



West Coast Dog and Cat Rescue

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

WCDC Board Meeting

Sunday, June 12, 2016

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

Present: Mary Sooh, President; Alix Morris, Secretary; Lyllian Breitenstein, Louanne Koch, and Irene Beltzer, Members.

Not present: Rob McIntosh, Tarah Campi

1. Meeting called to order at 5:09 p.m.
2. Minutes of last meeting were approved. Motion to Approve: Lyllian; Seconded: Irene; Passed: Unanimous
3. Old Business
 - a. Intake Policy Committee Report- Irene
 - i. Irene shared the draft of the new form: WCDC Cat/Kitten Intake Form
 - ii. Louanne will send the draft copy to several foster parents to complete. This will constitute a dry run before form is finalized.
 - iii. Actual implementation of the requirements of the form still needs to be worked out.
 - iv. Irene made a motion to approve the "Record of Ringworm Treatment Form" drafted last month. Louanne seconded and all approved.
 - b. Foster Committee Report- Louanne
 - i. Louanne noted that we do not have a formal Foster Committee.
 - ii. Louanne shared that her support system for issues with the foster process consists of: Lyllian, Mannie, Chris D., Julie T. and sometimes others. They work as a team to troubleshoot, train, solve problems, transport, etc.
 - c. Cat Report
 - i. Louanne shared the current *WCDC Intake/Outcome Stats* report provided by Jessica Kosie.
 - ii. In May 2016, we took in 100 cats and kittens and completed 50 adoptions. beginning animal count was 206; ending count was 256; 30 spay/neuters were completed.
 - d. Board Manual, Responsibilities and Term Limits- Mary



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- i. Mary presented a draft of “West Coast Dog and Cat Rescue Application for Board of Directors”. The form was accepted with the modification to eliminate “Spouse” information.
 - ii. What should term limits be for Board members? Board Officers? Should these terms be renewable?
 - iii. Tarah Campi, Alix Morris and Mary agreed to poll other similar non-profits to see their term limits policy.
 - iv. They will report back in July as more discussion is needed.
- e. Planning for Your Pet’s Future- Mary
- i. Mary reported that the contract is done and the application is almost done.
 - ii. What should the fee be? Should it vary by age and health of the cat? When is it payable?
 - iii. The Board agreed that some research into what other groups do would be beneficial.
 - iv. Further discussion is needed.
- f. Post Adoption Follow- Up Form- Louanne
- i. Louanne presented a first draft of a form that will be included in the cat’s adoption folder.
 - ii. It will remind adopters that their cat may need boosters or first time vaccinations, and that they have a free vet visit to claim within 30 days.
 - iii. It also advises them that they will be contacted by WCDC by phone to follow up on the immunization process.
 - iv. This is a draft and will be revised.
- g. Update on Re-branding Survey for Stakeholders- Mary
- i. Stakeholders will be given a set of criteria for our new name, and asked to submit their ideas.
 - ii. Mary has contacted Tap Root for their advice.
4. New Business
- a. Financial Report- Rob (in absentia)
- i. Mary reported that we received a \$7000 grant from Petco Foundation last month, to be used for medical expenses.



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- ii. We also received a \$5000 grant from the Autzen Foundation, to be used for spay/neuter and foster care expenses.
 - iii. *WCDC Statement of Activity for May 2016*: Grants and Donations, \$15,060.82 ; Total Revenue, \$19,846.76 ; Expenditures: \$6,704.42, including \$2896 for veterinary bills ; Net Revenue \$13,142.34.
 - iv. *WCDC Statement of Financial Position for May 2016*: Total Assets, \$34,075.52 ; Total Liabilities and Equity, \$34,075.52.
- b. Volunteer Recognition Event and Volunteer of the Month- Rob (in absentia)
- i. The CATinental Breakfast will be hosted by WCDC in recognition of the work of all of its volunteers. Saturday July 16 at Alton Baker Park.
 - ii. The Board voted to choose Sarah Nyburg as Volunteer of the Month for June.
- c. Brentwood Apartments-Irene
- i. The Board agreed to support Irene in her efforts educate the residents of these apartments. STNR is no longer viable and does not manage the colony as it once did. (feeding and TNR).
 - ii. WCDC's role would be to teach residents about resources they can use to help them help the cats. The cats need food, water, and TNR at the very least. Resources such as Greenhill for TNR and Spay/Neuter, and sources for food donations are examples of resources. We would not assume the role of colony manager.
 - iii. Irene will continue to troubleshoot individual cat problems with residents when needed.
- d. Marketing Special Needs Cats- Lyllian
- i. Lyllian presented her "Marketing Plan for Special Needs Cats" packet. The goal of this project is to accelerate the adoption of our cats in foster who cannot go to cattery locations (elderly/frail, medical conditions, fearful/behavior concerns, etc.)
 - ii. To implement the plan, a team of people will be needed to take responsibility for specific tasks on a regular basis. At present, about eight people are involved, and there is a need for several more.
 - iii. Lyllian will contact Rob, who will then put out a call for volunteers to join this team.
- e. Petfinder Grant Application-Louanne



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- i. Louanne shared a copy of the grant application submitted to Petfinder Foundation by Julie Tanit.
- ii. This opportunity was presented to attendees of the Adoption Options conference that several members of WCDC attended in Portland.
- iii. Julie Tanit, asked for \$2000 to implement and later evaluate a distemper vaccine program for kittens.

