



Protectors of Animals, Inc.
Board Meeting – October 15, 2013

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

Board Members absent: Mukesh Sharma

Staff Member present: John Thomas

Guest: Janna Pedersen, Ampersand Consulting

1. **Call to Order:** J. Macrina called the meeting to order at 6:32 p.m.
2. **Presentation by Janna Pedersen of Ampersand Consulting.**
 - J. Pedersen of Ampersand Consulting, who was chosen as the consultant for the Strategic Plan, delivered a presentation.
 - She has 40 years of experience and has been a consultant since 1998. She has 25 years of experience with strategic planning.
 - All present Board members were asked to introduce themselves and talk about how long they have been involved with POA, what they do for POA and what they do outside of POA.
 - J. Pedersen distributed the “Overview of Strategic Planning Process” and a “Sample Strategic Planning Process/Task Timeline.”
 - A 6-9 month timeline is realistic. The plan will be start out talking about implementation.
3. **Minutes of the September 19, 2013 Board of Directors meeting.**

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

4. **President’s Report:**
 - J. Macrina reported that the \$10,000 donation from Bozzuto’s has come in.
 - J. Macrina stated that a meeting with the landlord for the East Hampton dog shelter is scheduled on 10/16/2013.
 - J. Macrina reported that she, Kerry Bartoletti and J. Thomas are going to meet to discuss the Spay Alliance retreat.
 - A TNR workshop with Petco is scheduled to occur in July 2014.
 - J. Macrina stated that POA can request raffle baskets from Petco for fundraisers.
5. **Treasurer’s Report:**
 - Z. Stewart discussed thank you letters and stated that there may be an opportunity to streamline the process. Currently, a thank you letter is sent to an adopter, which is somewhat duplicative, because adopters receive a thank you for their donation at the time of the adoption.
 - There was also a discussion of membership and placing names on the donor list.
6. **Director of Shelter Operations Monthly Report – John Thomas**
 - J. Thomas distributed his monthly report to the Board, which will be attached to these minutes when they are posted on the POA website.

7. Stacey Doan – Organizational Chart:

- There was unanimous agreement among the Board members that the Board organizational chart would contain a list of Board members and their titles/roles.
- There was unanimous agreement among the Board members that the Board and Operations organizational charts should be posted on the POA website.

8. New Business

- There was unanimous agreement among the Board members that POA should donate \$500 to Connecticut Votes for Animals.
- S. Doan reported that she is working with Andrew Associates on a year-end appeal letter.
- R. Rajaramadoss discussed a donation to The Church of the Good Shepherd, where the Volunteer Appreciation Event was held. It was agreed that a donation should be made.
- S. Taylor stated that the November Board meeting would be held at The Tavern Downtown in Hartford.

9. Executive Session

- After New Business, the Board went into Executive Session to discuss the Executive Committee's recommendations for a salary and benefit package for the Director of Shelter Operations.

10. Adjournment

- The meeting adjourned at 8:56 p.m.
- The next Board of Directors meeting is scheduled on November 19, 2013 from 5:30 – 7:30 p.m. at The Tavern Downtown, 201 Ann Uccello Street, Hartford, Connecticut.

Submitted by: Sara Taylor, Secretary

August Adoptions, Cats/Kittens: 21/33
September Adoptions, Cats/Kittens: 13/32
Current Census: 42 plus 4 @ PetSmart

August Adoptions, Dogs: 11
September Adoptions, Dogs: 3
Current Census: 14 (8 in Weth.; 5 in E.Hamp.; 1 in foster)

Cat Shelter Updates

1. **Clean & Feed Team** meetings have been scheduled and are underway. First one held on October 10th. Twenty attendees. Next one scheduled for October 16th. Expect a similar turnout. Agenda topics: successes, challenges, strategies to facilitate cleaning and feeding, Leadership transitions and planning. Effective October 31, Linda Williams will no longer be performing any C&F duties beyond the occasional consultation if requested.
2. **Medical Team** meeting will be scheduled within the first 10 days of November. Doodle poll to identify date to be revised and released by October 17th. **Foster Team** to be scheduled before Thanksgiving. On another note, Med Team Transport continues to be scheduled every Tuesday into mid-November. Additionally, dental transports are scheduled through October.
3. **TNR Team** is being put together. Right now it is a team of two (Judy Ferrar and Janette Sullivan). A grant review meeting was held on Sept. 23rd with Judy, Janette, Kerry and Jody to identify deliverables and to plan next steps. Focus of the TNR program right now is the voucher program from the State of CT and will shift to BFAS later in the fall. This strategy will give us time to pull together more team mates and hash out the transportation and staging variables. Twelve new Tomahawk traps were ordered to provide the best equipment for this endeavor.

Dogs Shelters

1. **East Hampton** septic system was serviced on Sept. 13th.
2. Laura Goldner is redirecting many of her duties to free up more time. She is not leaving POA, nor is she leaving her Team Leader role. She is simply reallocating how she spends her time at POA and has begun delegating several of her duties. Inventory-taking, pulling dogs, vaccinations, and transport schedules are now being done by (or with the help of) others.
3. **PetSmart Dog Adoption Team** has gone live. There are 7 members, 2 co-leaders. The team will be at PS the first and third Saturday of each month. The inaugural event was October 5th and the team had 5 dogs on show.
4. There was a parvo case for a recent adoption. The dog became ill within days of leaving POA. While none of our dogs are exhibiting any symptoms a decision was made to act in good faith and reimburse the new owner for the med expenses incurred at Pieper-Olsen (\$1,500).

Communications and Outreach:

1. September 27th – State of Connecticut Treasurer’s Office. Presentation about POA as a recipient for charitable giving.

2. October 3rd – Mary Scanlon interview on WRCH Lite 105. POA reps: Christine Penney and me. Aired on Sunday October 6th @ 7:00AM.
3. October 10th – Goodwin College. Presentation to students about POA and volunteering as a means to exploring careers/gaining experience.
4. October 3rd – Interview with two CCSU college students who were doing a communications project to develop a newsletter for a nonprofit.
5. October 1st – Third edition of “The Flying Fur” was released. The newsletter will be published monthly.
6. Comprehensive update of volunteer contacts is underway. Each team has a tab on a spreadsheet. The document is being managed on Google Drive. Kudos to Sushama for her efforts in helping set it up and import info from several teams.

Administrative

1. Providing assistance/support to the bookkeeper bi-weekly.
2. Reviewing and approving incoming invoices.
3. Set up account for Med Team at The Pet Store Next Door. 30 day net account with a \$500 credit limit.
4. Working with Zach to process information requests by various governmental agencies.
5. Facilitating events with All Calls