



**BOARD OF DIRECTORS REGULAR MEETING  
APRIL 16, 2014**

Location: McKamey Animal Center – Education Room

Called to Order at 4:30pm by Karla McKamey, Board Chairperson.

**ATTENDANCE:**

**Board members** - Karla McKamey/Board Chairperson, Nancy Dunlap/Board Secretary, Elisabeth Donnovin/Mayoral Appointee, Carolyn Varnell, Carol Goodman, Amy Andrews, Mary Dube and Mark Litchford. Molly Cooper/City Representative

**Board members Absent** – Bruce Baird, Krystye Dalton, Carla Morgan, Hiten Patel and Sonia Young,

**Staff members present** – Jamie Lampman/Executive Director, Paula Hurn/Director of Operations, Tricia Sebes/Animal Care Coordinator, Anna Baker/Volunteer Coordinator, Jay Nicholson/AS Truck Supervisor, Holly Baker/ASO, Tiffany Newcomb/ASO, Olivia Swafford/ASO and Stefanie Douglass/Clinic Manager.

**Community Guests** – Marie Chinery and Larry Grohn/City Council Representative.

**PROCLAMTION:** Karla McKamey read the National Animal Care and Control Association proclamation:

Whereas, the National Animal Care and Control Association has designated the second week of April each year as Animal Control Appreciation Week; and Whereas, the various Federal, State and local Government Officials throughout the County takes time to recognize, thank and commend all Animal Control Officers; and Whereas, the McKamey Animal Center Board of Directors wishes to recognize each and every Animal Control Officer for the many dedicated and long hours of service they perform in serving the community. Now, therefore, I Karla McKamey, President of the McKamey Animal Center Board of Directors, do hereby proclaim April 14-18 as “Animal Control Officers Week.”

All McKamey Animal Services Officers were present for the proclamation reading. Karla McKamey gave each officer a certificate of appreciation and thanked them for their service. Jeff Wilhite and Jamie Lampman took photos of the presentations. The board members applauded and stated their appreciation of their service.

**MARCH BOARD MINUTES APPROVAL:**

**MOTION:** Karla McKamey motioned the March, 2014 Board Meeting Minutes for approval, Mary Dube seconded; minutes were approved as corrected as follows:

Elisabeth Donnovin stated a change needed to be made: #3/c. STATES: The Board will need to decide if continuing these purchases would create a conflict of interest. Elisabeth stated it is a conflict of interest thus the minutes should reflect this change. RE-STATED: The board will need to determine if we will continue these purchases. Nancy Dunlap/Board Secretary will make the written changes and Paula Hurn/Director of Operations post the corrected copy on the website.

### **COMMITTEE REPORTS:**

**Special Events Committee** – Elisabeth Donnovin shared that Lee Towery, a former board member, was planning to attend the board meeting but at the last minute had to change her plans. Elisabeth shared an email that Lee had sent her (Paula asked Elisabeth to send her a copy of the email to attach to the minutes). Recap of the email includes a fund raising idea – Small Group Dinners with the new Executive Director. Elisabeth shared the concept (much like a political dinner) -- individuals would open their home for an event, 25 – 30 friends to be invited, meet and greet with the new ED, donations for McKamey would be solicited. Lee Towery is willing to be the food host for the events. Mary Dube stated it is a good idea and could be successful. Carol Goodman has been involved with these in the past and they have been successful. Elisabeth would like Lee Towery to attend the next meeting to explain more. Karla McKamey will contact Lee and coordinate her attendance.

**Committee Appointments** - Nancy Dunlap read the names of the new board member committee assignments for approval by the Board:

Amy Andrews – Finance Committee and Special Events Committee

Carolyn Varnell -- Special Events Committee

Elisabeth Donnovin – Policies & Procedures Committee and Special Events Committee

**MOTION** – Karla McKamey motioned for approval, Mary Dube seconded, motion was passed

**Nominating Committee** – Mary Dube read the Nominating Committee report for Bruce Baird, who was absent.

Amy Andrews – Nominated for position of Board Treasurer

Mark Litchford – Nominated for position of Vice Chairperson

A discussion centered on the topic of the nomination of Mark Litchford as Vice Chairperson. Elisabeth Donnovin questioned the appointment with regard to Mark and/or his firm representing ACT in the Pet Company case and the potential conflict of interest. Carol Goodman asked if Mark was paid by McKamey for legal services. Mark shared he nor his firm had been paid for legal services related to the Pet Company case since 2009 (and is now being handled by the insurance company), that the agreement for legal services was originally with ACT for his involvement in unemployment cases at that time. He advised that the Pet Company case is currently in the 6<sup>th</sup> Circuit Court for a decision to be made. Mark stated over the past years since 2009 he has been asked on numerous occasions for legal advice related to ACT/McKamey and has not charged for these services because he is a board member. Nancy Dunlap stated the simplest solution is to not hire Mark to perform any additional billed services going forward.

