



**Protectors of Animals, Inc.**

Board Meeting – November 20, 2012

Board Members present: Denise Harned, Stacey Doan, Jody Macrina, Ron Plante, Mark Pandolfo, Sara Taylor, JoAnn Azzara, Linda Williams, Debbie Nichols, Jordan Price, Greg Simpson

Guest: Kerry Bartoletti, H.O.P.E. Spay/Neuter Clinic, Inc.

1. **President's Call to Order:** J. Macrina called the meeting to order at 6:40 p.m.
2. **Minutes of the October 16, 2012 Board of Directors meeting.**

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

3. **President's Report:**

- J. Macrina discussed the POA Financial Statement as of September 30, 2012 and the POA Statement of Activities (January through September 2012), which were circulated to Board members. Donations were significantly lower in September, but the Annual Appeal solicitation letter that was approved by the Board at the October 16, 2012 Board meeting will be mailed out during the week of November 26, 2012. J. Macrina reported that there are still cats at New England Veterinary Center on Kennedy Road in Windsor, Connecticut, but, in accordance with the Resolution passed by the Board at the September 18, 2012 Board meeting, the goal remains to not have any cats and/or kittens at the Center. The cats and/or kittens who are currently at the Center are TNRs, drop-offs and returns for whom there is no space at the POA Shelter. J. Macrina stated that veterinary expenses were higher in September than in the prior few months.

4. **HOPE Update**

- K. Bartoletti attended the Board meeting to provide an update on the HOPE Clinic. The Clinic has performed surgeries on over 4,500 animals YTD. The numbers have consistently been between 35 and 50 since the transport van was purchased. No shows have been reduced through use of callfire.com and requiring deposits. The Clinic is able to handle the high volume because of Dr. Patrice's skill and the skill of the staff.
- K. Bartoletti also discussed some issues with the veterinary staff that need to be addressed further. She also noted that HOPE needs a "cushion account," preferably around \$10,000, which would help to address the need to transfer funds until payments are received. The State of Connecticut Department of Agriculture currently owes HOPE several thousand dollars for reimbursement from

- K. Bartoletti also provided draft job descriptions for a number of positions at the Clinic. It was determined that the Clinic has two immediate needs: an Admissions Assistant and a Clinic Manager.
- **S. Doan made a motion to advertise the Admissions Assistant and Clinic Manager positions as soon as possible; D. Harned seconded. The motion unanimously passed.**
- There was a discussion about the graphics for the HOPE/POA transport van. S. Doan stated that she is working on getting the tag line “It’s Hip to Snip” trademarked.

#### 5. **Mark Pandolfo/Jordan Price**

- Recommendations of bookkeeping firms – this item was tabled until the December 2012 Board meeting.
- J. Price stated that POA should consider hiring a finance manager in the future, since POA will be merging with HOPE (which has several employees) and hiring a POA Shelter Manager.

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

- S. Doan updated the Board on the status of the POA/HOPE merger. The attorney and paralegal who are handling the transaction on a pro bono basis have all of the documentation that they need from both entities. It is anticipated that the merger can be completed by January or February 2013.

#### 7. **Greg Simpson**

- G. Simpson updated the Board on volunteer recruitment efforts. There was a discussion that the East Hampton dog shelter may have a need for additional volunteers.

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

- S. Taylor discussed the potential for using an RFP (Request for Proposal) process to select providers of veterinary care and services. The POA Statement of Activities shows that Vet Expenses YTD are approximately \$55,000 higher than they were during the same period in 2011; therefore, it is imperative that we look at ways to control costs. There was a general consensus that an RFP should be drafted for the Board’s review at the December 2012 meeting; therefore, S. Taylor agreed to provide a draft in advance of the December 2012 meeting for discussion.
- S. Taylor stated that POA has submitted an application to Leadership Greater Hartford to participate in LGH’s Leaders on Board program. The goal is to recruit a Board member with a human resources and/or employment law background.

- In order to avoid a possible conflict of interest, D. Harned excused herself from the Board meeting prior to the discussion of Shelter Manager applicants because she intends to apply for the position. Following D. Harned's departure, S. Taylor gave a brief overview of the applicant pool.

9. **Adjournment**

- **S. Doan made a motion to adjourn the meeting at 8:30 p.m.; G. Simpson seconded. The motion unanimously passed.**
- The next Board of Directors meeting is scheduled on December 18, 2012 at 6:30 p.m. at 144 Main Street, Unit N, East Hartford, Connecticut.

Submitted by: Sara Taylor, Secretary