



West Coast Dog and Cat Rescue

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WCDC Board Meeting

Sunday March 13, 2016

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

Present: Mary Sooh, President, Rob McIntosh, Vice President and Treasurer, Alix Morris, Secretary, Louanne Koch, Lyllian Brietenstein, Tarah Campi, Members

Absent: Irene Beltzer and Victoria Williams, Members

Guests: Christina Drumm and Julie Tanit

Meeting called to order at 5:02 pm.

1. Minutes from previous month
 - a. There were no additions or corrections to the minutes.
 - b. Motion to Approve: Louanne; Seconded: Tarah; Passed: Unanimous
2. Old Business
 - a. Ringworm Committee Report- Christina Drumm and Louanne Koch
 - i. The committee met again and focused on creating an intake form to track the general health of all new arrivals.
 - ii. The form will have a section for foster parents to keep data on ringworm treatment when needed.
 - iii. The committee raised the question "Is it advisable and feasible to require all cats to be dipped, even when they have no symptoms of ringworm?"
 - iv. The committee will continue to meet frequently until the protocol is approved by the board and ready to share with foster parents.
 - b. Foster Committee Report- Louanne
 - i. The committee has met several times.
 - ii. Louanne, as head of the foster program, is in need of more assistance to share/take over some of the workload.
 - iii. The Foster Committee is interfacing with the Ringworm Committee to develop intake policy and procedure and the forms to document the general health of all new arrivals.
 - iv. Part of this effort will also be to develop an exit form, to be filled out when the cat is ready to be adopted.
 - c. Lane Rescue- Lyllian
 - i. We have been asked by Lane Rescue Project to take over the management of the donations made by community sponsors to pay

for the weekly full page ad which appears in the Register Guard each month.

- ii. This allows area rescues to feature some of their adoptable pets free of charge, as the sponsors' donations are used to pay the bill (approximate \$2310 per month).
- iii. Because Lane Rescue Project is not a non-profit, they cannot collect money, and this is why they have approached us.
- iv. After discussion, it was decided that Rob would contact Becky Long of LRP to discuss how we might best assist them.

3. New Business

a. Financial Report-Rob

- i. Rob presented the statement of profit and loss.
- ii. Data reflects a loss of \$6640 since January 2016.
, This happens sometimes because our income is seasonal (e.g. more adoption fees are collected during kitten season).
- iii. Importance of ongoing fundraising was emphasized.

b. Volunteer Survey-Rob

- i. Rob has completed the survey form.
- ii. He will post it on Facebook and email it to all volunteers (approximately 600 people).
- iii. He has donated an incentive of four \$25 Amazon gift cards, which will be randomly awarded to those who complete the survey.

c. Name Change Discussion-Mary

- i. Mary presented a questionnaire, *Knowing Ourselves*, which we completed as a group.
- ii. It was designed to create a "story".. what we tell people about our non-profit and the work we do.
- iii. It is important for all Board members and other volunteers to be clear about our mission.
- iv. We addressed five major questions (e.g. "What problem are you trying to solve?")
- v. This questionnaire was a first step in the process of deciding what our new name should be.
- vi. The name change discussion will be continued.

d. Rack Card Update-Rob and Aven

- i. Rob presented Aven's project as she could not be present.
- ii. Rob presented a mock up of what our rack card would look like.
- iii. Colored rack card is about the same cost as colored tri-fold-5000 rack cards for about \$250.
- iv. The Board agreed to go ahead with this change..

- e. Loaning traps and other equipment- Rob/Mary/Julie Tanit
 - i. We do not as of now have a definite process for loaning traps and other equipment . This results in confusion and sometimes in loss of our property.
 - ii. Julie Tanit presented a form from Voiceless MI (Trap Loan Agreement.)
 - iii. After discussion, it was decided that Louanne and Lyllian will create an agreement modeled on this one for WCDC's use.
 - iv. There was discussion as to how to take deposits and whether or not signed agreements could substitute for deposits.
- f. Grants- Tarah and Mary
 - i. We recently received an unsolicited grant from the Robin Jacua Foundation in the amount of \$1000.
 - ii. We received a grant of \$500 from the Pet Finder Foundation.
 - iii. Tarah and Mary have just submitted three new grant applications: to the Chambers Family Foundation to be earmarked for our Community Fund and Medical Care Fund; To PetCo Foundation for our Medical Care Fund; to the Autzen Fund for our Medical Care Fund.
- g. H&R Block Fundraiser-Mary
 - i. The distribution of the flyers created for this event is an important task with which we all must help if it is to raise funds for us.
- h. Martha Scofield's Resignation
 - i. After many years of service to WCDC, Martha Scofield presented Mary Sooh with her letter of resignation as a Board member. Mary accepted her resignation on behalf of WCDC. Mary accepted Marth's resignation.

