



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, October 11, 2015

Cafe Yumm! Meeting room, Franklin Blvd, Eugene - 5:00pm - 7:00pm

Present: President, Mary Sooh, Vice President, Rob McIntosh, Treasurer, Victoria Williams, Lyllian Breitenstein, Irene Beltzer, Members

Absent: Martha Scofield and Louanne Koch, Members

Guests: Kate Tryhorn, Aven Wright-McIntosh, Jessica Kosie, Michelle Lott and Cassandra Birdsmith

5:01pm Meeting Called to order

Introductions - Board members and guests introduced themselves and gave highlights of their role with WCDC.

1. Reading and Approval of the previous minutes - There were no corrections to be made to the draft of the September minutes.
 - a. Motion to approve made by Lyllian Breitenstein and seconded by Irene Beltzer.
 - b. Passed-unanimous

2. Old business
 - a. Community Fund - Kate Tryhorn presented a two page draft of the proposed Community Fund. The purpose, criteria for utilization and the role of the three person committee were discussed. - One item under criteria for utilization was stuck.
 - i. Move to accept the draft with corrections was made by Lyllian Breitenstein and seconded by Rob McIntosh. Passed-unanimous.

 - b. Planning for the Future in Wills
 - i. Mary Sooh stated that we need a volunteer to head this project Instituting this program will require meeting with the WCDC lawyer,
 - ii. Potential ramifications of mishandling such a program are considerable. Therefore, one person must be in charge and report back to the Board.
 - iii. Mary Sooh asked if any person present is willing to take over.
 - iv. Since no one agreed to take over, the matter was tabled for now.

 - c. Sponsorship Program
 - i. Mary Sooh: An active sponsorship program will enable WCDC to place more cats in homes, which is part of our Mission.
 - ii. Community members, both businesses and individuals, agree to sponsor our difficult to place cats by contributing money towards the adoption fee, as an incentive to the adopter.
 - iii. We need a volunteer to take the lead, come up with a plan, and request other volunteers to help implement in the solicitation of sponsors.



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- iv. It was stressed again that WCDC volunteers who are soliciting sponsors have a list of the benefits to the sponsor.
 - v. What is in it for the sponsor?
 - vi. Cassandra Birdsmith volunteered to take the lead for this program
3. New Business
- a. Financial Report - Victoria Williams shared that after paying all accounts receivable, there will be:
 - i. \$19,242.72 in the WCDC checking account.
 - ii. Savings account balance is at \$4162.87
 - iii. There was some discussion on where/how to bank the savings account so that interest earned is maximized.
 - iv. Victoria shared that she is in process of doing financial expenditure breakouts- e.g. how much was spent on medical illness and injury, how much on spay/neuter and vaccines.
 - b. Cat Foster and Adoption Report Louanne Koch on vacation-no formal report
 - i. Jessica Kosie shared (WCDC volunteer and our liaison with Best Friends) shared the statistical data printout for 2015.
 - ii. Statistics for September and year to dates:
 - iii. Total Intake for September: 50 cats including 33 strays, 1 shelter, owner surrender, 13 other
 - iv. Total Outcomes for September: 63 cats including 50 adoptions, 2 returned to owner , 4 transferred to shelter , 7 deceased in care
 - v. Spays/ Neuters for September: 37
 - c. Animal Relinquishment Team Meeting Report - Team members are Kate Tryhorn, Lyllian Breitenstein and Louanne Koch.
 - i. Team is in process of finalizing written procedure for all to follow.
 - ii. Lyllian Breitenstein created several informational packets that can be shared with applicants and the public at catteries and events.
 - iii. Irene Beltzer spoke of the importance of documenting our efforts to help the public to be part of the solution by educating them. Documentation is important when applying for grants.
 - d. Ringworm Policy
 - i. Kate Tryhorn presented her draft document of the ringworm policy.
 - ii. It is designed to be a protocol we will all follow both to prevent and treat ringworm in catteries and foster environments.
 - iii. Veterinarian Dr. Ashley was contacted by Kate to collaborate on the section discussing prevention and treatment of ringworm in the environment
 - iv. This part of the draft is a work in progress.
 - v. Kate stressed the importance of preventing ringworm, especially to the cats, as ringworm keeps them in foster care too long, taking up space that new rescues could be housed in.



