

**The Dane County Humane Society**  
Board of Directors Meeting – May 20, 2009, 11:00AM

**Attendees:** Cathy Holmes, Bridget Bush, Gary Godding, John Bloodgood, Mary Boisen, Cheryl Osinga, Joe Goode, Ellen Markey, Aaron Zitzelsberger and Jim West (late).  
**Excused:** Cris Marsh  
**Staff:** Pam McCloud Smith and Sara Hoven

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## **1. Open Business**

**Call to Order:** 11:02 A.M.

**Approve Agenda:** Request for changes, none given, taken as written

**Audience Comments:** No audience; no comments

**Approve Past Minutes:** *Motion to approve the April 15<sup>th</sup>, 2009, Board Minutes by Gary Godding. Seconded by John Bloodgood. No discussion, motion carried.*

**Location of summer meeting:** Confirmed we will be meeting at the United Way facility in June, July and August. Aaron Zitzelsberger will be sending out a reminder email.

## **2. Candidate Interview**

Suzanne Alexander expressed her desire/interest and answered questions from the board. Bridget Bush made a motion to offer Suzanne Alexander the open position that expires in 2010. John Bloodgood seconded. Suzanne enthusiastically accepted.

## **3. Audit Update**

Bridget Bush presented the Independent Auditor's Report and the Management Letter from Wegner. Wegner audited the financial position of the DCHC for the year ending December 31, 2008 and 2007.

### **Independent Auditor's Report**

**Balance Sheet:** The 2008 decrease of the assets on the balance sheet is largely attributable to the reduction of the investments. See Note 4 on page 9 for the composition of the investments. The Refundable Grant Advances is a new liability in 2008 that exists in case we didn't fulfill the obligation to the Maddie's Fund Grant.

**Income Statement:** The revenues are slightly up even with a negative return on our investment. The increase is due to strong contributions and merchandise sales. Expenses are slightly lower for the year. The change in Program Services is attributed to the reallocation of Pam McCloud Smith's wages and expenses related to the pit bull situation. Overall the net assets are down, as expected, by about \$500,000.

**Functional Expenses:** The change in the County Liaison and Wildlife Coordinator from the Humane Officers/Country Liaison and Wildlife Coordinator on page 4 is the result of the three-month extension before the position transferred to the county.

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Cash Flow: Nothing significant to highlight. Under Pam McCloud Smith's leadership, this continues to look promising.

Other Notes To Financial Statements:

We reviewed the first on page 6 as it has been rewritten to better express the intent of the organization to those not familiar with DCHS.

Other brief comments were made in relation to:

Note 5 Property and Equipment – essentially no change.

Note 6 Debt - we did not use our revolving line of credit.

Note 11 Donated Services- veterinary services and legal expenses were donated.

**Management Letter**

Bridget Bush reviewed the managing letter addressed to the finance committee. Wegner's letter identified a material weakness that we don't have someone on staff to prepare our own financial statements for them to review. The board, agreed with the finance committee, that because of the size of our organization and the low risk because we did not need to register in multiple states, we feel there is no need to address this issue at this time.

**4. 990 Review**

Bridget Bush facilitated the form review. The form has been revised and the first page is intended to give a snap of our organization, including a brief description of our mission. We discussed the significance of the 990 in that people interested in making a contribution to the organization often review it.

The review of the Statement of Program Service Accomplishments included calling out the expenses of the programs.

Highlights of the Governing Body and Management section indicated the positive acknowledgments of many of the board policies including the Conflict of Interest Policy, Whistle Blower Policy and Document Retention and Deconstruction Policy. The purpose is to demonstrate the proper governance and management over-site is in place.

To provide clarification to several questions on the 990, the board reviewed the information provided on Schedule O. This review included

- Membership requirements
- Process for reviewing the 990
- Conflict resolution under the Conflict of Interest Policy
- Executive Director's review process.

Motion to approve the 990 as presented John Bloodgood. Seconded by Joe Goode. Motion passed.