4. Other Business

a. Open Positions

- i. There is one is an open position: Volunteer Coordinator
- ii. Rob agreed to do the Volunteer Coordinator position temporarily.
- iii. All members should take responsibility for recruitment.
- iv. Some position descriptions may need to be re-written to be more realistic as to time commitment.

5. Meeting Adjourned at 7:10 pm - Motion to Adjourn: Lyllian , Seconded: Rob, Passed: Unanimous

Next meeting Sunday April 10, 2016 at 5:00pm, Cafe Yumm! on Franklin Boulevard in Eugene.

Respectfully Submitted,

Alix Morris, Secretary

West Coast Dog & Cat Rescue
Statement of Activity
 March 2016

	Admin	Adoption	Community Fund	Foster	Fundraising	Medical	Spring Mailing Campaign	TOTAL
Revenue								
Donations				20.00	3,756.34	635.20		4,411.54
Fees-Adoption		2,910.00						2,910.00
Fees-Surrender		50.00						50.00
Total Revenue	\$ 0.00	\$ 2,960.00	\$ 0.00	\$ 20.00	\$ 3,756.34	\$ 635.20	\$ 0.00	\$ 7,371.54
Gross Profit	\$ 0.00	\$ 2,960.00	\$ 0.00	\$ 20.00	\$ 3,756.34	\$ 635.20	\$ 0.00	\$ 7,371.54
Expenditures								
Advertising		675.00						675.00
Food				68.09				68.09
Medical Veterinary			100.00			6,748.55		6,848.55
Medicine						164.80		164.80
Other Miscellaneous Service								
Cost		60.00						60.00
Postage, Shipping, Delivery					9.80			9.80
Print/Photocopy		43.65						43.65
Rent or Lease	25.00							25.00
Supplies		205.94		23.49			150.07	379.50
Telephone Service	10.28					50.00		60.28
Total Expenditures	\$ 35.28	\$ 984.59	\$ 100.00	\$ 91.58	\$ 9.80	\$ 6,963.35	\$ 150.07	\$ 8,334.67
Net Operating Revenue	-\$ 35.28	\$ 1,975.41	-\$ 100.00	-\$ 71.58	\$ 3,746.54	-\$ 6,328.15	-\$ 150.07	-\$ 963.13
Net Revenue	-\$ 35.28	\$ 1,975.41	-\$ 100.00	-\$ 71.58	\$ 3,746.54	-\$ 6,328.15	-\$ 150.07	-\$ 963.13

Sunday, Apr 10, 2016 10:12:40 AM PDT GMT-7 - Accrual Basis

West Coast Dog & Cat Rescue
Statement of Financial Position
 As of April 10, 2016

	<u>Total</u>	
ASSETS		
Current Assets		
Bank Accounts		
PCB Checking	QB-Chk	14,063.97
PCB Savings	QB-Sav	4,163.50
Total Bank Accounts		\$ 18,227.47
Other current assets		
Uncategorized Asset	PayPal	3,055.00
Undeposited Funds		0.00
Total Other current assets		\$ 3,055.00
Total Current Assets		\$ 21,282.47
TOTAL ASSETS		\$ 21,282.47
LIABILITIES AND EQUITY		
Liabilities		
Total Liabilities		
Equity		
Retained Earnings		24,561.64
Net Revenue		-3,279.17
Total Equity		\$ 21,282.47
TOTAL LIABILITIES AND EQUITY		\$ 21,282.47

Sunday, Apr 10, 2016 10:14:21 AM PDT GMT-7 - Accrual Basis