



Protectors of Animals, Inc.
Board Meeting – July 21, 2015
144 Main Street, Unit E
East Hartford, CT

Board Members Present: Stacey Doan, Ron Plante, Mukesh Sharma, Jody Macrina, Sara Taylor, Jordan Price, JoAnn Azzara, Zachary Stewart (on phone)

Board Members Absent: Jim Byrne, Beth Smith

Staff Member present: John Thomas, Executive Director

1. **Call to Order:** The meeting was called to order at 6:39 p.m.
2. **Minutes of the June 16, 2015 Board of Directors Meeting:**

S. Doan made a motion to accept the Minutes of the June 16, 2015 Board of Directors meeting as written; M. Sharma seconded. The motion unanimously passed.

3. **Grant Coordinator's Report**

- No discussion.

4. **Executive Director's Report:**

- J. Thomas discussed his recommendation to move all POA bank accounts to TD Bank to streamline funds and save money. Board members asked for clarification around some monthly fees that would be charged by TD Bank, and J. Thomas stated that he would look into that issue. In addition, Board members asked about FDIC coverage limits. All deposits owned by a corporation at the same bank are added together and insured up to \$250,000. POA currently owns deposits exceeding \$250,000, but those deposits are spread across multiple banks. J. Thomas will investigate further.
- J. Thomas stated that the Executor of the Estate of Jeanette O'Donnell is settling a claim by the decedent's relative by reducing each beneficiary's distribution by \$500. After this reduction, POA would be due to receive \$21,530.02 from the Estate.
- Research on the paid Operations Assistant/Shelter Manager position revealed that the going hourly rate for such a position ranges from \$15-18 per hour. J. Thomas also did further research on workers compensation expenses. Health insurance research is pending. The target date to begin soliciting applications for this position is in September 2015.
- Regarding youth volunteers (16-18), J. Thomas discussed potential liability issues with the WJ Irish Insurance agency. They advised that POA's liability insurance rate would not increase if POA allowed volunteers in this age range to participate. WJ Irish suggested that the volunteer agreement should be reviewed by POA's attorney, as it will require revision (for example, the volunteer agreement will need to be set up for a parent/guardian signature for volunteers under age 18). J.

Thomas will send the volunteer agreement to J. Byrne for review and will ask for it to be revised by the next Board meeting.

5. Treasurer's Report:

- The Audited Financial Statements December 31, 2014 and Form 990 have been received.
- Z. Stewart stated that Part VII, Section A on page 7 of the Form 990 should be revised to reflect the correct average hours per week that each Board member spends on POA business (Board and non-Board hours). Each Board member either confirmed the current number or provided a revised figure during the discussion.

S. Doan made a motion to accept the Form 990 with the above revision; M. Sharma seconded. The motion unanimously passed.

S. Doan made a motion to accept the Audited Financial Statements December 31, 2014 as presented at the Board meeting; M. Sharma seconded. The motion unanimously passed.

6. Development Committee Report

- R. Plante discussed the Development Committee's Fundraising Plan for 2015-16. One Project In-Progress on the Plan was Phone-a-Thon #1 – Thank You Calls to top and most frequent donors. The timing is late August and it is expected that Board members will make these calls.
- The bequest program copy is currently being reviewed by the attorneys on the Board, J. Byrne and B. Smith.
- The capital campaign for support of the low-cost spay/neuter clinic is expected to be rolled out in the fall of 2015.

7. New Business:

- S. Taylor suggested that, in lieu of the August 18, 2015 Board meeting, Board members should call the over \$250 donors who are assigned to them. There was general agreement among the Board members present that the August Board meeting would be cancelled.
- S. Taylor asked to move the September Board meeting from its regularly scheduled date (September 15, 2015) to the following Tuesday, September 22, 2015. There was general agreement among the Board members present to reschedule the September Board meeting.
- J. Macrina asked that the Governance and Nominating Committee develop a process for nominating new Board members (which would include having prospective Board members attend a Board meeting prior to their election to the Board) and for on-boarding the new Board members.

8. Adjournment:

- The meeting adjourned at 8:14 p.m.
- The next Board of Directors meeting is scheduled on September 22, 2015 at 6:30 p.m. at 144 Main Street, Unit E, East Hartford, CT

Submitted by: Sara Taylor, Secretary