



Protectors of Animals, Inc.
Board Meeting – May 21, 2013

Board Members present: Stacey Doan, Jody Macrina, Ron Plante, Sara Taylor, JoAnn Azzara, Debbie Nichols, Jordan Price, Greg Simpson, Linda Williams, Zachary Stewart, Roopa Rajaramadoss, Mukesh Sharma

Staff Members present: John Thomas, Kerry Bartoletti

1. **President's Call to Order:** J. Macrina called the meeting to order at 6:36 p.m.
2. **Minutes of the April 16, 2013 Board of Directors meeting.**

S. Doan made a motion to accept the minutes as written; J. Macrina seconded. The motion unanimously passed.

3. **President's Report:**

- a. Update from John Aissis re: Certificate of Amendment: This item was tabled, as J. Macrina reported that she has not received an update from John Aissis.

4. **Treasurer's Report:**

- a. Financial Statement: Z. Stewart fielded questions regarding certain line items in the financial statement and whether expenses are being logged appropriately. For example, there was some concern that office expenses are not always tracked in the correct line item. K. Bartoletti stated that it would be helpful for grant applications to spike out spay/neuter expenses from the general category of veterinary expenses. These items will be addressed as part of the ongoing effort to improve consistency in the delivery of information in the financial statement.
- b. Accounting transition update: The transition to the new bookkeeping firm will begin at the end of June.
- c. Donation/thank you transition: Giftworks is up and running and all donors have been entered into Giftworks. The donation/thank you transition will coincide with the accounting transition at the end of June.
- d. Reimbursement/payment pre-approval: A process for pre-approving reimbursements/payments is being developed. J. Thomas suggested that POA could look into setting up arrangements with vendors to be billed directly rather than reimbursing volunteers for purchasing supplies and other items for POA.

5. **Resolve injured volunteer medical bill payment issue**

S. Taylor submitted a revised version of the General Liability Release of Claims for the Board's review.

S. Doan made a motion to approve the General Liability Release of Claims as revised; Z. Stewart seconded. The motion unanimously passed.

6. Mukesh Sharma

- a. Update on IT matters: M. Sharma reported that he has been meeting with various individuals regarding IT team responsibilities and that he intends to form an IT team. He also discussed long and short term plans for IT at POA and identified as an immediate priority the security of POA's data. He stated that he is going to set up a cloud back-up to address this gap. Some volunteers are using personal PCs for data storage; the goal is to house all of POA's data in a central location that can be accessible to multiple users. In addition, M. Sharma stated that POA's calendar should be public and that the website's functionality can be improved. He has reviewed analytics that have offered some helpful information with respect to the website. There was a brief discussion regarding certain shelter management software, which M. Sharma is in the process of evaluating.

7. Ron Plante

- a. Results from discussions with Pieper Memorial Veterinary Center, Colchester Vet, Marlborough and Portland: R. Plante summarized his discussions with Colchester Vet. Colchester Vet has agreed to honor spay/neuter vouchers for dogs, which makes Colchester Vet an attractive veterinary partner for the dog division. R. Plante stated that he is waiting for Colchester Vet's response regarding discounts/fees for veterinary services other than spay/neuter. He has been discussing arrangements with Colchester Vet's office manager. The goal is to work out a good arrangement with Colchester so that East Hampton dogs can be taken there for spay/neuter and routine matters. Animal Hospital of Rocky Hill will be the emergency veterinary clinic for both East Hampton and Wethersfield.

8. Stacey Doan

- a. Finalize and vote on list of 4-5 veterinarians that POA will use going forward: The list of veterinarians for the cat division was voted on at the April 2013 Board meeting. There was general agreement that New England Veterinary Center & Cancer Care (NEVCC) on Kennedy Road in Windsor should be added to the list of veterinarians for the cat division. The following is the list of veterinarians for the dog division:

Wethersfield Emergency: Animal Hospital of Rocky Hill

Wethersfield Routine: Double A Veterinary Hospital and Hartford Vet

East Hampton Emergency: Animal Hospital of Rocky Hill

East Hampton Routine: Colchester Vet

- b. Spring/Summer Fundraising Update: S. Doan reported that she met with Andrew Associates regarding the Spring/Summer fundraiser. The mailing will go out shortly and will be sent to 2,100 donors, members and volunteers.

9. John Thomas

- a. Monthly report: J. Thomas distributed his monthly report and stated that he has now been with POA for 2 months. He is the point person on donations of items so that now people can drop donations off during the week. In the past, donations would be delivered to East Hartford on Saturdays, which is hectic because the shelter is open for adoptions. J. Thomas reported that he has been meeting with people to learn more about POA. He circulated minutes from the team leader meetings that he has been attending. He has also been visiting with partners like PetSmart. He shared a proposed monthly report format to be used for future Board meetings. K. Bartoletti stated that it would be helpful to have monthly intake numbers for grant writing purposes.

10. Sara Taylor

- a. Go-forward strategy on collection of HOPE loans: HOPE did not respond to POA's pro bono attorney's letter; therefore, the next step in the process of attempting to collecting the \$16,000 debt that is owed to POA is to file a collection action against HOPE in CT Superior Court. The legal fees are donated on a pro bono basis, but POA would be responsible for the filing and service of process fees, which would be in the \$400-500 range.

S. Doan made a motion to authorize the payment of filing and service of process fees to institute a collection action against HOPE; L. Williams seconded. The motion unanimously passed.

11. Strategic Planning Discussion

There was a general discussion regarding the scope of strategic planning efforts. The following Board and staff members volunteered to sit on the Strategic Planning Committee: J. Price, M. Sharma, R. Rajaramadoss, S. Doan and J. Thomas. J. Macrina will be available in an advisory capacity. K. Bartoletti circulated a document entitled "Writing Proposals for Capacity Building" and volunteered to record the meeting minutes for the Strategic Plan Committee meetings.

12. New Business

- J. Macrina stated that POA will be planning a fall 2013 fundraiser to take place at a location west of the Connecticut River
- R. Rajaramadoss delivered a fundraising report and discussed plans for a Walk-a-Thon to take place in September 2014.
- J. Azzara discussed hiring a veterinary technician on a part-time basis at \$20/hour to administer vaccinations and perform other routine veterinary duties.

S. Doan made a motion to authorize the hiring of a veterinary technician on a part-time basis at \$20/hour; S. Taylor seconded. The motion unanimously passed.

13. Lease and Relocation Plan

L. Williams departed the Board meeting prior to the Lease discussion to avoid any potential conflict of interest.

S. Taylor discussed the final version of the Lease. The final version of the Lease does not contain an Early Termination provision; however, it provides for two 2-year option periods after the initial 5-year term, rather than one 5-year option period. The two 2-year option periods will give POA more flexibility for its eventual relocation timeline.

G. Simpson made a motion to authorize J. Macrina to sign the Lease for POA; J. Price seconded. The motion unanimously passed.

14. Adjournment

- The meeting adjourned at 9:25 p.m.
- The next Board of Directors meeting is scheduled on June 18, 2013 at 6:30 p.m. at 144 Main Street, Unit E, East Hartford, Connecticut.

Submitted by: Sara Taylor, Secretary