

# BLUE MOUNTAIN HUMAN ASSOCIATION (BMHA)

## JANUARY BOARD MEETING MINUTES: January 8, 2024

Call to Order:            By: Brianna Troutman at: 7:03 p.m. -Meeting held via  
ZOOM

President

V.P./Treasurer

- **Introductions: Board and all members present** –President Brianna Troutman, Secretary Lisa Hayes, Treasurer Leslie Hasse, Jennifer Hampton, Lani Jones, Connie Voelz, Bob Lee
- **Review minutes:** Motion to approve Board Meeting Minutes taken by Lisa Hayes from 12/14/2023 “as submitted”
  - By Connie Voelz, Seconded by Bob Lee
  - Discussion – No discussion, motion carried
- **Treasurer’s Report:** No Treasurer Report.
  - Hasse met with Kim but only went over payroll. Hasse is not authorized on the bank account yet, still need the President’s signature on the minutes. Troutman said she was not able to get to Banner Bank today but promises to go first thing tomorrow.
  - Hasse said that the employees would like direct deposit but we will need to update our Basic Business Checking account to a Complete Business Checking Account. To avoid fees for this type of checking account we would be required to keep a minimum \$5000 balance and \$10,000 average balance, up to 275 items processed per month and up to 10 ACH transactions. Hasse said she would check into seeing if we could get any fees waived if charged for being a non-profit. Hasse also spoke to our accountant and she is on board for direct deposit as well. It would require less back and forth and expedite the payroll process.
  - Hasse had a lock installed on filing cabinet for confidential records, she has this key and is in possession of the BMHA mailbox key, a building key, and an office key.
  - Hasse met with the County Assessor and confirmed that the land at the animal shelter is vested in BMHA but the main building is vested with Union County. Voelz verified that this information is true and that she has a copy of the 99 year lease between Union County and BMHA. Connie will provide a copy for our records. Hasse also found out that BMHA applied

for tax exempt status for the land in 2006.

- **Old Business:**
  - ***Past Board Meeting Minutes***
    - Hansen sent a text message to Troutman stating that she is unable to find the past meeting minutes at this time. Hayes asked Troutman to send her a copy of that text message to include in our records.
    - Jones has started to send Hayes copies of the Board Meeting Minutes from when she was secretary. So far minutes from 9/13/2022 and 10/13/2022 have been received.
  - ***Slack App***
    - Jones stated that daily business for BMHA between the staff and the staff and the board goes through this app. Jones doesn't have the credentials to modify the old group so she has created a new one and will send an invite to everyone. Look for an invite from Jones in your email.
  - ***New Board Members Access to BMHA Board email***
    - Jones is going to contact former board member Mary for information regarding how to give new board members access to see [board@bmhumane.org](mailto:board@bmhumane.org) email and how to remove access for old board members.
  - ***Domain Website Platform Update***
    - Elimantor has been fixed. We are able to update all aspects of our website now.
    - Patty created our current forms using Wordpress and is willing to continue to help update the website.
    - Hayes will upload the approved board meeting minutes to the website and ensure the board member names are up to date.
- **New Business:**
  - ***Change current Basic Business Checking Account to Complete Business Checking Account and have Direct Deposit*** (as stated in Treasurer Report)
    - Hayes made the motion to update from the Basic Business Checking to the Complete Business Checking and add Direct Deposit for our employee. Hasse seconded the motion. Discussion was had during the Treasurer's Report. **MOTION CARRIES.**
  - ***Request from City of Elgin for Possible Contract with BMHA***
    - Jones returned call to Elgin Mayor James Johnson regarding his inquiry about entering into a contract with BMHA to hold stray dogs and cats from the City of Elgin. Jones stated that the city will be having an upcoming work session and asked if Jones would be willing to come for information gathering. Jones stated yes but the

discussion will only be about stray dogs not cats because there is a legal ordinance regarding dogs but not for cats. Jones extended the invitation to all the board members. Voelz indicated she would be interested in attending. **Jones will share meeting invite.**

