



Protectors of Animals, Inc.
Board Meeting - September 20, 2016
6:30 p.m. – 144 Main Street, Unit J
East Hartford, CT

Board Members Present: Jody Macrina, Stacey Doan, Zach Stewart, Jim Byrne, Ron Plante, Mukesh Sharma, Jordan Price

Board Members Absent: JoAnn Azzara

Staff Member Present: Pam Knoecklein

Guest: Ryan Brown

1. Call to Order – The meeting was called to order at 6:35 p.m.
 - Ryan Brown was introduced and welcomed as a new member of the Board of Directors.
2. Consent Agenda
 - Ron Plante made a motion to accept the Consent Agenda; Stacey Doan seconded the motion; the motion was approved by the Board to accept the Consent Agenda.
3. Shelter Manager and Shelter Medical Assistant Positions Update
 - Jody Macrina, Stacey Doan and Zach Stewart met with Pam Knoecklein discuss the Shelter Manager and Shelter Medical Assistant positions. Pam K. developed position descriptions and will create job ads to be forwarded to various publications to be run October 1 through October 30. As large responses are expected for the Shelter Assistant positions, Stacey D. will assist Pam with reviewing resumes. Zach S. will look into salaries for both positions, and Mukesh set up a specific email for cover letters/resumes to be sent to.
 - Pam K. advised that an ad was placed for a Clinic veterinarian and she will be interviewing a potential vet in the near future.
 - Pam K. will send a draft Letter of Agreement to bring a vet on board for the clinic to Beth S. for review. Pam will need the letter back by mid-October. The Board agreed that Pam K. has the authority to hire a vet but will introduce that person to the Board.
 - Pam K. advised that she would like to remain involved in the shelter and will help train the Shelter Manager and Shelter Assistant.
 - Pam K. reported that POA's being accepted by the Humane Alliance is looking very positive and we would likely hear about the organization's acceptance shortly.
 - Jim Byrne asked whether the clinic should be a separate entity from POA. A discussion ensued, and Stacey D. suggested that Prya Morgenstern, Pro Bono Partnership, be contacted to obtain legal advised from a lawyer whose expertise is in this area. Jim will call Prya to begin the process of working with Pro Bono Partnership.

4. Clinic Construction Update and Campaign Kickoff Event
 - Jody M. advised that construction is on track.
 - Stacey D. reviewed the agenda for the Kickoff Event scheduled for 9/24/16
5. Leadership Greater Hartford, Leaders on Board Program September 19, 2016 Update
 - Jody M. reported that the event was well attended, and four candidates were interested in finding out more about sitting on the POA Board.
6. New Business
 - Jim B. asked how finances are. Zach S. reported that vet expenses are still running on the higher side but expenses will hopefully hold lower than last year. He was pleased that September is looking good and that vet expenses are approximately half than they were at this time last year. Pam K. advised that POA is utilizing Vet Specs more often than Bolton Vet to keep expenses down.
 - Jody M. reported that POA received a \$50,000 from the estate of Margarie P. Poole. There will be another small distribution after all the financial reports.
7. Adjournment
 - Beth S. made a motion to adjourn; Mukesh S. seconded the motion; the meeting adjourned at 7:45 p.m.

The next Board of Directors meeting will be held on Tuesday, October 18, 2016 at 6:30 p.m. in Unit J.

Submitted by: Stacey Doan