Caretaker – John Pucci
- 2) New Weekend Caretakers – Cindy Butler (cats) and Susie Stafford (dogs)
- 3) Memorandum of Understanding with School (for Katie) is not required. Katie will be considered an employee of BAHS, paid by BAHS to be reimbursed by Courtney Walker, BAHS will withhold appropriate payroll taxes, rate of pay = \$7.25/Hr, minimum hours per week = 15, maximum hours per week = 23. Lynda will draft a brief record of telephone conversation with Mr. Gammon documenting the above conversation.

A. Community Events:

- 1) Josephine Theater Sat Sept 24 (Sally)

- 2) Petsmart Sat Oct 8 (Monika)
- 3) Petsmart November - Monika will be out of town so BAHS may not participate in this event
- 4) Petsmart December (Monika)
- 5) Strutty's Feed & Pet Supply Grand Opening
- 6) My Place Restaurant (Lynda) – when cooler weather arrives
- 7) Eddie Bauer Sat 15 October (Monika)
- 8) Oak Village North October Festival Sat Oct 29 (Lynda)
- 9) Chamber of Commerce Market Days Nov 12<sup>th</sup> (Lynda)
- 10) Senior Center Craft Fair December (Monika & Laura)
- 11) Hannah's Birthday Party at BAHS – Publicity may be loaded onto the BAHS website

B. Scout Projects: (Tom Blacklock)

- 1) Author Rifenburg – Completed Eagle Scout Project by constructing 3 picnic tables Sat Oct 22 for exercise fields – Richard to provide photo and story for Roland to add to BAHS website.
- 2) Cody Rogers – Planning an Eagle Scout project to construct benches to go around "Samson's Tree"
- 3) Girls Scout – Planning a Silver Award Project to construct pet shelters for exercise fields.
- 4) Undetermined – Planning to build porch and stairs for east end of the new building.
- 5) LDS Youth – Planning to re-paint the outside portion of the canine runs (November 2011).

C. Tee Shirts for Volunteers:

Candi has agreed to give some thought to colors, designs, and a design contest (similar to the "name the puppies" contest). Perhaps different colored shirts for staff versus volunteers.

D. Calendar Year-End Meeting Schedule:

Date of November Meeting = the 15<sup>th</sup> of November.

Date of December Meeting = the 13<sup>th</sup> of December

**6. New Business:**

- A. 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. (insert diagram here)
- B. The new weekend dog caretaker may need to use the "Kennel Cards" to determine which dogs in the play groups need to go back to which pens.
- C. BAHS received a \$500 donation to replace one of the computers that is obsolete.
- D. Tom will take some of the scrap metal left over from the new building to Ashley Salvage for recycling.

This Regular Meeting of the BAHS Board of Directors was adjourned at 8:05 PM (motion by Barbara, seconded by Tom, unanimous vote).