



Protectors of Animals, Inc.

Board Meeting – March 19, 2013

Board Members present: Stacey Doan, Jody Macrina, Ron Plante, Sara Taylor, JoAnn Azzara, Debbie Nichols, Jordan Price, Greg Simpson, Linda Williams

Guest/Prospective Board Member present: Zachary Stewart

Staff Member present: John Thomas

1. **President's Call to Order:** J. Macrina called the meeting to order at 6:35 p.m.
2. **Introduction of John Thomas, new Director of Shelter Operations.**

J. Thomas began his employment as the Director of Shelter Operations on March 18, 2013. He was welcomed to his first Board meeting as an employee of POA.

3. **Minutes of the February 19, 2013 Board of Directors meeting.**

It was noted that the pagination of the minutes of the February 19, 2013 Board of Directors meeting required correction.

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

4. **President's Report:**

- a. Financial statement: The Board reviewed the financial statement that was distributed by J. Macrina prior to the meeting. L. Williams noted that the office supply expenses seemed high for January 2013. J. Macrina stated that she would check with ARI. There was a general discussion regarding breaking down expenses at a more granular level.
- b. Update on bookkeeping services: J. Macrina reported that she will begin working with the new bookkeepers next week.
- c. Update on Board Treasurer search: Z. Stewart, who had participated in the Leadership Greater Hartford Leaders on Board Express Match program in February, attended the Board meeting as a nominee for the Board Treasurer position.

The Board unanimously voted to accept Z. Stewart as a Board member.

J. Azzara made a motion to make an exception to Article VI, Section 2 of the POA Bylaws, which requires a candidate for elective office to have attended at least 6 meetings during the 12 months preceding the election; S. Doan seconded. The motion unanimously passed.

Having made an exception to Article VI, Section 2 as set forth above, the Board unanimously voted to accept Z. Stewart as the Board Treasurer.

5. **Linda Williams**

- a. Report on March 16 Fur Better & Fur Worse Fundraiser: L. Williams reported that she does not have the final tally for the fundraiser. The attendance for the fundraiser was 254.

6. **Stacey Doan**

- a. Discussion of RFP results: S. Doan reported that 3 veterinarians responded to the RFP for veterinary services: East Hartford, Colchester and Rocky Hill. J. Macrina has also had discussions with the VCA in East Hartford (Silver Lane) and Beaver Brook in Wethersfield. There was general agreement that POA would continue to use the services of Hartford Vet, Suffield, Double A and Bolton.
- b. Discussion of final list of veterinarians: There was a discussion regarding putting together a list of veterinarians whose services are to be used at each of POA's locations. The following is a proposed list, but it has not yet been finalized:

Wethersfield Emergencies: Rocky Hill
Wethersfield Routine: Double A; Hartford Vet

East Hampton Emergencies: R. Plante will talk to Pieper Memorial Veterinary Center, a 24-hour emergency hospital located in Middletown, which could also be the option for emergencies in Wethersfield.

East Hampton Routine: R. Plante will talk to Colchester, Marlborough and Portland.

East Hartford Spay/Neuter: DAKIN in Springfield, MA

East Hartford Eye Surgeries: Dr. Isabel Jurk at Animal Eye Care of New England in Whately, MA

East Hartford Dental: Suffield

East Hartford Orthopedics: Veterinary Specialists of CT in West Hartford

East Hartford Emergencies: Bolton

East Hartford Routine: Bolton; VCA in East Hartford (Silver Lane)

- c. Discussion of implementation of certain protocols and controls: There was a brief discussion regarding instituting a purchase order system. Z. Stewart indicated that Quickbooks may have the functionality to support a purchase order system and that he would look into it.

7. **Sara Taylor**

- a. Certificate of Amendment and Resolutions for Adoption: These items were tabled for further discussion at a later meeting.

8. **Lease and Relocation Plan – Initial Discussion**

There was a discussion regarding the current lease at 144 Main Street, Unit O, East Hartford, CT. The current lease expires on June 30, 2015. J. Macrina reported that she had just received an offer from the landlord to terminate the current lease and enter into a new 5-year lease that would run from 2013 until 2018. Further discussion was tabled until the April 2013 meeting. S. Doan led a discussion regarding a proposed Relocation Committee. The idea is that POA would build or renovate property so that POA could consolidate its 3 locations into one and house all dogs and cats in the same location. An ad hoc committee was proposed, and S. Taylor, S. Doan, J. Thomas and J. Macrina each volunteered to participate.

9. New Business

- **S. Taylor made a motion to adopt the following Nondiscrimination Policy; R. Plante seconded. The motion unanimously passed.**

Protectors of Animals, Inc. (POA) does not discriminate or permit discrimination against any person or group of persons except in the case of a bona fide occupational qualification on the grounds of race, color religious creed, age, marital status, familial status, national origin, ancestry sex, sexual orientation, gender identity or expression, intellectual disability, mental disability, learning disability, lawful source of income, or physical disability, including, but not limited to, blindness or deafness.

POA is in compliance with all laws and regulations of the United States and the State of Connecticut regarding equal employment opportunity and public accommodations with respect to our programs, clients, officers, employees and volunteers.

- Condos for the East Hartford shelter are scheduled to arrive by the end of March.
- The total cost for the replacement heating unit at the East Hartford shelter is \$13,246. The landlord has agreed to split the cost 50/50 so that POA is obligated to pay \$6,623.
- Sephora at Evergreen Walk has donated \$5,000 to POA. The store is having an event on Saturday, March 23. POA will have a table and will likely bring a dog to the event.
- There was a discussion regarding the volunteer who was injured earlier this year at the East Hartford shelter and the medical bills that she has incurred. There was no resolution at this meeting, and further discussion was tabled until the April 2013 meeting. L. Williams agreed that she would locate the volunteer agreement that was signed by this volunteer and would provide the Board with a copy.
- L. Williams stated that she wanted to make changes to the volunteer agreement that was recently revised. She distributed a version of the volunteer agreement that includes indemnification and hold harmless language but omits the requirement that volunteers have personal health insurance if they are going to handle animals. L. Williams stated that she would send the final version of her proposed volunteer agreement to the Board via email.

10. Adjournment

- The meeting adjourned at 9:03 p.m.
- The next Board of Directors meeting is scheduled on April 16, 2013 at 6:30 p.m. at 144 Main Street, Unit N, East Hartford, Connecticut.

Submitted by: Sara Taylor, Secretary