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- e. Reimbursement for Danielle Jackson
 - i. Danielle's role as medical liaison involves considerable personal expense.
 - ii. The Board proposes that a reimbursement of up to \$50 for phone expenses be provided to Danielle to defray her costs. A phone bill must be provided to receive the reimbursement.
 - iii. Mary Sooh emailed the Board members after the meeting asking for approval, which was given by all board members.
 - iv. A proposal contract was then presented to Danielle via email with specifics.
 - v. The Board awaits the response from Danielle and then will finalize.

- f. Life 9 and PetSmart Chad Drive
 - i. The manager, Julie Ganick, was approached by Life 9, asking for the use of one condo on a regular basis.
 - ii. Purpose is to allow them to have public viewing for their hard to place cats.
 - iii. Details would need to be worked out.
 - iv. Rob McIntosh will contact Life 9. Then Life 9 and WCDC will confer with PetSmart management.

- g. Fundraising Committee Report
 - i. Mary Sooh, Rob McIntosh, Julie Mason, Tarah Campi and the rest of the committee met to plan all fundraising events for remainder of 2015 and to begin discussion of proposed events for 2016.
 - ii. Michelle Lott presented committee ideas for participation in Giving Tuesday, December 1, 2015. An informal goal of raising \$5000 between now and December 31st was established. Michelle will create a thermometer to track donations. We will join this nationwide event to reach out to the public to let them know who we are and what we do, and ask them to donate their time and/or financial support to us on Giving Tuesday and beyond in 2016.

- h. Donor Letter/ Newsletter
 - i. A letter soliciting monetary support is ready to be sent to previous donors and those who have adopted our cats. Mary Sooh has a discounted quote of \$346.00 from Office Depot to do direct mailing.
 - ii. Ninkasi Brewery Event- we will host a fundraiser at the Brewery that will be our kickoff Giving Tuesday event. A flyer will soon be available on our website, but is not necessary to bring to the event.
 - iii. Santa Claus Photos- The first two weekends in December, we will have Santa Claus and a photographer at PetSmart Chad Drive to take pictures of customers with their animals, etc. for a donation to WCDC. Those photos will be emailed to the customer by our volunteer team.
 - iv. Donation Barrels will get a facelift with new covers. They will be displayed at both PetSmart locations so that customers can buy food and toys and other needed supplies to be used for our WCDC cats.
 - v. Grant writing- Mary Sooh and Tarah Campi are waiting on word from Bliss regarding approval of our grant application. They sent a letter of interest to the



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Doris Day Foundation but have not heard back yet. The grant writing team is working on an application to DJ and T.

- vi. Gift Catalog- Ali Garrett and Rob McIntosh are taking the lead to develop the catalog. Rob is creating a shopping cart. Donors will be able to support us by buying for those on their gift list, for example, a "Spay /Neuter A Kitten, X dollars ". Cards will be sent to the recipient before Christmas announcing the gift and giver.
- i. Fundraising committee agreed that we should have a Christmas party.
 - i. Michelle Lott, Cassandra Birdsmith, Aven Wright-McIntosh and Darcy Belshaw are on the committee.
 - j. Recruitment - WCDC is currently recruiting a volunteer (or two) to head/assist the Animal Relinquishment Team. We receive surrender requests on a daily basis and they must be addressed promptly. Many are emergencies and only two or three people are on the team. More help is needed. No one in attendance at the meeting volunteered. Mary Sooh will promote this need through Facebook and we can all help by spreading the word.
- 4. Other new business
 - a. Rob McIntosh shared that he has created a new form to be used by any volunteer seeking reimbursement for expenses.
- 5. Meeting Adjourned at 7:06pm

Next meeting Sunday November 8, 2015, 5:00pm at Cafe Yumm! on Franklin Boulevard in Eugene.

Respectfully Submitted,
Alix Morris, Secretary