



# West Coast Dog and Cat Rescue

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

Approved  
WCDC Board Meeting  
Sunday, September 13, 2015  
Cafe Yumm! Meeting room, Franklin Blvd, Eugene - 5:00pm - 7:00pm

Present: Vice President, Rob McIntosh, Lyllian Breitenstein, Irene Beltzer, Louanne Koch, Members  
Absent: Mary Sooh, President, Victoria Williams, Treasurer, Martha Scofield, Member  
Guests: Julie Mason and Aven Wright-McIntosh

5:04 Meeting Called to order

1. Introductions
2. Minutes read from previous meeting, August 2015
  - a. After corrections discussed, Louanne Koch moved to approve, Rob McIntosh seconded, Passed-unanimous
  - b. Corrections
    - i. Corrections to 3.e.ii were made- should have read “Additional donations to Chip and Dip Event were made by Mohawk Veterinary Clinic (\$125.00) and by Cascade Veterinary Clinic (\$125.00).”
    - ii. A second correction was made: 3.c.i should have read Julie Tanit instead of Mary Sooh.
3. Old business
  - a. Community Fund Committee
    - i. Rob McIntosh stated that there is no new information from the committee.
  - b. Planning for Future- in wills- copy of contract
    - i. Rob McIntosh stated that setting this up continues to be a work in progress
  - c. Chip and Dip
    - i. Stats - 51 animals chipped - 43 dogs and 8 cats Spay Neuter - 44% dogs not spayed/neutered - 8 males, 11 females 100% of cats were spayed/neutered.
    - ii. Financial Report (Preliminary)

*Income*

<i>Grants/Sponsors</i>	<i>\$ 1,800.00</i>
<i>Chip Income</i>	<i>\$ 1,020.00</i>
<i>Other</i>	<i>\$ 314.04</i>
<i>Chip Donation</i>	<i>\$ 203.49</i>
<i>Total Income</i>	<i>\$ 3,337.53</i>

*Expenses*

<i>Chip Expense</i>	<i>\$ 203.49</i>
<i>Supplies</i>	<i>\$ 343.05</i>
<i>Promotion</i>	<i>\$ 988.23</i>
<i>Total Expenses</i>	<i>\$ 1,534.77</i>
<i>Net</i>	<i>\$ 1,802.76</i>



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- iii. Debrief- Rob McIntosh stated that the event committee will do a full debriefing. Aven Wright-McIntosh shared that four adoption counselors met and debriefed. Lyllian Breitenstein felt that there was some confusion as to what customers had paid and for which services. Louanne Koch asked if a representative from WAG was there to promote spay and neuter. Rob McIntosh suggested changes to physical layout at future chip and dip events and mentioned that positive feedback had been received from some of our vendors.
- d. Sponsorship Program- Rob McIntosh stated that additional businesses are needed to sponsor adoption fees of hard to adopt cats.
  - i. Rob McIntosh proposed that more effort be put into getting additional businesses to sponsor us. We need a volunteer (or two) to create handout and approach businesses.
  - ii. Irene Beltzer shared that sponsors are needed for senior cats, special needs cats and sometimes black cats.
  - iii. Aven Wright- McIntosh brought up the importance of making it clear to businesses what is in it for them - how will we recognize their support? Web Mention, Events, Banners, etc.

#### 4. New Business

- a. Financial Report- Victoria Williams was absent and therefore there was no formal report given
  - i. Rob McIntosh stated that he had received documents from Treasurer Victoria Williams last week.
  - ii. We received a grant for \$5000 for the medical fund.
  - iii. Our account balance is now almost back to the level of January.

#### b. Cat Foster and Adoption Report-Louanne Koch gave the update with the latest statistics

##### i. Adoptions by month for 2015:

Jan	Feb	March	April	May	June	July	August	YTD
41	40	30	19	32	24	44	60	290

##### ii. As of August 31

Intakes	Carry Fwd	In Foster or Adoption Center	Passed away	Trials	Barns /Returns/Other	STNR
450	122	235	14	12	20	57

- iii. STNR will have to relocate its cats by end of 2015
- iv. Rob McIntosh stated that Jessica creates stats for Best Friends and generates a report each month that Louanne Koch and Beth Swanson might use to streamline save time recreating them. He will contact Jessica and report back to Louanne and Beth.
- v. Rob McIntosh- we have changed from PetPoint to RescueGroups as database. This will ultimately allow us to generate a list of unadopted animals and location in our system.
- c. Forms Update-Rob McIntosh
  - i. Aven McIntosh: PetSmart has elimination one of the forms.
  - ii. Part of the adoption transaction will be done on an I-Pad
  - iii. We are now able to receive credit and debit payments for adoptions on the I-Pad.
  - iv. We now have a dedicated WCDC printer at PetSmart Chad Drive for our adoption process.
  - v. It will soon be online and able to receive documents to be printed in situ.
  - vi. We have a new process for trial adoptions. How to handle paperwork for trials was discussed.



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- d. McKenzie Animal Hospital agreement-Louanne Koch
  - i. Mary Sooh and Louanne Koch met with Libby from McKenzie to review their agreement with us regarding medical treatment of our cats.
  - ii. They confirmed that McKenzie would see 5 cats every other Wednesday unless their workload was prohibitive. The previous understanding was for 10 cats every other week.
- e. Chipotle Fundraiser 9/11 and Papa's Pizza Fundraiser 9/17
  - i. Chipotle Fundraiser took place on 9/11 and netted \$173.00
  - ii. Papa's Pizza Fundraiser will take place on 9/17. Flyer is required for us to receive credit. Board members will attend at 6:00pm.
- f. Cats with missing microchips- Rob McIntosh

Beth reported that in 2015 she has received several calls from adopters of WCDC cats stating that when checking for chip, it was not found.

  - i. Recommendations: Include a micro-chip fact sheet in each adoption folder. Clients should understand that we can only confirm that chip was scannable when the cat left our care. Owner must have vet check periodically and replace chip at own expense if it is unreadable. This does happen.
  - ii. Rob McIntosh: WCDC needs to scan for chip as cats arrive at kennel or other location or leave us as "adopted".
  - iii. Consider holding "Check the Chip" events in coordination with other events.
- g. Event Planning
  - i. Rob McIntosh: We need to do long range planning for adoption events, informational events, fund raisers, etc. to avoid last minute stress.
  - ii. Discuss possible events at Board Meetings so that Board is informed and can approve.
  - iii. Once approved, all events should be entered immediately into event calendar on website (and other communications as appropriate). Who does this?
  - iv. Create and use an Event Planning Document for each event-who, what, where, when, how, why-this will facilitate communication and reduce stress.
  - iv. Julie Mason described the Portland Catio Tour and members discussed possibly planning one for Eugene as a fundraiser.
  - v. Having a Christmas Photo Portrait Event at PetSmart was mentioned
5. Other new business
  - i. Julie Mason will forward the new manager's phone number at the Gateway Petco store to Tarah Campi..
  - ii. Tarah Campi will call or delegate to call the new manager in order to set up a meeting to discuss our future relationship with that location.
  - iii. Rob McIntosh will investigate a possible source of funding through an annual Sorority Charity Event.
6. Meeting adjourned at 6:46pm.

Next meeting Sunday October 11, 5:00pm at Cafe Yumm! on Franklin Boulevard in Eugene.

Respectfully Submitted,  
Alix Morris, Secretary