

**Minutes of the Franklin County Humane Society Board
By Teleconference
March 26, 2020**

Board Members participating: Fred Deaton, Billie Dollins, Leslie Driskell, Matt Freire, Leo Haggerty, John Hibbard, Keeuna King, Sam Marcus, Jaime Rice, Ray Smith

Board Members not participating: Rodney Williams

Officers participating: Cheryl Broyles, Diana Taylor

Staff participating: Kerry Lowary

Volunteers participating: Bill Klier

The meeting convened by telephone at 5:20 p.m. President Marcus recorded the meeting.

President's Report (Sam Marcus)

- Report attached as part of record.
- On a motion by Leo Haggerty, seconded by Leslie Driskell, the minutes of the February 27, 2020, board meeting were approved.
- Three issues were approved by electronic voting since the February 27 meeting:
 - Provide paid leave for staff related to the virus and positive testing or exposure.
 - Adjust staff hours as necessary due to school closings and child-care issues and equalize pay to regular work hours.
 - Temporarily waive adoption fees to reduce current census.
- The estimated net loss in revenue per month, depending on the duration of the coronavirus crisis, is \$12,000, not including the loss of donations. The decline has not been evident so far, but FCHS has been ahead of budget this year compared to 2019. With a decline in donations, the monthly loss could be \$12,000 to \$15,000. Payment of some bills has been delayed.
- Treasurer Broyles reported that, as of this date, the FCHS bank balance is \$20,000; the county has communicated that its payment for services would arrive soon; that should be about \$14,500, giving FCHS \$34,000 in the bank at this point. The city's payment for services of \$16,250 is also expected to arrive soon. Income from New Leash on Life is down (the shop has been closed until further notice due to the crisis), but the FCHS balance in the bank is strong and, unless an unanticipated large expense arises, FCHS could possibly avoid using reserve funds for operations.
- Shelter Manager Lowary reported that donations for March are up about \$3,000 over the same period last year. That does not include the Celebrity Waiters' Dinner, the building fund, the All the Cats donation of \$12,000 and in-kind contributions.
- Treasurer Broyles reported on other accounts – more than \$1,000 is in the debit card account used for shelter purchases; a subaccount from raffle ticket sales has \$1,041; that will remain untouched until the raffle is concluded. There are three payroll dates in April; each is about \$10,000. No large bills are pending.
- President Marcus concluded that no other action is needed at this time but cash flow issues could develop in May or June requiring the board's attention. There is \$186,000 in the Myrna Mitchell (spay-neuter) account that could be an option if money is needed in a few months. Funds could be transferred from that account in no more than three days if needed.
- The FCHS advertising contract with the Frankfort State Journal expires in early May. The cost going forward would be the same amount annually and weekly, on average, with a larger ad available to FCHS on a quarterly basis. President Marcus wants to work in

some New Leash on Life ads and vary the advertising in a couple of other ways to avoid using generic copy. Sam Marcus, Mary Latek from the State Journal, Terri Sorrell and Kerry Lowary will work on that. On a motion by Fred Deaton, seconded by Leslie Driskell, the advertising contract was approved.

- The new shelter: Following the March 2 site meeting, the Franklin Fiscal Court met on March 16, in person and via videoconference, and approved \$800,000 support for the shelter with no in-kind work. A follow-up call with the consultants alleviated concerns about the drainage ditch and driveway, and FCHS is on track for the latest estimate that has been released. There were no follow-up questions or discussion.

