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Meeting: ICS Board Meeting  
 Date: June 3, 2013  
 Location: Purdue North Central  
 Central Library Room LSF170A  
 Time: 6:10 pm –9:30 pm

1. Call to Order: Staci Trekles **Call to Order**
  1. Welcome and President’s remarks

| Present           | Absent      | Guests         |
|-------------------|-------------|----------------|
| Staci Trekles     |             | Marti Rukavina |
| Judy Lindmark     | Tina Sleppy | Roberta Jocius |
| Paulette Gonzalez |             | Diana Foster   |
| Gail Freidan      |             | Lori Peterson  |
| Judy Dean         |             |                |
| Joan Hildebrand   |             |                |
| Carol Albrecht    |             |                |
| Natalie Cebulski  |             |                |

**2. Consent Agenda**

**1. Approval of reports and minutes**

1. 5-6-13 Meeting: \*\*\* **Motion to remove** name of employee related to Employee Comp and Medical coverage to preserve identify of individual  
**Motion Moved & Carried** with comment that Employee's name will remain in formal minutes for Historical references.

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

1. Upgrade of title from Head Medicator to Cat Care Manager  
**Motion to change** Title from Head Medicator to Cat Care Manager tabled until formal Job Description is presented and fully discussed at a Board Meeting.  
**Motion moved & Carried.** Additional comments requested proposed Cat Care Manager job Description be presented and reviewed by the Cat Care Committee aka Health and Wellness to validate current information.

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

| Committee                   | Accepted   | Not Accepted | No Report   |
|-----------------------------|--|--------------|---|
| Admission                   | X  |              |   |
| Adoption                    | XX<br>Tina sending in a new report due to discrepancy with #'s in Shelter Report due to missing information on Adopted and returned Cats. Information not being sent to Adoption committee   |              |   |
| Cat Care /Health & Wellness | X  |              |   |
| Foster Care                 | X  |              |   |
| Fundraising                 | X Post Cards were not mailed to market Yard Sale this year.<br><br>Should fundraising/ PR and Communication Committees become one? Not at this time.<br><br>Marketing committee proposed. Staci to Contact a previous Board member candidate to determine interest in developing this committee. |              |   |
| Grants                      | X  |              |   |
| Human Resources             | Moved to action Agenda   |              |   |
| Membership                  | X  |              |   |
| Shelter Report              | X - discrepancy noted with numbers of admissions Committee   |              |   |
| Public Relations            | X  |              |   |
| Sponsor a Cat               |  |              | X Carol Abshire and Staci to work on Budgetary impact and submit report |

|                   |   |  |                                 |
|-------------------|---|--|---------------------------------|
|                   |   |  | when collaboration is complete. |
| TNR               |   |  | X                               |
| Volunteer         | X Chairman overwhelmed with little support. May resigned  |  |                                 |
| Finance committee | X Doing well. Judy Lindmark handling invoices. Staci Trekles handling payments  |  |                                 |
| Treasurer         | On hold at this time. Current information is being validated and reconciled. More information will be sent to Board this coming Month |  |                                 |

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

**4. Announcements and items for information: None at this time**

**3. Action Agenda**

**1. Old business**

1. Shelter emergency management plan update
  - No report at this time
2. Board Member insurance update
  - final papers and check submitted to General Insurance Co earlier this afternoon
3. a. Televised promotions – Access La Porte County (channels 16//97/99)
  - Information given to the President by recording Secretary
 b. PR, Marketing and Advertising with veterinarians and professionals in the area
  - to be further investigated
4. Focus groups survey for members follow-up
  - 2<sup>nd</sup> survey to be developed and presented to current Membership.
  - A recap of the results of the 1st survey plus an overview of what and how focus groups function to be included in this 2<sup>nd</sup> survey
5. ICS Speaker’s Bureau update
  - membership shared potential audience groups, speakers and topics.
  - In addition, continuation of Power Point Program discussed
6. Revision of bylaws discussion
  - Tabled for future e-mail discussion

