



Protectors of Animals, Inc.

Board Meeting – August 19, 2014
144 Main Street, Unit E, East Hartford, CT

Board Members present: Stacey Doan, Sara Taylor, Zach Stewart, Ron Plante, Greg Simpson, Deb Nichols, JoAnn Azzara, Jody Macrina, Jordan Price

Board Members absent: Mukesh Sharma, Roopa Rajaramadoss

Staff Members present: John Thomas (Executive Director)

Guests present: Michelle Pugliaris (Volunteer, Dog Team)

1. **Call to Order:** The meeting was called to order at 6:30 p.m.
2. **Minutes of the June 17, 2014 Board of Directors Meeting:**

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

3. **Treasurer's Report:**

- Z. Stewart discussed the annual audit and the 2013 Form 990 (Return of Organization Exempt From Income Tax). He stated that whistleblower and document retention and destruction policies will be drafted and adopted by the Board so that, in the future, it can be noted on the Form 990 that POA has these policies. (POA does have a written conflict of interest policy.)
- S. Doan noted that there were a few mistakes on the Form 990, which will likely necessitate the filing of an amended return. Z. Stewart will look into these items further with the auditor:
 - POA's address was incorrect (South Glastonbury PO Box vs. 144 Main Street, Unit O, East Hartford, CT 06118)
 - The line item for federated campaigns in the Statement of Revenue should not have a value attributed to it, as POA did not engage in any federated campaigns in 2013.
 - There was a question regarding how the IRS defines the term "key employee." No one is included in the Form 990 as a "key employee" of POA; there was some question regarding whether John Thomas would meet the definition. [Note: After the Board meeting, S. Taylor reviewed

the Form 990 Instructions, and John Thomas appears to not meet the IRS's definition of a "key employee." For purposes of the Form 990, it appears that POA does not have any "key employees."]

- Z. Stewart discussed the latest financials. Adoptions have lagged behind expectations; therefore, adoption fee revenue is significantly lower than YTD budget forecasts.
- Vet expenses are trending down, but a couple of large bills are pending from Bolton Vet.
- POA still has not received a bill from Hartford Vet.
- G. Simpson asked about the Newport time share, which POA has been trying for some time – and will continue to try – to transfer.
- Z. Stewart stated that the auditor will attend the October 2014 Board meeting in accordance with POA's agreement with the auditor.

4. President's Report:

- J. Macrina distributed J. Price's draft "Investment Policy and Guidelines" to be discussed at the October 2014 Board meeting.
- J. Macrina stated that SPAY CT has likely seen an uptick in interest due to the media campaign.

5. Executive Director's Report:

- J. Thomas discussed a potential November 2014 fundraiser with psychic Matt Fraser. The event will take place at Manchester Community College. Details will need to be finalized. J. Macrina stated that she would call to book the event with Matt Fraser.
- J. Thomas stated that he read a story about a program in Chicago called "Working Cats." For a fee, the program places feral cats in structures that have rodent problems. It's a win-win because the feral cats have shelter and are fed by program volunteers, and the rodent problems are curbed. J. Thomas will look into this idea further to determine whether it could work as a program for POA.

6. New Business

- There was a brief discussion about upcoming fundraising events, including the Hebron Harvest Fair (September 4-7). It was agreed to take the discussion of upcoming fundraising events offline.

7. Adjournment:

- The meeting adjourned at 7:45 p.m.
- The Strategic Plan will be discussed at the next Board of Directors meeting, which is scheduled on September 23, 2014 at 5:30 p.m. at the Welles-Turner Memorial Library, 2407 Main Street, Glastonbury, CT.

Submitted by: Sara Taylor, Secretary