Carol Goodman asked if another nomination from the floor could be accepted and if so she nominated Elisabeth Donnovin. Mary Dube stated that floor nominations could not be accepted at this time; if others were to be nominated their names should have been submitted to the Nominating Committee for consideration at their meeting on 4/15/2014. Elisabeth Donnovin suggested leaving Mark Litchford as the nominee.

**A motion was made by the Nominating Committee to elect Mark Litchford as Vice Chair:**

**ROLL CALL VOTE** – Mark Litchford, Board Vice Chairperson

Amy Andrews – Yes	Elisabeth Donnovin – No	Mary Dube – Yes
Nancy Dunlap – Yes	Carol Goodman – No	
Mark Litchford – Abstain	Karla McKamey – Yes	
Carolyn Varnell – Yes	<b>VOTE – 5/2 PASSED</b>	

**A motion was made by the Nominating Committee to elect Amy Andrews as Treasurer:**

**ROLL CALL VOTE** – Amy Andrews, Board Treasurer

Amy Andrews – Abstain	Elisabeth Donnovin – Yes	Mary Dube – Yes
Nancy Dunlap – Yes	Carol Goodman – Yes	Mark Litchford – Yes
Karla McKamey – Yes	Carolyn Varnell – Yes	<b>VOTE – 7/0 PASSED</b>

**Governance Committee** – Nancy Dunlap suggested that the board accept Stan Sewell’s offer for assistance to develop a “template” for the revision of the Board Bylaws. A discussion ensued centered on this topic with basically everyone agreeing that it was a good idea; Nancy will contact Stan Sewell, City Auditor, and ask for his help.

### **DIRECTORS REPORT:**

Jamie Lampman/Executive Director made comments about the following:

- Policies and Procedures within the Center were already being reviewed prior to the finalization of Stan Sewell’s report. Many are being revised and updated, dates for revisions are being added to the copies and once finalized employees will be signing off on revisions.
- Record Retention and Destruction policy is being reviewed to insure it is being followed.
- Expenditures over \$2,500 will have three (3) bids including grant funds being used.
- Nepotism policy is being reviewed for possible changes.
- Salary guidelines must be changed to allow for higher, more competitive wages. Four (4) candidates interviewed for open positions declined job offers due to low wages. If a 10% raise was given to the hourly employees it would cost the Center about \$63,000. This increase would be a positive move to improving the retention of quality staff members (turnover is extremely high). We have not re-hired one vacant position within the Center and that is a savings of about \$25,000; currently looking for ways to make up the balance.
- Relinquishing Animals – Most communities in other cities have a \$25/\$40.00 charge to relinquish an animal to a shelter. The Chattanooga community is getting a great service with no cost to

relinquish these animals. This issue needs to be reviewed to have citizens take ownership of unwanted animals.

- 401K Retirement Program – Discussions have been held with four (4) banks and proposals have been made for a 401K program for all employees.
- Fund Raising – Ideas are being discussed with staff members about other fund raising ideas to support programs.
- Meeting with the City (Jamie Lampman and Karla McKamey Valadez) – The meeting held April 1, 2014 with Mayor Andy Berke and Jeff Cannon, COO, was very positive.
- Volunteers Appreciation Dinner – The dinner had good participation and was a positive thank you for all of their support and service.
- Meeting with the City Attorney – The meeting was held today, April 16, 2014, and was very positive.

#### **Staff Report – Tricia Sebes, Animal Care Coordinator**

- Heartworm Treatment Update – Tricia shared that:
  - 21 dogs have been treated
  - 4 dogs have been adopted
  - 4 dogs have been sent to rescue/continued treatment at McKamey (Rescue group paying for treatment at cost)
  - 10 dogs are currently at the Center receiving treatment
  - 3 dogs are in foster care receiving treatment
- Surgical Procedures Update - \$1,000.00 has been spent for a surgical pack which will allow the “pinning” of broken legs (if appropriate) instead of amputation. This week we had our first “pin surgery.”

