

Protectors of Animals, Inc.
Board Meeting – December 15, 2015
144 Main Street, Unit E
East Hartford, CT

Board Members Present: Jody Macrina, Stacey Doan, Zach Stewart, Ron Plante, Beth Smith, Jim Byrne, Mukesh Sharma, Jordan Price, JoAnn Azzara

Board Members Absent: None

Staff Member Present: John Thomas, Kerry Bartoletti

1. Call to Order: The meeting was called to order at 6:35 p.m.
2. Consent Agenda:
 - a. Minutes of Nov 17, 2015 Board Meeting
 - b. Executive Director Report
 - Separate but related to the ED report, Z. Stewart inquired about the status of microchipping, and suggested that it might be a good time, in a forthcoming meeting, to review our current adoption fees for cats and dogs. As microchipping will increase our cost-per-animal as well as provide more value-add for the adopters, we should reexamine the current fees. Resolution was to gather recent/prior research and discuss at a later point.
 - c. Grant Coordinator Report
 - d. S. Doan made a motion to approve the consent agenda. J. Azzara seconded. The motion passed unanimously.
3. Treasurer's Report:
 - J. Byrne posed question of reduced fundraiser income. Z. Stewart noted that the holiday fair income was down about \$1000 from last year, that we did not conduct a spring appeal, and that the income from the fall appeal is not on the current documents.
 - J. Macrina and J. Thomas provided an update on the audit of vet expenses and noted a few, early observations after auditing a couple months of data: that the average per-month for vet expenses is around \$21,000; that our base costs are up; that costs went up due in much part to inability to use the HOPE Clinic and Dakin Clinic as much as in the past. The next steps in their audit: develop a chart of services by-vet to determine where best to perform certain services; request more cooperation from vets on extraneous services. More research into the last 5 years will be conducted by J. Macrina and Z. Stewart.

- J. Price asked if we had some idea how much the proposed POA Spay/Neuter clinic would save. Per Z. Stewart, initially the two entities will track income/expenses separately, so at this moment, we can't answer that question.

4. Development Committee:

- On the matter of the capital campaign to raise funds for the spay/neuter clinic, R. Plante introduced the idea of hiring or contracting a development/fundraising professional to drive the effort. The development committee has discussed this over several meetings, as well as some rough drafts for campaign plans, and they have collectively determined that a dedicated person beyond the committee members is required in order to perform this professionally and successfully. The idea was being floated for initial comment, discussion, and questions. S. Doan asked if something more concrete could be compiled and presented for the January board meeting. R. Plante agreed to have this completed.
- On a related note, J. Macrina and K. Bartoletti noted that POA may well have a strong possibility in a major Weiderhold grant. We have made a \$100k ask, and have been invited to the selection process. S. Doan added that in regard to the clinic, we need to put our feelers out for a licensed architect, as part of the clinic plan development.

5. Fundraiser Update:

- S.Doan provided a status report on the progression of the spring fundraiser event, including:
 - o A change in venue to Mt. Carmel hall in East Hartford, from the Irish Club in Glastonbury. The Irish club could not accommodate the attendance goal of 300 people
 - o The comedians are booked.
 - o Event is April 2, 2016; tickets \$55; food will be served
 - o Raffle details are also final. There will be 300 tickets sold, at \$50 each, for a total intake of \$15,000. Of the collected total, \$5000 will go to the winner, and \$10,000 will go to POA. Tickets can only be sold during a three-month period from Jan 2, 2016, through April 2, 2016. The winner will be announced at the April 2 event.

6. New Business:

- J. Byrne suggested the idea for using online banks for POA's banking activity, given the discussion from last month regarding POA's current banking vendors. Among other benefits to using an online bank are easier transfer of funds, online payment to vendors, and better return

on investment for funds not immediately needed for daily operation. M. Sharma also suggested the idea of Wealth Front (investment management platform.) J. Price offered to investigate further for January meeting.

- Z. Stewart reminded everyone that we need to be thinking about succession planning for new board members. Most immediately, we will need a permanent secretary. B. Smith offered that she may have some friends who might be interested. S. Doan offered to compile an information packet that could be used to recruit new board members, and a process for vetting them for inclusion to the board.

7. Adjournment: The meeting adjourned to Executive Section as 7:35 p.m. (Motion: J. Price; Second: S. Doan; Vote: Unanimous)

8. Call-to-Order Following an executive session, the meeting was called to order again at 9:03 p.m.

- S. Doan motion to allow Z. Stewart signing authority on financial accounts. R. Plante seconded. All in favor.

9. Adjournment: The meeting adjourned at 9:12 p.m. (Motion: S. Doan; Second: B. Smith; Vote: Unanimous)

Next Board Meeting: January 19, 2016

Submitted by: Ron Plante