



BOARD MEETING MINUTES

DATE: November 3rd 2024

TIME: 9 AM CST

LOCATION: Ring Central

MEETING CHAIR: Stacy Griffith

email: stacy@lhcos.org

phone: 618-806-0940

MEETING SCRIBE: Stacy Griffith

email: stacy@lhcos.org

phone: 618-806-0940

MEETING TITLE:

BOARD MEMBERS / ATTENDEES PRESENT:

Stacy Griffith

Mary Akers

Michelle Stephens

• **Call to Order**

Stacy called the meeting to order at 9AM

• **General Meeting Roll Call**

Present: Stacy Griffith, Mary Akers, Michelle Stephens, Alison Brant

• **Program Reports**

Alison updated the board on her progress with cleaning up the Adoption program workflow. The Adopter application is revised and ready to use. Alison is in the process of contacting pending applicants. When all adopter applications have been reviewed, updated etc she will begin on the Adoptee application process. Alison has put some automation in place to update the map as well. Cat Barron agreed to help work on applications when Alison is finished. We need at least 1 more volunteer. Stacy suggested a volunteer who would focus on helping applicants correct their crabitat set up to get approved.

The Captive Bred form has been put on hold. No babies available to adopt. Alison will work on this form and process when other tasks are completed.

Stacy shared that Cat Barron would also be willing to help Holly with Claws in the Classroom applications.

Nothing to update from Approved Sellers, the new committee is working well.

• **Close General Meeting**

Stacy closed the general meeting at 930 AM

• **Convene to Closed Session**

Stacy opened the closed session at 935 AM

• **Finance Report**

Stacy gave an update on finances from April 15th 2024 to October 15th 2024 as follows:

- Upcoming expenses \$298
- Donations April 15-Oct 15 2024 \$75
- Website sales April 15 - Oct 15 2024 \$156.61
- Current bank balance \$3361.32
- Current Paypal balance \$24.01

• **Governance Report**

Reinstatement of nonprofit status is pending. Failure to submit annual form due to a misunderstanding led to status being revoked. Reinstatement fee and application has been submitted.

• **Old Business**

Stacy reviewed the old business. There were no updates or corrections.

• **Meeting Policies**

Remarks

• **New Business**

- Regional Chapters - Australia group has asked to join as an official chapter. The board discussed and agreed to the following: regional chapters would operate under the close supervision of BOD and program leaders for one year. At that time they will take over operating their own programs locally. The BOD should be granted access to any related FB group for oversight. The regional chapter should be able to demonstrate they have enough volunteers to run their program. The BOD agreed that an application should be created. Stacy will schedule

another meeting with Corina. Corina is investigating nonprofit laws/regulations in Australia. LHCOS will need to be an international nonprofit.

- Alison Brant has taken over Adoptions and Cat Barron agreed to help but we need a couple more folks: Discuss with Alison: someone to work with applicants to get approved, someone to help with the spreadsheet, someone to help with follow ups? Alison agreed more help is needed.
- Cat Barron agreed to work with Holly on CIC as well so long as she doesn't get overloaded between CIC and Adoptions
- Volunteers needed still: Local Rep, Adoptions Social Media, FB Coordinator to monitor the group and draft a moderation policy. Mary suggested Vivian Van and Tricia Landers to be added as FB group Moderators. Stacy agreed to reach out to them.
- 2025 Calendar will be ready this month! - will ask Beth and Marcy to promote
- 2026 submission folder will be set up in January 2025 - will ask Beth and Marcy to promote
- Year in Review newsletter due end of January 2025
- Attempting to get Local Reps to join Slack so we can resume that program when we find a volunteer
- Website sales - ask Marcy about promoting specific items and 2025 calendar
- Halloween parade float - Stacy
- We are paying \$19.99/year for adoption account storage on Google - Cancel before February
- Marcy suggested renaming the FB care group to help define it from the FB business page.
- Michelle suggested creating a short version of the CJS food database video to help with some of the food related questions coming up in the group.

- **Review and Approval of Previous Meeting Minutes**

Due to lack of time minutes will be sent via email for approval - Michelle sent approval 11/3/2024

- **Board Development and Nominations**

Stacy requested the board begin looking for someone to fill the positions of Secretary and Treasurer. The board is in agreement to fill these positions.

- **Adjournment**

Stacy adjourned the meeting at 10:15 AM

BOARD CHAIR APPROVAL: *Stacy Griffith 11/9/2024*
(Signature & Date)

BOARD SUB-CHAIR APPROVAL
(**Mary**): *Mary Akers 12/15/24*
(Signature & Date)

BOARD SUB-CHAIR APPROVAL
(**Michelle**):
(Signature & Date)