

Minutes of ACT – Regular Board Meeting

Date: June 12, 2018

Location: McKamey Animal Center

Board Members Present: Lee Towery (Board Chair), Nancy Dunlap (Secretary), Elisabeth Donnovin (Vice Chair), Doug Swafford (Treasurer), Robert Jackson, Angelika Lingl, Sonia Young

Absent: Bruce Baird, Krystye Dalton, Jay Floyd, Bryan Harrison, Karla McKamey, Charles Sanford, Cindy Schmissrauter

Also Present: Jamie McAloon (ED), Paula Hurn (Operations & H.R. Administrator), Jeff Wilhite (Financial Controller), Buck Gentry (CFO)

Meeting was called to order at: 4:40 PM

1. The Consent Agenda was unable to be approved due to no quorum present (Minutes from last month's board meeting, monthly financials and Center Statistics, this meeting's Agenda).
2. A quorum was not present for this meeting so only general discussion proceeded.
3. Lee Towery report:
 - a. Strategic plan (a copy of the finalized Plan was distributed) – one goal was to establish a rainy day fund; making progress on this in the current budget
 - b. Summer of Love Adoption Promotion – idea is to increase adoptions this summer since the shelter is full to capacity. Much marketing and TV promotions have occurred which have increased adoptions with hopes they will continue.
 - c. Development Director – Catherine Fawlkes, who was hired in May, was not the right fit and was terminated within her 90 day probationary period. Mary Ollie Newman has since been hired who has much more experience as a Development Director in the Chattanooga community.
 - d. Elisabeth Donnovin reported that she is still waiting for final decision by the courts on the house bequeathed to MAC.
 - e. Buck Gentry reported that we have had another bequeath to MAC, Marie Kosky deceased. She left a \$107,000 annuity to MAC. He advised the Board that we must vote on a resolution, read by Buck Gentry, that allows Jamie McAloon, Lee Towery and Nancy Dunlap the ability to sign the required legal paperwork. Since this is time sensitive and could not be put off until the July Board Meeting, the Executive Committee (Lee Towery, Elisabeth Donnovin, Nancy Dunlap and Doug Swafford) who were present at this meeting, approved the resolution with approval of the board directors present.
4. Auditor change issue:
 - a. Lee Towery suggested we retain Johnson, Murphy and Wright for another year with instructions to look more deeply into doing some additional inquiries and procedures for MAC. They have agreed. Jamie McAloon also agreed. The majority of the Board members present agreed to allow them to continue for another year as did the Executive Committee, via a special meeting on June 22, 2018 as the audit must be scheduled immediately. This decision could not be put off until the July board meeting.

5. Lee Towery – handed out Jamie McAloon’s annual performance review completed on June 8th by the Executive Committee who met with Jamie McAloon on this date.
 - a. Lee Towery verbally summarized the Action/Outcomes for each of the 5 Performance Objectives giving the Board an excellent over view of the many things that Jamie and the Center staff have accomplished this past year.
 - b. Nancy Dunlap read the summary on the ED Evaluation form and the Committee’s recommendation that Jamie be given a 4% salary increase due to her outstanding performance. Voting approval had to be tabled until next month’s Board Meeting when we will hopefully have a quorum present to approve.
6. Angelika Lingl tendered her Board resignation due to requirements of her full time job; she has agreed to participate on committees, etc. as a volunteer.

Meeting adjourned at 5:45 pm

Minutes submitted by Nancy Dunlap, Board Secretary

Minutes approved by the Board: July 10, 2018