



Prior Meeting Minutes: 12/19/2023

Protectors of Animals, Inc.

Board Meeting

December 19, 2023 at 6:30 p.m.

Attendance (X = in attendance)

Board					Advisors
Jody Macrina	Rachel Casey	Steven Black	Jim Byrne	Susan Gilbert	Kelly Rossitto
X	X		X	X	X
Christine Green	Abigail Jackson	Mary Kelly	Mel Schneider	Alane Wilansky	Joanne Freeman
X	X			X	X

Minutes

1. Call to Order 6:40pm
2. Consent Agenda – J. Bryne motioned, C. Green seconded, approved.
 - Minutes of the November 21, 2023 Board of Directors Meeting – Attached
 - Clinic Report – Attached
 - Donation Report – Attached
3. Business Update – J. Macrina
 - Working to hire Clinic Manager.
 - Thank you to J. Freeman who is retiring!
4. Fundraising & Events – S. Gilbert, M. Schneider
 - **Events Team update:** Email was sent to the Events Team with a survey to gauge interests. Plan to meet in January.
 - **Annual Holidays on Main booth:** Raised \$154, collected food, toys and treats, and received some interest from potential adopters and volunteers.
 - **Cat Café and Hops on the Hill:** Both were successful events.
 - **Gala Update:** The location and date have been chosen! TPC River Highlands in Cromwell on Saturday February 24th from 6-10pm. Theme is Mardi Paws!
5. Social Media – M. Kelly
 - No new updates.
6. Finance – A. Wilansky, C. Green, R. Casey
 - Finance Committee identified 2 items below that would be best managed with the shelter manager role, including implementing procedures around food and supply ordering and improving controls.
 - A new bank account will be opened at Liberty Bank



- A process is being established by the Treasurer to track annual contributions for Board members, in accordance with the Board expectation policy.
 - P&L: November vs. October 2023
 - Revenue is higher MoM by \$40k (or +48%) due to donations, dog adoptions and Clinic donations, partially offset by cat adoptions. YTD Revenue is up \$68k higher primarily due to bequest and fundraisers in addition to Realized and Unrealized gain, offset by lower General Donations and Clinic Services.
 - MoM Expenditures are up \$29k (or 38%) primarily driven by clinic salaries (up \$13k or 75%) and vet expenses (up \$8k or 118%) from the prior month. Expenditures YTD are increased over September, by \$20k (or +2%) driven by higher Shelter Salaries of \$47k (or 112%) and higher Clinic - Vet Expense \$55k, which are partially offset by lower Clinic Salaries of \$81k (or 21%).
 - YTD Net Revenue is \$3k (\$47k or 106% higher than this period in 2022).
7. Investment –J. Bryne, R. Casey
- Shared investment update as of 11/30.
8. Clinic Report – J. Freeman
- J. Freeman will be retiring at year end.
9. Shelter Report – J. Macrina, C. Green
- No new updates.
10. Program Coordinator Report – K. Rossitto
- Donor Management
 - Spring Appeal: Raised **\$47,560**
 - Matching Community Cat Campaign: Raised **\$10,705**
 - Year End Campaign: Raised **\$26,322** as of 12/13.
 - Giving Tuesday: Raised **\$14,690**.
 - Researching access to certain donation hosts to enhance donor tracking.
 - Clinic Advising
 - Recommend a new committee to help with clinic operations until a new Clinic Manager is hired.
 - Shelter Advising
 - Shared draft Shelter Manager job description.
 - CT Dog Magazine reached out for stories and events to publish in their Winter Issue.
11. Newsletter – S. Black, R. Casey, C. Green
- Winter newsletter next! Soliciting feedback from volunteers.
12. Roundtable: 1 Location / Capital Campaign – J. Macrina, A. Jackson, S. Black, C. Green
- No new updates.
13. Adjourned 7:29pm