

**Minutes of ACT - Regular Board Meeting**  
**March 8 , 2017**

**Location:** McKamey Animal Center

**Board Members Present:** Lee Towery (Board Chair), Nancy Dunlap (Secretary), Doug Swafford (Treasurer), Bruce Baird, Krystye Dalton, Jay Floyd, Bryan Harrison, Angelika Lingl, Charles Sanford, Cindy Schmissrauter

**Absent:** Elisabeth Donnovin, Karla McKamey, Sonia Young

**Also Present:** Jamie McAloon, ED; Molly Cooper, City Representative

**Meeting was called to order at: 4:35 PM**

1. The Agenda was approved.
2. The January, 2017 and February, 2017 Board Meeting Minutes were approved.
3. A quorum was present for this meeting.
4. Lee Towery announced that 3 Board Directors have resigned: Carolyn Varnell, Naiara Cancel and Ashley Sorrow. All stated that their work and personal schedules will no longer allow them to attend the Board meetings and participate.
5. Lee Towery announced that her goal will be to keep all future board meetings to 90 minutes going forward; ED Report will occur first so that the ED has plenty of time to share with the Board; also, we will do a consent agenda going forward that will allow the board to vote on general agenda items at one time (approval of minutes, agenda, etc.).
6. Angelika Lingl made a motion to approve the use of a consent agenda for future Board Meetings; Bruce Baird seconded the motion which was approved by a unanimous "Aye" vote.
7. Jamie McAloon – ED Report:
  - a. Humanitarian Awards Dinner is coming up on March 16th – need more sponsors and auction items; also need more ticket sales.
  - b. Jamie handed out some YTD statistics (see attached) which she discussed.
  - c. The Center has increased starting salary for entry level jobs to \$9.50 after 90 day training period is completed. Hiring and retention is still an issue.
8. Nancy Dunlap – P&P Committee report:
  - a. The P&P Committee met with Jamie McAloon and Paula Hurn to discuss a new time off policy they would like to develop.
  - b. The goal was to offer new hires the additional benefit of some time off during their first year of employment to hopefully attract and retain new employees.
  - c. After much discussion, the Center's current PTO (Paid Time Off) Policy will be replaced with a "Personal Time Off" policy for both new hires and existing employees and the current PTO policy will become a Vacation Time Off policy for vacation use only (under most circumstances).
  - d. These policies will be written up and revised accordingly.
9. Lee Towery – talked about committee make-up for 2017; Nancy Dunlap to send around committee list; let us know if you want to make any changes to the committees you currently serve on.

10. Lee Towery asked everyone to please consider having a fund raising “Brunch” at their home; in the past this has been a great way to educate people about McKamey and what we do and to attract new donors. If you are unable, please ask a friend if they would be interested.
11. Lee Towery reported that the Mardi Gras brunch at the Walden Club raised approximately \$3,020.00; this was a great event as it did not require much time or manpower on our part (thank you Sonia Young for your assistance with this!).
12. Doug Swafford, Treasurer – Finance committee report:
  - a. Income is up over budgeted amounts
  - b. Adoptions are up
  - c. Animal services down some
  - d. Increase in wages will put pressure on the bottom line but will hopefully help with turnover rates and attraction of new hires.
13. Bryan Harrison gave an ED Evaluation Process task force report:
  - a. ED Evaluation Process was discussed and a new process is being proposed – Handed out summary of a meeting with Bryan Harrison, Nancy Dunlap, Jamie McAloon, and Angelika Lingl (see summary attached)
  - b. Discussed Key Areas of focus that the board will agree on with Jamie McAloon.
  - c. Other 2 areas on form will be administrative and mission related (catch all areas)
  - d. Executive committee needs to meet to come up with next steps and implementation of this new process.
14. Bruce Baird made a motion to approve the new ED evaluation process; Krystye Dalton seconded the motion which was approved by a unanimous “Aye” vote.
15. Bryan Harrison reported for the Board Development Task Force:
  - a. The group drafted some 3-year goals for the board (hand out)
  - b. MAC Survey of board directors to be developed and distributed.
  - c. Determine how individual members can help support MAC goals and fulfill these initiatives.
16. Lee Towery to send out Board strategic planning dates; last dates given by Laura McCann/CNP were in April.

Meeting adjourned at 5:40 PM

Minutes submitted by Nancy Dunlap, Board Secretary

Minutes approved by the Board: May 10, 2017

