

Minutes of ACT - Regular Board Meeting
October 12, 2016

Location: McKamey Animal Center

Board Members Present: Lee Towery (Board Chair), Nancy Dunlap (Secretary), Elisabeth Donnovin (Vice Chair), Doug Swafford (Treasurer) Krystey Dalton, Jay Floyd, Carolyn Varnell, Angelika Lingl, Bryan Harrison, Cindy Schmissrauter, Bruce Baird

Absent: Naiara Cancel. Sonia Young, Karla McKamey, Ashley Sorrow

Also Present: Jeff Wilhite (Financial Controller); Paula Hurn (Director Admin. & Facilities); Paul Johnson (Auditor); Jamie McAloon (ED); Chelsey Sadler (City Rep); Carol Goodman (past board member)

Meeting was called to order at: 4:35 PM

1. The Agenda was approved.
2. The September, 2016 Board Meeting Minutes were approved.
3. A quorum was present for this meeting.
4. Paul Johnson, Auditor, went over the Year End June 30, 2016 Annual Report.
 - a. Income statement – Positive results, exceeded last year’s income
 - b. Center ended the year with a surplus of \$2,333
 - c. Biggest expense is salaries and wages; also animal supplies – no unusual expenses.
 - d. Explained depreciation expenses
 - e. Liabilities are going down which is a good thing
 - f. In summary, MAC has a clean audit and City should be pleased with the report.
 - g. Jeff Wilhite and Paula Hurn were ready and prepared when I arrived and made the audit so much easier for us.
5. Task Force/Ad hoc committee was formed by Lee Towery; committee to review the ED Performance evaluation process (develop guidelines and look at “bonus” for ED); Bryan Harrison, Angelika Lingl, Jamie McAloon and Nancy Dunlap will be on this committee. Board unanimously approved this committee with an “Aye” vote.
6. About the previously suggested Ad Hoc committee to assess the current board structure, Lee Towery suggested we hold off until we can arrange a strategic planning meeting by CNP/ Laura McCann. Information presented in these meetings will help with this task. Board agreed.
7. Doug Swafford – Treasurer, report:
 - a. Revenue above budget
 - b. Adoption fees are up
 - c. All in all it was a good month with no unusual expenses, etc.
8. Development Committee – Lee Towery reported
 - a. Barktoberfest Event -- Saturday, October 22nd; handed out tickets to sell for the Beer Garden
 - b. Golf Tournament – Nov. 1st – Still need hole sponsorships and teams
9. Nancy Dunlap reported for the Nominating Committee.
 - a. A slate of officers for 2017 was presented to the Board – all current officers have agreed to serve another 1 year term.

- b. This will be the slate presented for approval by the Board at the November Annual Meeting (Lee Towery Chair, Elisabeth Donnovin Vice Chair, Doug Swafford Treasurer, Nancy Dunlap Secretary).
- c. There are 4 Directors ending a "term" as of 12/31/2016 (Elisabeth Donnovin, Bruce Baird, Karla McKamey, Sonia Young). The NC will confirm their desire to remain on the Board for another 3 year term and present this nomination as well at the November meeting.

10. ED Report

- a. Coming up – A collaboration with Wally's Friends for discounted Feral Cat spay/neuter to encourage community involvement.
- b. Live release rate is up which is great news for this time of year.
- c. Adoptions Area – needs additional staffing on busy adoption days; wait time is too long, people get frustrated and sometimes leave.
- d. Discussion about need for upgrading Shelter Buddy/computer systems and how it would benefit in many ways, including requiring less staff.
- e. Discussion about computerizing/streamlining other Center record keeping to make them less labor intensive (e.g. the Wednesday Vaccine Clinic).
- f. Received a grant from Chattanooga Foundation to modify current facilities by adding a 70 x 50 ft. out building for training and many other MAC activities. Planning is in process.

Meeting Adjourned: 6:05 PM

Minutes submitted by Nancy Dunlap, Board Secretary

Nancy Dunlap

Minutes approved by Board: November 9, 2016

