



# West Coast Dog and Cat Rescue

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

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Draft

WCDC Board Meeting

Sunday, December 11, 2016

Cafe Yumm! Meeting room, Franklin Blvd, Eugene – 5:00 p.m. - 7:00 p.m.

Present: Mary Sooh, President; Lyllian Breitenstein, Tarah Campi, Members; Alix Morris, Secretary

Absent: Louanne Koch, Member

1. Meeting called to order at 5:05 pm.
2. Minutes from previous month and corrections
  - a. Lyllian noted that updating and maintaining the Petfinder database will not be assigned to Beth. Lyllian is in charge of that. Minutes need to be amended to reflect this. .
    - i. Motion to Approve: Lyllian, Seconded: Tarah, Passed: Unanimous
3. Public Comment

None
4. Old Business
  - a. Foster committee and Cat Report-Louanne
    - i. At the end of November we had 280 cats and kittens in our care.
    - ii. Intake for November was 62; some were transferred to OHS and CAT.
    - iii. There were 39 spay/neuters in November.
    - iv. As of Dec. 11, we have taken in 699 cats in 2016.
    - v. Julie Mason will begin to post monthly statistics on our Community and Volunteer Facebook pages. (Tarah agreed to send Julie the link to Jessica Kosie's spreadsheet.)
  - b. Planning for Your Cat's Future-roll out-Mary
    - i. The program is ready to be rolled out in January 2017
    - ii. There is an application, which requires a vet exam and home visit by a trained team member, but no money is required to enter the program
    - iii. The applicant has the responsibility for working with a lawyer, trust, will, etc. We will not be involved in legal aspects.
    - iv. We will monitor the program closely the first few months.



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- v. We will probably establish a yearly cap on approved applications.
- c. Succession Planning for Beth-Louanne/Lyllian
  - i. Lyllian will enter all the cats into the database by herself.
  - ii. Then she will train others to enter new cats as they come in.
  - iii. We need a list of all fosters so that we can cross check the CRM database with the rescue database.
  - iv. The idea of recruiting 5 or so volunteers to be Cat Coordinators was discussed again. Coordinators would be assigned a reasonable number of cats to follow from day of intake to/after adoption or other outcome.
  - v. Another way to reduce some of Beth's workload is to have a volunteer who fields calls to our general number.
- d. Adoption Contract Changes-vote
  - Voting postponed until January.
- e. Marketing cats- Lyllian
  - We signed up for Best Friends Holiday Adoption promotion. We will receive \$500 in incentive prizes. We chose 8 cats and six of them are on the flier created by Lyllian and posted on Facebook.
  - We also signed up for the Best Friends \$14 Valentine's Day Adoption promotion.
  - We have cats featured in the large, colorful brochure published by LaneRescues.com. These are free and are distributed all over the county.
  - Lyllian will present ideas for marketing plans to the Board in January.
- f. Surrender Process Discussion- Lyllian
  - Lyllian reports that the surrender committee refers owners wishing to surrender cats to us to Greenhill. But even though these cats appear to be eligible for acceptance there, they have been rejected on questionable grounds (e.g. hissing)..
  - Lyllian discovered that there is mention of a shelter on our website. We do not have a shelter. She is eliminating this reference.
  - She is also re-writing the Surrender section of the website and will submit the re-write to the Board for approval.



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## g. By-laws-adoption of changes- Mary

- Mary has completed and distributed the proposed change on term limits
- Motion to Approve: Lyllian; Seconded: Tarah; Passed: Unanimous

## h. New Building

- No report at this time

## i. Board member recruitment-All

- Tarah shared an updated application for board member. These updates make the previous application suitable for use when recruiting new members from outside organizations.
- The importance of recruiting outside our own volunteer base was discussed. We need people with other experience and connections.
- Lyllian mentioned three possible people to invite to apply: Randy Goleb, Kim Hedinger, and Adrienne Weiss. She will contact them.
- In January, Rob McIntosh, Christina Drumm, and Julie Tanit will be invited to present their applications.
- The plan is then to vote the same session.

## 5. New Business

### a. Financial Report

i. Statement of Financial Position-Rob reported via email document that as of now, we have \$27,775.32 in assets and \$27,775.32 in Liabilities and Equity.

ii. Budget vs Actual: We budgeted total income for 2016 at \$124,500. Actual on Dec. 9 was \$112,150. We are somewhat short in the donations category, but hope that the next three weeks will bridge the gap with Holiday giving. Projected income for 2017 is \$132,750.

iii. As for expenses, we budgeted \$124,500 for 2016. Year to date we have spent \$109,280.. \$84,627 has been spent on medical.

iv. The statement of activity for November was also presented.

### b. Report on Willamette Animal Guild meeting (WAG)- Mary/Louanne.

- Louanne was not present but provided a detailed report of her meeting with WAG directors via email document. There were several issues that needed to be clarified in order to ensure the continuation of our excellent partnership with them. Some issues were resolved, but others will need further discussion. (For



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example, we have asked for an additional discount because of the number of our cats who are treated there.)

## c. Mosaic Offer

- The owner of this boutique is interested in supporting us by having occasional event days at her store. We would promote the event in exchange for a portion of the sales achieved on that day. (The same setup as a pizza fundraiser). She might also consider having cardboard cut outs of our hard to adopt cats. We could also feature the fundraising event with her store on our Facebook pages.

## d. An executive session was held.

## 6. Other Business

### a. End of Year Fundraising-Mary

- i. Mary will distribute the December 20<sup>th</sup> newsletter. Our new name will be officially announced and donations will be solicited.

