



Protectors of Animals, Inc.
Board Meeting – July 19, 2016
6:30 p.m. – 144 Main Street Unit E, East Hartford, CT

Board Members Present: Jody Macrina, Stacey Doan, Zach Stewart, Ron Plante, Mukesh Sharma, Jordan Price, Beth Smith, JoAnn Azzara

Board Members Absent: Jim Byrne

Staff Member Present: Pam Knoecklein

Other Attendees: Elaine Decker

Jody Macrina introduced Elaine M. Decker, marketing and development consultant. Ms. Decker volunteered her time and talents to the Development Committee and will be helping POA with the campaign to raise funds for the spay/neuter clinic. Ms. Decker advised the Board that she will be making a substantial contribution to the campaign of \$5,000.

1. **Call to Order:** The meeting was called to order at 7:00 p.m.
2. **Consent Agenda:** The Board accepted minutes of the June 21, 2016 meeting with the following change: #5 – A discussion about doing volunteer background checks. Adding the sentence, “The Board of Directors decided against doing formal background checks.”
3. **Treasurer’s 2nd Quarter Report:** Zach Stewart reported that overall POA is over budget, particularly with veterinary services. However, Zach is comfortable that the organization is headed in the right direction. Zach will be meeting with Pam Knoecklein, Shelter Services Coordinator, regarding breaking out vet bills and streamlining the process of checking expenses.

It was reported that there has been a 15 percent increase of cats and kittens from last year, in addition to high usage of Bolton Vet.

4. Pam Knoecklein presented an extensive list of her daily duties for the Board’s review.
5. Jody Macrina suggested that POA have a geographical area from which the organization will accept animals, as well as guidelines for intake and decision making. Jody will work on a draft document with Pam Knoecklein, JoAnn Azzara and Martha Murray and will forward the draft to the Board prior to the August 19 Board meeting for discussion.

6. Discussion was held to approve hiring LaRoche Builders, LLC as general contractor for the spay/neuter clinic. Stacey Doan made a motion to approve LaRoche Builders, LLC and JoAnn Azzara seconded the motion. The Board approved subject to legal review of the contract.
7. Stacey Doan presented a draft informational brochure to the Board which will assist with fundraising during the clinic campaign.
8. Jody Macrina advised that the door code to the cat shelter has been changed for security purposes.

There being no further business to discuss, the meeting was adjourned at 8:20 p.m. The next Board of Directors meeting will be held on Tuesday, August 16, 2016 at 6:30 p.m.

Submitted by: Stacey Doan