

**Minutes of ACT Board Meeting**  
**October 10, 2012**

**Location:** McKamey Animal Care and Adoption Center

**Present:** Jerre Treece, Nancy Dunlap, Bruce Baird, Barby Wilson, Sonia Young, Mary Dube, Carol Goodman, Carla Morgan, Susie Matthews, Karen Walsh, Ann Ball, Krystye Dalton, Mark Litchford, Kevin Lusk

**Absent:** Karla Valadez McKamey, Jackie Hamm, Marie Chinery

**Also Present:** David Long

**Meeting was called to order at: 4:40 PM**

1. Meeting Agenda was adopted.
2. The September, 2012 Board Meeting Minutes were approved with minor revisions.
3. Chair announced that Amy Walden resigned her position on the Board.
4. Jena Brevard also offered her resignation per a letter that she sent to Ann Ball and the nominating committee.
5. In order to update our records, Nancy Dunlap distributed a board roster listing member's addresses and contact information; everyone present was asked to make any corrections to this information.
6. A current Committee Member List was presented by Jerre Treece and members were asked to make corrections if necessary.
7. ED Report – Karen Walsh:
  - a. Designing Spaces TV show has moved production/filming date to the end of October; they are bringing on sponsors to donate the Center products and equipment, including some valuable medical equipment.
  - b. The Center has been visited several times by a group of high ranking officials from TX who are interested in getting ideas from the Center for a similar shelter they wish to build in their community.
  - c. A Best Friends shelter representative from Utah visited this month; they want Karen and her Staff to do a webinar for them on how we enrich the animals at the Center.
8. Committee Reports:
  - a. Finance -- Kevin Lusk reported that the Center is running great and we are ahead of budget.
  - b. Special Events (golf tournament update) – Krystye Dalton reported that we could use more sponsors but we have plenty of teams signed up. They would like auction items donated, especially those that involve sports. Krystye will ask Lee Towery, who is Chairing this event, to send out an update to the Board.
    - i. PAWS Annual Event – Ann Ball will put together a small committee to plan the 2013 event. Please Let Ann or Jerre know if you would like to be on this committee.
  - c. Programs and Procedures – Susie Matthews made a report regarding this committee being discharged by the Directors and Board Development Committee from working on

the Bylaws revision project. This committee is currently working with Paula Hurn on some revisions to the Center's vacation policy.

- d. Board Development Committee --- Carol Goodman asked that if the chair of any committee wants to suggest changes to their committees for the 2013 year, let Carol know.
- e. Nominating Committee – Ann Ball reported. Nominating committee recommended that Susie Matthews be put on as a regular board member and that we dissolve the old, outdated agreement with the HVMA. This motion was approved by unanimous vote. It was noted that Donnie Hutcherson has been an inactive member for the past 2 years; due to time constraints he is unable to attend board meetings so will be removed from our roster as an active board member.
  - i. Ann passed out a self-evaluation form for board members to complete for their own self knowledge and suggested we use this to also evaluate whether a director with an expiring term should be voted to another term. All agreed this was a good evaluation tool.
9. Board Code of Conduct agreement – Susie Matthews advised that a few simple revisions were made to this agreement to clarify questions from the last meeting; forms were distributed to all board members present for their signature.
10. December Board Meeting – Once again we will be judging ginger bread houses made by Center employees. A recommendation was made that no board business would be discussed and that this meeting would be a Holiday celebration time with Center Staff and Employees. All agreed.
11. Mary Dube asked if we would like to consider doing some Board training over the next few months and it was agreed that this would be very beneficial. Cathy Barrett, the Community Relations Manager at Unum, has volunteered to present either one, 2-hour session or two, 1-hour sessions to our Board. Mary will work with the board chair to determine the best time to do this training.

Meeting Adjourned – 6:15 PM

Minutes submitted by Nancy Dunlap, Board Secretary