- **Office Space at the Shelter/Employee Break Room**
  - Hasse and Hayes proposed to relocate the Animal Control Office to the current Board/Shelter Office and relocate the Board/Shelter Office to the empty room up front (yellow room) and give the employees back their breakroom and bathroom. This is all consistent with the original floor plan. Discussion was had whether we were required contract to keep the Animal Control Office where it is and Jones stated that we were only required to provide them an office. Hampton and Voelz both stated that they would like a tour to see what offices we were referring to. A tour with Elizabeth at the shelter is set for 3:15 pm on Friday, January 12<sup>th</sup>. Jones will discuss with Animal Control.
- **Maintenance List Provided by Shelter Staff/what has been done/needs to be done**
  - Hasse discussed the deffered maintenance list she was provided by the shelter staff leads as items they have requested be addressed in the past. Hasse read off some of the items and Hayes sent the maintenance list items to the board via text during the meeting. Hasse stated that her husband Joel and Pete Caldwell offered to tackle this list. They are both retired and do handyman type work in their retirement years. They will purchase the necessary items and submit them for reimbursement from the shelter. They will keep track of their time for payment and ultimately donate that pay back to the shelter. There was a lot of discussion and a request from Troutman to defer this to the next board meeting. Hayes requested that we address these issues now as the next meeting is a month away and we can't keep deferring these items. More discussion was had and **it was approved to move forward with the having Joel Hasse and Pete Caldwell work on the maintenance list that was provided by the shelter staff (see attached.)**
  - Hasse purchased two new carbon monoxide/smoke detectors and installed them. There were 6 outdated (25 years old) smoke detectors with no batteries. It was discussed to ask the Fire Marshal to come to the shelter to tell us how many carbon monoxide/smoke detectors we were required to have. Hayes offered to handle this. Hasse asked for reimbursement for the 2 detectors she purchased totaling \$99.98. **It was unanimously approved to reimburse Hasse the sum of \$99.98.**
- **Purchasing Power for Elizabeth**
  - Hayes discussed the need for Elizabeth to have some purchasing power for day to day items that are needed to run the animal

shelter. Lots of discussion was had regarding what this would entail and what a spending limit would be for her. After discussion Voelz made a motion that Elizabeth would be allowed to make purchases for the Animal Shelter day to day operations without requiring board approval for up to \$500 per month. Hayes seconded the motion.

**MOTION CARRIED.** Hasse will inquire at the bank about getting Elizabeth a debit card.

- **Shelter Cameras**
  - No one knows the password to the Night Owl cameras. After some discussion it was decided that **Jones would reach out to the past board President regarding the password.**
- **Box of Computers/Printers**
  - Hasse reported that there were 4 laptops and 1 IPAD in the office that are bad and need to be discarded. They were already wiped and can be disposed of.
  - Hasse reported that there was 1 dell laptop that just needed a new battery so that was ordered.
  - Hasse found a hard drive and hooked it up to the desk top computer that was in the office. She was able to get both running.
  - Hasse reported that the two printers in the office are in need of new cartridge and/or toner to get them working. Lee suggested we research remanufactured toners to save money.
  - Lee is willing to donate a desk top computer that works great and is fast.
- **Setting up of fund accounts for specific donation types: vet bills, adoptions, etc.**
  - Hayes discussed the need to create separate line items for donations that are ear marked for veterinary bills, transient dog fees, and adoptions. These funds would be held in the general fund but are tracked separately as line items for accounting purposes. The Treasurer would include the budget amounts of these line items in her Treasurer's report. Jones discussed the need to update our Paypal regarding donations to know if the donator wants them ear marked for a specific purpose. Hayes made the motion to create the three line items as stated above and Jones seconded it. **MOTION CARRIED.**
- **Pet Sense issues**
  - Lee gave a brief history on the issue between Pet Sense and BMHA. He stated they are slandering BMHA to the general public. Troutman stated they used to be our biggest donator but have termed their contract with us. Lee would like to address this at our next meeting as we need to try to repair this relationship. **TABLED UNTIL NEXT MEETING**
- **Thank you cards**

- Voelz offered to assist Teresa with sending thank you cards and emails to those who donate. **Hasse will have Elizabeth provide Voelz with Teresa's contact information.**
- **Committee to review/update Employee Handbook**
  - After some discussion, this was **TABLED THIS ITEM UNTIL LATER DATE**
- **Committee to review/update By-Laws**
  - After some discussion regarding the history the By-Laws a committee was set up to review the current By-Laws and make recommendations for updates to them. Committee updates will be reported out at regular board meetings. **The committee will consist of:**
    - **Connie Voelz, Bob Lee, and Jennifer Hampton**
- **Good of the Order:**
  - **Update Insurance Policy- TABLED TO NEXT BOARD MEETING**
  - **Name Change**
    - Troutman and Jones discussed the issue of having our name so close to Blue Mountain Humane Society and how that has impacted donations and even adoption payments. **TABLED UNTIL A LATER DATE.**
  - **Jones board status**
    - Jones discussed her desire to keep her resignation as the Vice President but remain on the Board as an At Large Board Member. Voelz made the motion to move Jones to an At Large Board Position and remain a signer on the bank account and Hayes seconded it. **MOTION CARRIED.**
  - **Need to fill Vice-President role on Board. Hayes will ADD TO NEXT AGENDA.**
  - **Need for a nice table and chairs for Employee Break Room** that can double as a space for us to have board meetings.
  - **See Attached text chain giving Hayes permission to sign for DMV registration renewal on behalf of BMHA.**
  - Hayes will be in Phoenix Arizona during the next board meeting but is willing to be available on Zoom or on the phone for the meeting. If this isn't acceptable then someone will need to take the minutes.

**NEXT MEETING IS MONDAY, FEBRUARY 12<sup>TH</sup> AT 7:00 PM AT THE ANIMAL SHELTER**

Meeting adjourned at: 9:19 p.m.