

BLUE MOUNTAIN HUMAN ASSOCIATION (BMHA)

JANUARY BOARD MEETING MINUTES: February 12, 2024

Call to Order: By: Lisa Hayes at: 7:05 p.m. -Meeting held via ZOOM
and in person.

President

V.P./Treasurer

Secretary

- **Introductions: Board and all members present** –Secretary Lisa Hayes, Treasurer Leslie Hasse, Jennifer Hampton, Lani Jones, Connie Voelz, Bob Lee
- **Chairman Pro Tem Election for this meeting:** Lee motioned for Lani Jones to be Chairman Pro Tem for this meeting. Hayes seconded motion. **MOTION CARRIED UNANIMOUSLY**

- **Review minutes:** Jones called for a Motion to approve Board Meeting Minutes taken by Lisa Hayes from 1/8/2024 “as submitted”

- Lee Motioned “not to approve minutes in present form”
- There was no second for this motion
- Discussion was had
- Hasse made a Motion “to approve the 1/8/024 minutes as submitted”
- Voelz seconded Motion
- Discussion – No further discussion, **MOTION CARRIED UNANIMOUSLY**

Jones called for a Motion to approve the Special/Executive Session Board Meeting Minutes taken by Hayes from 1/22/2024 “as submitted”

- Lee Motioned to “not to approve minutes”
- There was no second for this motion
- Discussion was had
- Voelz made a Motion “to approve the 1/22/2024 minutes as submitted as Executive Session”
- Hasse seconded Motion
- Discussion- No further discussion, **MOTION CARRIED with one abstaining**

- **Treasurer’s Report:**

- Hasse reviewed 2023 Profit/Loss Statement that was submitted with Agenda. In 2023 BMHA had \$130,000 income and \$109,000 in expenses. This does not include the cat account and the money market account
- Hasse has put protections into place to have two sets of eyes on the books to help prevent fraud.
- Hasse has our books set up in WAVE and it allows for “assistants” to be able to look at the books at anytime.
- Hasse has signed an OATH as Treasurer (included in agenda items), promises to have an up to date financial report for all meetings, and to have the books for open for inspection at anytime.
- Hasse shared that our liability insurance was over \$4000 in 2023 and she just received the bill for 2024 for \$5888.
 - Hasse Motioned to shop around for quotes for our liability insurance
 - Lee Seconded Motion
 - Discussion was had – **MOTION PASSED UNANIMOUSLY**
- Hasse reviewed bills that had been paid and donation receipts that had been issued for items donated.
- Hasse addressed the phone bill and high cost of it and proposed something like magic jack. Jones agreed that it is time to explore a more cost effective phone line.
- Hasse thanked Hampton for taking on the responsibility of entering Caldwell’s volunteer time into Cybergrants.
- Hasse addressed the \$4000 bill from 2022 from Travis Burling for the boiler work he did for previous board. Burling believes he is still owed this money. Lots of discussion was had about this issue.
 - Hasse made a Motion “to pay the bill in full”
 - Voelz seconded the Motion
 - Vote was taken- 3 in favor, 2 opposed- **MOTION PASSED**
- **Committee Updates:**
 - **By-Laws:** Voelz gave update. Lee has removed himself from this committee. Voelz emailed the proposed updates to the By-Laws and asked that the Board provide comments prior to the next board meeting with hopes to bring forth and review at the March 11th meeting.
 - **Thank You Cards:** Voelz gave the update that Teresa buys the cards, gets the stamps from us and is enthusiastic about continuing to do this. She sent 25 in 2023 and so far 12 in 2024. She doesn’t do the email thank you. Voelz said she is willing to do these.
 - **Grants:** Hampton gave an update on what she needs to be able to apply for the grants: volunteer hrs, W-9, Determination Letter, Insurance Policy, dog/cat information, etc. Wildhorse Grant is

project focused so we need ideas on projects and that it is big on safety projects. (feral cats, front gate, new door were suggested). Wal-Mart grant was also discussed and that our local Wal-Mart encouraged us to apply.