### b. Safehaven Memorial

Safehaven has a kennel program wherein donors can sponsor a cage or kennel for a year to memorialize their departed companion animal. They charge \$360 for a brass plaque. We talked about the idea of participating, but would need to talk to our cattery partners.

### c. Calendar Report- Tarah

- Tarah reported that the newsletter is almost ready to be published.
- Photos with Santa at PetSmart Chad Drive is off to an excellent start. It continues through Dec. 18<sup>th</sup>.

## 7. Adjourn- 7:01p.m.

Motion to Adjourn- Lyllian; Seconded: Tarah; Passed: Unanimous

Next meeting will be at Cafe Yumm on January 8, 2017 at 5:00 p.m.

**West Coast Dog & Cat Rescue**  
**Statement of Activity**  
December 2016

	Admin	Adoption	Donations	Foster	Christmas '16 Campaign	Santa Photos	Total FundRaising _Events	Medical	Volunteer	TOTAL
<b>Revenue</b>										
Billable Expenditure Revenue			25.19				0.00			25.19
Donations			5,540.01		2,260.00	3,169.30	5,429.30	500.00		11,469.31
Fees		7,185.00					0.00			7,185.00
Misc Income	0.11		8.16				0.00			8.27
<b>Total Revenue</b>	<b>\$ 0.11</b>	<b>\$ 7,185.00</b>	<b>\$ 5,573.36</b>	<b>\$ 0.00</b>	<b>\$ 2,260.00</b>	<b>\$ 3,169.30</b>	<b>\$ 5,429.30</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>	<b>\$ 18,687.77</b>
<b>Gross Profit</b>	<b>\$ 0.11</b>	<b>\$ 7,185.00</b>	<b>\$ 5,573.36</b>	<b>\$ 0.00</b>	<b>\$ 2,260.00</b>	<b>\$ 3,169.30</b>	<b>\$ 5,429.30</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>	<b>\$ 18,687.77</b>
<b>Expenditures</b>										
Bank Charges	1.50						0.00			1.50
Cat Food_Litter		72.87		872.39			0.00			945.26
Legal & Professional Fees	51.00						0.00			51.00
Medical Veterinary				18.00			0.00	12,183.72		12,201.72
Medicine				340.26			0.00	177.88		518.14
Office Expenses	9.17						0.00			9.17
Other Miscellaneous Service Cost	17.80					22.30	22.30			40.10
PayPal Fees		73.39				27.27	27.27			100.66
Postage, Shipping, Delivery	6.45	80.08			52.54		52.54			139.07
Print/Photocopy	13.89					31.64	31.64			45.53
Supplies	220.54			1,005.80		90.00	90.00	176.00		1,492.34
Telephone Service	10.28						0.00			10.28
Volunteer Recognition							0.00		354.83	354.83
<b>Total Expenditures</b>	<b>\$ 330.63</b>	<b>\$ 226.34</b>	<b>\$ 0.00</b>	<b>\$ 2,236.45</b>	<b>\$ 52.54</b>	<b>\$ 171.21</b>	<b>\$ 223.75</b>	<b>\$ 12,537.60</b>	<b>\$ 354.83</b>	<b>\$ 15,909.60</b>
<b>Net Operating Revenue</b>	<b>-\$ 330.52</b>	<b>\$ 6,958.66</b>	<b>\$ 5,573.36</b>	<b>-\$ 2,236.45</b>	<b>\$ 2,207.46</b>	<b>\$ 2,998.09</b>	<b>\$ 5,205.55</b>	<b>-\$ 12,037.60</b>	<b>-\$ 354.83</b>	<b>\$ 2,778.17</b>
<b>Net Revenue</b>	<b>-\$ 330.52</b>	<b>\$ 6,958.66</b>	<b>\$ 5,573.36</b>	<b>-\$ 2,236.45</b>	<b>\$ 2,207.46</b>	<b>\$ 2,998.09</b>	<b>\$ 5,205.55</b>	<b>-\$ 12,037.60</b>	<b>-\$ 354.83</b>	<b>\$ 2,778.17</b>

# West Coast Dog & Cat Rescue

## STATEMENT OF FINANCIAL POSITION

As of December 31, 2016

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
PayPal Bank	323.25
PCB Checking	26,301.68
PCB Savings	4,164.76
<b>Total Bank Accounts</b>	<b>\$30,789.69</b>
Other Current Assets	
Uncategorized Asset	25.00
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$25.00</b>
<b>Total Current Assets</b>	<b>\$30,814.69</b>
<b>TOTAL ASSETS</b>	<b>\$30,814.69</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Retained Earnings	24,561.64
Net Revenue	6,253.05
<b>Total Equity</b>	<b>\$30,814.69</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$30,814.69</b>



# West Coast Dog & Cat Rescue

## Profit and Loss

Last year ▼

### \$6,253

NET PROFIT FOR LAST YEAR



**\$131,087**  
INCOME



**\$124,834**  
EXPENSES

## Expenditures

Last year ▼

### \$124,834

LAST YEAR



- \$92,362** Medical Veterinary
- \$5,395** Advertising
- \$5,286** Medicine
- \$21,791** Everything else

## Bank accounts

Edit

### PCB Checking

18 hours ago

Bank balance	\$38,772.30	✓
In QuickBooks	\$26,301.68	

### PCB Savings

18 hours ago

Bank balance	\$4,164.76	✓
In QuickBooks	\$4,164.76	

### PayPal Bank

In QuickBooks	\$320.28
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[Connect account](#)

[Go to registers](#) ▼

## Sales

Last year by month ▼

### \$115,133

LAST YEAR BY MONTH

