



West Coast Dog and Cat Rescue

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

WCDC Board Meeting
January 18, 2015, 5:00pm
Franklin Blvd Café Yumm

Attending: Kate Tryhorn, Kalindi Devi-Dasi, Mary Sooh, Rob McIntosh, Victoria Williams
Guests: Louanne Koch, Norma King, Julie Tanit, Linda Anson
Timekeeper: Aven Wright-McIntosh
Minutes: Martha Scofield

Meeting commenced 5:00 p.m.

1. Report on Springfield TNR - Norma King

Norma reported that things are moving along like usual, but with improvements. She is now the director of Stray Cat Alliance (SCA) and completely in charge of STNR. Norma will be developing a long term plan. She has letters of support from Cottage Grove Humane Society, 1st Avenue Shelter and WCDC.

Jill/WAG did not renew the Petsmart grant, so all TNR funds and funds for owned cat program in Springfield were lost for the second year of the two year renewable grant. Jill did not inform the City of Springfield as to the status of the TNR program until the last minute. However, the grant for this successful program opened again on January 15th. Following completion of paperwork by City of Springfield, the City will be able to work the grant with Norma/STNR/SCA. The new lease for the Booth-Kelley site will be specified for adoptable cats to reside.

Presently there are 30 kitties (12 males, 18 females - ranging in age from 4 1/2 months to 1 year) from one property that now live at STNR while being evaluated, tested, treated/vaccinated. There are also 10 kitties from another property at the facility. Relationship being developed with OHS and will be taking kitties up there for adoption. Louanne added that CAT (Cat Adoption Team) is also looking for adoptable kitties.

After building is up and running, there will be kitty adoptions through SCA, although since that is not in their mission statement - they will be amending mission statement. A medical fund can be built up through SCA. Kate expressed concerns regarding policy on accountability (e.g., craziness with different cats being rushed to emergency vet) and suggested a memorandum of understanding be developed.

Linda Anson, Lisa Wahl and Julie Tanit are working on grants for SCA.

There will be better accountability and recordkeeping. SCA will have numbers assigned to cats for tracking and statistics.

Up to 50% of felines can be owned cats again (pretty much the same as last year's grant). Petsmart grant for free-roaming cats may include unconfined owned cats.

WCDC receives credit for spay/neuter surgeries through STNR/SCA.

2. Treasurer's Report

Checking: \$15,616 Savings: \$4,162

Bookkeeping function will be separate from treasurer function.



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3. Approve minutes of last meeting

Motion by Kate to approve minutes of last meeting; seconded by Mary and Victoria; passed.

4. Old Business

A. Budget - Finalize

Proposed budget discussion. Unable to finalize budget as still waiting for some final 2014 figures to come in. Budget tabled.

'Community fund' discussion. Need to clearly record-keep line items; any animal related expense has to be approved by the Board. Criteria needed; who makes decision; easy to deplete fund; limits. Use community fund for Eugene/Lane County feral kitties? Louanne proposed \$1,000 starting figure for community fund.

Discussion of 'restricted' on-line donations generated from Facebook posts. Example of fundraiser for 'husky dog'. WCDC was not connected with this particular fundraiser, but received a medical fund donation with a note referencing that it was for this dog. Need clear procedure set up as we are not a pass-thru. Policy needed - recommend sending on net after any costs (e.g., 3% processing fee).

Sara Moorhead set up Facebook for the public WCDC site. Gail is moderator; monitors and removes inappropriate entries from site.

Discussion of t-shirts - expenditures; which volunteers get t-shirts when; sell to general public?

We want to more accurately depict who and what we are - program/ development/ administration. Discussion of what exactly different categories fall under.

B. Vote on new Board member

Kalindi motioned to add Victoria to the Board. Seconded by Rob. The motion passed unanimously.

C. Set Board meeting schedule

Setting board meeting schedule will help to stay on top of any developing problems, before they become crises. Proposed second Sunday of each month, at 5:00 p.m. Rob moved to approve; Mary/Kate seconded; unanimous.

5. Transition

A. Financial - change signers at bank

Kate to go to bank with Victoria with copy of minutes on letterhead.

B. Access

1. Login/password/Guidestar/financial/Petpoint/Network For Good/post office/etc.

Post Office needs letter from Board with names of authorized people in order to update access to PO Box. Letter to USPS Gateway to be drafted. List of names should include all board members. Should also require two extra keys. Martha to work up draft letter.



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Foster program currently has 105 cats. We also have 20-30 good foster homes. Working on several foster situations - need to remove and evaluate long term foster kitties so they can be put in the queue for adoption (fosters will be given opportunity to adopt their particular kitties).

Louanne proposed a wish list that would include an Executive Director.

Main St Mini Storage: those who have keys - Mary, Kate, Martha, Julie Mason

Guidestar: Kalindi recommended transfer to another secure WCDC account. In the interim, email needs to be changed; Rob volunteered to obtain information.

Network For Good (NFG): recommended changing primary account . Presently cost is \$59 per month (special rate) and they provide many services. NFG has a good reputation. Kalindi is willing to donate this expense; only requirement is to let her know if any changes are made. Decision was made to switch over and will add Mary and Victoria to account.

Petpoint: Kalindi has admin access. Need to train new person. Everyone should have their own login and password. Generic admin needed. Kate, Kalindi and Rob will work on this.

Discussion of financial records on computer or on-line version. Rob recommended starting 2015 with QuickBooks on-line and simply keep past financial records on spreadsheets and call it good. Need logins/passwords for financial records.

Kalindi will provide Excel spreadsheet of donors to Mary, with cc to Rob and Victoria.

Rob McIntosh is reconstructing Dropbox. There are about 20 Dropboxes where there should be only one with 20 folders in it.

Both Kate and Kalindi submitted letters of resignation from the Board. These will be scanned to the Board. Kate's effective date of resignation is January 31, 2015. Kalindi's effective date of resignation is February 28, 2015.

Mary asked about any written agreements WCDC has with WAGS! Dog Emporium/Petco/Petsmart. Kate has them and will scan them for her.

2. Brochure/IRS letter/990

Mary: brochure - who developed our original pamphlet and what was cost? Kalindi stated the brochure was developed by a friend of hers.

990/1099 - Mary requested Kalindi forward the 2013 990 for use with grants. Kalindi stated she would be willing to continue completing the 990's for WCDC.

Logo discussion. There are at least 3 different logos floating around. There should be only one. Kalindi stressed that logo should be consistent for branding and recognition. Any name change is a huge undertaking. No Conclusion.



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6. New Business

A. Upcoming events/fundraising/adoption weekend

Upcoming events: Papa's Pizza, Pet Fest, Neighborhood Associations, Coburg Pizza, Senior Centers. Discussion of newsletters; need more fundraisers.

Small grants are being worked on. Will be choosing a large grant to work on.

Survey to be sent out to donors at the end of January.

Louanne asked for a limited run of newsletter copies in order to drop them off at the vet offices we work with. It was agreed we would do this.

B. WAG status

Kate spoke recently with Jill from WAG. They will be closing their doors in the next six months.

Meeting adjourned 7:00 p.m.