



West Coast Dog and Cat Rescue

PO Box 72401, Springfield, OR 97475 - (541) 225-4955
westcoastvolunteer@gmail.com www.westcoastdogandcat.org

Draft

WCDC Board Meeting

Sunday, March 12, 2017

Cafe Yumm! Meeting room, Franklin Blvd, Eugene - 5:00 p.m.

Present: Louanne Koch, President; Rob McIntosh, Treasurer; Alix Morris, Secretary; Lyllian Breitenstein, Christina Drumm, Julie Tanit, Members.

Guests: Marci Seghetti, Aven Wright-McIntosh, Kate Tryhorn and Allison Baker

Meeting called to order at 5:01 p.m.

1. Minutes from previous month and corrections
 - a. The minutes were approved. There were no corrections to be made.
 - b. Motion to Approve: Lyllian; Seconded: Christina; Passed: Unanimous
2. Public Comment-None
3. New Philosophy
 - a. Louanne made points about the need to develop a new philosophy, new attitude and some new structures because the size of our organization and the scope of our work has grown significantly. Example: Several years ago our intake rate was about 200-250 cats annually. In 2016 that number grew to 700.
 - i. Louanne spoke about the need to create an atmosphere of honesty, respect, and frank discussion without judgment of the performance and contributions of other volunteers. This is not about us, it is about the cats.
 - ii. We are actively implementing a committee model. It is imperative to have a structure and to facilitate communication and teamwork among committee members in order to succeed with larger numbers of rescues. The Medical Committee has been formed, and the Foster Committee will be next.
 - b. Rob spoke about planning for the future
 - i. Who, What, Where, When, How, Why and How Much
 - ii. What will our activities be? Our projects? How will we organize our work? What committees do we need?
 - iii. It is important to have a vision for the future. We need to develop a plan for the short term, medium term and long term.
 - iv. Board members were asked to spend time thinking about a plan for the future.



West Coast Dog and Cat Rescue

PO Box 72401, Springfield, OR 97475 - (541) 225-4955
westcoastvolunteer@gmail.com www.westcoastdogandcat.org

4. Old Business

a. Mary Sooh

- i. Louanne announced that Mary resigned from the Board in order to attend to other areas of her life.

b. Beth Swanson

- i. Louanne and Aven talked about the large number of functions Beth was handling before her surgery. She will now primarily act as a pre-adoption matchmaker and applicant screener. Aven, Louanne and others have stepped in to divide up some of the other duties Beth had, until such time as committees have taken these over. (For example setting up WAG appointments and tracking vaccinations.)

c. Planning for Your Cat's Future-Louanne

- i. Kate Tryhorn has volunteered to be the new head of this new program. We have two people interested already. We need to go slowly so that we do not get in a situation of having too few foster homes should several cats need new housing at the same time

d. Housekeeping-Rob

- i. In the recent past, the board either adopted or proposed changes to certain policies and by-laws.
- ii. The three areas under discussion are;
 1. Document Retention Policy
 2. Whistle Blower Policy
 3. By-Laws Changes
- iii. Rob Shared concerns about what he feels are flaws on those proposals or adoptions. For example, Are they redundant? Unenforceable? Covered already by ORS or IRS? In draft form only?
- iv. He recommended that we repeal or table changes, as appropriate.
- v. Rob then proposed that we make a statement such as "WCDC abides by all Federal and State Regulations." He will check the by-laws to see if there already is such a statement. If there is not, he will add one.
- vi. The board voted. Motion to Approve: Rob; Seconded: Julie; Passed: Unanimous.



West Coast Dog and Cat Rescue

PO Box 72401, Springfield, OR 97475 - (541) 225-4955
westcoastvolunteer@gmail.com www.westcoastdogandcat.org

e. Re-branding- Aven

- i. Prior to this meeting, Board members were presented with the logo design proposals submitted by our volunteers. Approximately 15 possible designs were considered.
- ii. The five designs receiving the most votes from Board members were discussed. Why do you like or dislike this design? Why does it represent us, or not? What changes would you like to see?
- iii. Aven will communicate this discussion to the top two designers regarding possible revisions.
- iv. Next month the voting will be on the agenda and a final decision will be made.

5. Committee Reports

a. Adoption/ Foster- Louanne

- i. January 2017- Beginning Count, 212; Ending Count, 190; Adoptions, 35; Spay/Neuter, 24.
- ii. February 2017- Beginning Count, 190; Ending Count, 181; Adoptions, 38; Spay/Neuter, 0.

b. Fundraising- Julie

- i. Julie Tanit will head the new Fundraising Committee. Other members are Rob, Louanne and Alix. More will hopefully be added.
- ii. A request for the continuation of our partnership was made to Petco. We also requested a \$7500 grant.
- iii. We were awarded a \$2500 grant from PetSmart.
- iv. The Papa's Pizza Fundraiser netted \$1000.
- v. Semantics Corp. is doing a fundraiser for charities in April. We are a part of that effort.
- vi. Julie is planning a donation appeal by email in the near future.

c. Medical- Christina

- i. The Medical Committee will be headed by Christina Drumm. Joining her so far are: Colleen, Shannon, Carolyn, Kat, Maryann, Stephen and Linda.
- ii. Christina is recruiting more team members. We would like to have Randy Golub on the team.
- iii. One need that must be addressed immediately is delegating one person to be in charge of all the medical appointments. Louanne



West Coast Dog and Cat Rescue

PO Box 72401, Springfield, OR 97475 - (541) 225-4955
westcoastvolunteer@gmail.com www.westcoastdogandcat.org

cannot continue doing this indefinitely as she has many other duties.

