



Board Meeting Minutes | July 21, 2026

Draft minutes prepared from transcript for board review.

Field	Detail
Meeting Date	July 21, 2026
Meeting Type	Regular board meeting
Location	Virtual / Microsoft Teams transcript
Source	Board meeting transcript

Participants referenced

Board / board advisors / staff present in discussion included: Jody Macrina, Craig Breitsprecher, Susan Gilbert, Kelly Rossitto, Kim DiMauro, Abigail G. Gerard, Mary Kelly, Kristen Murdock, Joelly Colon, Sarah Kopac, Lauren Segal, Patty, Alane Wilansky, and Anastasia Foster.

Executive summary

The board focused on three major topics: investment policy revisions, clinic staffing and retention, and board operations. The investment policy discussion moved toward a longer-term investment horizon, portfolio diversification, and a threshold-based withdrawal approval process. The group also clarified that investment oversight should sit within the finance / co-treasurer structure rather than as a separate standalone role.

Operationally, the board reviewed clinic retention challenges, including ongoing technician turnover, training pressure, and the need for better incentives and retention tools. The conversation included ideas such as retention bonuses, PTO milestones, and recruiting through vet tech programs. Dr. Graham was referenced as part of the effort to evaluate staffing competitiveness and ways to improve throughput.

The board also discussed administrative housekeeping items, including meeting transcription, agenda distribution, recurring calendar invitations, and public posting of minutes. The meeting concluded with an executive session; that discussion is recorded separately and is not included in these minutes.

Meeting objectives

- Approve and refine the investment policy language.
- Review clinic retention issues and possible incentive strategies.
- Address board operations, meeting logistics, and secretary transition.
- Hold an executive session to discuss a personnel matter.

Discussion summary

1. Investment Policy and Treasury Oversight

Craig Breitsprecher summarized proposed investment policy changes, noting that the organization should treat the portfolio as a long-term investment vehicle, shifting the language from three years to a more textbook five-year

horizon. He also recommended language that emphasizes diversification and avoids speculation. The board discussed acceptable withdrawal provisions and the need for flexibility without undermining long-term growth.

The group leaned away from a percentage-only rule and toward a practical dollar threshold. The discussion centered on a \$5,000 non-emergency spending threshold, with larger amounts or unusual uses requiring additional board involvement. Emergency situations were recognized as needing flexibility, especially when health, safety, or facility continuity were at stake.

2. Board Administration, Minutes, and Secretary Transition

Kim DiMauro and the group discussed how to streamline meeting administration by combining the meeting invite, agenda, and minutes link into one email. The board also discussed transcription and cleanup of meeting notes, with Kim noting she could clean up transcripts and produce summarized minutes.

The transcript also reflected a transition plan for board secretarial duties. Kim DiMauro and Sarah Kopac were identified as stepping into the Secretary role, with Abigail Gerard and Susan Gilbert helping with the transition. Kelly Rossitto noted that recurring meetings and the Teams setup could be managed through the organization's Microsoft environment.

The group clarified the distinction between public minutes and executive-session content, confirming that public minutes should avoid confidential personal or financial details. Kelly Rossitto also flagged that May and June meeting minutes were not appearing on the website and said she would look into the posting issue.

3. Clinic Staffing, Retention, and Incentives

Jody Macrina and Joelly Colon described continued pressure on the clinic due to technician turnover, training time, and the effect that departures have on production numbers. They said the clinic is trying to reach improved volume targets, but each staff departure slows progress and increases strain on the remaining team.

Dr. Graham was brought into the discussion to help assess whether compensation is competitive and to explore retention strategies. Ideas discussed included retention bonuses, PTO milestones after service anniversaries, student loan or similar retention tools, and outreach to vet technician programs in the state. The group also noted that the clinic runs on a demanding schedule and that the work is physically and emotionally intense.

4. Organizational Updates and Upcoming Items

Jody Macrina shared a positive update on Wethersfield, noting that a building under consideration had been cleared and that further discussion with the town and another group was expected. The board also referenced the July 31 Dogust event at Hops on the Hill and discussed making sure the event details were accessible on the website and Facebook.

Decisions made

Topic	Decision	Owner / Follow-up
Investment horizon	Update policy language from a 3-year to a 5-year long-term investment view.	Craig Breitsprecher to revise draft language.
Portfolio approach	Use diversified, moderate-risk language and avoid speculative investments.	Craig Breitsprecher / board review.
Withdrawal authority	Use a practical dollar threshold approach rather than relying only on percentages; the discussion centered on \$5,000 and on emergency flexibility.	Board / treasury follow-up.
Treasury structure	Roll investment oversight into the finance / co-treasurer structure.	Craig Breitsprecher and Kristen Murdock under Alane's guidance.

Secretary transition	Kim DiMauro and Sarah Kopac will transition into the Secretary role.	Kim DiMauro, Sarah Kopac, Abigail Gerard, Susan Gilbert.
Prior minutes	Approve the June 16, 2026 prior meeting minutes.	Board approval recorded in transcript.

Risks / issues / blockers

Issue	Impact / Notes
Clinic staffing turnover	Ongoing technician resignations continue to reduce capacity and increase training burden.
Administrative workflow	Minutes posting, recurring invite setup, and agenda/minutes distribution need tighter process control.
Confidential content handling	Executive-session and sensitive matters must remain out of public minutes.
Wethersfield site uncertainty	Progress was reported, but the long-term location issue is still unresolved.
Personnel matter (executive session)	A personnel matter is being finalized in executive session; see the separate Executive Session Minutes for detail.

Action items

Action	Owner	Timing	Status
Revise and clean up investment policy language, including threshold / withdrawal provisions.	Craig Breitsprecher	Before the next board review / email circulation	Open
Continue clinic retention brainstorming with Dr. Graham and the clinic team.	Jody Macrina, Joelly Colon, Kelly Rossitto	Next working session	Open
Coordinate recurring meeting invite, agenda, minutes, and secretary transition process.	Kim DiMauro, Sarah Kopac, Susan Gilbert, Abigail Gerard, Kelly Rossitto	Before September	Open
Correct website posting for June minutes and confirm the meeting-minute link is accessible.	Kelly Rossitto	As soon as possible	Open
Follow up on procedures / medical support request with Patty.	Jody Macrina and Patty	Near term	Open
Continue personnel-matter follow-up from executive session (see Executive Session Minutes for detail).	Jody Macrina and Mary Kelly	August / before September meeting	Open

Executive session

An executive session was held during this meeting to discuss a personnel matter. Per Board policy, the substance of that discussion is not recorded here.

See the separate Executive Session Minutes (restricted to the Board) for the detailed record.

Next meeting

The transcript indicates there will be no board meeting in August.

Next regular board meeting: September 2026 (date to be confirmed).

Interim coordination: Jody Macrina, Susan Gilbert, Abigail Gerard, and Kim DiMauro to coordinate the secretary transition and meeting workflow by email / working session.