



Meeting: ICS Board Meeting
 Date: 8-5-13
 Location: Purdue North Central
 Central Library Room LSF170A([map: http://www.pnc.edu/cd/plans/LSF%201st%20floor.pdf](http://www.pnc.edu/cd/plans/LSF%201st%20floor.pdf))
 Time: 6 pm- 8 pm

1. **Call to Order:** Staci Trekles: welcome and President's Remarks

Present	Absent	Guests
Staci Trekles		Carol Abshire
Judy Lindmark		Bonne Zosso
Paulette Gonzalez		Marti Rukavina
Gail Freidan		
Judy Dean		
Joan Hildebrand		
Carol Albrecht		
Diana Foster		
Natalie Cebulski		

1. **Consent Agenda**

Additional items of Letter of Appeal/Fundraising and Grant submissions added to consent agenda.

*** **Motion moved to accept amended Agenda**

1. **Approval of reports and minutes**

1. 7-1-13 Meeting minutes amended to read.....Hill's Diet Science does offer Grain Free.....

******Motion moved to Approve Minutes as Amended.**

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

1. none

3. **Approval of Committee Reports (all reports in full will be available with meeting minutes online)**

1. Treasurer's Report and Finance Committee Report (Natalie Cebulski)
2. PR and Communications (Sharon Fitzsimmons)
3. Fundraising (Gail Frieden)
4. Cat Care (Staci Trekles/Jackie Goralczyk)
5. Volunteers (Deb Walsh)
6. Membership (Kathy Nielsen)
7. Foster Care (Marti Rukavina)
8. Adoptions (Joan Hildebrand)
9. Admission (Paulette Gonzalez)

10. TNR (Connie Szawara)
11. Human Resources (Lori Peterson)
12. Technology (Monica Korzenecki)
13. Sponsor-A-Cat (Carol Abshire)
14. Grants (Roberta Jocius)

Committee	Accepted	Not Accepted	No Report
Admission: Paulette Gonzales & Joan Hildebrand	X		
Adoption: Joan Hildebrand	X		
Health & Wellness: Staci Trekles & Jackie Goralczyk	X		
Foster Care: Marti Rukavina	X		
Fundraising: Gail Freiden	X -		
Grants: Roberts Jocius	X -		
Human Resources: Lori Peterson			X
Membership: Kathy Nielsen	X		
Shelter Report/Cat Intake/Output	X		
Public Relations; Sharon Fitzsimmons	X		
Sponsor a Cat: Carol Abshire	X		.
TNR: Connie Szawara	X		
Volunteer			X
Finance committee	X		
Treasurer: Natalie Cebulski	X		
Technology: Monica Korzenecki	X		

4. Announcements and items for information

1. Judy Dean distributed updated Project list with statement that of the 39 listed projects Currently being addressed by Board members and other volunteers, 17 of them have been accomplished. Please contact Judy at jldrnc@comcast.net if you wish to receive a personal copy.
2. It has been noted there are several versions of the ICS Adoption Application being used In the Shelter. To maintain consistency, Judy Dean is working with the Adoption Review Committee members as they add/revise/delete information on the Application. Once finalized, the Adoption Application will be sent to each Adoption Counselor for their input.
3. The Adoption Follow up calls are now being made by a new volunteer, Christie Schwager. Christie's suggestions will be incorporated into a newly revised set of questions to ask the 'adoptive' owners. The comments regarding the newly placed cat/kitten is entered into the 'memo' area of Pet Point ' for viewing by those with access to Pet Point. If room moms wish to view this information, they must request the access information from either Staci Trekles, President ICS or Natalie Cebulski, ICS Treasurer.
4. Staci Trekles announced that a Nominating Committee needs to be established for the

Upcoming November General Membership /Elections meeting. The current By-laws were reviewed as to the process of identifying the Committee membership. Ms Trekles will draft a letter to the Board and membership addressing this activity. The positions which are open for the next election include: vice President; Corresponding Secretary and 2 members at Large.

2. Action Agenda

1. Old business (refer to distributed Project List)

1. Hill's food program update: Roberta Jocius, managing the Hill's Program, shared that ICS is currently enrolled in the Hill's Science Program and at this time we have only ordered one week's supply of their food. The current food on hand will be mixed with the Hill's food, as currently the Staff and volunteers are seeing some challenges with the cats adjusting to the change of bringing in donated food from Purina, including vomiting and/or diarrhea.

