

## **Minutes of ACT - Annual Board Meeting**

**Date: January 10, 2018**

**Location:** McKamey Animal Center

**Board Members Present:** Lee Towery (Board Chair), Nancy Dunlap (Secretary), Doug Swafford (Treasurer), Bryan Harrison, Krystye Dalton, Bruce Baird, Jay Strong, Sonia Young, Cindy Schmissrauer, Angelika Lingl

**Absent:** Karla McKamey, Elisabeth Donnovin, Charles Sanford

Also Present: Jamie McAloon (ED), Buck Gentry (acting CFO), Paula Hurn (Director HR & Facilities), Jeff Wilhite (Financial Controller)

**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)
2. A quorum was present for this meeting.
3. Buck Gentry & Doug Swafford – Financial report:
  - a. Doug reviewed the financial report.
  - b. Once again wages, salaries and supplies were over due to large intake of animals.
  - c. Other items look fine with no significant problems.
4. Buck Gentry:
  - a. Did ok first 5 months then fell behind due to the increase in salaries and wages that was done in an effort to decrease turnover and improve retention. This was to be expected as these increases were not allowed for in last year's budget.
  - b. Looked at supplies which were over \$37,000 and Jamie and her staff worked on putting some physical controls in place to help control this.
  - c. Changed some medical protocols that should help the drug overage and to have better controls in place in the clinic.
  - d. Still looking for a development director; hopefully will have one by March; their salary has been included in the new budget (looking to offer between \$55,000 and \$65,000 annual salary).
  - e. Budget will also increase salaries and wages and we put in a potential of \$190k to \$200k of additional revenue to be brought in by a development director.
5. Angelika Lingl made a motion to approve the new budget as presented; motion was seconded by Bruce Baird and approved by a unanimous aye vote.
6. Lee Towery report:
  - a. Vaccination clinic held on Wednesday's has become extremely popular and brings in over \$1,000 weekly; the Center is wanting to extend the hours until 5:30 pm which would prevent the board from using this room for the monthly board meeting (there is no other space available in the building); Lee asked the board members if it is possible to change the monthly meeting to another day of the week; members present unanimously agreed that Tuesday would be fine.

- b. Bruce Baird made a motion to move the monthly Regular Board Meeting to the 2<sup>nd</sup> Tuesday of each month at 4:30 pm at the Center; Krystye Dalton seconded the motion which was approved by a unanimous Aye vote.
  - c. Annual calendar of events handed out showing the Center's scheduled events for the year.
7. Jamie McAloon, ED report:
- a. We ended the year with an 80% live release rate for the year which is awesome for the increase in animals taken in.
  - b. Adoptions are up for the year, transports were down due to the loss of the Petsmart Rescue Waggin Program that was eliminated.
  - c. Next month each department will report on their greatest successes for the year and present their reports to the board.
8. Lee Towery:
- a. Still collecting unpaid pledges from golf tournament sponsors; we made a total of \$41,695 revenue from this event.
  - b. Special events – Mardis Gras Brunch at the Walden Club is scheduled for February 11, 2018; please attend if you can.
  - c. 10,000 Hopes campaign is in process and solicitation mailings have gone out; would like to get 100% commitment from all Center staff and board members. 100% participation looks great when applying for grants, etc.
  - d. Humanitarian Awards Dinner – Charles Sanford has volunteered to head it up this year. We have gotten a good deal at the Hunter Museum as a venue on May 4, 2018. Charles has some people who will serve on this events committee with him and board members will be asked to help.
9. Nancy Dunlap reported that personal bios are still needed from several board members who were named; please send them to me ASAP.

Meeting adjourned 5:32 pm.

Minutes submitted by Nancy Dunlap, Board Secretary

Approved by the board: February 13, 2018

