

BOARD OF MANAGEMENT MEETING MINUTES – 10-7-19

ATTENDANCE – Doug Swafford, Bruce Baird, Sonia Young Krystye Dalton, Karla McKamey, Robert Jackson, Charles Stanford, Bryan Harrison.

Staff – Jamie McAloon, Paula Hurn, Jeff Wilhite, Buck Gentry, Tiffany Newcomb, Becca Ross, Christy Ha and Mindy Kolin

Special Guests – Merri Mai Williamson and Anna Perry from HR Master Consultants.

CALL TO ORDER – Krystye Dalton, Chairperson

MINUTES – September minutes - Bruce Baird motioned for approval & Robert Jackson seconded, passed.

AGENDA – **Rearranged to allow the HR Consultants to speak first.**

HR MASTER CONSULTANTS REPORT

Termination of the Assistant Executive Director: Merri Mai Williamson shared information regarding the exit interview of the previous Assistant Executive Director (Chris West) and a lengthy discussion centered on the topic.

Merri Mai Williamson discussed the proposed contract for HR assistance to McKamey from her company. HRMC would review all company job descriptions, survey employees on jobs, assist with the hiring / on boarding process and work on happiness and fulfillment processes. The interview process would be to identify potential employment candidates, select the top 5 or 6 and schedule face to face interviews for MAC management to interview and hire as needed. Robert Jackson asked if the contract had been signed and Buck Gentry shared that the cost had been budgeted and the contract would be reviewed, signed and started in perhaps a week to 10 days.

EXECUTIVE DIRECTOR REPORT

The stat sheet was given to the board and Jamie shared the following:

One mistake was made on the stat information – There was a greater reduction in euthanasia than what was reported in the stat sheet – the reduction was from 26% (747 animals) to 44% (652 animals). The additional animals recorded were owner euthanasia requests and should not have been counted in the Centers numbers. Adoptions up 8.4%. TNR up 63%.

DEVELOPMENT DIRECTOR REPORT

Mindy Kolin reported that the “FREE” Adoption Day on Saturday to help in emptying the shelter was a great success but we were not prepared for the high volume of potential adopters that showed up for the event. Changes to our processes will be made for future events to aid in the flow of animals and adopters.

Events to remember:

Barktober Fest – October 26

Golf Tournament – November 5 at Council Fire Golf and Country Club

Black Friday Adoption Event – November 29

Giving Tuesday – December 3. MAC Volunteers will distribute scarves to homeless animals and children will give out reusable bags with small gifts for people and animals. Donations will be requested from the community on this day.

Donations - \$2,000 of the \$10,000 donations came from Walmart. EPB has donated advertisement and are also working on the marque sign. Follow up with Regions Bank will be done with Sonia Young and Mindy to discuss ways they can support MAC.

Brand Guidelines – Mindy went through the guidelines for the new logo creation which is to be rolled out in January 2020. Mission remains Saving Animals, Helping People. All current printed material will be used prior to the new logo being put in place for printed material.

FINANCES

Buck Gentry shared the financial report: Audit for 2018-2019 has been finalized and the pre-audit report shows \$123,125.73 revised income vs. expense. Paul Johnson will be at the November board meeting to make the yearly audit presentation. 2019 – 2020 looks good particularly with the land donation from the City (\$225,000). This reflects as an income entry but was not an actual “financial” donation. PetSmart grant was received in May but closed out at the end of the fiscal year 2018 - 2019 but we will still be spending money funds from the grant into the 2019 – 2020 fiscal year. No concerns on operations but all must be monitored.

FOSTER PARENT PROGRAM

Krystye Dalton began the discussion by sharing the current issues with the Foster Program and complaints made by a specific group of participants. Information was shared that the situation involved 10 foster parents and 3 staff members. Krystye shared that several board members had met with the volunteers, staff and Jamie regarding the complaints and investigated the issues thoroughly. A lengthy discussion by the board member centered on the issues and several preliminary suggestions were made for how to resolve the issues. A final motions were made in the following manner:

1. Five individuals were declined as participants in the Foster Parent Program, released from the program and will receive a letter of release from Krystye Dalton (Kertay, Hood, White, Buford & White). Motion by Charles Stanford, seconded by Sonia Young and passed.
2. Four individuals were reinstated in the Foster Parent Program and will receive a letter from Krystye Dalton (Russ, Powell, Elrod & Anderson). Motion by Sonia Young, seconded by Bruce Baird, passed.
3. One individual will be further investigated and a decision made later to allow to remain or to be declined participation in the program – either decision the individual will receive a letter from Krystye Dalton regarding the decision (Phillips). Motion Charles Stanford, seconded by Sonia Young and passed.

There being no further business, the meeting was adjourned.

Respectfully submitted.

Paula C. Hurn
Operations & HR Administrator