## **5. REGULAR UPDATES**

### **a) Executive Director (ED) Update**

#### **Construction projects**

##### **▪ Ring Worm New Facility Project**

The projected cost of the new facility is \$346,000 some materials and labor may be donated therefore reducing the cost. Architectural documents have been donated by Randy Alexander. Currently there are \$40,000 committed from the Maddie's Fund grand and another \$10,000 in pledges. We are still looking to raise the remaining amount through several strategies including \$150,000 naming rights for the facility.

Goal is to have the facility operational by the end of the year so there is not an interruption in service. The construction process is expected to take three months. The ED was looking for a commitment to the project from the board although the funds have not yet been secured. Financing options were brainstormed. The board was supportive but wanted to understand the financial plan and options to fund it.

- **ACTION: ED will send out a plan outlining the financial options. Board will commit to reviewing via email and be prepared to discuss at the next meeting. Jim West will offer his expertise to help develop a plan with options.**

#### **Support for the seizure in Richland County.**

- ASPCA / HSUS are leading the effort.
- Details can not be shared as a result of the on-going investigation.
- High level update was given on the condition and number of animals already at DCHS: 112 dogs with 240 more expected, 76 horses (20 with concerns), 33 ponies (8 were caught and fostered), 15 rabbits, a lama, pigs, ducks, geese, cats, and exotics.
- 8 teams of volunteers and techs along with 60 ASPCA/HSUS volunteers are working to access the condition and care for the animals.
- All of the animals are being treated as impounds through Richland County. HSUS agreed to waive the fees so we will follow that policy.
- Press conference postponed until seizure is complete. Due to the magnitude, National attention is expected.
- All partnered organizations are looking to raise funds.
- Board made a public statement of support to the staff.
- Discussion of the expected impact to Richland County not having a shelter.

#### **West Side Adoption Center:**

Expected soft opening of the facility will be May 26<sup>th</sup> and the grand opening is scheduled for Jun 20<sup>th</sup>.

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#### **Financials:**

- Strong positive showing for the month of about \$100000 with a year to date of \$127000. Being in the black at this point of the year is very positive.

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## **6. REVIEW ROLE OF THE BOARD, VISION AND MISSION**

Reviewed the updated Board of Directors statement to ensure it captured the discussion from previous meetings. Cheryl Osinga made the motion to accept the statement of the board of directors dated May 20, 2009. Cheryl Osinga made motion. John Bloodgood seconded. Motion passed with no discussion.

## **7. ANNUAL MEETING – JUNE 24<sup>TH</sup>**

### **ACTION: All members need to be here at 5pm.**

- Four positions have expiration dates of 2009. John Bloodgood, Jim West and Gary Godding have all agreed to run again.
- Discussed the agenda for the Annual Meeting and agreed the presentation topic will summarize the statement of the board.

## **8. Next up issues**

### **County Contract**

- Briefly discussed the two components of the current contract. We agreed the current process in place is working well. We will need to make a decision.

### **Executive Director Review**

- Aaron Zitzelsberger will be performing the review based on the board input. He will solicit our feedback based on the procedures outlined for the ED performance appraisal and annual salary adjustment.

### **Board Continuity**

- The topic will be on the agenda for next month.

### **ACTION: Joe Goode will bring forward the information he has collected.**

### **Dashboard Development**

- Reviewed the Dashboard Content Listing document and discussed proposed changes and how the information could be used. The Board requested a column be added for previous month. A possible rolling horizon for appropriate topics was discussed as it would allow for some trend analysis. Items discussed included the success rate how many visitors leave with a companion animal and a trend view of the surrender reasons.

### **ACTION: All members should review the current projected dashboard and bring forward other areas we would like to focus on.**

### **Bark and Wine**

The final event numbers are being finalized. It is expected to have risen over \$50,000. Raffle tickets were \$6000 less than the year before. The new Beanie Babies event was \$1400 successful. The committee plans to solicit feedback.

### **Meeting Adjourned for closed session: 1:00 P.M.**

Respectfully Submitted By,  
Mary Boisen on behalf of Cris Marsh

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DCHS Board Secretary