

Cat Care Committee Meeting
3-18-13
Valparaiso University Harre Union, LL60
6:00pm

Agenda

1. Head Medicator's Report
 - a. Update on changes in weekly feeding and medication procedures
 - b. Vaccines and adoption protocol
 - c. Euthanasia decision protocol
 - d. Medications and fluids and adoption protocol – development of an updated list of cats with issues that should be disclosed to potential adopters
2. Finance Committee: Cleaner proposal
3. Foster Care update
4. Composition of Cat Care Committee
 - a. Formalizing the purpose of Cat Care for the bylaws
 - b. Membership
 - c. Possible subcommittees – Room Moms, Medicators/Employees

Minutes from Meeting:

- 1) Head Medicator's Report (see attachment): 1x day feeding of wet food for majority of cats was tried on a trial basis
 - a. Most cats have maintained weight or increased slightly
 - b. Marigold – down 1 lb. – being monitored and may be brought to vet soon
 - c. Spanky – waiting to hear on test results
 - d. Less diarrhea in rooms overall
 - e. Several dry food bowls are in each room, more cats are eating more dry
 - f. Ringworm – found in Playpen and Disco; necessary to ensure that protocol is followed to treat and minimize it including getting rid of carpeted cat trees and anything that can't be taken off and washed; we can get plastic ones and put soft things on them that can be taken on – some members will investigate possibilities for new trees
 - g. Roberta – watch
http://www.maddiesfund.org/Maddies_Institute/Webcasts/How_Animal_Shelters_Are_Beating_Ringworm.html video on best practices in treating ringworm
- 2) FeLV vaccinations – expense was brought up
 - a. Other shelters never vaccinate for FeLV, some do
 - b. Dr. Brooke doesn't think it is necessary
 - c. Committee agreed we should test kittens and incoming cats without medical history
 - d. Will not vaccinate every year
 - e. We will vaccinate all adopted cats unless within their yearly cycle for vaccinations
 - f. 1 yr. vs. 3 yr rabies vaccine also questioned

- g. Question of vaccinations should be sent to Adoption Committee for their input and possibly update the adoption application - Committee recommendation then must be sent to board for approval
- 3) Euthanasia:
- a. Brought forward by Jackie after the experience with Dusty and Jen in early March
 - b. Sue O. provided current euthanasia policy (from 2001)
 - c. Indicated that previously an on-call person was available each day (24/day per person with every committee member assigned a day) for handling euthanasia discussions, and that no euthanasia was considered without a vet's recommendation
 - i. <http://maddiesfund.org> has a wide range of good resources
 - ii. So does <http://aspca.org>
 - d. Ideal to have at least 3 people involved in the decision – the vet, the head medicator or person who took the cat in, and another CC committee member
 - e. Discussion included the fact that other shelters' policies may need to be consulted to see if ours could use any additions or updating – all should do this and report back to the committee if they find anything useful
- 4) Night medicators/people there to look in on cats after hours
- a. Some concern raised that during the weekdays cats may be unsupervised for up to 14 hours
 - b. Volunteers and room moms expressed desire to come in after hours on a regular basis; might also include an Adoptions Counselor to possibly allow people to come in for viewings
 - c. Night lights should be purchased for Gift Shop because it is so dark in there
- 5) Adoptions committee request: update the list for cats with chronic conditions to explain to potential adopters
- a. Recommendation: counselors should be trained to check medication records in paper or on PetPoint – Tina can move forward in addressing this issue
- 6) Finance Committee suggestion: add 4 more hours for cleaners – 2 people 4 hours, 1 person 8 hours, each weekday
- a. During the day could allow for public to come in and view only
 - b. Idea came from Brett's visit to other shelters, including Wisconsin HAWS (Waukesha) no-kill shelter, where kennel staff are on duty to help public look at animals
 - c. Security concerns – puts someone else there with Jackie, desire to install panic buttons for alarm
 - d. Concern raised that this position would need a formal training and job description
 - e. Suggestion made to discuss with Adoptions this idea and see if this could turn into an adoption counselor time during the day (2-5pm)
 - f. Other finance committee note: PNC emergency clinic bill is paid off from 2011
- 7) Foster Care
- a. There are NO open foster homes and Kitten Season is coming
 - b. Background checks and in-home visits needed for potential fosters
 - c. Put out a call for more volunteers to assist – will go in email and Facebook after approval by Marti
- 8) Cat Care Committee structure

