



Protectors of Animals, Inc.
Board Meeting Agenda – October 17, 2017
6:30 p.m. – 144 Main Street, Unit J
East Hartford, CT

Board Members Present: Jody Macrina, Zachary Stewart, Jessica Aniskoff, James Breen, Jim Byrne, Leslie Wetstone, and Jessica Sokol.

Board Members Absent: Michael Pezzullo, Jeff Greenblat, Jordan Price

Staff Members Present: Kerry Bartoletti

1. Call to Order 6:38
2. Consent Agenda – J. Macrina motioned to pass consent agenda after brief discussion (noted below). J. Breen seconded. All in favor, motion passes.
 - a. Minutes of the September 19, 2017 Board of Directors Meeting - Attached
 - b. Clinic Report – Under Separate Email
 - i. Relief vets will produce lower volume than current budget, but are expected to improve over time.
 - ii. Discussed clinic operations and budget impact. Avg surgeries per day are 25 vs. goal of 30. ~300 surgeries per month to break even. James to follow up on Employee Manual with Pro Bono.
 - c. Grant Report – Under Separate Email
 - i. Kelly Rossito will run Amazon Smile marketing.
3. Strategic Plan discussion – J. Breen discussed results of Strategic Plan Initiatives.
 - a. Discussion held based on the organizational nature of the board. At best POA can manage half operational half governance, but leaning towards operational.
 - b. Discussed creating and distributing Org chart to facilitate cohesion between teams.
 - c. Discussed creating subcommittees to delegate tasks.
 - i. Clinic subcommittee? Clarified needs for HR and other items to be addressed. Currently addressed by Executive Board as necessary. Short

term work is resolving Employee Manual with HR responses/hierarchy for discipline, and PTO. To maintain clinic under executive board oversight for the short term.

- ii. Fundraising subcommittee – organization to allow people to fundraise as they wish, but with board awareness of activity to avoid misunderstandings and/or confusion. Focus on more organized activities on a regular basis. Bifurcate the groups to allow all contributors to continue with board awareness, while subcommittee pursues events as well. Leslie, Jess Sokol, Jody to begin organizing and report to the board next month.
 - 1. To also discuss board connectivity to volunteers event.
- iii. POA finances – Zach, Mike, J. Aniskoff, with help from Kerry to continue with POA finances/reporting structure. Building reporting timelines and structures to smooth as much of the process as possible. Clinic vs. POA shelters financials. Remove shared accounts that cause confusion. Board to review if there is other information that they feel should be reported.
 - 1. January 1st official transfer from Zoho to new software. This will allow better metrics for fundraising and financial info.
- iv. Org Chart to break out POA structure for 3 locations and teams. Emails and Numbers. Jody to get org chart and reach out to Stacey for info.
- v. Website – Jody, James, and Kerry
- vi. Educational Initiative/Long term plan – Spay/Neuter clinic to take the lead on educational outreach. Educational initiative ties to long term plan and will be a joint subcommittee. Jim Byrne, Jess Sokol, Leslie Wetstone.
- vii. More training – Jeff to coordinate with Deb Nichols for training of C+F.
- viii. Cohesive POA – Jody to reach out to East Hampton, Wethersfield for board involvement thoughts.

4. New Business

- a. Slightly unfav to budget YTD. Vet expenses and clinic operational expenses are trending up.

5. Adjournment – Adjourned 8:30