

Hawk Creek Animal Shelter Minutes

October 13th 2016

5:30pm Conference Room A, Litchfield MN

Members present: Trish Appeldorn, Vice Chair, Melanie Garberich, Treasurer, Jim Butterfield, John Koch, Beth Oberg, Tracey Besser, and Kelly Nelson-Dahlke

Trish called the meeting to order at 5:35pm.

Agenda: Jim made a motion to approve the agenda, Beth seconded. Motion carried.

Minutes: Jim made a motion to approve the minutes from the September 6th 2016 meeting. Kelly seconded. Motion carried.

Financials: Melanie went through the financials from January-September. The Volunteer Coordinator position grant was deposited in 2015 so it was not showing up on the 2016 financials. There was a discussion on what to do with the financial report. Jim made a motion to leave the money where it is at, Kelly seconded. Motion carried.

Office 365 for Non Profit: Trish stated that she had talked to Noe regarding Office 365, she also told the board that currently the only backup is on Bobbie's computer. Noe recommended the shelter get a monthly membership to Office 365 which would cost the board \$2.00 a month and give access to all the most recent office programs through Microsoft. Trish made a motion for the shelter to move forward and have Noe install Office 365, Melanie seconded. Motion carried.

Directors Report: Bobbie stated that they had volunteers in Litchfield with some dogs/cats up for adoption and next Wednesday, October 19th they will be at Ladies Night at Runnings. There was a dog reunited with their owner today, after being missing for 1 year because of the microchip. Bobbie had a conversation with the sheriff's office and the police department regarding dogs hit by cars, she asked the departments to contact the humane society so they can try to get the animals that are deceased back to their owners. From October 13th-31st black and orange cats are only \$13.00 for adoption. Bobbie stated she received a call from someone with 2 day old kittens that wanted the shelter to take them in, Bobbie told the individual that they did not have 24 hour staff to feed the kittens and they could not take them. The caller was upset about the fact there wasn't staff at the shelter 24/7. Jim made a motion that we do not hire staff to man the shelter for 24 hours a day, Beth seconded. Motion carried.

Review of board policy: Trish stated that the board of directors that have 3 unexcused absences from the monthly board meetings can be replaced on the board. The board decided to discuss this at the annual meeting.

Jim made a motion to adjourn, Melanie seconded. Motion carried.

Next meeting November 10th 2016 at the Willmar Public Library.