

Minutes of ACT - Regular Board Meeting
June 14, 2017

Location: McKamey Animal Center

Board Members Present: Lee Towery (Board Chair), Nancy Dunlap (Secretary), Elisabeth Donnovin (Vice Chair), Krystye Dalton, Jay Floyd, Bryan Harrison, Bruce Baird, Sonia Young

Absent: Karla McKamey, Angelika Lingl, Charles Sanford, Doug Swafford, Cindy Schmissrauter,

Also Present: Jamie McAloon (ED); Center employees Paula Hurn, Jeff Wilhite; Molly Cooper (City Rep)

Meeting was called to order at: 4:40 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. Finance report given by Jeff Wilhite:
 - a. April, 2017 was a good month overall
 - b. Minor variances but nothing significant
 - c. YTD close to being on target
 - d. Revenues are up which is a positive trend
4. Elisabeth Donnovin reported: A woman bequeathed a house in Ooltewah to MAC; her son wants to be executor and has a lawyer involved. Waiting for more information but will take some time to work through the legal issues.
5. Jamie McAloon – ED report (see attached report for more details):
 - a. Lots of animals coming in due to time of year and more officers now going out on calls
 - b. Adoptions are up which is good as the Center is filling up quickly
 - c. Euthanasia up due to sick litters of new born kittens coming in
 - d. Returns have declined which is also positive
 - e. Employee lounge area is almost done
 - f. Cat café being considered; could be a good source of additional revenue
 - g. Ice cream social coming up on June 29th offering free microchips
 - h. June 24th roller derby night to benefit McKamey
 - i. Did free adoptions with purchase of a pet care kit; this was very successful.
6. Lee Towery report:
 - a. Don't have strategic plan draft yet; should have draft by next month.
 - b. Recommendations for a new Mission Statement were handed out and voted on: Majority chose number 4: "Saving Animals. Helping people".
 - c. Lee Towery talked to a Mr. Lee Pope at the State Open Meetings Act counsel about the posting requirements for Committee meetings; she was told that if the committee is meeting to provide recommendations regarding policy or administration to the full board, it would be considered a "governing body" under the Tennessee Open Meetings Act and should be posted.
 - d. One of our donors and supporters, Mike Lees, has agreed to do a home brunch on July 15th.

- e. On August 15th there will be a Yappy Meower at Blue Plate Restaurant
- 7. Nancy Dunlap reviewed Jamie McAloon's performance evaluation completed by the Executive Committee; a copy was distributed to all present. In summary, the EC was extremely impressed with the key results presented to us and felt that Jamie had met 100% of the objectives presented to and approved by the board in May, 2017. We are recommending an overall rating of "Outstanding" for the past year's accomplishments and a 4% salary performance increase.
 - a. Krystye Dalton made a motion to approve the evaluation and 4% salary increase, which was seconded by Bruce Baird and approved by unanimous Aye vote.
- 8. Elisabeth Donnovin reported for the Development task force:
 - a. Looked at 3 areas of expertise we could use on our board: Marketing/Public Relations, CPA, Business Leadership/Entrepreneurship.
 - b. Discussed a proposed nominating/selection process:
 - i. Candidate meets with a Board member to complete application/questionnaire
 - ii. Nomination made to Nominating Committee, who meets with candidate
 - iii. Candidate attends a board meeting or event etc.
 - iv. Nominating committee makes recommendations to Board for a vote.
 - c. Everyone felt it sounded good; Sonia Young made a motion to approve the proposed process which was seconded by Krystye Dalton and approved by a unanimous Aye vote.
 - d. Discussion ensued about some potential candidates and their expertise.
 - e. Molly Cooper to get City Employee Wade Hinton's input on some diversified candidates that he may know.

Meeting adjourned at 5:40 pm

Minutes submitted by Nancy Dunlap, Board Secretary

Minutes approved by the Board: July 12, 2017