To decrease this response, it was suggested that the remaining donated food owned by ICS be donated to other groups such as Kibble Kitchen etc. Hill's food will be mixed with the Diamon Naturals food normally given until the cats are used to the Hill's food. This will take place over the next two - three weeks, and at that time, pricing and benefits of the Hill's program will be evaluated.

As per the contract with Hills, Hill's requires that ICS shares the names of each adopting individual. Information will be placed in each adoption folder; each adoption counselor will read Hill's marketing statement regarding the procurement of their name. This item of informing new adopters regarding this process will be included as a checkmark on the final Adoption Application . Additional free materials/adoption Kits from Hill's will be placed in the Adoption Folders as we continue with the program.

Hill's insignia will be placed on the ICS Website and elsewhere as determined.

2. **ICS Yard Signage:** Judy Dean investigated the installation of signage at the ICS driveway as well as the relocation of the current 'on premise' sign located close to Highway 6. She has talked with the IN Dept of Transportation regarding the requirements for Right of Way easement; the City of Westville of which ICS is not considered a community member; Porter County who maintains the County Line Road located between Porter and La Porte County as to the correct placement of a driveway sign and finally with La Porte County as to the size requirements/limitations of signage

The suggested sign at the driveway will be similar to that of the Real estate signs but with a 4X4" wooden post with and extending arm to hold a metal sign with the necessary ICS information on it. This will enable those on County Line Road to find ICS. The post and sign will be high enough not to impede visual needs when pulling out the drive as well as the snow plowing issues in the winter.

The current small sign announcing not taking any cats/kittens at this time can also be attached to the side of this post as well as a reflective address sign. Judy has offered her husband's skills in making the post but will need others to help with the

Post hole placement. The approximate costs of this sign is yet undetermined. Judy will contact several sign makers for average price.

Judy had sent Board members a picture of the entrance sign to her subdivision which had been designed by the homeowner at that location. Gail Frieden presented the exact picture used for the subdivision signage - from Lowes. The material is a 6 X 8 plastic Fence panel with lattice work at the top. The approximate price in \$70.00++ for one panel. Two panels in the shape of a V would allow traffic going in both directions on US 6 to see the location of the ICS. This would require two panels as well as three 4 X \$ wooden posts. Judy will check with her neighbor to determine if the subdivision 's name was painted with stencils or are actually painted raised letters applied to the fence panel.

It was also discussed that several bushes on the NE corner of US 6 and County Line Road would have to be removed or cut lower for visualization of the sign.

It is noted that Judy's neighbor, Wayne Dolson, offered to donate money to the development of the new signage by US Six and Judy will donate the \$ and her husband's time in make the post for the driveway. (course he doesn't know that yet!...ha ha..)

3. **Disability parking sign:** Judy Dean presented the new Disability Parking sign to Joan Hildebrand to attached to the corner of the Gift Shop (by the picnic table/door). Judy is donating the costs of the Sign. Questions as to why ICS needed a Disability Sign were brought up - The response was that ICS needs to be consumer friendly as we wish not to discriminate and it is a courtesy to our disabled community members. This is one of the many steps ICS is taking to make the Shelter more consumer friendly. This new sign meets Federal requirements, is aluminum and has no monetary fine connected to it.
4. **Shelter security and emergency management plan update:** No report at this time.
5. **Focus Group follow-up/debrief:** Judy Dean distributed her follow up assessment /evaluation of the focus group presentation. Only one person attended. Since the Focus group approach was utilized for those volunteers who had concerns & attendance was nil, Judy will take components of the intended program activities and send them to all volunteers and members of ICS for their response. This abbreviated format will be submitted via e-mail to the Board for their information prior to being sent out.
6. **Revision of bylaws and employee handbook (including basic policies and procedures for all employees, dress code allowance, job descriptions) – Lori Peterson :** These topics are tabled until the next meeting with the exception of the By-laws. Staci Trekles reminded each Board member that they are to review the suggested revision prior to the Sept meeting so they can be presented one month prior to the General membership meeting in November for member review.

