Claresholm Animal Rescue Society

Board Minutes-Society

October 19, 2017

Attendees: Lorraine Norgard, Joyce Zwick, Rita Hahn, Sylvia Giroux, Tina Rittinger, Shelley Ford , Judy Lelek, Shauna Allen

Guests: Chrystel Hutka, Diane Lockhart, Crystal Kennard, Kathy Lyster, Doreen Van Langen

1. Meeting called to order at 7:15 p.m.
2. **Motion** by Shelley Ford, seconded by Tina Judy Lelek, that the amended Agenda be approved. **Passed.**
3. Minutes- **Motion** by Joyce Zwick,seconded by Tina Rittinger, that the Minutes of the September 2, 2017 Minutes be approved. **Passed.**

4. Old Business

1. Revised Surrender Policy-**Motion** by Joyce Zwick, seconded by Sylvia Giroux, that the revised Surrender Policy be adopted. **Passed.**
2. Raise the Woof- a heartfelt **congratulations** to Diane Lockhart and Barb Hinkle for a job well done!!!! **Action** The committee will meet to make recommendations for the next one, and how often. A copy will be forwarded to the Secretary.
3. Dog Trainer-Melissa met with 7 volunteers October 13th to work with Reggie
   1. Has drop in training session Thursday nights @7:00 p.m.
   2. 2 free sessions to anyone adopting shelter animals
   3. Reggie has special treats
   4. Will continue to work with Reggie
4. Camera-still waiting on Dylan & electrician
5. Window/door stickers-**Motion** by Joyce Zwick, seconded by Judy Lelek, that we order 200 of the solid red stickers @ $1.50 each. **Action** Lorraine to order from Local Press
6. New Business
7. Distribution of approved Minutes-**Action** general discussion felt they should be put on Website, back one year. A copy to be placed at shelter, and a copy mailed to any Board Member without email. Secretary to provide copies to Tina Rittinger.
8. Foster homes-general application, plus waiver for each animal taken.
9. Lease Agreement & Facility Holding Agreement-**Action** Lorraine to advise Marion at Town Office, we will be renewing agreements, but will ask for a few changes. Board to meet at 6:00 p.m. November 16th, to discuss changes we would like made, before going to Council
10. Bylaws-**Action** any changes to bylaws are to be brought to January meeting, a draft will be written for the February Meeting, and final approval, before going to Annual General Meeting, be done at the March Meeting.
11. Policies-Lorraine has these on a flash drive **Action** Lorraine to email documents to the Personnel Committee, Shelley Ford and Joyce Zwick, who will then begin review.
12. Christmas Meeting-to be held at the Golf Course, dutch treat, **Action** Judy Lelek to organize. Joyce Zwick to email details to all members, with RSVP to Judy. **Action** Secretary to publish updated membership list
13. Town Representative- Shelley Ford was thanked by the Board for her contributions, and as a paid member, look forward to her continued involvement with the Society. A new Town Representative will be announced after they are sworn in October 23rd. **Action** Lorraine to advise Secretary when she hears word.
14. Signage-permanent sign to be put in window to replace current one that needs to be turned over twice a day. Wood sign on fence to be updated. **Action** Joyce Zwick has agreed to handle this.
15. Feeding-shelter volunteers reminded little dishes are for food, large for water.
16. Human food-must not be left out-cats are getting into it
17. Treasurer’s Report-still being sorted out
18. Raise the Woof-estimated gross revenue-$16,180, gross expenses $4,641. Net profit estimated $11,539.
19. Committee reports
20. Personnel Committee-Report distributed-staff meeting held October 26th. To be held on quarterly basis-next one January 18th 6:30 p.m. One customer complaint received & successfully dealt with. Next steps-begin rewrite of job descriptions & policies
21. Time Sheets-
    1. spread sheet in place. **Action** All volunteers are asked to do their best efforts to record time put in. Will help when applying for Grants.
    2. CIP Grant to be applied for, for feral cats-Shelley Ford and Joyce Zwick to work on application for December 15th deadline.
22. Adoption Committee-
    1. 2 cats & 1 dog approved.
    2. They are now meeting as needed
    3. Adoptions are not considered until animal is ready.
23. Shelter Report-September 21, 2017-October 19, 2017

Total Volunteer Hours 540.2

Total Volunteers 25

Cats in Shelter 46

Dogs in Shelter 1

Cats at PetSmart- Okotoks 1

Lethbridge 1

Cats in Foster 6

New Cats in 8

New Dogs in 3 (2 claimed by owners)

Guinea Pig 1

Cats adopted 3

Dogs adopted 1

Guinea Pig 1

1. Next Meeting-all at 7:15 p.m. Claresholm Public Library

Thursday, November 16, 2017 Board only at 6:00 p.m.

Thursday, December 14, 2017 Christmas Party Golf Course

Thursday, January 18, 2018

Thursday, February 15, 2018

Thursday, March 15, 2018

Thursday, April 5, 2018 Annual General Meeting

**Motion** **to** Adjourn at 8:55 p.m. by Joyce Zwick, seconded by Tina Rittinger.

October 21, 2017