

**Monthly Board Meeting Minutes**  
**McKamey Animal Center**  
**May 12, 2020**

**ATTENDANCE:** Brian Harrison, Karla McKamey, Doug Swafford, Jay Floyd, Robert Jackson, Chip Chapman, Charles Sanford

**STAFF:** Paula Hurn, Jamie McAloon, Mindy Kolin, Jeff Wilhite

**CITY REPRESENTATIVE:** Maggie Marsh

**ABSENT:** Lee Towery

**GUEST:** Tripp Sawyer, Volunteer

**MOTION TO APPROVE APRIL MINUTES:** Doug, Motion to Pass, Karla, Second, Passed

**ED SEARCH:** Lee absent thus no report.

Brian shared that Laura is looking at candidates for the search. There will be no onsite visit, which will save money. Drafting final job description for publication.

From a marketing sense, Mindy asked, is there a plan for how we will move forward with the process taking longer than expected. Brian stated, there is no formalized plan at this time. We are waiting on guidelines from Laura to see the development plan for the ED search.

**FINANCIAL REPORT:** Buck presented the financial picture for the Center. Good use of Staff monitoring finances. Supplies in good shape year-to-date. Net revenue and bottom line look like a positive variance of \$40,000. The PPP funds \$362,803 will allow a good positive beginning to 2020-2021 fiscal year. Freezing of staff positions were made but will be no be opened due to the PPP funds. The Volunteer Coordinator position being most needed to be filled.

Doug asked about the supply line. Jamie shared, because we ordered more, not know if we would get the supplies when needed-thus we are ahead in supplies. Also, the number of animals in the Center are lower than usual.

Robert asked, what if we don't get loan forgiveness of the PPP funds. Buck shared it will be paid back at 1%.

Brian asked about staffing- Buck explained staff changes were made prior to the PPP funds being allocated. We have the ability to get these positions filled because they were counted when we applied for the PPP funds. Next three months look healthy enough to allow the frozen positions to be rehired.

**EXECUTIVE DIRECTOR REPORT:** 360 animals, 191 in building, 169 in foster program. Efficiency is the best outcome of COVID-19 with MAC doing appointments in adoptions and admissions. Fostering is the way to move forward – less animals in the building and less staff needed to care for animals in the Center.

Thanked Chip's wife and other community members for PPE given to MAC. Can always use more.

Staff Changes: Sam Vincent/Admin Assistant last day May 28, Sarah Muirhead/Canine Supervisor leaving mid-June.

Microchip Clinic the entire month of June. Free to first 200 Chattanooga, Red Bank, Lakesite residence, \$10 after the first 200 are gone.

Wednesday Rabies Clinic has reopened, two weeks ago with \$2500+ revenue (11am-5pm). Volunteers helping with limiting numbers and staff.

Level 4 Volunteers at Center during COVID-19.

Tornado Assistance -need food, collars and leashes. Going back in to see what is needed now. Staff will be visiting the areas to see if more help is needed.

Maggie shared the positive social media regarding MAC working during COVID-19 crisis.

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**DEVELOPMENT:** Mindy shared 3/19/2020 to date MAC received \$116,000 in donations plus \$5,800 from Community Foundation- Task Force for tornadoes.

New marketing campaign #forevertogethercha used to allow everyone to come together to celebrate animals who have helped us through this COVID event.

Gala- Cancelled for October and plan new event for May 2021 at new venue sponsors will remain as an annual partner.

October-small event for Volunteers helped with COVID and meet new Executive Director. Donor appreciation cocktail reception, not a big party. Event to be done only if we are committed to the payment to the Hunter, if we get a refund/no event.

Golf Tournament-Social distance, take home meal for two, raffle for trip (we have the permit to allow the raffle). If we sell 200 tickets @ \$100 we will make more than normally make from Golf Tournament.

Mindy stated, we need to remain on the cautious side as we move forward into the fall because of the COVID issue.

**GOVERNANCE COMMITTEE:** Still need additional people on committee; New/Chip Chapman and Cynthia Dale.

Need Legal Counsel, Marketing Executive (Mindy suggested Amelia Tritico), Facility Management (Construction) and Veterinarian (Medical).

**P & P: NO REPORT**

**AD HOC: NO REPORT**

**CHAIR ANNOUNCEMENTS:** Brian announced his resignation due to his acceptance of a new position with Shiners Association in Florida. He will be leaving in 10 days. Suggestion for change in Board leadership to maintain continuity through COVID. Executive Committee makes this recommendation:

Chairman of the Board: Lee Towery

Vice Chair: Karla McKamey

as interim officers until December 31,2020.

Motion/Chip, Second/Doug, passed for acceptance of Executive Committee's officer roster to be effective May 18 – December 31, 2020.