



**Protectors of Animals, Inc.**  
Board Meeting – October 16, 2012

Board Members present: Denise Harned, Stacey Doan, Jody Macrina, Ron Plante, Mark Pandolfo, Sara Taylor, JoAnn Azzara, Linda Williams, Debbie Nichols

Board Members not present: Jordan Price, Greg Simpson

1. **President's Call to Order:** J. Macrina called the meeting to order at 6:35 p.m.
2. **Minutes of the September 18, 2012 Board of Directors meeting.**

**S. Doan made a motion to accept the minutes as written; L. Williams seconded. The motion unanimously passed.**

3. **President's Report:**

- J. Macrina asked M. Pandolfo for his input regarding POA's financial status. M. Pandolfo stated that the financial statements look good right now. There was discussion regarding hiring a bookkeeper to handle some of the duties that J. Macrina is handling right now. R. Plante asked if this work could be done by a Board committee, but J. Macrina responded that these fiscal duties are getting too complicated to handle without a bookkeeper.
- J. Macrina reported that HOPE received a \$50,000 grant from Petco Foundation. J. Macrina credited Kerry Bartoletti at HOPE for all of her help in pulling materials together for the grant application. J. Macrina stated that she was happy to report that HOPE received the grant on the strength of its own financial position.
- J. Macrina stated that Cathy DeMarco is reducing her schedule at HOPE.
- J. Macrina stated that veterinary bills are higher in FY 2012 than FY 2011 because there have been some unusual cases this year.
- J. Macrina read a proposal for a security camera for the foyer of the East Hartford shelter. The cost for the camera and installation is approximately \$750.00.
- **S. Doan made a motion to approve the purchase of the camera and installation costs in accordance with the proposal outlined by J. Macrina; D. Harned seconded. The motion unanimously passed.**
- J. Macrina reported that POA's attorney in the matter of the dog that was brought to POA because she had ingested rat poison is still pursuing the family for veterinary expenses.
- J. Macrina stated that she obtained a Costco card for POA and bought a GPS for the POA/HOPE van.
- Copies of the audit are available.

- A HOPE fundraiser is scheduled on Saturday, December 8 in Waterbury. It will be held in one of the vacant spaces in the building where HOPE is located.
- J. Macrina reported that she was contacted regarding POA participating in and being a recipient of funds raised at a horse show in Avon on Sunday, November 4.

#### 4. **Stacey Doan**

- S. Doan discussed the DRAFT Shelter Manager job description. A few revisions were suggested and there was a discussion regarding continuing to refer to POA as “all-volunteer.” Once POA has a paid Shelter Manager, it will no longer be “all volunteer.”
- There was also a discussion regarding hiring a head hunter to fill the Shelter Manager position, but the general consensus was that initially the Board would handle the hiring process. J. Azzara agreed to set up a Gmail account for applicants.
- Answering phones and returning calls continue to require substantial volunteer resources, and many Board members stated that they thought that it would be difficult for the Shelter Manager to assume all telephone duties.
- S. Doan presented a proposal from Andrews Associates for POA’s Annual Appeal Campaign. There were 2 fee schedules proposed: (1) Self-Mailer Creative Development and Execution (total cost estimated at \$5,106) and (2) Letter Package Creative Development and Execution (total cost estimated at \$3,169).
- **L. Williams made a motion to approve initiating Option 2 (Letter Package Creative Development and Execution); R. Plante seconded. The motion unanimously passed.**

#### 5. **JoAnn Azzara**

- J. Azzara reported that POA has been accepted by the Pfizer for Shelters program. Prices are lower for vaccines than for medications.

#### 6. **New Business**

- Board members executed the Conflict of Interest statement that was approved at the September 18, 2012 Board meeting.

#### 7. **Adjournment**

- **S. Doan made a motion to adjourn the meeting at 8:35 p.m.; S. Taylor seconded. The motion unanimously passed.**
- The next Board of Directors meeting is scheduled on November 20, 2012 at 6:30 p.m. at 144 Main Street, Unit N, East Hartford, Connecticut.

Submitted by: Sara Taylor, Secretary