

## **Minutes of ACT - Regular Board Meeting**

**Date: May 8, 2018**

**Location:** McKamey Animal Center

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

**Absent:** Krystye Dalton, Karla McKamey, Sonia Young

**Also Present:** Jamie McAloon (ED); Buck Gentry, CFO; Paula Hurn, Director Administration; Catherine Fawlkes, New Development Director; Jeff Wilhite, Financial Controller

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

1. The Consent Agenda was approved (Minutes from last month's board meeting, monthly financials and Center Statistics, this meeting's Agenda)
2. A quorum was present for this meeting.
3. Jamie McAloon, ED report:
  - a. Starting to take animals from outside the area (city of Chattanooga) – helping 6 other shelters not only taking animals but with food donations
  - b. Officers impounded more animals due to having more FT officers now to address calls/citizen concerns.
  - c. Have had 6 large hoarding cases since January which increases the court holds on these animals.
  - d. Cats and kittens are coming in now.
  - e. Euthanasia is up due to increase in aggressive dogs, especially dog on dog aggression. With cats it is due to medical reasons.
  - f. Dogs Play for Life – Grant brought this group here to teach staff how to allow larger numbers of animals to be out in the yard together to get them out of their cages and socializing with other dogs.
  - g. An inside training area (proposed for future) will allow for more individual dog training in all weather.
  - h. June 28<sup>th</sup> is the microchip event; still need sponsors.
  - i. Turnover has gone down some, mostly in kennel help and part time help.
4. Lee Towery, Chair report
  - a. Humanitarian Awards Dinner has made at least \$55,000 gross right now. Sold out with 262 people. Good auctioneer this year. Direct ask giving was \$12,600.
  - b. Need to review all board committees especially the Development Committee now that we have a Development Director; discuss having a Development Committee to help search for and cultivate donors and a separate Events Committee that just helps with Center and Board events.
  - c. Discussed meeting every other month versus every month. Pros and cons discussed briefly. Please be thinking about it and we will discuss again next month.

5. Buck Gentry, CFO – Audit Bids were received from Johnson, Murphy and Wright, and Market Street Partners who will give us a presentation of their services today.
  - a. Kyle Bryant, CPA, presented for Market Street Partners, a firm he and some partners just started a few years ago. Kyle was the board Treasurer for MAC several years ago so he is familiar with the business. Would like to be consultants as well as auditors. Would charge us a fixed fee. Went through the audit process with us and some details of what they will look for.
  - b. Paul Johnson, current Auditor, Johnson, Murphy and Wright, presented for his firm. Non Profit businesses like MAC are their main business for many years. Have done McKamey’s audits since 2008. Paul has personally been here for every audit and reported at the board meeting as requested. Enjoys working with McKamey, he has been loyal to McKamey and hopes McKamey will be loyal to him. Have a strict internal controls process they use each year. Can see consistencies and inconsistencies due to our history with MAC.
6. Board discussion on changing auditors:
  - a. Jeff Wilhite likes Paul Johnson a lot and had nothing but good things to say about them.
  - b. Buck Gentry talked about reasons why we might want to change – cost, fresh set of eyes, relationship with auditors, quality of audit, etc. All agreed that quality of audit is most important.
  - c. Paula Hurn put forth her feelings that Paul Johnson will do anything asked of him and has been good to work with.
  - d. It was suggested that we get some additional information of how past issues were addressed by the Johnson auditors.
7. Angelika reported for P&P Committee – developed a little quiz to be used for new employees to insure that they read and understand the employee handbook; however, MAC doesn’t have electronic ability to administer it at this time. MAC needs to continue efforts to electronically update the employee handbook (develop a table of contents, include the quiz/confirmation by new employees that handbook was reviewed and understand how to access it as needed).
8. Buck Gentry, financial report:
  - a. No change from last month
  - b. Same issue with overage in supplies due to large number of animals housed
9. Estate report given by Elisabeth Donnovin: The court’s decision on the deceased woman’s partner’s claim will be made in June or July; she will report additional information after that decision.
10. Lee Towery passed out the finalized strategic plan for board member signatures. Also an implementation schedule. Will go through it at the next board meeting.
11. No new or old business.

Meeting adjourned at 6:00 PM

Minutes submitted by Nancy Dunlap, Board Secretary

Minutes approved by the Board: July 10, 2018

