



West Coast Dog and Cat Rescue

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WCDC Board Meeting

Sunday, February 14, 2016

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

Present: President, Mary Sooh, Vice President and Treasurer, Rob McIntosh, Lyllian Breitenstein, Martha Scofield, Louanne Koch, Tarah Campi, Members.

Absent: Victoria Williams, Member.

Guests: Aven Wright-McIntosh

Meeting called to order at 5:04 pm.

1. Minutes from previous month and corrections- There were no corrections. Motion to Approve, Lyllian; Seconded, Louanne; Passed, Unanimous.

2. Old Business

a. Ringworm Policy Committee Report- Irene

- i. The committee met and examined many factors in treatment and prevention of ringworm, as well as implementation of policy. There are unanswered questions, such as should we require mandatory lime-sulfur dipping of every cat before it is released for adoption?
- ii. Committee is considering creating an intake form for health history, to be done on every cat as they enter program or are born. There would be an exit exam section on that form. Should every cat be given an exit exam before going up for adoption? Such a form would provide a place for documenting ringworm treatment when appropriate.
- iii. The ringworm committee is coordinating efforts with the foster, medical, and surrender committees to create a seamless plan from intake to adoption. They are meeting again next week to continue discussions.

b. Life 9 Cats at North- Rob

- i. Rob left another message for Life 9 and they have not gotten back to him yet.
- ii. Therefore, this discussion is tabled until Life 9 decides to pursue it.

c. Corvallis PetSmart- Tarah

- i. Tarah visited PetSmart-Corvallis and found that two rescue groups are working with them-Safe Haven and 4 Love of a Cat.

- ii. There are questions still: Is there already a volunteer program? Do the cats get exercise on a regular basis? Will they take FIV cats (we found out that they do not).
 - iii. Tarah will find out more and report back. We will then discuss again whether to offer our involvement.
 - d. Update Pets on Petfinder- Lyllian
 - i. Lyllian and Louanne agreed to meet in near future to discuss a plan to start promoting all of our cats on Petfinder. There are issues to resolve: how many volunteers will be necessary to recruit to support the endeavor (for example).
 - ii. Lyllian will inform Mary when to put this back on the agenda for discussion.
 - e. Core Paws Update- Lyllian
 - i. WCDC was accepted into Core Paws program. Lyllian submitted the bios of nine of our cats.
 - ii. Those cats are already up on the website and Facebook page of Core Paws.
 - iii. This will be an ongoing effort.
- 3. New Business
 - a. Financial Report- Rob
 - i. Rob presented the 2016 Budget proposal.
 - ii. The report details projected revenues from adoption fees, donations, fundraising events, grants, relinquish fees, and miscellaneous income.
 - iii. It also details projected expenses for 2016, including Administrative, Adoption Program, Community Fund, Feral and TNR, Foster Program, Fundraising and Events, Medical and Volunteer expenses.
 - iv. Total projected revenues: \$124, 500: Total projected expenses: \$124,500.
 - v. On the profit and loss statement, Rob noted that in January we took in \$6000 less than we spent.
 - vi. Referring to the Statement of Activity, Rob noted that both revenues and expenditures are now tracked by category.
 - b. Cat Foster and Adoption Report- Louanne and Jessica Kosie (not present)
 - i. Louanne reviewed the statistics gathered by Jessica Kosie, our WCDC volunteer and Best Friends liason.
 - ii. January 2016: 195 cats still in our care; 30 new arrivals; 34 left our care (30 adopted, one deceased); 15 spay/neuter.

- iii. The foster committee is coordinating efforts with the medical, ringworm, and surrender committees to create a seamless plan from intake to adoption.
 - iv. Such a plan will detail policies and procedures and give all coordinators consistent information for volunteers. This way, everyone will be on the same page.
 - v. Committee meets again next week to continue discussion.
- c. Volunteer Survey- Rob
- i. The survey is almost ready to be sent out. Plan is to get it to every volunteer, past and present, even potential. A preview will be sent to Board members to review before it is sent out.
 - ii. The primary goal of the survey is to gather data to create an accurate volunteer database.
 - iii. Four Amazon gift cards will be awarded in a drawing from returned surveys.
- d. Name Change Discussion- Mary
- i. Mary has sent materials to Board members to read by next month's meeting.
 - ii. Does our name reflect our current situation? Who are we? What do we believe? Members agreed that a name change should be considered. We need to look closely at the pros and cons.
 - iii. We need to find out what our constituents think about our name.
 - iv. Once the Board decides to move ahead with name change, we may need to hire a marketing firm to help us re-brand.
 - v. Discussion will be continued in March.
- e. Orientation Discussion- Mary
- i. The volunteer application states that new volunteers must attend an orientation. After a short discussion, it was decided to delete that phrase from the application.
 - ii. Should we create a separate orientation to ensure that new volunteers are familiar with our mission? Could this take the form of a video that volunteers could watch online?
 - iii. Mary will contact the University of Oregon journalism department with a request for their support.
- f. Brochure Change Discussion- Aven
- i. Current tri-fold brochure is out of date.
 - ii. Aven presented examples of rack cards (on cardstock, two- sided and in color).
 - iii. Initial cost analysis indicates that the rack card per unit is comparable in price to the tri-fold .

