

# Regular Board Meeting Minutes

## May 14, 2014

Location: McKamey Animal Center, Education Room

### Attendance:

**Board Members Present:** Bruce Baird, Nancy Dunlap (Secretary), Amy Andrews (Treasurer), Carol Goodman, Elisabeth Donnovin, Sonia Young, and Mark Litchford (Vice Chair)

**Board Members Absent:** Hiten Patel, Carolyn Varnell, Karla McKamey Valadez (Board Chair), and Krystye Dalton, Mary Dube.

**City Representative Present:** Molly Cooper

**Mckamey Staff Present:** Jamie McAloon Lampman, Paula Hurn, Tricia Sebes and Anna Baker.

1. Mark Litchford (Vice Chair) called the meeting to order at 4:32pm due to the absence of Karla McKamey, Board Chair.
2. Sonia Young made a motion to accept the meeting agenda, Bruce Baird seconded the motion and no one opposed.
3. Mark motioned to approve the April regular board meeting minutes; one minor correction was noted (incorrect date of meeting at top of minutes); Bruce Baird motioned to approve the minutes as corrected, motion was seconded by Elisabeth Donnovin and passed by a majority “aye” vote.
4. Executive committee report.  
An Executive Committee meeting was held on 4/25/2014 at the Chattanooga Country Club. Minutes of this meeting were distributed to all board members (see minutes for details).  
Nancy gave a brief overview of this meeting which was called for the purpose of nominating someone to fill a vacancy on the Nominating Committee. All present at the meeting agreed that Sonia Young would be a great candidate.
5. The Executive Committee thus made the Motion to nominate Sonia Young as a member of the Board Nominating Committee; motion was seconded by Nancy Dunlap and passed with one abstained vote by Carol Goodman.
6. Special Board Meeting 4/27/14, held at Lexus of Chattanooga (see minutes for details) – Minutes were distributed to all board members. The following topics were discussed:
  - a. Nancy Dunlap motioned that the minutes to the Special Board Meeting be approved; Elisabeth Donnovin requested some unnecessary information be omitted

that referred to comments that Carol Goodman had made at the meeting and some comments that were made about Bowen & Bowen's involvement in the 2012/2013 Bylaws revisions. Revisions were noted and will be made.

Nancy Dunlap made a motion to approve these minutes as revised; Carol Goodman seconded the motion, motion was passed.

- b. At the Special Meeting on 4/27/2014 there was a discussion and agreement to make revisions to the Offer Letter sent to Jamie Lampman by Ann Ball (past board chair) in January, 2014. Nancy summarized the following changes discussed:
1. Bonus Potential of \$10,000; clarification needed to indicate that this amount is "Gross" and not a "Net" amount.
  2. Vacation – Incorrect wording, should be changed from ability to "accrue" an additional 40 hours of vacation per year to the ability to "carry over" up to 40 hours of unused vacation per year.
  3. Reporting structure – letter stated that Jamie would report directly to the Board Chair; wording was suggested that she report to the "board of directors".
- Elisabeth Donnovin suggested that a new letter with the changes noted be made instead of changing the original written by Ann Ball (previous board chair) and when finalized Karla should send it to Jamie. Mark Litchford offered to work with Karla McKamey to draft this letter.
- Nancy Dunlap made a motion to rewrite the Executive Director offer letter with the agreed upon changes; Karla McKamey Valadez will send this letter to Jamie Lampman, motion seconded by Bruce Baird, motion passed.
- c. Nancy stated that the offer letter also indicates that the first performance evaluation for Jamie Lampman would take place in 6 months which will be August, 2014. In the Special Meeting it was motioned and passed that the Executive Committee would take the lead on conducting this review and will present their recommendations of any compensation changes to the Board for approval. It was also agreed that future performance reviews would take place annually in June of each year; the next performance review will be June, 2015.
4. William Trumpeter with the law firm of Miller & Martin was hired regarding an employee complaint made to the Board about the Executive Director. No EEOC complaint has been filed at this time. The hiring of an outside employment attorney was motioned and passed at the Special Board meeting on April 27<sup>th</sup>. Mr. Trumpeter will conduct an investigation and report his findings to the Board.
  5. Resignation acknowledgment -- Carla Morgan, board director, resigned due to wanting to spend more time with her daughter this Summer, who is graduating and going to college next Fall.