Committee Reports

Shelter Manager's Report (Kerry Lowary)

- Report attached as part of record.
- Shelter stats attached as part of record.
- President Marcus praised Kerry Lowary for her outstanding job in dealing with the coronavirus crisis, staying on top of the situation from the beginning and being extremely pro-active.
- Kerry thanked the board members for their support.
- Guidance from the Animal Care and Control Association provided steps to follow to protect the staff. Cleaning happens every day and interaction with the public is extremely limited.
- The public is not allowed in the building at this point.
- Ten calls have come in during the last seven days from people who have found a dog; with one exception, staff was able to reunite the dog with its owner without bringing the dog to the shelter.
- Currently there are eight cats and 23 dogs at the shelter and several are being fostered; animals are scheduled to be picked up in the next few days. The shelter is getting requests for dog and cat food, and staff has talked to the local food pantry about this situation.
- Currently, shelter staff have all the supplies they need.
- A directive from the state has taken effect to stop all non-essential procedures, including spay and neuter. The progress made to date will still be helpful; there might be an uptick in the number of kittens, but staff will deal with it.
- The March TNR treated 37 cats; in addition, spay days for dogs were held in February.
- Donations have increased (see president's report). Medical issues will probably keep a couple of animals from being adopted. One phone call has been received about taking in an animal from someone who is quarantined. The only ways the shelter can take an animal are when no other family member can be found or the person has to be admitted to the hospital.
- Staff remains healthy; temperatures are taken every morning and night. Staff has been good about not interacting with the public and complying with the restrictions.
- Anyone wanting to provide lunch for the shelter staff can call Kerry to make arrangements.
- Based on the latest information, some grants should be available to help shelters cover operation expenses due to the anticipated decline in donations and revenue from waiting adoption fees. Some of this is still being developed and probably won't be available until April or May.
- FCHS is considered an essential business by emergency management officials, but staff will still be able to take care of the animals if the state issues stay-at-home orders.
- There has been minimal disruption thus far to staff attendance due to child care issues.

Volunteers (Jean Unglaub)

- Report attached as part of record.

TNR (Gae Broadwater)

- Report included as part of record.

Thrift Store (Terri Sorrel)

- Report attached as part of record.
- Prior to closure due to the coronavirus crisis, the sale of store items totaled \$9,795.38; regular donations totaled \$450.17; new building fund donations totaled \$387.79; and TNR donations totaled \$48.40.

Membership (Betsy Kennedy)

- Report included as part of record.

Trails for Tales (Jaime Rice)

- Report included as part of record.

Capital Campaign Committee (John Hibbard)

- The committee had been working on a brochure to distribute at the Celebrity Waiters' Dinner (postponed until October 3, 2020) and is now working on a handout or brochure to distribute generally. The consultants are assisting with this.
- The committee has met three times since the last board meeting and is to meet again on March 31.
- The main objective is to identify areas/audiences for fundraising -- small donors, mid-level donors, corporate donors and large donors -- to have a more structured approach with messaging targeted to specific audiences.
- Discussions are addressing the best way to distribute the message since the committee wants to act before the CWD in October. The current time line would be to have materials ready by June 1, distribute to supporters prior to and at the annual meeting to build support. The focus is on a rollout that occurs in the most efficient way possible to reach the most people in the best way.
- The expenditure of some money will be needed, but e-mailing to thousands of people is more economical than printing and mailing hard copies.

Nominating Committee (Fred Deaton)

- Report included as part of record.
- Three board members' terms will expire on June 30, 2020: John Hibbard, Jaime Rice and Ray Smith. John Hibbard and Ray Smith have agreed to serve another term; Jaime Rice has regrettably declined.
- The nomination committee will need to present a slate of three candidates for the April board meeting. This will include a replacement for Jamie Rice.
- One person has been recommended by a sitting board member for the vacant position. Additional nominations are welcome and should be submitted to Fred Deaton. He will bring a list to the April meeting along with a list of board members and the status of their terms.
- Under the current bylaws, the election of a new president will be required since there is a limit of four consecutive terms, which will have been served by the end of June.
- After a discussion, President Marcus said he would include any requests from board members regarding bylaw changes on the April meeting agenda. Members should send suggestions to Fred Deaton as chair of the nominating committee.

The meeting adjourned at 6:35 p.m.