PARK COUNTY ANIMAL SHELTER

BOARD OF DIRECTORS MEETING – SEPTEMBER 17TH 2026

CALL TO ORDER: 5:30 P.M.

PRESENT – TASA BROST, DON SHREVE, SALLY GALLOP, DIANA MUGNO, KAY DRURY, LAURA LAUGHLIN, MELISSA THOMPSON

INVITED GUEST – JOSEPH SHUMWAY, BOARD APPLICANT

CONFLICT OF INTEREST – No conflicts of interest were declared.

APPROVAL OF AGENDA – A motion was made by Laura Laughlin to approve the agenda and was seconded by Don Shreve. The motion passed unanimously.

APPROVAL OF JULY MEETING MINUTES – Reviewed the revised August meeting minutes, including corrections to the spelling of Daryl Stewart's name and the reference to the Wyoming Nonprofit Network. A motion was made to approve the August meeting minutes with the noted corrections. The motion passed unanimously.

TREASURER'S REPORT

The organization's financial position and the decrease in second-quarter 2026 revenue, noting the transition period without an Assistant Director and Averi's recent transition into the role.

Need for a fundraising plan, with increasing monthly donors and strengthening major donor relationships identified as priorities. Tasa Brost and Sally Gallop recently met with a longtime major donor to discuss donor engagement, and additional outreach to previous major donors was discussed.

Payroll expenses were higher due to three employee departures and associated PTO payouts. Shelter expenses related to kitten season were also discussed.

The shelter received a donation of $10,000 designated for shelter enrichment improvements, beginning with the cat enrichment area and followed by the dog play area. Received notice of a $100,000 donation designated for the shelter's endowment fund through the Wyoming Community Foundation.

EMERGENCY VETERINARY FUND

A $50,000 donation designated to establish an emergency veterinary fund. The donation was made anonymously, and the donor requested that the funds be maintained in a separate checking account so they would remain separate from operating funds and could be clearly tracked as a designated fund.

A portion of the donation had already been used toward an emergency surgery, leaving approximately $47,000 to be placed into the new fund.

A motion was made by Tasa Brost to open a separate checking account for the Emergency Veterinary Fund and was seconded by Melissa Thompson. The motion passed unanimously.

BUDGET COMMITTEE

Upcoming 2027 budget process. The Budget Committee will consist of Tasa Brost, Sally Gallop, Laura Laughlin, Don Shreve, and Kay Drury.

The budget process will begin in October 2026, with additional meetings planned in November. The goal is to review income and expenses and have the proposed 2027 budget ready for Board approval by December.

LOW-COST SPAY AND NEUTER CLINIC

Possibility of bringing a mobile spay and neuter clinic to the community. Wyoming based non-profit would provide the surgical equipment and supplies and operate on a volunteer basis, but the shelter would need to provide and compensate a veterinarian.

Sally reported that the expected veterinarian compensation is approximately $400 to $500 per hour. The goal is to identify a local veterinarian who can participate without creating a conflict of interest with the shelter's existing veterinary relationships. Sally has identified potential veterinarians to contact.

The clinic would initially be planned as a one-day event, with the possibility of expanding to a second day based on demand. The program would provide low-cost rather than free spay and neuter services to members of the community and could serve residents throughout the Bighorn Basin.

Discussed possible locations, including a veterinary clinic, agricultural facilities, or another community facility, depending on the veterinarian selected.

Sally also discussed the possibility of developing a trap-neuter-return program in the spring, potentially in coordination with Dr. Boyd at Colorado State University. The immediate priority, however, is establishing the low-cost spay and neuter clinic.

A motion was made by Melissa Thompson to approve up to $4,000 in veterinarian expenses for a one-day low-cost spay and neuter clinic and was seconded by Kay Drury. The motion passed unanimously.

There was discussion about seeking donor support and potentially incorporating fundraising for the clinic into Bite Nite or another fundraising effort. Sally will continue working to identify a veterinarian and determine the details of the clinic.

APPROVAL OF AUGUST FINANCIALS

A motion was made by Laura Laughlin to approve the August financials and was seconded by Diana Mugno. The motion passed unanimously.

Discussion included that August revenue increased by approximately $17,000. Year-to-date revenue remained below the expected amount, and the Board discussed the importance of continued fundraising and donor outreach.

PRESIDENT'S REPORT – TASA BROST

Committee assignments and the need to clarify which Board members are serving on each committee. Tasa is compiling an updated committee list and Board contact information.

Possibility of reestablishing a Recruitment Committee. The committee could assist with Board recruitment and, when needed, participate in the initial review of applications for leadership positions. Discussed the role the committee previously played in assisting with recruitment, including the recent Assistant Director search.

Tasa and Sally will clarify the current committee assignments and update the Board's records.

DIRECTOR'S REPORT – SALLY GALLOP

Sally reported that going forward, her Director's Report will be presented based on the period between Board meetings rather than by calendar month.

STAFFING

Sally reported on changes to shelter staffing. The shelter has moved from three full-time employees on each shift to two full-time employees on each shift and will evaluate the arrangement as operations continue.

BITE NITE

Bite Nite sponsorships have raised approximately $7,000 to date. Continued promotion and fundraising efforts will remain a priority leading up to the event.

GARDEN PLAN

A garden plan has been developed for the shelter. Jed will assist with the garden and will also take care of the sprinkler system.

GOVERNANCE COMMITTEE

The Governance Committee continues to review the shelter's Policies and Procedures, with particular attention being given to policies dating back to 2016.

A motion was made by Don Shreve to approve the updated job descriptions and was seconded by Diana Mugno. The motion passed unanimously.

PARK COUNTY GIFT ACCEPTANCE AND DONOR BILL OF RIGHTS

Reviewed the Park County Gift Acceptance Policy and Donor Bill of Rights.

A motion was made by Tasa Brost to approve the policies and was seconded by Laura Laughlin. The motion passed unanimously.

BOARD GIVING POLICY

Reviewed the Board Giving Policy.

A motion was made by Melissa Thompson to approve the Board Giving Policy and was seconded by Diana Mugno. The motion passed unanimously.

EXECUTIVE SESSION

A motion was made by Tasa Brost to enter into Executive Session and was seconded by Don Shreve. The motion carried unanimously, and the Board entered Executive Session.

A motion was made by Tasa Brost to come out of Executive Session and was seconded by Kay Drury. The motion carried unanimously.

ADJOURNMENT

The Board Meeting was adjourned at 7:15 P.M.