



# West Coast Dog and Cat Rescue

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

May 10, 2015 WCDC Board of Directors Meeting held at Café Yumm on Franklin Blvd (BLVD), Eugene, Oregon.

Members in attendance: Louanne Koch (member), Victoria Williams (treasurer), Rob McIntosh (vice president), Mary Sooh (president)

Absent: Martha Scofield (secretary, excused)

Guests: Kate Tryhorn and Aven Wright-McIntosh (recorded minutes)

Meeting called to order at 5:02 p.m.

Minutes of last meeting approved for April 12, 2015.

Louanne moved, Victoria seconded, minutes approved as corrected on the website.

## 1. Old Business

### a. Transition Issues Follow up

#### i. Transfer of Treasurer information

Mary stated that (former) treasurer Kalindi Devi-Dasi had set the end of April as her deadline to deliver all the files and documents to the Board to finalize the transition resulting from her resignation effective February 28, 2015. That date has come and gone and the transfer has not been completed. What remains are check registers, donor records including dates/times/amounts and all source documentation. The IRS recommends that WCDC retain 5 years of records.

#### ii. QuickBooks is setup and running per Victoria.

#### iii. Spreadsheets – see i. above – not delivered

#### iv. All other relevant bookkeeping and historic documents – see i. above.

#### v. Network for Good we have everything

#### vi. There is a list of 79 donors that we're mailing to – all we have is mail address, no dates, amounts or other info

### b. Receipt and Income Tracking Sheet – update from Rob.

Receipts on order, due any day. Tracking sheets will be photocopied within next two weeks. Using Beth Swanson's idea, income tracking sheet will replace document formerly known as the "Brag Sheet" which was a listing indicating the action of each cat (adoption, transfer, returned to foster, etc.).

### c. Vet visit records/notifications – update

Victoria reported that she had not received any documentation, but she will pay bills.

### d. Eugene Weekly ads – update

Mary – agreed to pay for 4 weeks and the local publication offered 8 weeks (50 words limit) First ad should appear in May 7 issue featuring Trouble. (Update: Trouble was adopted May 25 from Lyllian Breintenstein).

### e. Zoetis application – update

Mary – this grant application will enable WCDC to purchase flea medications at a reduced cost – submitted, waiting for outcome.

### f. Planning for the future – in wills

Victoria and Louanne will connect with lead at Greenhill Humane Society to see about CONTRACT information.



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- g. Community Fund – update
  - Mary shared draft criteria for how these WCDC could be used.
  - Louanne offered some of the situations where Community Fund money would be used.
  - Discussion on criteria.
  - Created/appointed Community Fund Committee to review/approve/decline: Louanne, Kate stepped up and nominated Julie Tanit. Louanne will contact Julie.
- 2. New Business
  - a. Financial Report - Victoria provided April Financials - Balance Sheet, Statement of Activity (Revenue vs Expenditures)
    - January-April 2015. \$19,000 revenue with \$22,000 expenditures
    - Expenditures by vendor – shows where the money is going
    - Ending balance in checking account April 30 - \$15,048.13
    - Savings \$4,162.67
    - Discussion
    - Bill for microchips – PetPoint approved to pay.
    - Quarterly result of Fred Meyer community rewards which ended **03/31/2015** was \$222.28
    - United Way \$51 donor designated donations – research data to determine donors.
  - b. Volunteer and foster application update
    - i. New volunteer application is on the website. Foster app will have email added.
  - c. Memorandum of Understanding – Louanne/Springfield Trap Neuter Release
    - i. Loanne talked with Julie Tanit – form must be completed to take responsibility for cat.
    - ii. They will be better about emailing to Beth. Intake decisions made by Louanne/Beth /intake person. Discussion. Will update again at June meeting.
  - d. Raising kitten fee – Louanne. Discussion. Louanne – Salem Friends for Felines.
    - i. Cat Adoption Team (Sherwood) private shelter \$125 for youngest to \$100 teenagers \$85 adult and \$60 senior or FIV cat. Greenhill/1st Avenue Shelter “about \$100”
    - ii. WCDC New pricing:
    - iii. \$110 kitten fee <6 months (\$200 for two as pair at same time)
    - iv. \$100 teenagers >6 months to 1 year (\$180 for two as pair at same time)
    - v. \$75 age 1-7 (\$130 for two adults as pair at same time)
    - vi. \$60 >7 years, senior, FIV, special needs
    - vii. Louanne moved to implement this new fee structure immediately for the time being, Victoria seconded, unanimous approval.
  - e. Louanne provided recap of adoptions:
    - i. 179 numbers assigned to cats (more likely) January to May plus additional 60 cats carryover who were assigned numbers in 2014.
    - ii. 160 cats in foster/in stores or on trial adoptions (include 2015 and 2014)
    - iii. 20-30 of these just need to finalize adoptions
    - iv. 40-45 active foster homes with another 12 waiting for the “perfect litter”
    - v. XX have been adopted so far in 2015



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## 3. Other new business

- a. Veterinary partnerships – Kate
  - i. H&H Veterinary (Dr. Sharlene Henry, formerly with Banfield) offers 25% fee reduction to rescue groups.
  - ii. Louanne/Kate talking to Coburg Vet May 11.
  - iii. Determine which WCDC member can make appointments (Beth) and what was level or authorization >\$300.
  - iv. Anyone can take the cat in. Foster is not involved in billing. Paper process.
  - v. Bill to PO Box or to fax. We need invoices itemized by cat and services provided.
  - vi. Double duty for Community Fund Committee (Kate/Louanne/Julie) – trial run and report at the June Board meeting.
  - vii. Louanne will connect with Beth for process.
  - viii. Kate will draft a letter to Veterinary.
  - ix. Motion: Louanne moves to try it for one month for June 15 meeting. Victoria seconded. Unanimous.
- b. Victoria – Pro Bono kept track of in-kind donations (Vet zeros out neuter). She will ask Kalindi.
- c. Mary – Willamette Animal Guild (WAG) update - Kristina Clarke is new executive director. Jill retiring. Kathy will continue to be WAG treasurer. Mary will think about some way to recognize Jill for her work.
- d. Upcoming ---
  - i. Coburg Pizza partnership fundraiser is set for Wed/Thurs May 13-14 all day with WCDC Board meeting Wednesday at 6pm.
  - ii. Adoption Event May 14-15-16 at Petsmart North location. (Update: 8 adoptions were completed).
- e. Rob- moving to new database \$75 a year maintains all facets with one entry. www.RescueGroups.org. Rob will set up an online meeting for the Board to meet and review the new process.
- f. Nanochip trial of 10 Rob gave to Louanne
- g. Cat CUTout update – Cece and Aven will connect.

Meeting adjourned at 7:00 p.m.

Next meeting Sunday, June 14 at 5:00 p.m. at Café Yumm!