

Minutes of ACT - Regular Board Meeting December 14, 2016

Location: McKamey Animal Center

Board Members Present: Lee Towery (Board Chair), Nancy Dunlap (Secretary), Naiara Cancel, Krystye Dalton, Jay Floyd, Angelika Lingl, Cindy Schmissrauter, Sonia Young

Absent: Bruce Baird, Elisabeth Donnovin (Vice Chair), Bryan Harrison, Karla McKamey, Ashley Sorrow, Doug Swafford (Treasurer), Carolyn Varnell

Also Present: Jamie McAloon (ED); Center employees: Paula Hurn (Director HR/Admin/Facilities), Jeff Wilhite (Financial Controller); Molly Cooper (City Rep)

Meeting was called to order at: 4:40 PM

1. The Agenda was approved.
2. The November, 2016 Board Meeting Minutes were approved.
3. A quorum was present for this meeting.
4. Jamie McAloon – ED Report – Handed out a document showing Center statistics (dated December 13, 2016 – see attached) and discussed those items with significant percentage increases and decreases comparing 2015 with 2016 YTD.
5. Nancy Dunlap – Reported for the Ad Hoc Committee researching the Executive Director performance appraisal process and bonus. She reviewed the minutes of that meeting and will send them to the entire Board before the next meeting. She stated that the committee is recommending a new performance appraisal form/format and elimination of the annual bonus (replacing it with an annual salary adjustment). No significant comments from those at this meeting; the Board will discuss again in January prior to the Board Training session scheduled.
6. Finance Committee – Report by Jeff Wilhite & Lee Towery:
 - a. Special events are under Budget (recent events did not make as much as predicted)
 - b. Supplies are up due to the purchase of some bulk medical supplies for Clinic.
 - c. Repairs were over budget due to unexpected HVAC repair/maintenance.
7. Lee Towery discussed the proposed Annual Budget sent to all Board Members prior to this meeting; she asked for questions and any discussion.
 - a. No questions were asked.
 - b. Krystye Dalton made a motion to approve the Budget as proposed, seconded by Angelika Lingl; motion was unanimously approved by an “Aye” vote.
8. Lee Towery discussed giving Gift Cards to Center staff again this year (no motion was made or resolution by those present); Lee also handed out a signup sheet for those who would like to provide lunch and breakfast to Center Staff during the holiday weeks.
9. Lee Towery discussed the CNP Board Training scheduled for January 11, 2017: the Total cost is \$1625; some Grant money will apply; Board Members would have to chip in approximately \$110 each to pay for training. (See Letter from CNP handed out).
10. Jamie McAloon – Handed out a summary of all MAC Services that are provided to the community and discussed the ones that are fairly new and expanded services (see highlighted colors on document: Yellow indicating services provided within past 2 years; Pink indicating expanded services).

11. Lee Towery encouraged everyone to attend the CNP Board Training at our next meeting on January 11th, 2017; **it will begin at 2:00 PM** – PLEASE ATTEND! Molly Cooper commented that the City would like to see ALL Board Members attend this training.
12. Lee Towery and Sonia Young discussed Sonia’s nomination of Charles Sanford as a new Board Director and their desire to do so at this meeting. Nancy Dunlap commented for the Nominating Committee that the committee has not yet met with him as is the current process; however, several board members present commented that this is a unique situation as it would be good to have Charles attend the Board Training in January; it was also commented that the board needs to be flexible since he is known by several board directors and has excellent connections in the community. It was suggested that perhaps after the Board training we can perfect the nominating process.
13. Motion was made by Krystye Dalton to elect Charles Sanford as a Board Director, motion was seconded by Angelika Lingl and approved by a majority “Aye Vote”.
14. Paula Hurn commented that it has been a good month for adoptions – 95 animals were adopted since 12/1/2016 making it a very busy 2 weeks for the adoptions staff!

Meeting Adjourned: 5:50 PM

Minutes submitted by Nancy Dunlap. Board Secretary



Minutes Approved by the Board: January 11, 2017