

MINUTES OF THE REGULAR MONTHLY BOARD MEETING OF THE  
HUMANE SOCIETY OF STANISLAUS COUNTY  
HELD MARCH 8, 2020  
CONFERENCE CALL

The Regular monthly Board of Directors meeting was called to order at 4:56 p.m. by President Smith and was held via virtual conference. DIAL IN #: 1-929-249-4598  
PIN: 152 030 412 # - URL: <https://meet.google.com/wgm-yxga-ubo>.

ROLL CALL: President Smith, Treasurer Helton, and Secretary Moore. Also present were General Admin Growth Team Co-Chairs Tate and Hurban, Animal Health GTC Renee Rhoy, and Marketing GTC Tasha Stanion.

**Past Agenda Items Status**

President Smith reported:

Volunteer Handbook - On-going review and revision

HSSC Website - Mission Statement moved to the beginning, \$20 donor animal still needs to be changed and links need to be updated and she will work on this

Facebook Volunteer Pages - need updating

Downgrading Better Impact - Still in process as scheduling a meeting with BI has been difficult due to BOD's limited availability at this time.

**Moving BOD meeting to 2nd Sunday of Month**

The regular Board of Directors meetings will be moved from the first Sunday to the second Sunday of the month at the same time.

**Sharon Dressler GTC**

President Smith announced the Board had approved the appointment of Sharon Dressler as Co-Chair of the Animal Health Team.

**Updating of Secretary of State Status - Statement of Information**

The Treasurer stated that HSSC files their Statement of Information on odd numbered years between May 1 and September 30. Normally this falls under the purview of the Secretary, but this year the Treasurer stated that she will complete this task, with the understanding that in future years this task will be completed by the Secretary. The Statement of Information has to do with keeping the nonprofit's mailing address and officer information up to date. If this occurs during a non-reporting period, the information can be updated online for a \$5 charge. Due to the change in officer, HSSC's updated filing was filed today.

As of today's date, our checking account balance is \$5,324.24 and PayPal \$832.43, for a total of \$6,156.67. A deposit of approximately \$500 is being prepared for deposit this week while

expenses of \$505 were just incurred for the purchase of the 100 microchips for the LoveModesto event.

### **Policy and format to turn in receipts electronically to Treasurer**

Receipts will now be turned in to the Treasurer in PDF format via [officer@humanesocietystanislus.org](mailto:officer@humanesocietystanislus.org). The subject line of the email and the file name shall be the same. The format is to be Year, Month, Date, Name of Vendor and Amount. The body of the email should contain specific details detailing the charge. Each receipt should be scanned separately.

### **Update on Receipt Audit**

The President summarized the information contained in the powerpoint presentation which has been attached in its entirety and made a part of these minutes. Responses received from Tamra Helton, Melinda Brown, Valerie Handley and Amy Smith. No responses were submitted to date by Becky Medcalf, Steffy Jensen and Leslie Thompson.

This matter has been discussed at great length by the BOD. In order to move forward with the reorganizing and unifying of HSSC and to file the HSSC 2019 income taxes within the granted time extension, no further action will be taken. A letter is being prepared by the Board of Directors to advise the membership of the serious nature of this matter.

### **Storage Update**

At the end of February, the contents of the current storage unit of 10 x 20-foot have been moved to a 20 x 30-foot unit. All HSSC items are now contained in the new unit with a preliminary organization performed. The Treasurer noted that the vaccines and syringes are still stored at her home. This was a unanimous decision by the BOD, as needles and temperature-controlled vaccines are not appropriate to be stored at the storage unit. Further organization will be conducted.

### **Status of GoDaddy email account migration**

The Treasurer reported all GoDaddy emails have now been moved over to G Suite and there will be no further billings for email accounts. GoDaddy will continue to be the host for our web domain.

### **Setting of SMART Goals to refine our vision and mission and how we are going to reach them, by BOD and GTCs before next BOD meeting**

President Smith spoke to SMART Goals and their purpose to refine our vision and mission; and how we are going to reach them. She will be emailing worksheets with instructions to the BOD and GTC's to fill out with their ideas and return for discussion by the April 12, 2020, BOD meeting.

