



# West Coast Dog and Cat Rescue

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

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## Draft

WCDC Board Meeting

Sunday, April 9, 2017

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

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

Guests: Aven Wright-McIntosh, Jane Kwiatkowski

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

1. Minutes from previous month and corrections
  - a. The minutes were approved after three corrections were made.
  - b. Motion to Approve: Julie; Seconded: Rob; Passed: Unanimous
2. Public Comment-None
3. Old Business
  - a. Housekeeping- Rob
    - i. Rob presented a draft of a statement to be added to the bylaws. This will be added to Article VI, Miscellaneous Provisions, Guiding Rule Of Law, if approved.
    - ii. "West Coast Dog and Cat Rescue endeavors to never, knowingly, violate any Federal, State, or Local laws or administrative rules related to corporate behavior. We pledge to operate with Transparency; and to be good citizens of the Nonprofit community."
    - iii. Motion to Approve: Julie; Seconded: Lyllian; Passed, Unanimous.
  - b. Rebranding- Aven/Jane
    - i. Jane K. presented revisions to her logo design.
    - ii. She explained technical issues related to the use of lettering, the ampersand, and spacing around the cat's head.
    - iii. We talked about the uses for the logo and how those would affect the design choices.
    - iv. We then voted to have Jane re-work the logo using hand lettering, the ampersand and some spacing around the cat's head. All agreed on these changes.
  - c. Website- Rob
    - i. Rob announced that he will invite our volunteers to a website re-design meeting.
    - ii. This will take place on April 23.
    - iii. It will focus on design and function, rather than content at this point.
  - d. Beth Swanson's role
    - i. In the past, WCDC's daily operations were not carried out by committees.
    - ii. Before Beth's accident, the Board was working on ways to reduce the workload which she had taken on. The committee idea came out of this effort.



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- iii. Now that Beth is back and able to take on more work, her role must be clarified.
- iv. Louanne and others suggested that Beth be the Lead Adoption Coordinator, focused on putting cats who are fully vetted and ready to be adopted together with the best adoption candidates.
- v. Louanne also stated that Beth should not also be on the Medical Committee, as those are both big responsibilities. Other board members agreed.
- vi. The need for all committee members to follow the written communication policy was discussed.
- vii. Louanne, Christina and Aven will set up a conference call with Beth to discuss and agree on the issues above.

## 4. Committee Reports

- a. Adoption/Foster- Louanne
  - i. At the beginning of March we had 163 cats in our care. We took in 30, and adopted out 28. We accomplished 27 spay and neuters and ended March with 162 cats in our care.
- b. Fundraising- Julie
  - i. Julie summarized the committee meeting held on April 9.
  - ii. Louanne announced that the grant written by Julie to the Petco Foundation was approved.
    - 1. We will receive \$7500.
  - iii. Fundraising plans coming up are focused on a donation request mailing to be launched at the end of April. Rob is in charge of this.
    - 1. We now have an estimated 2300 volunteers, donors and adopters.
  - iv. Alix is researching venues for *Restaurant Nights* opportunities.
  - v. We have an event scheduled at Papa's Pizza on Coburg Road (and possibly including the other two locations) on September 21. The last one was a success and raised over \$900.
- c. Medical- Christina
  - i. Christina reported that the medical committee is coming together slowly.
  - ii. Randy Golub has been invited to join the committee and we are waiting to hear back.
  - iii. Christina has asked Christina Coke to do a presentation to all the medical team volunteers on how to carry out the intake procedures with new animals.
  - iv. A task that needs to be done is the assembly of intake screening kits for each volunteer.
- d. Volunteer- Aven
  - i. We have a new volunteer (Kristen) who is in charge of entering medical data received in emails from veterinarians into the database.
  - ii. Stephen Parkinson has taken over the Sign Up Genius work.
  - iii. Aven shared that Rebecca Lee may join the Adoption Counselor Team.
- e. Marketing Special Needs Cats- Lyllian
  - i. Last week, Lyllian met with several other volunteers for a database "party".



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- ii. Almost all the cats have been entered into it.
  - iii. The main focus of this committee is on how to find homes for hard to adopt cats.
  - iv. Best Friends has three promotions coming up and we will participate in all three.
  - v. We have cats featured in the new edition of Lane Rescue.
  - f. Marketing WCDC as a non-profit
    - i. This committee does not yet have an official coordinator, although Julie Mason has been working on marketing for some time.
    - ii. Karen Tangle will be contacted to see if she would be interested in helping on this committee. She is knowledgeable in using social media to promote groups.
  - g. Events
    - i. This committee does not yet have an official coordinator.
    - ii. Jodi Shaner (a friend of Marci's with experience in this area) may be interested in heading up this committee. Aven will contact her.
5. New Business
- a. Financial Report-Rob
    - i. Rob shared the Statement of Financial Position as of March 9.
      - 1. Total liabilities were \$0
      - 2. Total assets were \$38,934.16.
    - ii. He also shared the Statement of Activity for March 2017.
      - 1. Total revenue was \$6,370.64
      - 2. Total expenditures were \$7719.49
      - 3. Net revenue was \$- 1,348.85
6. Other Business
- a. We are in need of more barn homes.
  - b. We are allowed to make \$10,000 a year from raffles we hold.
  - c. Rob will create a special folder in Google Documents to store the Surrender Forms (this is the form an owner signs to relinquish all rights to the cat involved.)
  - d. Aven suggested that an 'operations' meeting would be a good idea so that we could document who does what. There has been confusion and sometimes overlapping responsibility that should be clarified.
  - e. An executive session will be held after today's meeting is adjourned.

## 7. Adjourn

Meeting Adjourned at 6:55 p.m. - Motion to Adjourn: Julie; Seconded: Lillian  
Passed: Unanimous

Next meeting Sunday May 14, 2017 at 5:00 p.m., Cafe Yumm! on Franklin Boulevard in Eugene.

Respectfully Submitted,

Alix Morris, Secretary