



West Coast Dog and Cat Rescue

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Draft
WCDC Board Meeting Minutes
April 12, 2015
Franklin Blvd Café Yumm

Attending: Mary S, Rob Mc, Victoria W, Louanne K, Martha S
Minutes: Martha

1. Meeting called to order at 5:10 p.m.
2. Minutes of last meeting approved **with corrections**
 - a. Louanne moved to approve minutes from March; Victoria seconded; unanimous
3. Old Business
 - a. **Transition issues follow up**
 - i. transfer of treasurer information – Victoria unable to access Google Drive with new computer
 - ii. QuickBooks is set up and running – Kalindi and Victoria still learning
 - iii. PetPoint – Victoria stated microchip bill is minimal. Per Rob, we should not have any billing associated with chips. Presently auto-ordering through WAG at (**50 CHIPS A MONTH**). Rob - new microchips will have much simpler data entry for cat and adopter information.
 - iv. spreadsheets – still unable to access **any Check Register information**
 - v. other bookkeeping/historic documents – Kalindi has everything squared away. Negative revenue balance showing due to some 2014 pledges coming in 2015 that wouldn't allow posting. Kalindi has reconciled bank statements through March. Victoria voiced concerns about deposit issue/lag time problem with one person picking up money and another person depositing money. Discussion of cash deposits (e.g., money from donation jars) – must have someone count money first and someone else deposit; if two people present to count together, all the better. Rob has checked account through early March. Kalindi to have everything available by end of April.
 - vi. **Victoria to Pick up Donation Jars.**
4. New Business
 - a. **financial report** – Victoria distributed February and March bank statements, and March savings account, and balance sheets only for January, February, March. Will all be put on Google Drive when able to access. Discussion of budget vs. actual account details/profit and loss. Victoria and Kalindi to get together again to review Google QuickBooks on April 21.
 - b. **receipts and income tracking sheet** – Rob presented new adoption/donor receipt. These will be in each adoption packet. Also presented income tracking sheet to be used in conjunction with adoption/donor receipt form and would be attached to PS North purple folder. (tracking sheet should match what's in purple folder) Key element is NCR paper for receipts so adopter also



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receives copy. Louanne recommended WCDC retain the *original* adoption receipt as it is more difficult to alter. Rob will also add "adoption fee non-refundable" on receipt.

- c. **vet visit records/notifications** – Victoria has been receiving some notifications and was able to match exactly with cats
- d. **fund at Four Corners** – discussion of general medical fund donation vs. specific cat donation (restricted fund). Gail does a good job of steering people to medical fund – this is preferable to setting up medical fund at Four Corners.
- e. **grants – Schroth** – Schroth grant for \$8,000 has been submitted
- f. **Eugene Weekly** – Victoria had copies of paper – pets appear in large corner of classified ads. Advertising in the Eugene Weekly would both expand market and name recognition. Mary will contact SARA's about ads they run. Victoria motioned to authorize ¼ quarter column ad; Rob seconded; unanimous.
- g. **Zoetis application** – Kate is checking with McKenzie Animal Clinic for veterinarian sign-off person (for pet med/pharmaceuticals)
- h. **Festival of Eugene** – Saturday/Sunday, August 22nd and 23rd - \$50 per table
- i. **art sale** – made about \$1000, but still have a lot of art
- j. **Chip & Dip update** – August 16th; organizing is moving along
- k. **wills** – Mary attended Greenhill Humane Society's workshop on wills **PREPARING FOR YOUR PET'S FUTURE**. Tweaked forms a bit and distributed 'enrollment information' form and 'good faith' agreement; Rob suggested developing an information packet that we could send out. Victoria to contact Diana Huntington about copy of GHS' good faith agreement.
- l. **orientations** – cancelled (Aven unavailable and Monica ill); Mary distributed copies of new adoption procedures – too much information – recommended developing check list for easier use/tracking of procedure by adoption counselors
- m. **community fund** - \$1,500 budgeted; need to establish criteria in order to apply for Banfield community fund grants. Community fund to be for those who come to us for help due to financial hardship/fairly immediate need/Good Samaritan incidents. Victoria stated CVC asks for tax returns and evidence of public assistance. Need to work up rough draft of criteria form. Louanne recommended talking to Kate regarding parameters to use. Mary will speak to Kate about this.

5. Other New Business

- a. **Cat Report by Louanne** - WCDC has about 160 cats and kittens at this time
- b. **Mary** met woman with H.E.L.P. – buys food and litter for people in need. Mary suggested starting a food bank – applying to partner with regional distribution network – possibly Food For Lane County – H.E.L.P. may be able to work with this. **BOARD DECIDED THIS WAS NOT THE TIME FOR US TO DO THIS.**
- c. **Victoria** requested authorization to have color copies of newsletters made - \$26 for 50 newsletters
- d. **Rob** – having problem with newsletter address; research to be done by Victoria

Meeting adjourned 7:20 p.m.

Louanne motioned; Mary seconded **UNANIMOUS**