

Board of Directors Meeting Minutes – 4-14-2020

Virtual meeting due to COVID-19 pandemic & social distancing mandate. Both the virtual meeting hyperlink and phone number posted publicly.

ATTENDANCE:

Board Members - Bryan Harrison, Lee Towery, Charles Sanford, Maggie Marsh, Sonia Young, Karla McKamey, Robert Jackson and Doug Swafford.

Absent - Cynthia Dale, Chip Chapman and Jay Floyd.

Staff Members – Jamie McAloon, Mindy Kolin and Paula Hurn.

Guest – Tripp Sawyer.

MEETING CALLED TO ORDER: 5:05pm by Bryan Harrison.

MARCH MINUTES & CONCENT AGENDA: Bryan asked for a motion for approval. Motion for approval made by Sonia Young, seconded by Karla McKamey, all in favor - passed.

BOARD STRATEGY: Bryan shared the McKamey mission, Saving Animals. Helping People” and reinforced its importance to the community as the Center adapts and offer services during the COVID-19 virus and tragic tornadoes that hit the city. Additionally, he noted these efforts will run parallel to the Board’s three (3) key focus areas over the next three months:

- Recruitment of a new Executive Director
- Strategic directions of the Center
- Board member recruitment

FINANCES: Buck Gentry discussed the overall financial forecast for the Center and shared changes being made within the budget due to the COVID-19 pandemic.

Staffing changes:

- Volunteer Coordinator – position eliminated for cause and not rehired.
- Admissions Lead, Admissions Clerk, Feline Caretaker, Floater, Adoptions Lead, Part-time Veterinarian and Part-time Foster Lead – all

of these positions are frozen at this time, will not reopen. The net savings will allow a savings of \$52,608 in 2020.

Event changes:

- Humanitarian Gala – Two events will be held during the 2021 budget year > October 2020 and May 2021.
- Mutter Run – Two events will be held during the 2021 budget year > Sept. 2020 and June 2021.
- These events will result in a \$64,750 loss for the fiscal year of 2020.

Buck reviewed the overall financial forecast for 2020. Anticipation of a \$15,369.15 loss. The savings account is at a one month balance for expenses. The desire is to move this to a three (3) month available fund balance. But, at this time we may not be able to be aggressive in our savings plan.

Payroll Protection Program – Buck shared that we began the request process early for these funds and have been approved for \$363,000 in relief funds. The terms of the agreement are payments deferred six (6) months, 1% interest, if no lay-off of staff occurs through the duration of this pandemic event the loan might be forgiven and no payments required. We are going to move forward as though payments will be required until proven otherwise. The loan will take 10 – 14 days to receive the funds once the documents have been processed, received and approved by the bank.

Doug shared the need for approval of this process and read the Finance Committees motions for the deferred loan payments and the Payroll Protection Program:

Authorize the Executive Director to execute documents with 1st Bank for three (3) months deferred payments on the Centers mortgage and new truck loan.

Authorize the Executive Director to execute documents for the Payroll Protection Program with 1st Bank to borrow up to \$365,000. The interest rate to be one percent (1%), closing costs to be zero percent (0%), a two (2) year term with no payments for six (6) months, interest does not accrue and equal monthly payments for the term.

Lee motion to accept both proposals as read, Karla seconded, all in favor – passed.

Bryan shared that the Center still needs to look at all financial cuts and revenue generators as we move forward in this pandemic.

SEARCH COMMITTEE REPORT: Lee shared that the Executive Committee reached out to five (5) search companies. Four proposals were submitted to the EC group, each was reviewed, interviews and reference checks occurred with the top two firms and the Adisa Company was awarded the contract. Laura Maloney is the Adisa Executive Director and has a strong animal welfare background from her previous work as the Humane Society of the United States (HSUS) COO and the CEO of the Louisiana SPCA. Other management staff of the company, also have strong management backgrounds and experience in animal welfare from other several areas throughout the country. Additionally, this company quote cost was \$15,000 lower than other company. Once the new ED is identified, McKamey will pursue existing channels for onboarding through our retained HR company. Jamie was asked to provide the following documents to Lee in support of the process moving forward – MAC Organizational Chart, key staff members to be interviewed and past 990 reports.

