



Meeting: ICS Board meeting
Date: 2-25-13
Time: 6: 35 - 9 :30 pm
Location: PNC Cafeteria Mtg Room Rm 170A
Call to Order Staci Trekles

Present: (8)	General Membership	Visitor (s)
Judy Dean Mary Rooney Gail Friedan Brett Wilson	(7)	(1)
Paulette Gonzales Tina Sleppy Joan Hildebrand		

1. Current Agenda:

- a. E-mail based provisionally accepted minutes of the Closed Board Meetings of 1-7-13 & 1-28-13 accepted as presented.
 - Minutes of the Open Board Meeting of 1-28-13 accepted as presented.
 - Minutes of the 2-2-13 amended to read as an Open Board Meeting rather than closed.

b. President comments limited due to lengthy closed Board mtg held prior to open mtg.

c. Treasurer's and Finance Committee Report:

- Brett Wilson, Treasurer presented an overview of the current month's Report.
- Submitted Report reflects a comparison to the same period in 2012.
- ICS has a positive balance of \$7000 ++ due to costs saving measures implemented during the month of January 2013.
- Expenses are down and income is up !
- Expenditures are paid as soon as received. Current expenditures continue to reflect approx. \$5600
- Building Fund amount presents confusing information as to accuracy of donations.
- Recording Secretary to search previous years (2009 - 2012) Board mtg minutes for notations regarding donations & transfer of funds
- Membership numbers are skewed due to Allegius Credit Union employees joining
- State Farm Insurance can provide Liability /workman's comp insurance at \$96.00/ month with an automatic withdrawal for the ICS account. Unfortunately Travelers Insurance, the Underwriter is reluctant to write a policy for ICS at this time.
- Current ICS Business Checking account is assess a \$14/month service charge and when compared to the amount of interest from the current CD.

Recommendations:

1. Move \$\$ from CD to general fund and keep \$10,00 in checking account to eliminate \$14/monthly Bank charge
 2. Establish a direct deposit process for employees as this would reduce the monthly service charge from the Bank. Current payroll service Com. Provides a full service for this process.
- Donation from Dr Fehrs, DVM is still on hold at this time.

- Mr. Wilson stated that he spends approximately 10 hr/week with Treasurer's responsibility
- Joan Hildebrand requested a raise for the cleaners as they have been working a year without a raise.

*******Motion to increase ICS Cleaners with a \$.50/hr raise to reflect an hourly rate of \$7.75 moved and carried**

- 50,000 Bequest from estate of Estelle Marcus for maintenance shelter and cats expected
- California Estate funds not yet received or total amount known at this time
- Loan of \$10,00 from current Bank closed. Is now off the Books

Finance Committee discussion regarding specific issues:

- Bulk Scoopable litter should be used throughout the Shelter suggested. Clay is needed with cats in the Gift Shop to avoid litter in bedding and therefore getting into the washing machine with potential machine breakdown. Still pursuing intent to procure litter of 4 - 6 pallets of 52 bags each.
- Vets: Use Dr .McAfee as primary Vet and Westchester Clinic for dentals. Median Pay scale of Westville Vets is \$53,000
- Food: 245 cases with 12 cans in each case (moist food) each being stored with Brett Wilson. Total cost was \$1713 leaving a balance of \$413 to be covered by existing funds. Continue to procure better quality food at same or less expensive price.
Kibble: Diamond dry food free of corn, wheat and soy in 18 lb bags rather than the 50 lb

bags of

Eagle being purchased through Phillips Co,. Price is \$.92/lb

Supplies: Jackie to order all medical supplies through Butler with a P.O. to reflect cat's name or general shelter supplies; or the SNIP/TNR funds.

