

Minutes of ACT - Regular Board Meeting
June 11, 2014

Location: McKamey Animal Care Center

Board Members Present: Karla McKamey Valadez (Board Chair), Nancy Dunlap (Secretary), ElisabethDonnovin, SoniaYoung, Bruce Baird, Krystey Dalton, Mary Dube, Carolyn Varnell

Absent: Carol Goodman, Mark Litchford, Amy Andrews, Hiten Patel

Center Staff Present: Jamie McAloon Lampman ED, Tricia Sebes, Anna Baker, Paula Hurn

Public Guest: Marie Chinery

Meeting was called to order by Board Chair Karla McKamey Valadez at: 4:35 p.m.

1. The Agenda was approved.
2. The May 14, 2014 board meeting minutes were approved as corrected (Mary Dube was incorrectly noted as being present and this was corrected).
3. A motion was made by Karla McKamey Valadez to allow the Executive Committee to work with Jamie Lampman to review and finalize the draft 2014/2015 City Contract prior to sending it to the city; Elisabeth Donnvin seconded the motion which was unanimously approved.
4. Two Executive Committee meetings were scheduled (June 17th and June 24th, 5:00 PM), and a Special Board Meeting was scheduled for June 26th, 2014 at 4:30 p.m. at McKamey Center for the board to approve the finalized contract prior to approval.
5. The City Council has our contract on their agenda for the 24th of June but it is doubtful we can have our revisions completed by that date; Molly Cooper said she could move it to July 1st.
6. Nancy Dunlap reported for the Policy and Procedures and Governance Committees:
 - a. The P&P Committee met on June 3rd; they are working on the Conflict of Interest Policy, the Records Retention & Destruction Policy, and developing a Business Travel Policy for the Center.
 - b. The Governance Committee has begun reviewing the Bylaws and incorporating suggestions from Stan Sewell, City Auditor, Elisabeth Donnvin, City Appointed Board Member, and a few other Directors who have made suggestions.
 - c. Nancy noted that it was only her and Mary Dube on the Governance Committee and if anyone would like to volunteer to help with these Bylaws revisions please let her know.
7. Special events report – Everyone thanked Sonia for doing The Dogs Do the Cat walk event at Belk; Sonia reported that 3 dogs were adopted at the event and 3 more were adopted after the event. All who attended agreed that it was a fun and successful event.
8. Nominating Committee:
 - a. Bruce Baird announced that the Nominating Committee would like to make a motion that Naiara Cancel be voted onto the Board, Nancy seconded the motion which passed unanimously. Naiara's resume had been sent to the board for review prior to this meeting.
 - b. Bruce discussed with the Board nominating Ann Ball, past board chair and board director since 2008, for Emeritus status. It was suggested and everyone agreed to table

this discussion until the completion of the Bylaws and the bylaws section that defines Emeritus Status. An "Inactive Emeritus" status will be discussed.

9. Tricia Sebes shared information with the board about the Center's Adoption Process and what prospective adopters go through prior to adopting a pet. She informed the board that the Center made no profit from adoption fees as all animal adoptions include immunization shots and spay/neuter surgeries. June is adopt a cat month as the kittens are coming in now; this month we will run a special on cats, 9 lives for \$9, and 2 for 1 kittens.
10. Anna Baker reported on the K9K event being held on June 21st. The course is finalized. Packet pick up by participants who enrolled on-line will be Friday the 20th from 3 p.m. to 7 p.m. Participants will also be able to register in person during those hours. Thursday night is the deadline for on-line registration.
11. Jamie led a discussion on the Center's need for new trucks. They need two ASAP. A proposal was sent to the board prior to this meeting. A motion was made by Karla McKamey Valadez to approve Jamie's proposal to purchase one truck and two toppers this month so they can be purchased in the 2013/2014 budget year; the motion was seconded by Nancy Dunlap and was approved by unanimous "aye" vote.
12. Jamie will look into the possibility to donate the two trucks that need new engines to HES (or some other non-profit) if they want them; it would not be profitable to fix them at this point. Elisabeth Donnovin made a motion to authorize Jamie to donate the trucks to HES if they want them; the motion was seconded by Mary Dube and passed by unanimous "aye" vote.
13. Retention Pond repair has been completed – cost was \$6500 which was a good price.
14. Jamie is looking at tent-awnings to put in the dog lots for shade; she will be putting these purchases out for bids. She advised that they also need to repair the dog lots/yards where dogs have dug out under the fence.
15. Jamie advised that the Center needs someone to look at the heat and air system; the temperature in various parts of the building is very inconsistent. The system will not keep a constant, consistent temperature in winter or summer.
16. New computers are needed for Center staff; one supervisor doesn't have one in her office at all. They will look into applying for a technology grant.
17. Jamie is looking into a Retirement Plan for Center; it looks like a simple IRA plan would be the best solution.
18. Job reclassifications are being worked on. The New Hire rate has been raised to \$9/hour, except for a few seasonal job openings that are being created for the Summer months.
19. The Foster program is working well. The euthanasia rate is going down but this causes an increase in the number of in-house animals. We need to increase our marketing efforts, stress our spay/neuter programs, and continually look for new donors.
20. The Center's Fund development plan will be completed by July 1st.

No old or new business to be discussed so the meeting adjourned at 5:40 pm.

Minutes submitted by Nancy Dunlap, Board Secretary



Minutes approved by the board: July 9, 2014