6. Governance Report – Nancy Dunlap acknowledged that the Board should have received the suggested changes to our Bylaws that Stan Sewell, City Auditor, recently sent to us. The Governance Committee will be meeting soon to start the bylaws revision process.
7. P&P Committee – Nancy Dunlap stated that a meeting of this committee was held on May 13th at the McKamey Center for the purpose of taking a list of recommended Center policy changes and/or new policies to be developed and prioritizing them. The Committee will begin working on these policies in coordination with the ED and her staff.
8. Special Events – Sonia Young shared the Dogs Do the Catwalk event is Sunday May 18<sup>th</sup>, 6:30-9:30 at the Northgate Belk Store. Models and dogs are lined up and adoptions and donations are the purpose for event. Lee Towery Catering will donate the food to be served. Paws for Pints donated the wine. Belk will offer a 20% discount off all merchandise sold that evening. Martin Nobles, Belk manager, is a great host for the event.
9. Nominating Committee – Bruce Baird stated Sonia Young has submitted several names for potential new board members. These people will be contacted by the NC and those interested will be started through the nominating process.
10. **Executive Director Report** – Jamie Lampman introduced Trecia Sebes, Animal Care Coordinator, who reported on the Heartworm Treatment Program and Anna Baker, Volunteer Coordinator, who reported on the Foster Program.

Tricia shared that 27 dogs have been treated for Heartworm – 10 have been adopted, 4 have been sent to rescue groups, 12 remain at MAC waiting for adoption, and sadly one passed away (the heart was too damaged to sustain treatment).

Foster Program – Anna Baker shared that volunteers fostering animals in the “foster program” are working out well and seem to love the program and it has been very successful. Anna shared that McKamey has 40 potential foster families. She shared some heartwarming stories with the Board of foster successes stories including some who adopted these pets.

**Jamie stated that we are in desperate need of new Animal Services trucks -** The fleet is old and is wearing out quickly: we have 6 trucks, 3 working, 2 dead and one “on order”. The new unit was ordered from the City almost 18 months ago. Currently a cost comparison is being compiled for McKamey to purchase trucks from a local dealership vs. leasing from the City. New animal boxes that go on the truck beds are also being reviewed and quotes being requested.

**Fund Raising Event** - K9-k event will be held on June 21, 2014 at the Center. Jamie shared we need sponsors and pledges.

**Staff turnover** - The Center continues to experience a high employee turnover rate, mostly due to low wages. Turnover from April 2013 to May 2014 indicates the resignation of 19 employees out of approximately 42 hired during that time frame. A recent entry rate change to \$9.00/hour will hopefully assist in attracting applicants. It is frustrating and expensive to train new employees and have them leave on a continual basis.

**Center Statistics Report** – Jamie shared that the Center will be changing how they categorize animals for reporting purposes. This may create numbers lower than previously shown in some categories but it will be a more accurate count of the intake/adoption/release of animals from the Center.

**Old business: None**

**New Business:**

Center Employee Handbook – Nancy Dunlap shared that we need to find someone with advanced computer/programming skills that can develop a new format for the on-line Employee Handbook to allow ease of access. This document needs to be put in a PDF format and a table of contents created so management and employees can easily find the policy they need to review. A short discussion centered on this topic and Anna Baker shared that she might know someone with the skills we need. If anyone else knows someone who might do this for us (on a volunteer basis would be great!), please let us know.

There being no further business the meeting was adjourned at 5:38pm

Minutes taken by Paula C. Hurn, Director of Operations and reviewed by Nancy Dunlap, Board Secretary.



Approved by the Board: June 11, 2014