### **Pulling of Animals and Kitten Season**

The criteria for pulling animals at the current time is this will not take place until Intake and Foster GTC's are in place. After this, we will work with SASA to develop a program to foster

their animals and promote adoption through SASA with a written MOU in place prior to fostering for SASA.

Continued efforts to promote these and all open GTC positions is encouraged by having interested individuals submit applications to HSSC officer email.

### **Donations**

The Treasurer spoke about donations to other nonprofits, wherein HSSC must write down an estimated value to be recorded on the books and should not be over \$500 at one time.

When HSSC receives donations from others, the donor must provide an estimated value to be recorded on the books.

HSSC must determine how in-kind donation and donations to other nonprofits will be valued by creating policy on the intake of in-kind donations and creating checklists to ensure these are in line with our Mission Statement.

HSSC should also create Duplicate Moneyart Donation and In-Kind Forms for all incoming donations (there is no exchange of goods or services) and also forms to use when items are donated to HSSC with the donor's perceived value written down.

### **GTC Updates**

General Admin -GTC Tate stated a log will be created at storage for any items checked out and should be marked returned. She also advised GTC Hurban will be taking over responsibility for ASM for the time being. End of the month numbers have been submitted and flyers have been created to solicit memberships. Additionally, a new volunteer has joined their team to monitor the information email and telephone line.

Marketing - GTC Stanion reported \$174 had been raised at the Mt. Mike's Pizza fundraiser. There has been a marked increase in interest on our social media accounts. Approximately \$400 has been raised towards the goal of \$700 for LoveModesto.

Animal Health - GTC Rhoys asked the status of forms for LoveModesto and CIP. Ms. Tate will look through storage next visit to find all the forms and paperwork previously used for CIP. She will work with the Treasurer to make sure forms are available. CIP will begin April 26, 2020. She has finished the draft of the revisions to the cat foster manual except for the Table of Contents and will email to the officer so that others can review and make changes.

### **Public comment on any item not contained on the agenda. Limited to 5 minutes**

No one addressed the Board.

With nothing further to come before the Board, President Smith adjourned the meeting at 5:47 p.m. to the next regularly scheduled meeting of the HSSC Board of Directors to be held April 12, 2020 at 4:30 p.m.

DATED: March 8, 2020

CHRIS MOORE  
SECRETARY

to Welcome



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**HUMANE SOCIETY**

STANISLAUS COUNTY

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*Building a Community with Compassion*

Board of Directors Monthly Meeting  
March 8, 2020

# Meeting Ground Rules

- Be respectful
- Mute your phone or microphone when not speaking.
- Do not interrupt a speaker; save your comments until she is done speaking.
- When speaking, introduce yourself for the record, be clear, and be concise.
- We want everyone to be able to speak who wishes to, so please stay on topic and be brief.
- The BOD welcomes feedback, so please email your comments to [officer@humanesocietystanislaus.org](mailto:officer@humanesocietystanislaus.org)

# Agenda

- Past Agenda Items Status
- Moving BOD meeting to 2nd Sunday of Month
- Sharon Dressler GTC
- Updating of Secretary of State Status - Statement of Information
- Policy and format to turn in receipts electronically to Treasurer
- Update on Receipt Audit
- Storage Update
- Status of GoDaddy email account migration
- Setting of SMART Goals to refine our vision and mission
- Pulling of Animals and Kitten Season
- Donations
  - Donations to Other Non Profit - HSSC must write down an estimated value for it to be recorded on the books
  - Donations from Others - HSSC must request an get an estimated value for it to be recorded on the books
  - Determine how In-Kind Donation and Donations to other NonProfits will be valued
    - Create Policy on intake of in-kind donations
    - Checklist to ensure these are inline with Mission Statement
  - Create Duplicate Monetary Donation Forms for us at all incoming donations (there is no exchange of goods or services)
  - Create Duplicate In Kind Donation form for use when items are donated to HSSC, must have donors perceived value
- Public comment on any item not contained on the agenda. Limited to 5 minutes



# Past Agenda Items Status

- Volunteer Handbook
  - Ongoing Review & Revision
- HSSC Website
  - Mission Statement is on home page
  - \$20 donor animal needs to be changed
  - Links need to be updated
- Facebook Volunteer Pages
  - Still need updating
- Downgrading Better Impact
  - Still in process as scheduling a meeting with BI has been difficult due to BODs limited availability at this time.