- Adoptions: Goal is to adopt out 22 cats/ month. February count was 10-15 adoptions
- Fundraising: Specific goals to be reached with each Fundraiser to be discussed with current Chair. Review of non-productive income events to be evaluated as to their continuance. Goal for 2013 Black Cat Strut is at \$10,000. Registrations are coming in
- State Farm Insurance: Annual amount is \$1144. Query regarding payment in a quarterly method recommended
- Garbage Disposal: Brett contacting current vendor to get charges reduced.
- Balance Sheets presented. Please see specific report for detailed information
- Feral Cat fund and SNIP Fund monies. Discrepancies within these accounts being investigated through use of previously recorded Board minutes.
- Employees: Procure more volunteers to help in this area as Payroll accounts for 35 - 38% of Expenditures. Cleaners hours are increased. Brett and Joan Hildebrand to look at cleaning procedures and newer cleaning supplies to reduced time.
- Volunteers: Ideas needed to procure more volunteers. Trifold pamphlet reflecting options for volunteers suggested. Current Volunteer manual presented. Need to be updated. Deb Walsh is the only person on this Committee and needs volunteers to help. Judy Dean will send Deb Walsh an update regarding current ICS officers, Committee Chairs and Room moms.
- Cat Care: Eliminate 1 moist cat food feeding a day and increase Dry food? Jackie to be setting up Cat Care Procedures and Policies.
- Admissions: just 2 admissions for January

- Goals for 2013/14: New Building; \$27,000 in End Year Account; Purchase Bldg across Street ? and Vet payroll costs. 2011 - 2012 Shelter Planner Assessment reviewed. Can this occur. Look for a Corporate sponsor for \$250,000 and an ICS loan for balance. Begin research into the specifics
- Bldg across from ICS: Resale shop, Gift Shop, Vet office, ????? Sale price is \$75,000 or Best offer. Slab foundation, 1280 sq ft, 3 rooms, one bath. New roof but windows need work. Furnace may need to be replace and not sure re: AC. Taxes at \$1000/yr. Zoning would need to be changed. Variance obtained for possible school supply store
- Workers Compensation Insurance: ICS insurance cancelled. Taxes and audit requests information was not responded to by previous treasurer and thus the cancellation. Re-instatement being addressed by Brett Wilson
- Can Recycling: TNR Chair is to remove cans on a timely basis . If not removed, the funds from these cans would be placed in the ICS General Fund
- Mewsletter: Finished copies sitting at Printers and not picked up. Concern of sending out only 600 Hard copy issues rather than 3000. Maureen Davey responded: hard copies sent to those without e-mail addresses including members, donors, adopters and sponsor-a cat individuals. Those with e-mails receive the issue via the Internet

*****Agenda Sequence revised to address:

Item 3: Action Agenda a. Old Business section 5 Review of month of e-mail motions and acceptance

1. ** The e-mail motion to Use Paychex for payroll/tax services formally accepted and carried.**

2. . ** The email motion that the Chair of the TNR program will have access to the SNIP and TNR account via a new debit card provided receipts are submitted to Brett Wilson in a timely fashion for recording in the ICS Financial records. Activity of finances to be validated as need to determine compliance by the Chair.**

Motion formally accepted and carried.

Agenda order resumed.....

d. Committee Reports

1. PR/Communications:

Flyers continue to be developed by Dorothy Ripperdan. Sharon Fitzsimmons is continuing her Scrapbook for the ICS. News articles in the Times with an interview of current President published on 2-11-13 announcing upcoming ICS Community Events. Committee discussion of Mewsletter and letter of Appeal previously the responsibility of the PR Comm. When did this change?

Committee recommendations include:

- Board revisit the By-laws to discuss placement responsibility of Mewsletter development.
- Letter of Appeal be sent to membership via electronic methods
- Place membership list on Constant Contract (\$125/yr) to send announcements immediately and 2 X's before any event.