Bryan discussed the decision, the sensitivity to cost and importance of developing a robust process that will position the City of Chattanooga, its constituents and the greater region for a successful outcome in how we help both animals and people. He stated that with the addition of Laura as previous COO of one of the world's largest nonprofit animal welfare and several staff experts leading a nation-wide search will not only will increase the success rate in selecting the next McKamey chief staff executive but can also instill confidence with our partners, donors and community that the Board is taking every reasonable step to ensure a smooth transition in leadership and continued growth of the Center. Over the next 6-8 weeks a press release will be finalized announcing the nationwide search and announcing Jamie's resignation.

EXECUTIVE DIRECTOR'S REPORT:

Tornado Response - Jamie shared information on the tornado search and rescue response the Animal Services Officers have completed within the last 24 hours. These responses will continue through at least Wednesday or perhaps Thursday.

ASO staff are going door to door checking to give assistance to people and animals. People, at this time, seem to be keeping their animals but many are in need of medicines and/or vet care. Hotels are allowing animals in the rooms and this is helping keep animals with their owners.

Center Status - The Center is prepared for the influx of animals...we were ahead of the curve / issue. All services are still functioning but may change on a daily basis.

Vet Clinic – We are still providing critical services.

ASO Truck Wreck – Monday, April 13 an Officer was involved in a front end collision in which the at-fault driver fled the scene. The truck is at the auto body shop for repairs. This is the second truck to be damaged and both wrecks were deemed not MAC fault.

Questions – Bryan inquired on the continued efforts to ensure the safety and wellbeing of the staff including the status of PPE for the pandemic issues – Jamie shared that the Center is in a good supply of PPE and chemicals needed for the center. Bryan requested that the Board continue to seek additional PPE for the staff through following-up directly with Jamie as it is unknown how long the Covid-19 crisis will continue and if there will be further interruptions to the PPE supply chain. Robert will ask Chip Chapman's wife if she can sew 50 units for McKamey.

DEVELOPMENT – Mindy gave the development report. She has been moving rapidly to secure funds ASAP due to the crisis. Stats thus far:

- 3-19-2020 was the first blast to donors
- 3-19-2020 to 4-11-2020 we have raised \$53,000 in donations not including grants.
- Plan to stay in touch with donors to share who and how we are helping
- Planned giving brochure has been processed and was to be hand delivered to estate planners but under the circumstances this has changed to a USPS mailing option.
- Adopt-a-thon raised \$12,000 in 24 hours.
- Other events are planned to keep MAC in the forefront of donor's minds and their giving practices.

Bryan asked with the \$53,000 that has been donated are we above or below the budgeted numbers. Mindy deferred to Buck for the budgeted numbers. Buck

shared that \$130,000 needs to be raised in the last 4 months of this fiscal year to insure we only have a \$15,369.15 year end deficit. Bryan asked if the grants and other sources of funds will aide in covering the \$130,000 needed funds. Jamie stated they have that possibility to cover the amount. Lee asked what other sources are being requested:

- Banfield = \$7,500 approved grant
 - HSUS = \$10,000 approved grant
 - PetSmart = \$30,000 pending grant but extremely good for approval
- TOTAL = \$47,500

Other grants opportunities are being opened and requests are being processed as quickly as possible.

- 500 Letters to previous donors have been processed and mailed. The letter asks for their support and requests a donation.

Bryan stressed the importance for the Board to continue to support MAC's wide variety of programs to service the community including in the areas of; literacy, domestic violence, homelessness and disaster support and noted the connection between these efforts and ability to apply for grants.

OPEN COMMENTS:

Mindy shared that she had read a great article, "Should we continue with a capital campaign, planned giving and other fund raising events." She will forward the article to all members.

Jamie shared that ASO staff would be back in the hardest hit tornado areas on Thursday.

Tripp shared that the MAC website was missing some Board of Directors meeting minutes and needed to be updated. Jeff shared that all had been added and Tripp needed to refresh his browser for the site, then all additional minutes would appear.

Maggie stated the Mayor's praise and thanks for MAC with regard to the daily work we do and support of the disasters all are currently facing.

There being no further business, Bryan adjourned the meeting at 6:22pm

Respectfully submitted,
Robert Jackson, Board Secretary