

Minutes of ACT - Regular Board Meeting
April 12, 2017

Location: McKamey Animal Center

Board Members Present: Lee Towery (Board Chair), Nancy Dunlap (Secretary), Elisabeth Donnovin (Vice Chair), Sonia Young, Angelika Lingl, Krystye Dalton, Charles Sanford

Absent: Karla McKamey, Doug Swafford, Bryan Harrison, Jay Floyd, Cindy Schmissrauter, Bruce Baird

Also Present: Jamie McAloon (ED); Paula Hurn (Director HR and Facilities), Jeff Wilhite (Financial Controller); Molly Cooper (City Representative).

Meeting was called to order at: 4:35 PM

1. The Consent Agenda was approved (Agenda, March 2017 board meeting minutes, February financial statement, April finance committee meeting minutes)
2. A quorum was present for this meeting.
3. Lee Towery presented the board with a written statement regarding a potential Conflict of interest as her catering company received payment for the food served at the Humanitarian Awards dinner in March. She asked if anyone present had any issues with this but everyone gave their consent.
4. Nancy gave P&P Committee report:
 - a. Committee met this date prior to the board meeting
 - b. The committee approved the Center's new Personal Days policy discussed at the last meeting in March and the revisions to the "paid time off" policy that will now become the "Vacation Policy".
 - c. We discussed Paula Hurn's handout giving guidelines to employees for acceptable and non acceptable tardiness and unscheduled/unpaid absences.
 - d. All agreed that it added to the attendance policy to use as a guideline.
5. Jeff Wilhite – Gave a Finance committee report in the absence of Treasurer Doug Swafford:
 - a. Only a few variances from budget
 - b. Euthanasia training/certification costs put training over
 - c. All and all no major issues
 - d. Humanitarian Awards – net profit of \$29,049.00 (under budget); need a new venue for next year (Little Theater was suggested)
6. Development Committee report by Lee Towery: Lee reminded everyone about the Dogs do the Catwalk at Belk coming no up in May; please attend if you can
7. Lee Towery gave an EC Meeting report (Monday, April 10th meeting):
 - a. Previously the Board approved a new format for the Executive Directors annual performance evaluation; tweaking the form a little more but it will basically remain as approved.
 - b. 5 Key Results are being developed by Jamie McAloon, the ED; these will be presented to the board for approval at the May board meeting.
 - c. Facing some financial constraints due to the salary increase for new hires so we need to raise money to cover this increase in wages.

- d. Someone left us a house and a portion of her estate; Elisabeth looking into the details and how to get the money. Will probably be a lengthy process.
 - e. Talked about in-home brunches sponsored by board members— have 2 lined up for later this summer (Jay Floyd and Angelika Ling!); please consider having one!
8. Jamie McAloon – ED Report:
- a. Jamie and the board presented certificates to The Animal Control and Dispatch Officers for animal control appreciation week (Lee Towery supplied lunch at the Center for everyone on this date).
 - b. Two campaigns – the Center is ramping up two campaigns; one to improve enforcement of the Break the Chain ordinance and one to get the word out about the consequences of leaving dogs in hot cars.
 - c. Got some landscaping done for free by one of our supporters who put down a gravel and stone walkway into the Center.
 - d. Building a Feral Cat House behind the Center for feral cats that can't be adopted out; will be kept there then released; food will be provided to them in hopes they will stay in the area.
 - e. Replacement covers over the dog lots are being obtained and installed; permanent ones are being planned for future as the wind destroys the canvas “tents”.
 - f. Statistical -- 85% Live release rate YTD 2017 which is awesome for an “open door” shelter! (Last year at this time it was 83%)
 - g. Intake gone down by 12% -- indicates doing a good job in the community
 - h. Euthanasia rate down by 19%
 - i. Adoptions about the same as last year – working on new programs.
 - j. Office Romance Project being started – taking dogs into Mayor’s office and Chief of Police office who are already doing it; other “offices” being sought. Submitted a grant to help set this up (an innovation Grant).
 - k. Easter Egg Hunt was a huge success; 150 dogs/people participated.
 - l. Kitten Shower is coming up – second year for this event.
 - m. Volunteer picnic coming up on Monday, May 1st
 - n. Reunion Dog Walk on May 13th; need sponsors!
9. Director Surveys of each member’s knowledge/skills and life experiences as well as “passions” were circulated to all attending directors and completed. Lee Towery to email a copy to those not in attendance. We will use these to determine the areas of expertise we are lacking in our search for new board directors.

Meeting adjourned at 5:45 PM

Minutes submitted by Nancy Dunlap, Board Secretary



Minutes approved by the Board: May 10, 2017

