

Monthly Board Meeting Minutes
McKamey Animal Center
January 14, 2020

ATTENDANCE: Doug Swafford, Bruce Baird, Robert Jackson, Lee Towery, Sonia Young,
Bryan Harrison, Charles Sanford

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

CITY REPRESENTATIVE: Maggie Marsh

ABSENT: Karla McKamey, Jay Floyd

GUEST: Tripp Sawyer

OVERVIEW OF AGENDA: Bryan Harrison outlined agenda changes.

MOTION TO APPROVE DECEMBER MINUTES: Robert Jackson motioned, Bruce Baird seconded, motion passed.

ANNOUNCEMENT: Kryste Dalton announced her resignation from the Board of Directors. Bryan Harrison acknowledged and thanked her for her leadership and commitment.

CHAIR PERSON VACANCY: Bryan Harrison read the By-Laws regarding the Board Chairperson vacancy. After a short discussion a motion was made. Sonia Young motioned: Bryan Harrison, as the current Vice Chair, to move to current vacancy as Chairperson, completing the Krystye Dalton's resignation as Board Chairperson. Bryan would continue at the end of that term to fulfill his elected term as Chairperson. Robert Jackson seconded, motion passed.

OPEN VACANCIES: Bryan Harrison outlined other vacancies and how these needed to be filled.

Committee Governance Chair: Bryan Harrison is the current Chair of this committee. His election to Chairperson of the Board, results in him not continuing to serve as the Governance Chair. Brian Harrison motioned / nominated Lee Towery for the position. Robert Jackson seconded, motion passed.

Executive Committee:

Secretary: A short discussion centered on this position and ultimately a recommendation was made for a staff to write the minutes with a board member to review and submit for approval by the board. Crystal Evans, the new Executive Secretary will begin recording minutes in February 2020 with Paula Hurn as back-up as needed. Bryan Harrison asked to for any board members interested in the position to email him, CC. Lee Towery and Jamie McAloon.

Member-at-Large: Elizabeth Donnovin vacated this position at the time of her Board resignation from the Board. Bryan Harrison asked for anyone interested in the position to email him and CC. Lee Towery and Jamie McAloon.

Vice Chair: Bryan Harrison explained job duties and the skill set needed for the position. The Chair and Vice Chair should complement each other with supportive skills. Bryan asked for interested members to send an email to Lee Towery and CC Bryan Harrison and Jamie McAloon.

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COMMITTEE STRUCTURE: Bryan Harrison asked Lee Towery to explain the committee structure and outline who is on the committees.

Board Governance/Nominating Committee: Lee Towery, Bruce Baird, Jamie McAloon, Paula Hurn.

Finance Committee: Doug Swafford, Jamie McAloon, Mindy Kolin, Jeff Wilhite and at-large Christine Regnite.

Development Committee/ Fundraising & Events: Robert Jackson, Chair, Miles Huff, Amelia C., Jay Floyd, Karla McKamey, Mindy Kolin, Paula Hurn and Jamie McAloon.

Policy & Procedures Committee: Currently the committee does not have a Chair - Lee Towery will speak with Jay Floyd regarding his interest in fulfilling this position. Jamie McAloon, Paula Hurn and HR Master Consultants.

Bryan Harrison shared that we can add non-Board members and non-staff members as At-Large Members. Lee Towery stated these committees need to meet January or February to: elect a Chair if needed, post meeting and record minutes (email information to edassist@McKameyAnimalCenter.org)

Lee Towery motioned to accept above Roster of Committees and members, Sonia Young seconded, motion passed.

Robert Jackson questioned adding Tripp Sawyer to the Board. Bryan Harrison shared the Board Vetting Process and suggested first time service consist of an At-large position on a committee. Brian Harrison asked for his interest areas. Tripp Sawyer shared interest in the Policy & Procedures Committee. Lee Towery as Chair, will discuss this interest with him.

2020 BUDGET: Bryan Harrison shared the need to re-vote on the 2020 Budget due to the December Board meeting not having a quorum. Robert Jackson motioned to accept budget as presented in December 2019 meeting, Bruce Baird seconded, motion passed.

FINANCE COMMITTEE: Doug Swafford reviewed the November 2019 finances and highlighted shortages, grants and the forecast for December 2019. Year-end is being reviewed by Buck Gentry and will be presented in February 2020.

BOARD CULTURE: Bryan Harrison asked to table this topic due to the time limitation for today. All agreed to delay to February 2020 meeting.

EXECUTIVE DIRECTOR REPORT: Jamie McAloon gave the 2019-year end written report and she is developing a Power Point but needs some additional statistics to finalize the information. This information will be presented at the February 2020 board meeting.

Some 2019 statistics were reviewed: Felines had a 50% drop in euthanasia, total euthanasia dropped by 25% (294 less animals). 2019 intake numbers only increased by 69 animals even with the addition of Red Bank and Lakesite service areas (6806 – 6875 = 69 more animals. Live release rate increased: 2018 - 81% vs 2019 – 86% a 5% increase. Adoption had an 11% increase.

Transferred out of shelter: 49% decrease.

Bryan Harrison stated that the statistical sheet is a tool that all Board members should review to ask questions – like why did our transferred out numbers drop? Bryan shared how this effects the bottom line/costs \$200,000. In

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a short discussion Jamie shared that the loss of the Rescue Wagon program caused a large void in being able to move animals out of Chattanooga. Northern shelters cannot always take these animals because the Rescue Wagon program previously paid shelters to accept animals from southern over crowded shelters. The lack of “supportive funds” sometimes causes a denial for animal transports.

DEVELOPMENT REPORT:

Mindy Kolin, Development Director shared the yearend report and the 18-month plan.

- **Donors:** Reconnecting with individuals who have donated in the past.
- **Monthly Giving Program:** GEM Program (Give Every Month)/ Target group = Millennials. There are currently 50 people on monthly giving program. Jeff Wilhite will be giving Mindy a list of people who dropped from the list in the last 18 months. Mindy to contact and ask Why and how to re-engage.
- **Special Events:** Growing advertising with Gifts-in-Kind
- **Facebook Solicitation:** \$20,000 higher than previous years.
- **Planned Giving:** Re-vamped the program information to get to estate planning companies and groups.
- **Annual Partners:** Ragan Billboards, Entercom Radio, EPB, Kelly Subaru, Off-Leash K9. These companies have been recently added for 2020 – Idexx, McKee, 1st Bank.
- **Board Fundraising:** House parties etc. What does the board want to do to build Board fundraising dollars?
- **Events:** Development meeting for Gala scheduled for January 16 @ 4:30pm and for Mardi-Gras event February 23rd.

COMMUNITY COMPLAINT: Bryan Harrison reviewed the complaint made at the December 2019 Board meeting and shared that the situation has been resolved.

There being no further business, meeting was adjourned. Respectfully submitted, Paula C. Hurn