

Minutes of ACT – Regular Board Meeting
Date: December 11, 2018

Location: McKamey Animal Center

Board Members Present: Lee Towery (Board Chair), Nancy Dunlap (Secretary), Doug Swafford (Treasurer), Robert Jackson, Krystye Dalton, Cindy Schmissrauter, Charles Sanford

Absent: Elisabeth Donnovin, Jay Floyd, Bryan Harrison, Sonia Young, Jay Floyd, Karla McKamey

Also Present: Jamie McAloon (ED), Paula Hurn (HR & Operations), Jeff Wilhite (Financial Controller), Mary Ollie Newman (Development Director), Chelsea Sadler (City Representative), Paul Johnson (Auditor)

Meeting was called to order at: 4:35 pm

1. The Consent Agenda was approved (Minutes from last month's board meeting, monthly financials and Center Statistics, this meeting's Agenda) by a motion by Robert Jackson And seconded by Krystye Dalton, Approved by a unanimous Aye vote.
2. A quorum was present for this meeting.
3. Paul Johnson, Auditor:
 - a. Change in net assets of \$140,497 which is very good!
 - b. Biggest line expense is salary and wages, which it will always be
 - c. Very comparable to the year before
 - d. Expenses are being controlled
 - e. Overall a great report!
4. ED Report – Jamie McAloon
 - a. Will send a written report out later as it has been an extremely busy month
 - b. Just one sad announcement, Department head for Animal Services, Katie Christie, is leaving us for a position in CA
 - c. All nighter Adoption Event is scheduled from 12 noon to midnight Friday, December 14th; goal is 120 animals this year.
5. LeeTowery asked for board members to please send their bios to Nancy Dunlap to add to the new board member orientation materials.
6. Paula Hurn reported on the P&P meeting held on Nov. 29th to complete the review of the Employee Handbook; final revisions have been completed.
7. Robert Jackson reported for the Development committee: there is a meeting scheduled next week at the Walden club to discuss the May 3rd Humanitarian awards dinner.
8. Nancy Dunlap reminded all committees that they must keep minutes of their meetings that must be given to Paula Hurn who keeps them in a Committee Minutes Book in her office for review by anyone wishing to see them; Lee Towery reminded Committee Chairs they must notice meetings on the website by contacting Jeff Wilhite.

9. Mary Ollie Newman: Donor letters went out and donations are coming in (over \$4000 so far) and Giving Tuesday was also a great success. A year end giving letter will be going out soon.
10. Finance committee report, Doug Swafford:
 - a. Expenses over budget for the month and over last year
 - b. This is partly because of the way we are accruing payroll but also because of the large number of animals being housed this year
 - c. Final budget will be ready by next months board meeting.
11. Nancy Dunlap presented the Bylaws revisions discussed at the November board meeting, specifically the Director and Officer Term Limits sections. The highlights of the major revisions will now include:
 - a. Two 3-year term limits for Directors who must then take a minimum 1 year leave from the board (effective January 1, 2019).
 - b. Effective January, 2019 the Chair will serve a 2 year term limit, the Vice Chair will be the Chair elect and become the Chair when the Chair vacates that position.
 - c. See the December 11, 2018 Revised Bylaws for the Secretary and Treasurer terms and other details of these and other sections as reviewed and approved by the board.
 - d. Krystye Dalton made a motion to approve the revised Bylaws dated December 11, 2018, Lee Towery seconded the motion which was unanimously approved by an "Aye" vote.
12. Nancy Dunlap advised the Board that the Governance Committee would be meeting during the next week to determine a slate of officers which will be presented to the Board for nomination at the January board meeting under the terms of the revised Bylaws.
13. Discussed providing lunch for the McKamey staff working over the holidays. Board members volunteered for the 23rd, 24th, and 25th.

Meeting Adjourned at 5:30 pm

Minutes submitted by Nancy Dunlap, Board Secretary

Minutes Approved by the Board: January 11, 2019

