



**Independent Cat Society**  
**Board of Directors Meeting Agenda**  
**February 3, 2014, 6:18 pm - 8:20 pm**  
**Purdue North Central Room LSF60**

**1. Call to Order**

- a. Welcome and President's remarks

Present	Absent	Guest
Staci Trekles		Diane Buche
Judy Lindmark		Victoria ?
Diana Foster		
Gail Freidan		
Judy Dean		
Joan Hildebrand		
<u>Natalie Cebulski</u> Carol Albrecht Jen Stall	X	

**2. Consent Agenda**

**a. Approval of reports and minutes**

Minutes of the rescheduled 1-15-14 Meeting amended to reflect the correction of Cat's name to Spice as seen in a potential Fundraising Event Brochure.

**\*\*\*\* Motion to accept 1-15-14 as amended 2<sup>nd</sup> and carried.**

**b. Review of month of email motions and acceptance**

1. None
- 2.

**c. Approval of Committee Reports : Current Committee Reports & Meeting Minutes available online**

Committee	Accepted	Not Accepted	No Report
Admission/Adoption/Shelter Report: Paulette Gonzales ; Roberta Jocius & Joan Hildebrand	X		
Treasurer's Finance Committee: Natalie Cebulski & Judy Lindmark	X		
Health & Wellness: Jen Stall & Paulette Gonzales	X		
Foster Care: Vacant Position	X Included in combined Admission/Adoption Shelter Report		
Fundraising: Staci Strekles	X		
Grants: Roberts Jocius	X		
Human Resources: Vacant Position			X
Membership: Kathy Nielsen			X
PR & communications: Dorothy Ripperdan	X		
Sponsor a Cat: Carol Abshire	X		
TNR: Connie Szawara			X
Technology: Monica Korzenecki			X

Volunteer: Judy Dean/Diana Foster			X Data coming in soon

**d. Board Discussion of Various Committee Reports:**

- a. Discrepancies in total number of cats associated with ICS. Staci Trekles will sent out an amended total to the Board.
- b. Fundraising Comm. Judy Dean shared examples of potential post cards for ICS event announcements. Call for additional volunteers sent out for support of the Sweetheart Event.
- c. The possibility of presenting a Conference was also discussed. Further discussion will occur between Staci Trekles and Judy Dean who has experience as a Cont. Educ & conference planner.

**\*\*\* Motion to accept Committee Reports as submitted. Motion moved and carried.**

**3. Announcements and items for information**

- a. Proposals for the Finance Committee – still looking
- b. Carol Abshire, ICS Room Mom and Chair of SAC recently paid for the installation of a new Furnace for the Main Shelter Bldg. Thanks to Carol, the cats will continue to be warm for many years to come. Kudos Carol !

**4. Action Agenda**

**a. Old business**

**1. Print and electronic communication** (newsletters, introduction of new Blog in December, etc) - Update

- Company able to print current Newsletter in spite of the many changes made. They are very supportive to ICS and will print the ICS Event Postcards when that project is ready. ICS is most pleased with their turn around for our printed materials.

**2. Board Retreat** – Strategic Planning meeting February 23

- the Meeting will commenced at 9 am at Staci Trekles home in Valpo
- members are requested to bring food and refreshments.
- Cheryl Mioduski will facilitate the discussion of the Strategic Plan
- Judy Dean will send scans of former Strategic Plans for review of currency prior to the Meeting
- Staci Trekles again reminded the Board members to review and complete the Strategic Plan Template she distributed to help guide members in their required activities
- Board discussion determined that only Board members would be involved with this activity. once developed, the Plan will be shared with Committee Chairs for their input.

**3. Emergency management plan**

- Jen Stall presented an update on the progress of the Plan.
- Joan Hildebrand was asked to forward the Company names, contact individual and phone numbers of the most commonly used vendors for maintenance of the Shelter
- Judy Dean submitted the State of Indiana's emergency plan for animals to Jen Stall; She also submitted to Staci Trekles, the support services of Red Rover - printed cards for cat carriers. Judy will write a short article on care for pets during/through and after local disasters for Submission to either the WEB site or Annie's Blog. The article is to be submitted to Stacie for Publication.

