

Minutes of ACT - Regular Board Meeting August 13, 2014

Location: McKamey Animal Care Center

Board Members Present: Karla McKamey Valadez (Board Chair), Nancy Dunlap (Secretary), Bruce Baird, Naiara Cancel, Sonia Young, Carol Goodman, Carolyn Varnell, Mary Dube, Elisabeth Donnovin

Absent: Mark Litchford, Krystye Dalton, Amy Andrews, Hiten Patel

Also Present: Molly Cooper (City Representative), McKamey Staff – Jeff Wilhite, Paula Hurn, Anna Baker, Tricia Sebes, Katie Cook, Olivia Swafford, Laurie Johnson

Public Visitor – Marie Chinery

Meeting was called to order at 4:35 PM:

1. The Agenda was approved.
2. The July 9, 2014 Board Meeting Minutes were approved.
3. Karla announced that the City Contract was approved and the new contract is now in force.
4. Nancy Dunlap, Chair of the Governance Committee, summarized why revisions were being recommended to our current Bylaws (to update our Bylaws, make them more simplified and remove any policy and procedures sections to be included in the Governance Policies & Procedures Manual so they can be changed as necessary without a Bylaws Revision). Nancy reviewed proposed revisions to the following Bylaws Articles:
 - a. Article I – Name and Purpose of the Corporation (no changes recommended by board)
 - b. Article II – Mission Statement of ACT (recommendation that this Article be deleted all together so we can change this statement if so desired).
 - c. Article III – Fulfilling the Mission of ACT (no changes recommended by Board).
 - d. Article IV – Board of Directors (recommended that Section 11/Emeritus Status be deleted all together; those board members who have been involved since McKamey's inception should be called "Founding Members"; eliminate Emeritus Status).
 - e. No other changes were recommended at this time; however, Elisabeth Donnovin stated that she had a few suggested wording changes and would send them to Nancy.
5. Karla announced that Evan Gibson from Lexus will be at our next board meeting to talk about the November golf tournament at Council Fire Golf & Country Club. (This tournament benefits McKamey)
6. The Board thanked Jeff Wilhite for a great audit that was recently completed; the auditor will be attending one of our Board Meetings to review the audit with the board.
7. Jamie passed out Logan's Steak House Coupons – If you eat at Logan's on the specified dates they will donate a portion of your bill to McKamey.
 - a. We ordered the last of the new trucks that were approved for purchase to replace 3 old trucks that had major mechanical issues.
 - b. McKamey donated the 3 non-working trucks to HES who will try and repair them.
 - c. It was noted that the City donated to McKamey the trucks being leased from them so no lease payments will be required going forward.

- d. New computers arrived – The City will send someone in to configure them but we need a new hub. Currently working on this.
 - e. Estimates for putting canopies in the dog yards (for shade) were very high; currently exploring some other more affordable options.
 - f. Retirement Plan for Center employees, through FSG Bank – Employee applications have been given out and have to be filled out and given back by October 1st. MAC to match 3% of employee contributions (FSG will administer the plan). Motion was made by Bruce Baird to approve this plan; Sonia Young seconded the motion which was approved by a unanimous “aye” vote.
 - g. FSG and NW GA banks gave us quotes on refinancing; have been attempting to get a quote from First TN Bank but they have been unresponsive. Board agreed to move ahead without First TN to lock in the currently low interest rates. If NW will match FSG’s 4.65% they quoted, their quote will be given priority since they have shown the most interest and provided the best service through this process. Bruce Baird made a motion to allow Jamie to negotiate the refinancing with NW GA if they match FSG’s rate; she will go with the lowest rate offered. Elisabeth Donnovin seconded the motion which was approved by a unanimous “aye” vote.
 - h. Center Staffing – Jamie is working on the reclassification of some Center positions and doing some employee training on various management and SOP topics.
 - i. The board discussed the need for a strategic planning session to determine the Center’s mission going forward; it was agreed that a Special board meeting would be scheduled in the near future. Nancy will send out a Doodle Poll.
 - j. The Center’s fundraising events schedule was handed out.
- 8. Old business: None
 - 9. New business: None

Meeting was adjourned at approximately 6:15 PM.

Minutes submitted by Nancy Dunlap, Board Secretary



Minutes approved by the Board: September 15, 2014