- iv. We also need an "intake exam team" to screen each new rescue.
- v. The committee will meet again within the next two weeks.

d. Volunteer- Aven

- i. Events: The Second Annual CAT-i-mental Volunteer Appreciation Breakfast is planned for July 29. The new Cat Rescue and Adoption Network (CRAN) logo will be revealed there.
- ii. Aven gave a report on Volunteer Committee activities and plans.
 - 1. *Lane Community College* – Aven will make a presentation at LCC entitled "Cat Care 101." LCC will trade us ad space in their brochure. This will aid us in recruiting new foster parents.
 - 2. *United Way Day of Caring* – We will participate in this campaign again this year. It is planned for September.
 - 3. *Willamette Dental Group*- On April 22, staff volunteers will scrub cages, dishes, organize cat food and more at our foster coordinator's home, which does double duty as a center for our foster supplies and for temporarily housing cats in transition.
 - 4. *Campbell Senior Center* – On March 13, Elaine Slatore and Louanne will present a talk at the center, entitled "Understanding Your Cat's Behavior".
 - 5. *First Baptist Church*- On March 22, we will host a table at the Kid's Community Service Fair. The purpose of the event is to connect to our community and recruit new volunteers and possibly donations. (This would be accomplished by encouraging visitors to take home a rack card and then visit our website where they can get all kinds of information to help WCDC and ultimately, to help cats.)

e. Marketing Special Needs Cats- Lyllian

- i. We joined with best Friends society for the Valentine's week *Give Love* campaign. Eleven cats who had been difficult to find homes for were adopted.
- ii. Another campaign is coming soon: *Love Is Ageless*, for senior cats.
- iii. Lane Rescue will now have a page in the Eugene weekly. We will continue to promote our cats there when the opportunity is presented.



West Coast Dog and Cat Rescue

PO Box 72401, Springfield, OR 97475 - (541) 225-4955
westcoastvolunteer@gmail.com www.westcoastdogandcat.org

- f. Marketing -All Cats- Lyllian and Louanne
 - i. Lyllian and Louanne met with Virginia Wright-Johnson, a social media expert.
 - ii. Julie Mason will work with Virginia Wright-Johnson to use social media as a marketing resource.
- 6. New Business
 - a. Financial Report- Rob
 - i. Rob gave a summary of the financial report for January and February 2017 combined.
 - ii. We recorded donations of \$12,090.10
 - iii. We collected adoption and surrender fees of \$5,537.00.
 - iv. Total expenditures were \$15,705.77.
 - v. Net Revenue was \$24,000.00
 - vi. Total assets were \$38,934.16
 - vii. Total liabilities and equity were \$38,934.16.
 - b. Petco- Kate
 - i. Kate met recently with the manager of PetCo to discuss the delivery of services to the cats placed at PetCo for adoption. They reviewed who does what job, and when. This discussion was necessary because there had been a few verbal reports that at times the cats there were not being adequately cared for by PetCo staff, and adequately exercised and socialized by WCDC volunteers.
 - ii. The management stated that employees scoop the litter boxes twice daily and feed and water twice a day.
 - iii. They do not take the cats out of the condos.
 - iv. WCDC will re-double efforts to get our volunteers there once or more a day so that they can get exercise and stimulation.
 - v. WCDC will create a log sheet for employees to initial when they care for animals.
 - vi. The possibility of getting a new and improved habitat which is less confining was also discussed.
 - c. Adoption Fees- Discussion and voting
 - i. Board members discussed the need to raise kitten adoption fees. (six months old and younger). WAG has increased the prices for services we receive from them.



West Coast Dog and Cat Rescue

PO Box 72401, Springfield, OR 97475 - (541) 225-4955
westcoastvolunteer@gmail.com www.westcoastdogandcat.org

- ii. We agreed to raise the adoption fee for one kitten from the current \$110 to \$120. If a party adopts two kittens together, the fee will be raised from the current \$200 to \$225.
- iii. Motion to Approve: Julie; Seconded: Rob; Passed: Unanimous.

d. Elections

i. Board Member

- 1. Marci Seghetti has applied to join our Board. She left the room while we reviewed her application. She has been a WCDC volunteer and active in getting her employer, Symantec Corp, to support our work financially.
- 2. Voting: Motion to Nominate and Approve: Christina; Seconded: Lyllian; Passed: Unanimous

ii. Vice President

- 1. This office has been vacant for several months. Rob would like to be considered.
- 2. Voting: Motion to Nominate and Approve: Lyllian; Seconded: Julie; Passed: Unanimous.

7. Other Business

- a. Christina asked about the need for a system for handing surrender forms and intake forms.
 - i. We need a central place to store surrender agreement forms. (A distinction is made between surrender *application* forms, and surrender *agreement* forms.)
 - ii. We also need a central place to store initial cat intake forms.
 - iii. Some discrepancies between two versions of the surrender agreement form are in need of correction. Lyllian agreed to do this.
 - iv. Google Docs was suggested as the logical place to store scanned forms for future reference.

Meeting Adjourned at 7:04 p.m. - Motion to Adjourn: Lyllian; Seconded: Marci

Passed: Unanimous

Next meeting Sunday April 9, 2017 at 5:00 p.m., Cafe Yumm! on Franklin Boulevard in Eugene.

Respectfully Submitted,

Alix Morris, Secretary