



**Protectors of Animals, Inc.**  
Board Meeting –June 12, 2012

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

1. President's Call to Order: J. Macrina called the meeting to order at 6:37 p.m.
2. Minutes of the May 15, 2012 Board of Directors meeting were read by the Secretary. J. Macrina noted one correction (replace "POA" with "HOPE" in one place) and made a motion to accept the minutes as modified; S. Doan seconded. The motion unanimously passed.
3. President's Report:
  - J. Macrina stated that she reviewed the veterinary bills. East Hartford is billing at a higher rate than other clinic (i.e. Bolton); Kennedy Road carries over charges for several months; and Suffield gives POA a 40% discount.
  - J. Macrina stated that she spoke with Marcia, the manager at Petsmart, and that Marcia is the contact for Dog Adoption days at Petsmart. All communication should go through Marcia.
  - J. Macrina reported that she is in the process of pricing an extension of telephone lines in the East Hartford shelter.
  - S. Doan asked about the date of the audit. J. Macrina reported that the accountants have contacted the veterinary clinics to verify bills, so the front-end work for the audit is underway.
  - J. Macrina stated that the Naugatuck Duck Race was productive for networking purposes but not for fundraising.
  - J. Macrina stated that POA received a \$500 donation at the Help Willie's Friends Pet Fair.
  - There was a discussion regarding POA's items available for sale at events such as the Duck Race and the Pet Fair. The POA and HOPE t-shirts are not popular, but it is possible that funny animal t-shirts would sell better.
4. Greg Simpson
  - G. Simpson reported that most teams are at full capacity, so there is a waitlist.

- G. Simpson stated that a new animal shelter/pound is opening in South Windsor. J. Macrina stated that POA has a relationship with local animal control officers.
- G. Simpson discussed a fundraiser in conjunction with Macy's. POA volunteers would sell \$5 tickets which would entitle purchasers to a discount at Macy's. POA would keep all proceeds. It was agreed that this fundraiser was something that POA should pursue because of its low risk/(potentially) high reward.
- S. Taylor reported that she would discuss POA's insurance coverage with Aimee Parmenter at The W.J. Irish Insurance Agency. S. Taylor also reported that she would work on putting together a Board of Directors manual, which would help with risk management efforts for Directors and Officers.

#### 5. Stacey Doan

- S. Doan initiated a discussion regarding hiring a Shelter Manager. Volunteer leaders are overextended.
- D. Harned stated that a source of frustration for volunteers is not having one person to go to for answers to questions.
- S. Doan committed to drafting a job description by the August 2012 Board Meeting.
- J. Macrina read a Shelter Manager job description that she had from Dakin.
- There was a general discussion around desired qualifications for a Shelter Manager, such as hiring a people-oriented person. It is also necessary to determine how many hours per week the person would work and how much POA would pay. There was also a discussion regarding the pros and cons of hiring a Shelter Manager, but overall, the prevailing opinion was that it was a good idea. It is also important for Standard Operating Procedures to be drafted before releasing a Shelter Manager job description.

#### 6. Denise Harned

- D. Harned discussed website changes. She also stated that she would be training other volunteers to upload listings so that there would not be a key person dependency for that role.
- As of the date of the Board Meeting, photos and descriptions of 44 cats had been uploaded to the website. POA Store items had also been uploaded, and the "How to Help" page was reconfigured. D. Harned asked that Board members review the changes.
- L. Williams asked about event listings, and D. Harned said that they should be sent directly to her.
- D. Harned is working on a volunteer portal where each team would have its own page.

- There was a discussion regarding creating a password protected web page with personal information and whether POA would legally be able to do this. A Waiver and Release may be necessary.

7. New Business

- “Paws on the Promenade” is scheduled for Saturday, June 23 at The Promenade Shops at Evergreen Walk.
- J. Macrina discussed the “Hoof & Woof” fundraiser on Saturday, June 16. Admission will be \$1 and all admission proceeds will go to POA.

8. Adjournment

- J. Macrina made a motion to adjourn the meeting; S. Doan seconded. The motion unanimously passed, and the meeting was adjourned at 8:35 p.m. The next Board of Directors meeting is scheduled on July 17, 2012 at 6:30 p.m. at 144 Main Street, Unit N, East Hartford, Connecticut.

Submitted by: Sara Taylor, Secretary