



Protectors of Animals, Inc.
Board Meeting Agenda – November 21, 2017
6:30 p.m. – 144 Main Street, Unit J
East Hartford, CT

Board Members Present: Jody Macrina, Mike Pezzullo, Jeff Greenblat, James Breen, Jim Byrne, and Jessica Sokol.

Board Members Absent: Jordan Price, Zachary Stewart, Jessica Aniskoff, and Leslie Wetstone.

1. Call to Order 6:37pm
2. Consent Agenda – Motion to pass consent agenda made by J. Breen, seconded by J. Byrne.
 - a. Minutes of the October 17, 2017 Board of Directors Meeting
 - b. Clinic Report
 - c. Grant Report
3. Pro Bono Update– J. Breen updated the board on status of Pro Bono work, meeting with Priya Morganstern 11/22 to discuss updating the below documents.
 - a. Employee Manual
 - b. Certificate of Incorporation
 - c. Bylaws
 - d. HR Questions
4. Broker of Record – Clinic insurance update –
 - a. J. Breen discussed shifting Broker of Records for clinic insurance to consolidate into one Broker (Irish). This will not affect quality of insurance, but will improve quality of life by housing all policies with one broker that is more responsive than the other. J. Breen motioned to pass allowing Broker shift. J. Macrina seconded. All in favor, motion passes.
5. Fundraising subcommittee update –

- a. J. Sokol updated the board on plans for fundraisers. From organization of fundraisers to specific events. Creating a consistent platform for measuring fundraising success. Holiday fair held last weekend. Over \$5,000 raised.
 - b. Art & Soul holiday market, Sunday December 10, 2017. J. Sokol, Facebook page has great intro. POA is beneficiary of % of sales as well as donations.
 - c. Discussion surrounding additional fundraising possibilities. Discussion surrounding potentially revitalizing the Fur Ball.
 - d. Discussion held around Cat Yoga. It routinely sells out well in advance, and determining feasibility for locating next to Unit J for easier volunteer access.
 - e. J. Breen to reach out to J. Sokol with contact information for fundraising facilitator.
6. Finance subcommittee updates –
- a. M. Pezzullo discussed with the financial transitions. Estimating 4 to 5 hours to prep financials per month, less once they're comfortable with the process. Ultimately planning to produce monthly financials.
7. POA cohesiveness – J. Macrina
- a. Org Chart – J. Macrina distributed Org Chart, and summary.
 - b. East Hampton, Wethersfield involvement.
 - i. Discussion held around inviting members of the East Hampton (Michell or Stacey) and Wethersfield (Mindy or Ashley) team to board meetings. J. Byrne suggested it might be better to send board members to their meetings first to demonstrate cohesiveness, and consider invitations to Board.
 - ii. J. Macrina to distribute a schedule of events.
8. Website –
- a. J. Breen discussed that website is in final stages of preparation, and will begin development next week. Release targeting the new year.
 - b. Request for photos and brief bio's of board members for website inclusion.
 - i. J. Breen to request photo's a week before prior.
9. Clean & Feed Volunteer training – J. Greenblat discussed working with Debbie Nichols to update the training for C&F. New volunteer manual being created to ensure consistency in procedures. This includes procedures such as hand sanitizer between cats, clean implements (i.e. spoons).
- a. There is currently a huge need for C&F volunteers predominantly Friday-Sunday. Saturday the morning shift on week 1 & 3 is particularly difficult. Jeff to provide list of time slot vacancies.

- b. Discussion held on increasing number of volunteers for C&F team. Debbie ready to officially take on role of C&F Team Lead. Jodi discussed doing a call out to increase number of volunteers.
- c. Jodi will announce Debbie's official role to the POA group as a whole. Jodi also to request additional volunteers.

10. New Business

- a. Executive session held.

11. Adjournment 7:54pm