



West Coast Dog and Cat Rescue

PO Box 72401, Springfield, OR 97475 - (541) 225-4955
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West Coast Dog & Cat Rescue Board Meeting
Franklin Blvd Café Yumm
February 8, 2015 – 5:00pm

Attending: Kalindi Devi-Dasi, Martha Scofield, Mary Sooh, Rob McIntosh, Victoria Williams
Guests: Avery Stewart, Monica Glenn, Louanne Koch, Tamara Banavige, Aven Wright
Minutes: Martha Scofield

Meeting called to order 5:00 p.m.

Hand-outs distributed: income/expense distribution; organizational chart; 2015 proposed budget

Mary Sooh moved to approve January 2015 board meeting minutes with changes; seconded by Rob McIntosh. Motion Carried

Due to various time constraints of Avery Stewart, Monica Glenn and Kalindi Devi-Dasi, certain agenda items to be heard out of order.

4. New Business

a. Volunteer Coordinator presentation

Avery Stewart needs to step down. Monica Glenn will be taking her place, has position description. As of January 2015 there are 200 volunteers on master list. 65-70% are active. Will be working on increasing active volunteers to 400.

Wants to increase brand awareness and recruitment.

Had Craig's List ad for Monica Glenn's former position - nothing. Changed title to 'assistant' volunteer coordinator to see if that brings any responses.

Retention and appreciation discussed. Culture that rewards; successful orientation; less inactive volunteers; disengagement survey.

Also tracking how volunteers hear about WCDC. Craig's List, word of mouth - need to i.d. key process indicators.

Will do tracking stats; best practices. Will provide quarterly report to the Board, plus an annual report for the Board.

Volunteer coordinator, assistant volunteer coordinator, volunteer statistician, volunteer recruitment specialist.

Recruitment volunteer would eventually branch out to different demographics. Assistant volunteer coordinator works master list and t-shirt distribution.

Monica Glenn works at Body Shoppe. This business does monthly promotions for different groups. Monica Glenn will do one for WCDC.

Discussion of PSA's and random printings - Register-Guard.

Patrick Graham - knows UO community. Resource manual & will do spreadsheet.

Communication has been a struggle.

Aven Wright started Pride Leader program. She is Pride Leader at Petsmart North. Aven Wright has started training 3 socializers at a time. Going well. New socializers get a handbook and when trained together with other new people it is less awkward for new folk.

Suggested to have training and orientation at the same time.

Discussion of larger groups of people training, etc, instead of small groups. Avery Stewart suggests having both.

Discussion of making orientation mandatory, also waivers for all volunteers - Louanne Koch: foster applications have a waiver included. Avery Stewart: on-line applications have a checkbox and cannot submit application without checking the 'waiver' portion of the form. Mary Sooh recommended a subcommittee be formed for waivers.



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3. Old Business

a. Finalize 2015 Budget

Kalindi Devi-Dasi discussed financial report/budget/medical and program expenses. Should increase program expenses to \$10,000.

Medical expenses range from 70-80% of budget. Fundraising and administration should be no more than 3%.

Program expenses include volunteer t-shirts, copying, brochures, adoption event supplies and insurance. Insurance will increase this year due to WCDC's multiple locations.

Mary Sooh: will be more active with grants this year.

Discussion of unpaid bill for Printwear t-shirts. Invoices were being left in t-shirt boxes and not being turned in to Kalindi Devi-Dasi for payment. Payment made by check to Victoria Williams for past due amounts.

Rob McIntosh motioned to accept budget as revised; Mary Sooh seconded; unanimous.

b. Transition Issues Follow-up

i. Change of signers for Bank Account - done with the exception that Victoria Williams is presently unable to access on-line. Discussion of log-in info not working. Security code access causing problems. Need generic log-in.

ii. Transfer of Treasurer information - not yet completed.

iii. QuickBooks is setup and ready to implement; will be \$20 per month. Kalindi Devi-Dasi stressed separation of duties for treasurer and bookkeeper.

Rob McIntosh - transparency and 2 sets of eyes; board committee for finances.

Mary Sooh - create new policies and processes.

Mary Sooh moved for Victoria Williams to go ahead with QuickBooks; seconded by Martha; unanimous.

iv. PetPoint - Admin Changeover -Kate Tryhorn and Kalindi Devi-Dasi are the only 2 admin people now. Another person to be added.

v. Network for Good - administrator changeover needed.

vi. Spreadsheets -

Victoria Williams will take care of bills and connect with Kalindi Devi-Dasi.

Pet Health Services - we get special rate of \$317.50 for 50 microchips per month.

Victoria Williams - brief discussion of December and January bank statements which are not yet reconciled.

Rob McIntosh - two issues: 1) multiple set of eyes, and 2) paper trail. Very important to have access information soon.

vii. All other bookkeeping/historic documents - in process.

viii. i.d.# spreadsheet access - Kalindi Devi-Dasi will email access to Mary Sooh, who already has historical documents from Kate Tryhorn.

c. Papa's Pizza

Board members to show up at 6:00 p.m. February 18, 2015.



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4. New Business - cont'd

b. Sponsorship - policy needed - I don't have any notes about this.

c. Financial report

- i. final financial report 2014 - Kalindi Devi-Dasi informed the Board that it was not yet completed
- ii. January financials – not completed

d. Election of Board Officers - President / Vice President

Rob McIntosh moved to elect Mary Sooh president; Victoria Williams seconded; unanimous.

Mary Sooh moved to elect Rob McIntosh vice president; Victoria Williams seconded; unanimous.

5. Other new business

Louanne Koch: 90+ cats at present time. Many are on trial adoptions. Many are special needs or not good candidates for Petsmart or Petco. Discussion: intake policy guidelines.

Meeting adjourned 7:00 p.m.