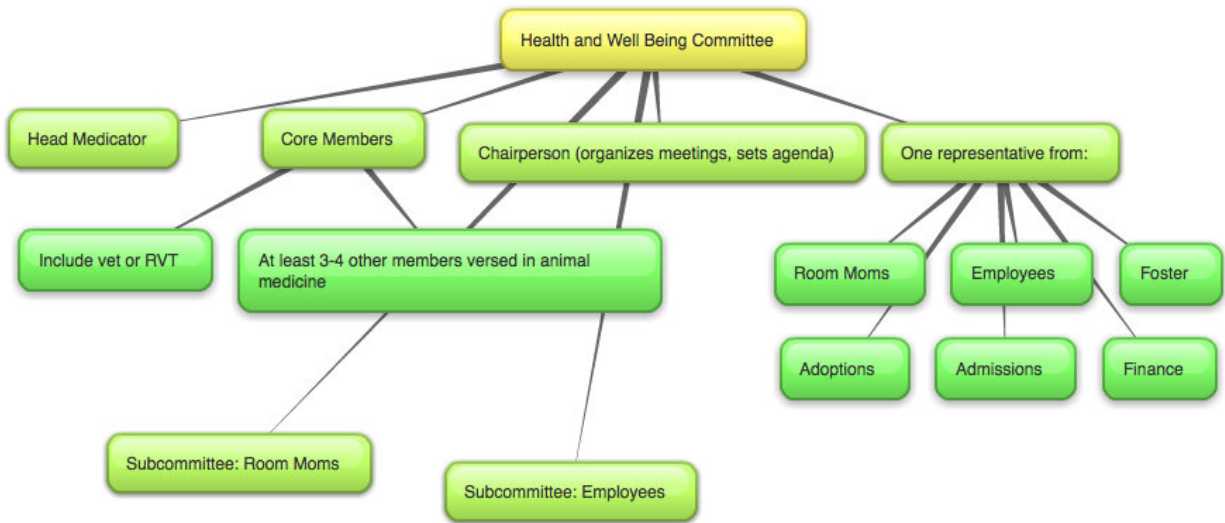
- a. Barb provided bullet points for describing Cat Care in organizational bylaws and suggested to change the name to Health and Well-Being Committee
- b. Purpose:

“The *Health* Care Committee is responsible for the health and well being of all ICS cats from admission to adoption or end of life. Its duties are:

- To ensure good quality of life for all ICS cats.
- To see that all medical needs are met in a timely manner.
- To oversee an annual physical evaluation of ALL shelter cats by qualified personnel (say, in March of every year).
- To set up procedures on euthanasia.

This committee would have monthly meetings and submit a report to all other committees on a monthly basis.”

- c. Two models presented for structure – first keeps the Committee as one of the several standing committees that each separately report to the Board; second puts Health Care Committee first as the main reporting structure and all other committee report first to it, which then reports to the Board





- d. Board will be consulted further for their input
- e. Optimal number of people to be on a committee is about 7-9, no more than 13
- f. Regardless of model, core CC people should have medical knowledge and be familiar with diseases, medicines, etc.
- g. Recommended and room moms agreed that it would be good to have a separate room mom committee meeting once a month and function as an ad hoc subcommittee of Cat Care
- h. Recommended that employees also meet as an ad hoc subcommittee on a regular basis – including all medicators and cleaners
- i. If you are wishing to serve as part of the Core Cat Care/Health Care committee please contact Staci as the chair by email