Staci had the ICS volunteer lawyer review both the current and suggested revised By-laws and he felt the revised By-laws were much more inclusive and current than the previous By-laws.....**AGAIN: Please fulfill this activity before Sept 1, 2013**

2. **New Business**

1. **ICS Medication Protocol:** Sent to the Cat Care committee for Review
2. **Feral and semi-feral cats:** Tabled until the next meeting
3. **“Cleaning day” debrief and cleaning protocol future needs:** Staci Trekles shared that the 'cleaning day' was a success. Judy Lindmark felt that only the regular volunteers would show but there were many who she had never met before. Volunteers thought that this activity should occur every 6 months with one half of the shelter being addressed at that time. The carpet covered cat trees are now gone and it is the plan to continue to revamp and update the Shelter on an ongoing basis.
4. **Invitation to attend session sponsored by Moraine Ridge Wildlife Rehab about 570 N 450 E 27-acre wildlife preserve:** Staci Trekles invited those present at the meeting to attend this presentation at the Indiana Visitor's Center on US 49 and I 94 From 3: 30 pm - 5:30 pm to discuss the 27 acre parcel of Land and its use by potential non-profit organizations. Although RSVP is required, Staci mentioned to the presenters that she would be bringing around 5 volunteers to the program. She, Carol Albrecht and Judy Dean will represent *ICS*. It was mentioned that this would be a great location for the feral cats.

5. Financial Data: Natalie Cebulski distributed the Financial data sheets to the Board members to discuss the current status of the solvency of the ICS. At this time ICS is experiencing a shortfall of income to address both payroll obligations and the processing vendor invoices. Several financial options were presented by Natalie to address this challenge. It was noted there is a \$50,000 cushion from an estate willed to ICS. The question to the Board was "How do you want me to handle this?" It was determined to use a portion of the \$50,000 to pay the current vendor invoice of \$7800.00 this month.

6. Appeal Letter for new plastic Beds for the Cat Rooms (related to Fundraising projects): The appeal letter written by Cate Amador was discussed and revised and will be sent to all members.

****** Motion to accept revised letter moved and accepted**

Following this approved motion, a discussion ensued regarding the most important item to be addressed at this time and that is to increase the amount of liquid cash into the Shelter - not the procurement of new beds for the cats. Board determined to have an appeal letter written to address the donations of money rather than the beds. The appeal letter for new beds to be done at a later date.

***** Motion to write a new appeal letter oriented to monies donation moved and accepted.**

Please note, the motion for the appeal letter for new cat beds has not been

rescinded. This will be presented by e-mail for the Board vote.

7. **Godparent Program : A fundraising project headed by Cate Amador.** Staci Trekles presented the letter of concern and the initial proposed Godparent Guidelines from Dr. Amador regarding the challenges being observed which are hindering the smooth flow of this income generating project. Following is the comparison the Program Guidelines vs the Challenges:

Guidelines:

1. Naming of the Kitten is to be done by Godparent . Willing and eager to Name their Kitten and Pay the \$25 for this Activity.

2. Kittens are to be given an ID # only

3. Kitten pictures are not on Facebook
Diana Foster will take pix of Kittens

Challenges

1. Kittens being named by the Staff when kittens arrive at the Shelter
* Not all kittens arrive at the Shelter but are immediately placed into Foster Care.

* Godparents come to visit and see a totally different name on the kitten's cage and are wondering why and are concerned.

2. Difficult to pay Vet Bills if you have 3 or 4 Kittens named A or B or if every godparent picks the name of Cupcake

3. Some Foster parents will take picture and send them in.

Diana Foster is not being notified of the kitten's Presence or location

It was determine this may be a communication problem in that the process is not fully understood by those involved. It was also suggested that to avoid the same name being given to several cats that the Godparent submit several name to avoid potential duplication of names.

An Ad Hoc committee was established to discuss this program and arrive at a solution to continue this income generating project. The Ad Hoc committee members include Marti Rukavina, Diana Foster, Cate Amador and Paulette Gonzales. A report is desired at the next Board meeting in Sept.

8. New Grants: Roberta Jociuis asked that she be able to pursue the following Grants:

1. Porter County Community Foundation Grant:\$5000 spay/neuter
2. Laura J. Niles Foundation: \$2000 Community Help Grant

***** Motion to approve application for these new grants moved and accepted**

Adjournment: 8 pm

Judy Dean

Judy Dean
Recording Secretary

3. Open Discussion

3. Adjournment