



Protectors of Animals, Inc.
Board Meeting – June 18, 2013

Board Members present: Stacey Doan, Ron Plante, Sara Taylor, JoAnn Azzara, Debbie Nichols, Jordan Price, Greg Simpson, Linda Williams, Zachary Stewart, Mukesh Sharma

Board Members absent: Jody Macrina, Roopa Rajaramadoss

Staff Member present: John Thomas

1. **President's Call to Order:** S. Doan called the meeting to order at 6:30 p.m.

2. **Minutes of the May 21, 2013 Board of Directors meeting.**

Z. Stewart made a motion to accept the minutes as written; M. Sharma seconded. The motion unanimously passed.

3. **President's Report (Delivered by S. Doan for J. Macrina):**

- a. The General Liability Release of Claims that was approved by the Board at the May 2013 Board meeting has been sent to the injured volunteer. When it is signed and returned, POA will pay the medical bills that were authorized by the Board.
- b. J. Macrina has signed all documents for the annual audit, and the audit is proceeding. The accountants are charging the same fees that they charged in 2012.
- c. The Spring/Summer 2013 fundraiser is underway, and so far, approximately \$6,000 has been donated.

4. **Treasurer's Report:**

- a. Financial Statement: Z. Stewart presented the monthly financial statement. There was a question regarding line items "food" vs. "pet food," and Z. Stewart clarified that "pet food" is for the animals and "food" was for the March 2013 fundraiser. A question was also raised regarding the \$16,000 loan receivable to HOPE. Since POA is still actively attempting to collect the debt, this item will remain on the financial statement.
- b. Accounting transition update: The transition to the new bookkeeping firm will now begin in July.
- c. Donation/thank you transition: Z. Stewart suggested that POA identify a volunteer to process gift thank you letters. If the bookkeepers handle this task, POA will be billed for the time, and this is a task that a volunteer can handle.
- d. Reimbursement/payment pre-approval: A standardized form for check requests is being created.

5. **John Thomas**

a. Monthly report:

- J. Thomas stated that, as of the date of the meeting, there were 42 cats in the East Hartford shelter. In May, 22 cats and 5 dogs were adopted out. "All Call" emails have gone out for Clean & Feed, Med Transport and Phone Teams. The Med Team has transports scheduled to DAKIN and Suffield Vet. Sushama Dhakite and Martha Murray are transitioning off of the Phone Team. Sushama is training new volunteers on the Phone Team.

- 400 cases of dog and cat food were donated from Bozzuto's in Cheshire, and the donation was arranged by a new POA volunteer. The food is currently being stored in Unit E. Z. Stewart stated that these should be treated as a corporate donation.
- "9 Lives for \$9" Adoption Event is taking place from June 21 – June 30. The adoption fee for kittens is going up to \$150 in July.
- Because L. Williams is retiring from her position as Team Leader of the Clean & Feed Team, all Clean & Feed volunteer calls should be directed to J. Thomas after June 30.
- Floors were cleaned at the East Hartford shelter on June 14. He suggested that the floors should be cleaned quarterly, and there was general agreement that we should budget for this.
- J. Thomas and J. Azzara reported that the veterinary technician started last week and will be back on Thursday, June 20.

6. Ron Plante

- a. Results from discussions with Colchester Vet: R. Plante reported that Colchester Vet is providing POA with a 10% discount and will recognize 100% of the spay/neuter vouchers. He stated that Colchester is working with POA to minimize costs in certain areas. The arrangement with Colchester has been beneficial to East Hampton because it is geographically closer and the working relationship has been good so far.

7. Jordan Price

- a. Strategic Planning Committee ("SPC") report: J. Price submitted a written report for the Strategic Planning Committee, which included the following:
 - Action Items Completed:
 1. Bi-weekly committee meetings scheduled through August
 2. Solicited volunteer committee members
 - a. 3 out of 4 spots filled
 - b. Final spot will be filled before 6/25 SPC meeting
 3. CT Nonprofits Strategic Planning Course/Workshop
 - a. All current committee members will attend on 7/18
 4. Began discussion of POA vision with committee (and the Board)
 - Future Actions:
 1. Develop an organizational vision for POA
 - a. Due date: prior to 7/18 workshop
 2. Determine the Board's expectations for the SPC and the SPC's expectations of the Board
 - a. Monthly updates/deliverables
 - b. Assistance from Board during various phases of the strategic planning process
 3. Determine timeframe for strategic plan completion and timeline of process
 - a. Including any TBD project milestones/deliverables along the way

8. Mukesh Sharma

- a. Organizational Email IDs: M. Sharma reported that he is going to roll out organizational email IDs (First Name.Last Name@poainc.org). Those email IDs will appear on each Board member's POA business card. Support and training will be available to those Board members who need it.

9. New Business

- R. Plante discussed the upcoming newsletter, planning for which is underway. He also stated that there has been some discussion regarding an E-newsletter.

10. Adjournment

- L. Williams made a motion for adjournment of the meeting at 8:14 p.m., which all agreed was fitting given that it was her final Board meeting, as she is retiring from the Board effective June 30, 2013. After adjourning the meeting, the Board celebrated her extensive contributions to POA over the years.
- The next Board of Directors meeting is scheduled on July 16, 2013 at 6:30 p.m. at 144 Main Street, Unit E, East Hartford, Connecticut.

Submitted by: Sara Taylor, Secretary