



**Protectors of Animals, Inc.**  
Board Meeting – August 20, 2013

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

1. **Call to Order:** J. Macrina called the meeting to order at 6:38 p.m.
2. **Minutes of the July 16, 2013 Board of Directors meeting.**

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

3. **Treasurer's Report:**

- Z. Stewart reported that the new bookkeeper will start on August 30, 2013.
- Gift acknowledgment ("thank you") letters are caught up through the prior week's donations.
- Another \$9,000+ in corporate in-kind donations was recorded.

4. **President's Report:**

- J. Macrina asked if anyone had comments on the monthly report from John Thomas, the Director of Shelter Operations. R. Rajaramadoss asked about statistics re: euthanasia vs. died in care, and it was clarified that euthanasia occurs when a decision is made based on the medical condition of an animal vs. died in care is when an animal dies of natural causes (i.e. failure to thrive in kittens). The feline leukemia policy was also discussed.
- J. Macrina discussed Team Leader feedback and goals for the Director of Shelter Operations.
- J. Macrina stated that John Thomas had requested two weeks' paid vacation. There was a discussion and general agreement that, since John has been in the Director of Shelter Operations position for six months and he was recently elevated to full-time status, it made sense to grant his request, as long as it was based on the understanding that the two weeks of paid vacation represented all of the paid vacation available to John for the remainder of the 2013 calendar year.

**S. Taylor made a motion to grant the request of the Director of Shelter Operations for two weeks' paid vacation in the 2013 calendar year; S. Doan seconded. The motion unanimously passed.**

- M. Sharma stated that the goals for the Director of Shelter Operations should be discussed by the entire Board and it was agreed that the delivery of information would be done by the Executive Committee during the review process.
- S. Doan stated that she would send the original job description and other documents to Board members following the Board meeting, and Board members should respond with (1) roles and responsibilities; (2) goals; and (3) suggestions for what the review process and the performance appraisal should look like.

#### 5. **Roopa Rajaramadoss**

- R. Rajaramadoss provided a handout regarding the upcoming Volunteer Appreciation Event that is scheduled on Saturday, September 21 from 12-4 p.m. The committee that has been assembled to plan the event has been putting together activities and has been working to obtain donations of food for the event.

#### 6. **Stacey Doan**

- S. Doan discussed Board involvement with the Volunteer Appreciation Event. She proposed that each Board member donate \$50 toward the costs for the Volunteer Appreciation Event.
- S. Taylor stated that, in addition to the \$50 donation, she would give \$25 for each Board member who gave at least \$50 (a 50% match up to \$25).

#### 7. **Stacey Doan and Mukesh Sharma**

- M. Sharma discussed the July CT Nonprofits workshop on strategic planning. Most Strategic Planning Committee (SPC) members were able to attend. The workshop was informative and the key is to focus on critical issues and build from there. A road map was provided, and J. Price put together a Strategic Planning Workbook with highlights from the meeting. The next step is to decide on a consultant to help guide the SPC through the process.
- S. Doan discussed the strategic planning consultant RFP that will be distributed by September 1, with responses due by noon on September 16.

#### 8. **Sara Taylor**

- S. Taylor discussed an August CT Nonprofits workshop that she and S. Doan attended on Board fundraising. The key elements from the workshop were Board members as prospect identifiers and developing an individual strategy for each Board member.

#### 9. **New Business**

- All affidavits that were presented at the July 2013 meeting by John Aissis and Kerry Meddaugh have been signed and returned.
- The no-kill policy will be sent to Board members.
- J. Macrina stated that Kerry Bartoletti (Grants Coordinator) requested that POA pay her airfare (\$230-250) to attend the United Spay Alliance retreat.

**S. Doan made a motion to pay the airfare for K. Bartoletti to attend the retreat; Z. Stewart seconded. The motion unanimously passed.**

- J. Macrina stated that the Dream Ride event is scheduled on August 25. In connection with the Dream Ride event, there is another important event for POA to participate in between August 16 – September 15. All donations to POA will be matched up to \$10,000.
- J. Macrina stated that POA will have a table at the Hebron Fair.

#### 10. **Adjournment**

- The meeting adjourned at 8:50 p.m.
- The next Board of Directors meeting is scheduled on September 19, 2013 at 6:30 p.m. at 144 Main Street, Unit E, East Hartford, Connecticut.

Submitted by: Sara Taylor, Secretary