2. Fundraising: Chair Gail Frieden discussed the ongoing & future Fundraising events for

2013

- February Sweetheart contest with income at \$2,130.27. Open Your Hearts Ogden Dunes Firehouse brought in \$ 1110. An Open House at Smoochie Pooch bringing in \$80.00.
- March there will be the Dunes' Cat Fancier's Woodland park in Portage .Aurelio's Pizza Party gathering on March 11th.. Facebook page is advertising Aurelio's.
- April upcoming events were also presented as to the date, the event and locations.
- August - The Red Mill park Bldg has been booked for the Aug 3rd Spa day. Vendors are currently being solicited.
- Gail also displayed the potential Calendar that would be printed for ICS with the option to have your Cat's pix in the Calendar. She is meeting with Linda Abbott's Company in IL who will be publishing this Calendar. Additional pricing rates will be shared as more information is gathered.
- The 2013 Gala event will occur in November either on the 2nd or 9th. It will be held at the Old Town Banquet Hall in Valpo using the same format as the 2012 event. Ticket costs remain the same at \$35/person. No down payment is needed but Ms Friedan requested a formal motion be made to acknowledge this event.

***** Motion moved and seconded to have the 2013 Gala Event or Boogie to beheld either on Nov. 2nd or 9th at the Old Town Banquet Hall in Valparaiso. Motion carried.**

- 3, **Cat Care Committee:** Future committee structure presented by Chair, Staci Trekles.
- Membership was concerned that if the committee is small, their concerns would not be addressed.
 - An evaluation of the Cat Comm reflected a very long meeting with many voices sharing many concerns.
 - Please refer to the minutes of the meeting for detailed suggestions and potential solutions.
 - Staci will develop committee to include reps from Foster Care; Finance, Jackie (Head Medicator) 2 room moms and others if necessary.

4. Volunteer:

- Submitted volunteer manual reflect 2011 information.
- Needs to be updated.
- Volunteer hours for October: 393.58, November 419.45, and December 492. Still adding up January, will have for next month.

5. Membership: Kathy Neilsen will again take over the membership Committee. No report at this time

6. Foster Care: 14 kittens in permanent care and one in temporary care.

7. Adoption:

- February Adoptions - 17
- 6 admissions
- 2 returns and
- 4 deaths.
- March campaign details shared. Luck of the Irish and March Madness. Committee working with PR for the development of Flyers etc

- Tina S. asked the criteria as to why cats need to be adopted in pairs, which ones can be split and which rooms they go to following their return to the Shelter aka Foster kitties or when they leave the Gift Shop area. Some resistance by the Foster Comm Chair based on the need for pairs to be kept together. It was determined that input from both Paulette Gonzalez and the room moms is necessary and needed to evaluate which pairs can be split as many potential adopters will not or cannot take two but wish to have one.. The goal of ICS continues to remain the same...find safe loving homes for all of our residents.

8. Admission: 6 cats admitted in February

9 TNR: In January 44 cats were in the program and since the TNR inception, 2350 cats have passed since the inception of the program. No financial report attached.

10. Human Resources: The new Chair, Lori Peterson, was introduced and gave a brief overview of her background and credentials. Several questions were asked as to the presence of various forms and Policies and Procedures for employees and volunteers. The Board welcomes Lori and looks forward to a very long association with her.

11. Technology: Monica Korzenecki gave an update of the following:

- Pet Point: Work is being done on the Medical module with a request for input from Dr Fehrs which has not occurred as of yet.
- Natalie has developed instructions for the initial input of data. Additional information on the ICS cats will be included in the next phase of data entry.
- It is the intent to have the cat's information in Pet Point rather than in the binders
- E-bay store is still being worked on. Waiting for customer feedback to finally establish site as a Store rather than a string of auctions
- Website: Almost complete
- Facebook: Staci doing Promoted Ads for ICS such as the Pizza Party. This is a Pay per Click option. There is still \$\$ available for future ad campaigns.