#### **Staff Report – Anna Baker, Volunteer Coordinator**

- Facebook Page – All board members need to go online and register for a Facebook page and “like” McKamey. We need to increase our numbers. Ask friends to do the same.
- K9-k Event – The McKamey race will be June 21, 2014 at 9:00 AM. In 2013 the race had 100 walkers/runners. We need more sponsors, prizes, goody bag items, in kind items and dollars. Volunteers and board members are needed to help with sponsorships and support the day of the event. Early registration online is suggested and runners will be informed to pick up information packets (numbers/goody bag, tee shirt etc.) the evening before from 4pm – 6pm. Late registration (the morning of the race) will cost \$10.00 more and no guarantee on goody bag contents. Wild Trails is coordinating the timing of the event. Pledges can be made to sponsor a runner. Nancy Dunlap and Carolyn Varnell volunteered to assist with registration. Mary Dube and Amy Andrews also volunteered to assist where needed.
- Hamilton County Rabies Clinics – April 25th and 26th / May 2nd and 3<sup>rd</sup> there will be clinics held at McKamey. We need volunteers to assist with the sale of city licenses at the event.

**FINANCES** – Jamie shared that Jeff Wilhite; the Financial Controller was attending the meeting to answer any questions about finances.

- Elisabeth Donnovin asked if “budget” is for the month or amortized – Jeff shared that the budget is for a month and that items that need to be amortized over several months are entered in that manner.
- Contributions are down – Jeff shared that contributions have been low but are beginning to increase. Hopefully the completion of the audit will assist in changing this factor.
- Repairs and Maintenance is high – Jeff shared the cold weather caused several issues: frozen pipes and alarm system problems.
- Professional Development is over budget – Jeff shared this related to professional fees for the Clinic Vet.
- Costs of Goods Sold – Jeff shared these are items purchased for the retail store.
- Miscellaneous Expense is over – Jeff shared the DEA license was renewed. This is an every other year expense.
- Personnel expenses over – Jeff shared the unbudgeted expense was for the 2014 Small Business Awards luncheon that was attended – McKamey was the 2013 award recipient and handed out the 2014 award.
- Bank charges are over – Jeff shared the expense was the appraisal required by the bank for the refinancing quote of the facility mortgage. Elisabeth Donnovin asked the status of the refinancing. Jamie shared once a contract with the City is finalized, contact will be made with banking institutions for refinancing quotes.

Carol Goodman asked:

The board voted and passed the 2014-15 budget in February; normally this process is completed in May of each year. Is this process time frame changing? Jamie shared that Budgeting for Outcomes as requested by the City required the early development and approval of the upcoming 2014-15 budget (in February). This time change will be the case for budgets in the future, if the Budgeting for Outcomes process is continued.

## **OLD BUSINESS:**

**Audit Educational Meeting with Stan Sewell** – Elisabeth Donnovin asked if the board was going to discuss the audit information and suggested a meeting be set to review and create action items. A short discussion centered on the topic and all agreed it was a good idea. Difficulty was had in selecting a day – Elisabeth Donnovin will share the internet “Doodle” program with Nancy Dunlap so everyone can list their availability. Once this is done and a consensus is determined a date will be selected and announced. Nancy Dunlap shared that all board members needed to commit to attending the meeting because their input is important. If unable to attend a meeting, please let Nancy know as soon as possible; we almost did not have a quorum today and it is very important we know this prior to the meeting so it can be rescheduled if necessary. The last Board Training Workshop that was presented for us by the Center for Non-Profits was quite embarrassing because only four board members were present.


**Resignation/Retirement of Board member Dr. Susie Matthews** – Nancy Dunlap shared that Dr. Matthews has submitted her resignation from the board and that she has a Thank You card for all board members to sign. Susie stated that she is retiring from her position at Chattanooga State and she and her husband will be doing a lot of traveling.

**Executive Committee meeting** – Nancy Dunlap asked if the members would gather after the meeting to determine a date for the next meeting.

**Animal Services Officers Appreciation Week** – Jamie shared that the week of April 14th was designated as ASO Appreciation Week. The board unanimously agreed that a luncheon for the officers and Center employees should be scheduled for Friday, April 18th. Jamie will ask Lee Towery if she could cater the event. Money was given by several board members in support of the event.

There being no further business Karla McKamey adjourned the meeting at approximately 5:45 PM.

*Minutes taken by Paula Hurn, Operations Manager, and reviewed by Nancy Dunlap, Board Secretary*

A handwritten signature in black ink that reads "Nancy Dunlap". The signature is written in a cursive style and is positioned to the right of the text "and reviewed by Nancy Dunlap, Board Secretary".

To be presented to the Board for approval on May 14, 2014.

Approved by Board – May 14, 2014