- **Old Business:**

- ***Past Board Meeting Minutes***

Hayes received past unapproved minutes from Hansen. Review of and discussion about was had.

- Lee made a Motion “to call these notes and to keep in a secure place at BMHA”
- Voelz seconded the Motion
- **MOTION PASSED UNANIMOUSLY.** Hayes will put original notes in a sealed folder marked Confidential.

- ***Slack App***

- Jones stated that daily business for BMHA between the staff and the staff and the board goes through this app. Jones created a new group, only Lee expressed interest in joining the Slack chain.

- **New Board Members Access to BMHA Board email**

- It was determined that since Hasse has been in contact with Mary Horn who is our tech volunteer, she will reach out to Horn to get everyone access to board@bmhumane.org email.

- **Account Credentials-** Jones reminded everyone that all passwords are kept **on the Google Docs Spreadsheet. If a password is updated it needs to be** updated on the Google Docs Spreadsheet.

- **Update on Maintenance List-** Hasse gave an update on the maintenance list

Let the board know that the painting is almost complete.

- **DONATED ITEMS:**

- All time to paint and additional paint that was needed- almost complete.
- A new floor in the employee breakroom
- A table and chairs for the breakroom
- Photocells for existing outside LED Lights
- New LED exterior back light with photocell
- Hasse’s brother made everyone a business card holder and Hasse will fill them with BMHA business cards for you.
- **FUTURE NEEDS FOR US TO CONSIDER** but not addressed in this meeting are:
 - New rear door (\$1500)
 - New front doorbell

- Spill absorbent due to truck coolant leak (\$41.00)
 - Employee Time Clock (\$200)
 - FUTURE YARD SALE – generate revenue and clean out space
 - SHELTER CAMERAS- password was located, staff now has access to cameras and the monitor has been relocated to behind the front desk so the staff can see them.
- **New Business:**
 - **Kathy Caldwell Board Application-**
 - Hasse made a Motion “to approve Kathy Caldwell’s application for an at large board position”
 - Voelz seconded the Motion
 - No Discussion was had- **MOTION PASSED UNANIMOUSLY**
 - **Hampton interested in Vice-President-** Hampton withdrew her request to be considered for Vice-President at this time.
 - **Membership Requirements-** Voelz submitted a proposed Membership application prior to the meeting. Discussion was had regarding our requirement to have Members per our Charter, By-Laws and how we are registered with the Secretary of State’s Office. Discussion was also had about how to handle the membership fee between now and June 1, 2024. Further discussion was had about how many times a newsletter would be sent to the membership.
 - Hasse made a Motion “to accept the Membership application as submitted by Voelz, to accept the \$25 Membership fee paid prior to June 1, 2024 as considered full payment for membership through May 31, 2025, and to produce a membership newsletter 3 times a year.”
 - Hayes Seconded the Motion
 - No further discussion was had- **MOTION PASSED UNANIMOUSLY**
 - **Pet Sense-** Lee will send out a sequence of events and asked that this is tabled to the next meeting.
 - **Budget Committee-** Tabled until next meeting. Can use Profit/Loss Statement from WAVE for any grant applications.
 - **Jones request regarding adding bank signer/personnel role:** Discussion was had regarding personnel committee and Board helping fill in the gaps. Discussion was had for the need to have an additional bank signer who is more available.
 - Hasse made a Motion “to add Secretary Lisa Hayes as a signer to all BMHA Bank Accounts”
 - Voelz Seconded the Motion
 - No additional discussion was had- **MOTION PASSED UNANIMOUSLY**

- **Good of the Order:**
 - Discussion was had regarding Code of Conduct, Respect, In Person board Meetings, Cameras on if Remote, acknowledging the mission of the board.

NEXT MEETING IS MONDAY, MARCH 11, 2024 AT THE ANIMAL SHELTER FOR THOSE IN PERSON WITH A HYBRID ZOOM OPTION

Meeting adjourned at: 9:26 p.m.