- iv. A draft rack card was presented to the Board and suggestions were made.
- g. Grants- Tarah and Mary
 - i. Grant application was submitted to Petco Foundation in February and response is awaited.
 - ii. Grants applications will be submitted in March to the following: Autzen, Chambers Family, and Baker Foundation
- h. H & R Block Fundraising- Mary
 - i. H & R Block has agreed to support us in fundraising.
 - ii. A flyer was created for WCDC volunteers to distribute to the public.
 - iii. When the client presents our flyer and completes the tax return process, H & R Block will donate \$20 to WCDC. There is no limit on the number of redemptions allowed.
 - iv. Mary stressed that we must all help to get the flyers out to the public. Flyers were distributed to attendees.
 - v. Taking back cats from adopters-EXECUTIVE SESSION

4. Other Business-None

Meeting Adjourned at 6:46 pm - Motion to Adjourn: Martha, Seconded: Irene, Passed: Unanimous.

Next meeting Sunday March13, 2016 at 5:00pm, Cafe Yumm! on Franklin Boulevard in Eugene.

Respectfully Submitted,
Alix Morris, Secretary

West Coast Dog & Cat Rescue

Bank Balances

	Bank	Quickbooks
Checking Account Balance		
01/01/2015 - Starting	\$ 27,336.65	\$ 20,398.14
01/31/2016 - Ending	\$ 23,937.27	\$ 13,781.98
Savings Account Balance		
01/01/2016 - Starting	\$ 4,163.50	\$ 4,163.50
01/31/2016 - Ending	\$ 4,163.61	\$ 4,163.61
As of Today		
2/14/2016 - Checking	\$ 16,497.78	\$ 13,796.98
2/14/2016 - Savings	\$ 4,163.61	\$ 4,163.61

West Coast Dog & Cat Rescue

Statement of Activity

January 2016

	Admin	Adoption	Community Fund	Foster	Fundraising	Medical	Special Events	Chip and Dip	PetSmart Nat Adopt Event	Total Special Events	Volunteer	TOTAL
Revenue												
Donations					2,382.25					0.00		2,382.25
Fees-Adoption		2,335.00								0.00		2,335.00
Total Revenue	\$ 0.00	\$ 2,335.00	\$ 0.00	\$ 0.00	\$ 2,382.25	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,717.25
Gross Profit	\$ 0.00	\$ 2,335.00	\$ 0.00	\$ 0.00	\$ 2,382.25	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,717.25
Expenditures												
Advertising		300.00							545.00	545.00		845.00
Insurance	981.00									0.00		981.00
Medical Veterinary			100.00			7,955.50				0.00		8,055.50
Medicine						429.25				0.00		429.25
Postage, Shipping, Delivery					19.60					0.00	10.38	29.98
Print/Photocopy					3.20					0.00	47.60	50.80
Rent or Lease	300.00							40.00		40.00		340.00
Supplies				26.68	22.98	2.00			24.95	24.95		76.61
Telephone Service	10.27									0.00		10.27
Total Expenditures	\$ 1,291.27	\$ 300.00	\$ 100.00	\$ 26.68	\$ 45.78	\$ 8,386.75	\$ 0.00	\$ 40.00	\$ 569.95	\$ 609.95	\$ 57.98	\$ 10,818.41
Net Operating Revenue	-\$ 1,291.27	\$ 2,035.00	-\$ 100.00	-\$ 26.68	\$ 2,336.47	-\$ 8,386.75	\$ 0.00	-\$ 40.00	-\$ 569.95	-\$ 609.95	-\$ 57.98	-\$ 6,101.16
Net Revenue	-\$ 1,291.27	\$ 2,035.00	-\$ 100.00	-\$ 26.68	\$ 2,336.47	-\$ 8,386.75	\$ 0.00	-\$ 40.00	-\$ 569.95	-\$ 609.95	-\$ 57.98	-\$ 6,101.16