

Minutes of ACT - Annual Board Meeting
Date: December 13, 2017

Location: McKamey Animal Center

Board Members Present: Nancy Dunlap (Secretary), Elisabeth Donnovin (Vice Chair), Doug Swafford (Treasurer), Cindy Schmissrauer, Angelika Lingl, Krystye Dalton, Charles Sanford

Absent: Lee Towery (Board Chair), Bryan Harrison, Karla McKamey, Bruce Baird, Jay Floyd, Sonia Young

Also Present: Jamie McAloon (ED), Paula Hurn (Director Facilities and HR)

Meeting was called to order at: 4:40 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. Nancy Dunlap – P&P committee report:
 - a. We had a P&P Meeting on November 29, 2017 with all members in attendance.
 - b. The purpose of this meeting was to assist Jamie McAloon and Paula Hurn with the review and revision of the Center's Employee Handbook.
 - c. During this meeting we got through page 31.
 - d. The next meeting will be in January, 2018.
4. Nancy Dunlap passed around a sign up for providing breakfast and lunch to Center employees working during Christmas week.
5. Nancy Dunlap asked if there were any suggested changes to the Board Director Duties and Responsibilities document sent out to everyone last month; there were no comments so document will be included in the New Director packet as presented.
6. Jamie McAloon - ED report:
 - a. The Center is at its highest capacity for this time of year; still have lots of cats and kittens; 348+ cats have been taken in this year.
 - b. Euthanasia is down which is crazy with the high intake.
 - c. City Budget is due soon; working on it now.
 - d. 85% live release rate currently which is very good for the number of animals we have taken in.
 - e. The strategic plan is complete and is now a public document.
 - f. Jamie is working with other area shelters now on things like vaccinations and other shelter programs.
6. Doug Swafford, Finance Report:
 - a. Supplies are still high due to large intake of animals
 - b. Restricted contributions are in good shape
 - c. Wages & Contract labor is still over due to pay increases given in 2017

7. Elisabeth Donnovin reported on the estate left to McKamey; the woman's life partner has filed a claim for \$20,000 for his care of her. Elisabeth filed an objection to his claim. She would like authority to offer him "something" (perhaps \$2,000) if claim is not denied.
 - a. Note: Elisabeth would handle this case for free.
 - b. Angelika Lingl made a motion to hire Elisabeth Donnovin to represent MAC in this case for no charge; motion was seconded by Krystye Dalton and approved by a unanimous "aye" vote.
9. No new or old business.

Meeting adjourned at: 5:40 pm

Minutes submitted by Nancy Dunlap, Board Secretary.

Minutes approved by the board: January 10,2018