

**MINUTES OF THE REGULAR BOARD MEETING**

**SEPTEMBER 15, 2014**

**ANIMAL CARE TRUST (D/B/A MCKAMEY ANIMAL CENTER)**

Location: Mckamey Animal Center

Board Members Present: Amy Andrews, Bruce Baird, Naiara Cancel, Krystye Dalton, Elisabeth Donnovin, Carol Goodman, Mark Litchford, Karla McKamey, and Sonia Young

Absent Board Members: Mary Dube, Nancy Dunlap, and Carolyn Varnell

Staff Present: Jamie Lampman, Executive Director, Paula Hurn, and Jeff Wilhite

City Representative: Molly Cooper, City Representative, was present

Public Visitors: Marie Chinery and Georgianna Yurjevic

**The meeting was called to order at 4:30 p.m., by Karla McKamey, board chair.**

1. Amy Andrews moved to accept the agenda circulated prior to the meeting. Krystye Dalton seconded the motion and the agenda was approved and adopted via unanimous vote. A copy of the agenda is attached hereto.
2. The minutes of the board meeting on August 13, 2014, were approved unanimously. The minutes will be published on the McKamey website.
3. Committee Reports
  - a. Governance Committee: No report
  - b. Policies and Procedures Committee: No report
  - c. Development Committee: No report
  - d. Finance Committee: No report
  - e. Special Events Committee:

Sonia Young reported on her progress with the new High Society dog/cat event she is arranging. She is working with the Read House on logistics. There will be a cash bar and heavy hors d'oeuvre and she expects the tickets to be \$100 each. Lee Towery will handle the catering. The major cost will be the food and wine, and she is getting as much donated as possible. No date has been set, but Sonia expects it will be in March or April, 2015.

Jamie McAloon mentioned the upcoming Doggie Paddle and Hyperflight events. Jamie and Elisabeth Donnovin mentioned the meet and greet gatherings that Lee Towery is setting up. Currently, two are scheduled and invitations have gone out.

- f. Nominating Committee:

- i. Bruce Baird reported that the Nominating Committee does not recommend any leadership changes and recommends the following slate of officers for January 2015, to January 2016:

Karla McKamey:	Chair
Mark Litchford:	Vice Chair
Amy Andrews:	Treasurer
Nancy Dunlap:	Secretary

According to the by-laws, the slate, along with others nominated from the floor at the October meeting, will be discussed at the October meeting. The election will take place at the November meeting.

- ii. Bruce also reported that the Nominating Committee was presenting Doug Swafford, Susan Lindner, and Jay Floyd, all of whom have met with one or more committee members. Their resumes were circulated in advance of the meeting. Elisabeth Donnovin nominated Lee Towery, a former board member, from the floor. Sonia Young seconded the nomination of Lee Towery. All four were elected to the board by unanimous vote.

g. Executive Committee Report:

Mark Litchford reported that Bruce and Karla had met with Jamie to discuss expectations and to set goals for the coming year and that Mark and Karla had met with other key employees as well.

h. Executive Director's Report:

- i. Jamie reported that she has continued discussions with Northwest Georgia Bank, First Tennessee, and FSG Bank regarding refinancing our loan. Given that each bank offered different terms, including different loan to value ratios and different interest rates, Amy Andrews offered to review the offers with Jamie. The board voted unanimously to allow Jamie to continue negotiations and to select the best offer.
- ii. Jamie introduced Betsy Griffith, the new clinic manager and mentioned that she also has hired a new triage supervisor, Jazzmyn Carter.
- iii. Jamie also reported that she would like the board to consider paying staff for New Year's Day, Easter, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, and Christmas. Because the center is closed on these holidays, we don't require full staffing and those who are not needed are forced to take a day off without pay. Jamie wants everyone to be paid for these holidays and to rotate so that the holiday staffing is better and everyone gets some paid time off. Jamie stated that this change will cost \$17,724 annually (based on existing staff). The board was very interested in adopting this policy but wants to ensure that we have the

money to do so. Because none of the holidays falls until after the October meeting, Amy Andrews said she would review the budget to see where we stand and to see if there is a way to do this within the existing budget.

- iv. Jamie outlined her goals and vision for the McKamey Animal Center. She said that she does not believe that the infrastructure currently exists to run the shelter she believes she was hired to run and which she believed existed when she arrived. She is working to change this and has made several new hires, has adjusted hours, and is adding, revising, or eliminating policies and procedures as necessary. She is making strides in community outreach, and mentioned the work through Metropolitan Ministries and Relevant Hope as examples of this. She said she is working hard to change the public's perception of McKamey and to create public awareness of the changes that have taken place and the changes that are planned. She believes things are moving in the right direction and mentioned some of the things she has started, including the heartworm treatment program, and other things she is enhancing, such as the use of the Angel Fund to help low income community members with pet medical expenses and spay/neuter programs. She also reported that there has been an increased response to complaints and that she has new animal control officers coming on board soon. She wants to ensure that the board backs her vision and direction. Jamie said she believes she can achieve her goals and fulfill the mission with the existing and new staff as long as everyone understands and supports the direction in which we are moving.

Molly Cooper, the City Representative, expressed the City's support for McKamey and Jamie and the direction in which we are moving. Molly assured the board the City would do whatever needs to be done to ensure that McKamey is successful in fulfilling its mission and to achieve our vision as expressed by Jamie.

- i. Jamie reported that there has been a setback with respect to the ordinance changes she has been working on with the City. There was some concern from Councilman Freeman about fees charged for events, which some considered too high for smaller dog shows and other small events. She will continue to work with the City to finalize an acceptable version.
- j. Old business: No old business was raised.
- k. New business: The board reiterated its desire for, and the need for, strategic planning.

The meeting was adjourned.

Minutes taken by Elisabeth Donnovin; reviewed and submitted to Board for approval by Nancy Dunlap, Board Secretary.

Approved by Board: October 15, 2014

A handwritten signature in black ink, appearing to read "Nancy Dunlap". The signature is written in a cursive style with a large, prominent initial 'N'.