5. Other Business

a. Calendar Report

- i. Tarah was not present but reminded the Board that there will be an adoption event July 30-31 at PetSmart on Chad Dr..
- ii. Sunday Streets event is planned and our table will be staffed on July 31, and again in late September.
- iii. Mary shared that she will present an overview of our work to the Eugene-Springfield Professionals Club and the Emerald Kiwanis this month.

b. Executive Session

- i. An executive session was held after the meeting was adjourned.

6. Meeting Adjourned at 7:16 p.m. - Motion to Adjourn: Louanne; Seconded: Irene Passed: Unanimous

Next meeting Sunday July 10, 2016 at 5:00 p.m., Cafe Yumm! on Franklin Boulevard in Eugene.

Respectfully Submitted,

Alix Morris, Secretary

West Coast Dog & Cat Rescue
Statement of Activity
June 2016

	Admin	Adoption	Foster	Fundraising	Grants	Total Grants	Medical	CATTastic Wkend	Spring Campaign	Total Special Events	Volunteer	TOTAL
Revenue												
Donations						0.00				0.00		0.00
Unrestricted		260.00		2,479.18	1,500.00	1,500.00		2,900.00	25.00	2,925.00		7,164.18
Total Donations	\$ 0.00	\$ 260.00	\$ 0.00	\$ 2,479.18	\$ 1,500.00	\$ 1,500.00	\$ 0.00	\$ 2,900.00	\$ 25.00	\$ 2,925.00	\$ 0.00	\$ 7,164.18
Fees-Adoption		4,145.00				0.00				0.00		4,145.00
Fees-Surrender		200.00				0.00				0.00		200.00
Misc Income	0.11			11.76		0.00				0.00		11.87
PayPal Income		200.00				0.00				0.00		200.00
Total Revenue	\$ 0.11	\$ 4,805.00	\$ 0.00	\$ 2,490.94	\$ 1,500.00	\$ 1,500.00	\$ 0.00	\$ 2,900.00	\$ 25.00	\$ 2,925.00	\$ 0.00	\$ 11,721.05
Gross Profit	\$ 0.11	\$ 4,805.00	\$ 0.00	\$ 2,490.94	\$ 1,500.00	\$ 1,500.00	\$ 0.00	\$ 2,900.00	\$ 25.00	\$ 2,925.00	\$ 0.00	\$ 11,721.05
Expenditures												
Advertising	40.00	950.00				0.00				0.00		990.00
Equipment						0.00		520.55		520.55		520.55
Food		55.65	167.80			0.00				0.00		223.45
Legal & Professional Fees	25.00					0.00				0.00		25.00
Medical Veterinary						0.00	7,109.82			0.00		7,109.82
Medicine						0.00	412.89			0.00		412.89
Office Expenses	102.00					0.00				0.00		102.00
PayPal Fees		53.82				0.00				0.00		53.82
Rent or Lease	25.00					0.00				0.00		25.00
Supplies	57.93	176.00	59.56			0.00				0.00		293.49
Telephone Service	10.28					0.00				0.00		10.28
Total Expenditures	\$ 260.21	\$ 1,235.47	\$ 227.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,522.71	\$ 520.55	\$ 0.00	\$ 520.55	\$ 0.00	\$ 9,766.30
Net Operating Revenue	-\$ 260.10	\$ 3,569.53	-\$ 227.36	\$ 2,490.94	\$ 1,500.00	\$ 1,500.00	-\$ 7,522.71	\$ 2,379.45	\$ 25.00	\$ 2,404.45	\$ 0.00	\$ 1,954.75
Other Expenditures												
Other Miscellaneous Expenditure						0.00				0.00	600.00	600.00
Total Other Expenditures	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 600.00	\$ 600.00
Net Other Revenue	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	-\$ 600.00	-\$ 600.00
Net Revenue	-\$ 260.10	\$ 3,569.53	-\$ 227.36	\$ 2,490.94	\$ 1,500.00	\$ 1,500.00	-\$ 7,522.71	\$ 2,379.45	\$ 25.00	\$ 2,404.45	-\$ 600.00	\$ 1,354.75

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Statement of Financial Position
As of July 9, 2016

	Total
ASSETS	
Current Assets	
Bank Accounts	
PayPal Bank	2,523.72
PCB Checking	28,403.08
PCB Savings	4,164.13
Total Bank Accounts	\$ 35,090.93
Other current assets	
Undeposited Funds	0.00
Total Other current assets	\$ 0.00
Total Current Assets	\$ 35,090.93
TOTAL ASSETS	\$ 35,090.93
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	24,561.64
Net Revenue	10,529.29
Total Equity	\$ 35,090.93
TOTAL LIABILITIES AND EQUITY	\$ 35,090.93

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