

Minutes of ACT - Regular Board Meeting September 14, 2016

Location: McKamey Animal Center

Board Members Present: Nancy Dunlap (Secretary), Elisabeth Donnovin (Vice Chair), Doug Swafford (Treasurer), Krystye Dalton, Sonia Young, Jay Floyd, Karla McKamey, Angelika Lingl, Ashley Sorrow, Carolyn Varnell

Absent: Bruce Baird, Naiara Cancel, Bryan Harrison, Cindy Schmissrauter, Lee Towery (Board Chair)

Also Present: Chelsea Sadler (City Rep); Jamie McAloon (ED); Jeff Wilhite (Financial Controller); Paula Hurn (Director of Administration); public guest Kevin Hillis

Meeting was called to order at: 4:35 PM by Board Vice Chair, Elisabeth Donnovin in the absence of Lee Towery, Board Chair

1. The Agenda was approved.
2. The Minutes from July and August, 2016 Board Meetings were approved.
3. A quorum was present for this meeting.
4. Ashley Sorrow reported that the Development Committee did not meet during the past month.
5. Sonia Young reported that there are 3 future events scheduled in 2017:
 - a. Jan. 20th, 2017 -- High Society Dinner at the Walden Club
 - b. Feb. 26th, 2017 -- Walden Club Mardi Gras Brunch
 - c. May 1st, 2017 -- Dogs do the Cat Walk at Belk/Northgate Mall
6. Finance Committee – Doug Swafford reported:
 - a. Year End Audit will be discussed next month when auditor can be present.
 - b. Still over budget on supplies and medical expenses due to number of animals being housed.
 - c. Worker's Comp premium went up significantly as the Center has had some significant claims.
7. Executive Committee report by Elisabeth Donnovin:
 - a. The Executive Director's performance evaluation in June was unable to be approved by the Board due to no quorum present at the July and August Board Meetings.
 - b. Elisabeth spoke about the "narrative format" being used this year vs. the "check the box" format used in previous years.
 - c. The ED Review was, however, discussed with the board during the July and August meetings and everyone present given the opportunity to receive a copy of the review prior to approval; the content of that review has not changed.
 - d. Another opportunity was given for any Board members present to receive a copy of the written review form; no one requested a copy.
 - e. Elisabeth reminded the Board that the Executive Committee recommended a 4% salary increase and a \$10,000 incentive award for Jamie McAloon, ED.
 - f. Krystye Dalton made a motion to approve the \$10,000 Incentive Award; Angelika Lingl seconded the motion; motion was approved by a unanimous "Aye" vote.

- g. Sonia Young made a motion to approve a 4% salary increase for the Executive Director; Doug Swafford seconded the motion which was unanimously approved by an “Aye” vote.
 - h. Both of these salary increases will be retroactive back to June, 2016.
- 8. ED Report by Jamie McAloon:
 - a. See detailed report attached
 - b. New van has been purchased with a grant from PetSmart but will not arrive until sometime in October; renting a van now for transports as there has been many mechanical problems with the old van.
 - c. Reclaim of pets by owners is up 27% which is very good.
 - d. Operating at approximately 425 animals in-house right now which is finally down a little from June and July.
 - e. Human Resources – Employees are doing job exchanges to see what others do in other departments; training has been increased for all employees; 4 times a year there will be training provided to the entire staff on various topics; an animal handling class for all employees now being given and is required for all MAC employees.
 - f. Doggie Paddle event was a huge success; \$4,294.00 was raised this year (about \$2,000 over last year).
 - g. Barktoberfest is coming up next month on October 22nd and the annual Lexus Golf Tournament on November 1st; volunteers are needed.
 - h. Transfers are going very well (had 722 animals transferred to other adoption facilities this month).
- 9. Elisabeth Donnovin spoke about the need to form an ad hoc committee to review and possibly revise the current ED evaluation process to include taking a look at the \$10,000 “incentive award” for next year. Krystye Dalton made a motion to form this committee; seconded by Ashley Sorrow and approved by a unanimous “Aye” vote.
- 10. Bylaws Revisions Review: Elisabeth Donnovin and Nancy Dunlap did a line by line review of the proposed Bylaws revision draft sent to all Board members prior to this meeting; some revisions were proposed by board members which will be included in the next draft presented to the board at the October, 2016 regular Board Meeting; the Bylaws review was ended at the **Committee Section** and will be continued from there at the October meeting.
- 11. Elisabeth Donnovin spoke of the need to evaluate our current Board membership to determine our strengths and weaknesses so we can focus on recruiting future Directors with the knowledge, skills and abilities that would best benefit the Board.
- 12. Krystye Dalton made a motion to form an ad hoc committee for this purpose; Jay Floyd seconded the motion which was unanimously approved by an “Aye” vote.

Meeting adjourned at 6:00 PM

Minutes submitted by Nancy Dunlap, Board Secretary



Minutes Approved by the Board: October 12, 2016

