



**Protectors of Animals, Inc.**  
Board Meeting –May 15, 2012

Board Members present: JoAnn Azzara, Stacey Doan, Jody Macrina, Ron Plante, Jordan Price, Greg Simpson, Linda Williams, Debbie Nichols, Mark Pandolfo, Sara Taylor  
Board Member not present: Denise Harned

1. President's Call to Order: J. Macrina called the meeting to order at 6:40 p.m.
2. Installation of New Board Members/Officers: G. Simpson made a motion to approve the installation of new Board Members Mark Pandolfo (Treasurer), Sara Taylor (Secretary) and Debbie Nichols (Member-at-Large, Event Coordinator), and new Officer position for Stacey Doan (Vice President); S. Doan seconded. The motion unanimously passed.
3. Minutes of the April 17, 2012 Board of Directors meeting were read by the Secretary. J. Macrina made a motion to accept the minutes as read; S. Doan seconded. The motion unanimously passed.
4. President's Report:
  - J. Macrina discussed the financial statement.
  - G. Simpson asked about utilities, and J. Macrina responded that POA pays utility costs for the East Hampton shelter but not for the East Hartford shelter.
  - G. Simpson asked why veterinary bills are significantly higher at this point in 2012 than they were at this point in 2011. J. Macrina responded that sometimes veterinary clinics do not bill on a regular cycle, which could lead to a year-to-year difference, but she stated that she would review the disparity more closely to ensure that POA is not being overcharged.
  - J. Macrina stated that Dr. Shaleen took another job, so she is no longer working at the H.O.P.E. Spay/Neuter Clinic (HOPE). Dr. Grace, who is a high volume vet, will be working at HOPE on Wednesdays.
  - J. Macrina reported that the City of Waterbury rejected HOPE's request for a grant. Paul Pernerewski, Jr., the President of the Waterbury Board of Aldermen, is trying to assist HOPE in obtaining funding.
  - J. Macrina reported that efforts to launch a transport program are ongoing, and she is working with a generous donor to get a van
  - Waterbury Chamber of Commerce is having a New Member Welcome Reception on June 19, 2012. J. Macrina will be out of town, so she asked S. Doan to attend the event on behalf of POA/HOPE. As a result, the June

- All mail addressed to POA is now coming to the 144 Main Street, Unit O, East Hartford, CT 06118 address. The South Glastonbury PO Box is still active and will be for some time, but all mail is being forwarded to East Hartford. All items with POA's address on them will have to be updated.
- J. Macrina received several examples of Standard Operating Procedures (SOPs) to review. She stated that we will start drafting SOPs for Adoption Center (Clean & Feed team, etc.). G. Simpson asked about volunteer position descriptions, S. Doan asked about the volunteer positions for the dog team, and J. Macrina stated that all of these position descriptions will be included as well.
- J. Macrina reported that the audit is underway, and the IRS Form 990 is being prepared.
- HOPE recently spayed/neutered its 12,000<sup>th</sup> animal.

#### 5. Greg Simpson

- G. Simpson reported that approximately 10 people per week are contacting POA to volunteer.
- G. Simpson initiated a discussion about POA's liability coverage as a result of liability issues that were discussed at the conference that he attended and at which he presented. POA has a Volunteer Agreement, and there was a suggestion that we add release and waiver language to the Agreement.
- G. Simpson stated that we should verify that POA has sufficient liability insurance coverage. S. Taylor agreed to communicate with POA's insurance agent, Aimee Parlante of The W.J. Irish Insurance Agency. There was further discussion about the importance of risk management, as agreements, releases and waivers do not fully protect POA from potential liability.

#### 6. Stacey Doan

- S. Doan and J. Macrina discussed POA's address change, which will necessitate a change to POA's letterhead. POA's accountants are making changes to some documents. POA's PO Box is paid up for a while. L. Williams suggested that POA's website should reflect the address change.

#### 7. New Business

- R. Plante and M. Pandolfo discussed an upcoming event to take place at The Promenade Shops at Evergreen Walk called "Paws on the Promenade." (The event was originally scheduled for June 2 but was postponed until June 23 due to weather.) The Board agreed that the event was an important one for POA to participate in.
- J. Macrina discussed a webinar that she viewed which advocated the importance of "table time" for organizations. Having a presence at events

is helpful for a nonprofit's visibility in the community. Petsmart Charities sponsors webinars that are brief and informative.

- L. Williams stated that the Vegan Festival at the Connecticut Convention Center was well-attended and that the dog bones at POA's table were sold very quickly. The dog bones are a good item to sell at these types of events. The Vegan Festival also yielded some new volunteers at the East Hampton shelter. L. Williams stated that POA would have made more money if there was more merchandise to sell.
- There was a discussion regarding Dog Adoption Days at Petsmart. Petsmart is not promoting these events for us. There is concern that if Petsmart wants POA at these events, they should help to promote them. It is also important for Denise Harned to know about upcoming events so that she can post them on POA's website.
- HOPE will be present at the Naugatuck Duck Race on June 3, 2012.
- G. Simpson suggested creating a sign-up sheet or some other method for volunteers to sign up for all events. S. Doan stated that requests for events should be funneled through L. Williams and D. Nichols.
- D. Nichols stated that she will be distributing 100 tickets to the Travelers Championship for volunteers to sell. Tickets will be sold for \$20 each (face value is \$39), and \$10 from each ticket sold will go to POA.

#### 8. Adjournment

- S. Doan made a motion to adjourn the meeting; S. Taylor seconded. The motion unanimously passed, and the meeting was adjourned at 8:33 p.m. The next Board of Directors meeting is scheduled on June 12, 2012 at 6:30 p.m. at 144 Main Street, Unit N, East Hartford, Connecticut.

Submitted by: Sara Taylor, Secretary