12. Sponsor -a Cat:

- The Chair expressed concern that she has not received any current deposit Information regarding new or continuing Sponsors for some of the ICS Cats.
- Numbers of those sponsoring cats is at 69 at this time Sponsors names are being updated at this time to reflect the deletion of those who have not participated in a while and those who are current.
- Even with the deletion of past sponsors the influx of new sponsors is maintaining the same number as last year.
- B-days cards are being sent out also.

13. Grants: Anderson Foundation Grant of \$2000 received in Dec 2012

- January Grants reflected a denial from the Build a Bear. Committee will reapply, 2 other Grants were submitted to Bissell Foundation and the State of Indiana. ICS received an MP3 player with music for the Shelter from Music My Pet
- Submitted Grant applications for February include a request from the Porter County Community Foundation for \$2000.00/Pets and People and the Ryan Neuman Foundation.

*****Motion to approve ICS applying for the \$2000 grant from Porter County Foundation for Pets 4 People, as requested by Roberta Jocius, grants chairperson. Motion moved and carried.**

- March grants submitted to various organizations include various amounts of monetary value as well as trips to Disney World and Round Trip tickets from Southwest Airlines.

The minutes of all Committees were accepted by the Board as presented.

*****The Board wishes to acknowledge & support the commitment, the effort and the activities of each committee & its volunteer members as these groups continue to direct their efforts to the betterment of not only the Shelter as a whole but to the cats and kittens we save and to the Community we serve.**

3. Action Agenda:

A. Old Business

1. Cat Care Medicators update. Jackie reported:

- data input continues with Pet Point, Vaccinations of remaining Shelter cats continue,
- dry food started in Disco
- Binders have been established reflecting specific challenges.
- There is still a need for a back up person for Jackie.
- Board recommends to continue to evaluate new hours and position until the next Cat Care meeting

2. Admissions Documentation tabled to the next Board meeting

3. Open Board seats to be addressed:

2-25-2013 a. Board Treasurer's position discussed and finalized in the Closed Board Meeting on from 5 - 6:30 pm in Room Library/Cafeteria Room 170 A.

b. Open Board member at Large seat Candidates presented.

- Letters of intent to serve on the Board were previously read by Board members.
- Becca Gallian not present
- Jud Lindmark presented the strengths she would be bringing to the Board
- Written secret ballot voting done by the Board members
- Tallying of votes done by HR Chair, Lori Peterson
- Judy Linkmark will join the Board as the new Member at Large.
- The Board welcomes Judy to her position and new duties & responsibilities
- Ballots submitted to Corporate files

4. Shelter Emergency Mgmt Plan update: Tabled until the next Board meeting

5. Review of previous months e-mail motions and acceptance:

- Executed at the beginning of the Meeting in conjunction with acceptance of the January 2013 minutes

a. Use of Paychex and T NR funding agreement: **Both these issues were presented, discussed earlier with this mtg. Motions to accept as presented. Motions carried.**

6. Board Insurance Update: tabled until next Board Meeting

b. New Business

1. New Organization Chart distributed by Judy Dean with recommendation to review and send edits to her prior to the next Board Meeting.

2. Revision of By-laws to include Grant Committee as a regular Standing Committee:
Tabled until next Board Meeting

3. Televised Promotions and PR for ICS (Judy Dean). Tabled until next Board Meeting

4. Facebook Promotions both paid and unpaid. Tabled until next Board Meeting

5. Development of ICS Speaker's Bureau

- Judy Dean presented a very brief overview of the intent of this proposed New program offered by ICS. Judy will develop Guidelines and Protocol for future discussion.

c. Open discussion tabled until next meeting due to time factor

All tabled items to be presented and discussed at the next scheduled Board meeting on Monday April 1st...

Please note: Meeting Change from the 4th Monday of the Month to the 1st Monday of the month which will facilitate a more thorough review of the activities and progress of all Standing Committees

Meeting adjourned at 9:40 pm

Respectfully submitted,

Judy Dean, Secretary, ICS