#### 4. **Foster chairperson needed**

- Board discussed the various aspects and responsibilities required of the Foster Comm Chair. I.e .Computer documentation, frequent physical availability at the Shelter to field phone calls, Constant contact with Foster Families in relation to vaccinations, vet visits etc
- Joan Hildebrand will pursue talking to various volunteers regarding their interests in the position.
- The Board discussed the proper placement of the Foster Committee within the Organization and its responsibilities which reflect the well being of future and current Foster cats.

**\*\*\* Motion to place the Foster Committee under the auspices of the Admission Committee for a 6 month trial followed with an evaluation to assess the effectiveness of this trial. Motion 2<sup>nd</sup> and carried.**

#### 5. **Boy Scouts request**

- Judy Dean, with input from Gail Friedan, gave an update on the progress of the Boy Scout's project for the development of a 2 new Signs for ICS. A V-Shaped one for the main yard and a post with directional arrows for parking lot, Gift Shop & Rainbow Garden.
- Gift Shop needs a new name. Judy will submit to the Volunteers...maybe a contest & Reward ie Gift Card ??
- Foliage on the Rte 6 side of ICS needs to be cut lower to allow greater visibility of the new sign.
- Judy is awaiting the cost analysis from the Boy Scout. And will submit the information to the Board
- Monetary support will be from a current Garden Grant as well as an offer from Judy's Dean's neighbor.
- If possible, ICS's would like to continue a partnership with this large Chesterton Boy Scout Troop for future activities.

#### 6. **Auction fundraiser – revisit from 2012**

- Discussion as to the Cost of this service to educate ICS in the fundraising process, the implementation of an Auction and if done, a New Year's Eve event would be the perfect time for an auction.
- Roberta Jocius has the majority of information on this service. The Greyhound auction was Referenced as to the amount of \$\$ they raised.
- Jen Stall to confer with Roberta Jocius and will provide paperwork previous submitted to board in 2012 for our review

#### 7. **Credit card machine at shelter – revisit from 2013**

- Jen Stall presented information on the availability of a Credit Card Machine at the Shelter only.
- Judy Dean uses one in her private business and suggested that Jen investigate:
  - a. the precise % charges for the various Charge Cards as each is different
  - b. the length of the contractual agreement. If it is more than what ICS desires, there is a penalty charge for breaking the contract
  - c. the monthly fee presented by Jen is the Lease cost only
  - d. the additional charges throughout the year as well as the additional charges included in the monthly statement
    1. Regulatory & Compliance Fee for consumer credit card safety (yearly Cost)
    2. Annual Fee ( Anniversary date)
    3. Paper Statement Fee ( monthly..might be \$5/month)
    4. Monthly Processing Fees which include the % costs for each type of Credit Card used by the Consumer. Depending on the amount charged By consumers, ICS will be charged for the processing of these cards.

## 5. New Business

### a. Allegius Financial Planning session

- Board discussed the feasibility of offering a Financial Program with Allegius Presenter. The lack of Member interest and attendance to various meetings was also discussed. It was determined that this offering be tabled at this time with a potential of re-visit in the future.

### b. Shelter Key Disbursement

- Board members questioned if the protocol for Shelter Keys was being followed. It was mentioned by several board members that Keys are being given out to new volunteers when they take on various roles within the Shelter - such as Adoption Counselors, or Room Moms.
- This issue first surfaced with the addition of a Human Resource Committee Chair
- As Board Secretary, Judy Dean followed up with contacting each volunteer to determine if they had keys. Those holding Keys were then compared to the signed ICS Key agreements which stopped in the early 2000's.
- Keys being given out are being duplicated with no record of who is receiving or returning them.
- Safety issues for cats, equipment, volunteers alone in off hours and confidentiality of records were also discussed.
- The board determined that a new Shelter Key Policy be developed. Judy and Staci will work on this and present a new policy document with guidelines to the Board for their Review.
- The project of replacing all keys, locks etc was discussed.
- Judy Dean will call a local La Porte Key Company for an estimate on the installation of 2 dead locks with keys and 6 door knobs with keys. This estimate will be shared with the Board.
- It was also suggested that if new keys are made they be the non-duplicated ones.

### c. Open Discussion: None

**Adjournment: 8: 20 pm**

**Next Meeting: March 3, 2014**

**Time: 6 - 8 pm**

**Location: Purdue North Central Room LSF60**

**Respectfully submitted,**

*Judy Dean*

**Judy Dean  
ICS Recording Secretary**

**HAPPY VALENTINE'S DAY**

