



# West Coast Dog and Cat Rescue

PO Box 72401, Springfield, OR 97475 - (541) 225-4955  
info@westcoastdogandcat.org [www.westcoastdogandcat.org](http://www.westcoastdogandcat.org)

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## Draft

WCDC Board Meeting

Sunday, January 8, 2017

Teleconference due to inclement weather - 5:00 p.m.

Present: Mary Sooh, President; Alix Morris, Secretary; Lyllian Breitenstein, Louanne Koch, Members.

Guests: Rob McIntosh, Aven Wright-McIntosh, Julie Tanit, Christina Drumm

Meeting called to order at 5:02 p.m.

1. Minutes from previous month and corrections
  - a. The minutes were approved.
  - b. Motion to Approve: Louanne; Seconded: Lyllian; Passed: Unanimous
2. Old Business
  - a. Foster Committee and Cat Report-Louanne
    - i. Louanne shared the statistics for December. We took in 44 cats, and adopted out 88. Ending total animal count for December was 218, most of whom are in foster homes.
    - ii. She also shared the year to date figures for 2016. In all, we rescued 708 cats in 2016. We completed 370 spay or neuters (some cats come to us already neutered).
    - iii. She noted that we have taken in nearly 100 more cats in 2016 than we anticipated.
  - b. Planning for your cat's future-Mary
    - i. Mary reported that this program is ready to be rolled out.
    - ii. In January or February, she will present the information on our Facebook page, our website, and in a newsletter.
  - c. Succession Planning
    - i. No new report
    - ii. This item will be moved to February agenda.
  - d. Marketing (Special Needs) Cats-Lyllian
    - i. No new report
    - ii. Lyllian stated that she will send to the Board for review portions of the marketing plan that she has thus far completed.
  - e. Adoption Contract- Louanne
    - i. Louanne shared that the language concerning the prohibition of tendonectomies has been included in the contract



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- ii. The Board agreed that it is allowable for adopters to make minor changes to wording in the contract by adding notes to the page that is then signed by both the adoption counselor and the adopter.
  - f. Whistle Blower Policy-Mary
    - i. Mary created a draft of a whistler blower policy modeled on that of other organizations.
    - ii. There was a discussion as to whether or not this is mandatory for non-profits, and if so, exactly what it should say.
    - iii. Louanne suggested tabling this item until February to get more information.
  - g. Document Retention-Mary
    - i. We do not as of now have a formal Document Retention Policy.
    - ii. Mary has created a draft of this document and the Board voted to approve the draft and implement the guidelines.
    - iii. Motion to Approve: Lyllian; Seconded: Louanne; Passed
- 3. New Business
  - a. Financial Report- Rob
    - i. Rob shared the December 2016 Statement of Activity, showing \$15,909.60 in expenditures and \$2,778.17 in net revenue.
    - ii. December's medical expenses were \$12,201.72.
    - iii. December's donations received were \$5,540.01; fundraising revenues were \$5429.30; adoption fees collected were \$7,185.00
    - iv. Final year end numbers will be available in February.
  - b. Re-branding and Logo-Aven
    - i. Aven will send an email to Board members with examples of logo concepts. Each member will vote on their top five choices. The winners will then be forwarded to the volunteer graphics art team.
    - ii. We discussed the timeline for roll-out of our new name and logo and agreed that the name (Cat Rescue and Adoption Network) should be introduced at the same time as the logo.
  - c. Website changes-Rob
    - i. Rob is organizing a website expert group. 2-3 meetings should be enough time to ask and answer this question: "What changes would the team like to see made to improve the web design and function?"
  - d. Marketing Plan for Hard to adopt cats-Lyllian



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- i. The marketing plan of 2016 will be implemented again in 2017.
  - ii. Board members agreed that all must participate to implement the plan. One person cannot do it alone.
  - iii. Rob suggested inviting Julie Mason to participate in marketing efforts.
- e. Volunteer Plan-Aven
- i. Aven reported on volunteer statistics for 2016. There were 159 online applications and 45 paper applications.
  - ii. 63 new volunteers were trained.
  - iii. We have 195 active volunteers who together put in 42,565 hours during 2016.
  - iv. We will continue to have 2 volunteer appreciation events in 2017. 55 people attended the Christmas Party and 70 attended the Catinental Breakfast.
  - v. We will continue to select a Volunteer of the Month. Aven proposed sending a monthly email to all volunteers, giving them the opportunity to propose nominees. This could also be posted on our Facebook page.
  - vi. As for recruitment of volunteers: Aven asked the Board to consider placing ads in the City of Eugene Recreation Guide, published 3 times a year. This is paid advertising.
  - vii. Other events will continue to attract new volunteers as well as accomplish our mission-Sunday streets, Boomers, United Way Day of Caring, to name a few.
- f. Election of New Board Members-Mary
- i. Three candidates applied for positions on the Board and were interviewed by the current Board.
  - ii. Voting was done at this session.
  - iii. *Christina Drumm* was elected to the Board. Motion to Approve: Lyllian; Seconded: Louanne; Passed: unanimous.
  - iv. *Rob McIntosh* was elected to the board and will also serve as Treasurer. Motion to Approve: Louanne; Seconded: Lyllian; Passed: unanimous.
  - v. *Julie Tanit* was elected to the Board. Motion to Approve: Alix; Seconded: Louanne; Passed: unanimous.
- g. Election of Officers-Mary



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- i. Mary Sooh has resigned as *President* of the Board, though she will continue to be a Board member. The floor was opened to nominations to fill this vacant office. Louanne Koch was nominated. Motion to Approve: Alix; Seconded: Rob; Passed: unanimous.
      - ii. The position of *Treasurer* has been filled by Rob McIntosh and he will continue on as Treasurer.
      - iii. Alix Morris will continue in her roles as Board member and *Secretary*.
      - iv. All three candidates were voted on by the Board and will assume or continue office immediately.
    - h. Conflict of Interest Form-Mary
      - i. Mary will email a *Conflict of Interest* form to each Board member to sign and return.
      - ii. This form describes our policy regarding conflicts of interest.
    - i. New Medical Manager
      - i. Danielle Jackson has resigned as Medical Manager.
      - ii. It was agreed that a sub-committee will write a job description for this volunteer position and then advertise to recruit a replacement.
4. Other Business
  - a. Executive Session- Mary
    - i. An executive session was held after the January 8<sup>th</sup> Board meeting.
  - b. In November, Louanne met with Willamette Animal Guild to discuss issues related to the medical services they provide us. Louanne presented the board with a comprehensive written summary of this meeting. It was noted that WAG asked us to create a standard protocol for the treatment of our cats. Beth and Louanne are working on this now and will provide it to WAG.
5. Meeting Adjourned at 6:48 p.m. - Motion to Adjourn: Louanne; Seconded: Alix  
Passed: Unanimous

Next meeting Sunday February 12, 2017 at 5:00 p.m., Cafe Yumm! on Franklin Boulevard in Eugene.

Respectfully Submitted,

Alix Morris, Secretary