# BOD Meeting Moving to



Sharon Dressler

Animal Health GTC  
Co-Chair



# Updating of Secretary of State Status (SOS)- Statement of Information (SOI)



- Typically the HSSC filing is due:
  - Every ODD-NUMBERED year between 5/1 - 9/30
  - There is a \$25 associated with the filing which can be done online
  - If it is not filed within the above period, the state can access up to a \$250 fine plus interest
- It is a state requirement that each business keep their Officer and mailing information up to date
  - When there is a change in mailing address or in the BOD officer positions of either President, Secretary, or Treasurer an update SOI must be completed
  - When there is an update between the filing periods it is \$5 which can be done online
- It is the responsibility of the Treasurer to ensure the SOI is always up to date

# Account Balances

- Checking: \$5,324.24
  - PayPal: \$832.43
  - Total: \$6,156.67
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- Preparing deposit for this week
  - Charges of around \$505.00 pending

# Policy and format to turn in receipts electronically to Treasurer

- Receipts will be submitted to Treasurer in a timely manner
- Receipts will be scanned via Adobe Scan app and emailed to officer@ in PDF format
- Receipts will come in via email in the following format:
  - Subject Line
    - Date - Year, Month, Day
    - Name of Vendor
    - Amount
    - *Example: 2020 05 11 Darrell's Storage \$150.25*
  - Body:
    - Explain in detail what the charge was for
    - *Example: Storage Rent for 1 Month*

# Update on Receipt Audit

- Responses have been received from
  - Tamra Helton
  - Melinda Browne
  - Valerie Handley
  - Amy Smith
- Responses have not been received from
  - Becky Medcalf
  - Steffy Jensen
  - Leslie Thompson

The current BOD has given serious consideration to this lack of response. It is the decision of the board to bring this information to the membership noting our extreme distress. In order to file our 2019 income taxes within the granted extension and move forward with the very important task of reorganizing and unifying HSSC, the BOD has decided to not pursue further action.

Per the bylaws and GAAP financial reporting, it will be noted on the bottom of the financials the names of the BOD's who did not turn in their receipts along with the amount in missing receipts and noting that these receipts were categorized to the best of our ability.

# Storage Update



- Former space was 10x20
- New space is 20x30
  - All HSSC items are now in storage
  - Rough Organization has happened
  - Further Organization will be ongoing



# Status of GoDaddy email account migration

- All email accounts have been moved over to G Suite
- There will be no future billing from GoDaddy for email accounts
- GoDaddy will continue to be the host of our web domain

# SMART Goals

- Setting of SMART Goals to refine our vision and mission
  - How we are going to reach them?
  - To be completed by BOD and GTCs before next BOD meeting in April
  - The president will email the instructions to the BOD and GTCs by Wednesday, March 11 @ 8pm

# Pulling of Animals and Kitten Season

- While HSSC has no Intake and no Foster GTC's, we will not pull any animals.
- Once we have an Intake and a Foster GTC, we will be working with SASA to setup a program to foster animals for SASA and promote them being adopted through SASA
- HSSC will not foster for SASA without an MOU in place
- If anyone is interested in being an Intake or Foster GTC, please notify the BOD via email at officer@

# Donations

- **Donations to Other Nonprofits**

- HSSC must write down an estimated value for it to be recorded on the books

- **Donations from Others**

- HSSC must request and obtain an estimated value for it to be recorded on the books

- Determine how In-Kind Donation and Donations to other NonProfits will be valued
  - Create Policy on intake of in-kind donations
  - Checklist to ensure these are inline with Mission Statement

- Create Duplicate Monetary Donation Forms for use of all incoming donations, must be present at all events (When there is no exchange of goods or services)

- Create Duplicate In-Kind Donation form for use when items are donated to HSSC; must have donor's perceived value, must be present at all events

- There is nothing we can do about past donations given by HSSC or received by HSSC nor can these be recorded in the books, this will be for all donations moving forward



# THANK YOU!



*Volunteers are the heart of animal rescue*