7. Revision of organizational plan, employee handbook (including basic policies and procedures for all employees, dress code allowance), and job descriptions – Lori Peterson
  - Judy Dean presented the final Organizational Plan. Pending Title change for Head Medicator to remain on new Organizational plan at this time.
  - \*\*\* **Motion moved and carried to accept New Organizational Plan**
  - Lori Morgan distributed new Employee Handbook with explanation of new and expanded information. It was noted that sections of the New employee Handbook should also be included in volunteer Manual. Tetanus information and waiver of such vaccination to be included in this new Book. Board members to review content prior to the next scheduled Board Meeting.
8. Admissions fees discussion
  - Joan Hildebrand discussed issue of having ICS charge a fee for cats being surrendered by their owner(s) and a Fee charged for those individuals who wish to have kittens accepted by ICS.
  - \*\*\***Motion moved and carried to charge Fee of \$75.00** per cat being surrendered by a current owner to the ICS. Additional criteria includes: Cash only; current Vet records to accompany cat; Surrender by appointment only and staff have the right to refuse acceptance of the cat(s).
  - \*\*\***Motion moved and carried to charge a fee of \$25.00** per strays up to 3 cats for a total of \$75.00. Additional cats/kittens from the same litter will not have a charge attached to their receipt by the ICS. ICS has the right to refuse acceptance of any and all strays.
9. Hill's food program:
  - ICS questioned if audit statement frequency from ICS to Hills Company are required. Issue referred to Hill's legal Department.
  - Use of ICS's existing food not a problem with Hills co
  - Two separate billing/invoices from Hill's to ICS will occur to reflect shelter dry food order(s) and prescription food. Question raised as to the wholesale price of Hill's food.
  - Judy Dean will ask Dr. Brook McAfee when she talks with DVM regarding prescription meds.
  - Challenge for ICS is ordering is done on different days for the Shelter and the Script food
  - Question - can ICS be a retailer for ICS?
  - \*\*\* **Motion moved and carried to go implement the Hill's food program** for ICS as recommended by the Cat Care/Health and Wellness Committee

10. Survey for focus groups:
  - Results came back with some trends and some mixed responses – a second follow-up survey will be given to the membership to find out the best time, location, and topic based on the initial results given
11. Speaker's Bureau
  - Bureau will be put together by Judy Dean, soliciting teachers, churches, 4H, Indiana Duneland Chamber of Commerce, and other organizations to hear talks on benefits of cat ownership, sheltering, and feral cats in the community. Staci Trekles will help Judy with putting together a PowerPoint template for speakers to use to ensure our messages are the same each time we present.

### **New Business**

12. Adoption hours and adoption policies clarification
  - Membership reminded that everyone is to adhere to all policies regarding the function of employees and volunteers in relation to the Mission, Philosophy and Goals of ICS. Anyone involved in any role within ICS are to conduct themselves in a professional manner which displays the commitment to the Society as well as to the Community it serves.
13. Event for annual membership meeting (for discussion)
  - Lori Peterson, HR chair discussed the possibility of having ICS support an annual dinner for the membership only. This is not a fundraising function but a function for the ICS volunteers to present to the membership what has been accomplished during the past year. This update tells the membership where and why their membership money is used. Spring was mentioned as the time for this function to occur as the Annual meeting and Gala Affair are held in November of each year. Ms. Peterson will investigate all aspects of this proposed meeting and report back to the Board.
14. Parking lot and tree removal (for discussion) Please see comments in New business
15. Additional New Business Topics
  - Donated jewelry presented by Carol Albrecht from an individual who prefers *ICS conduct* an auction to procure money for the Society. Owner wishes to use money amount procured by ICS as a donation for her Tax purpose. Individual managing the ICS E-bay store will be contacted to determine the approximate cost of the jewelry - to bring in the best price for ICS.
  - Future ICS Board meeting days to be determined at a later time.
  - Foster Care Letter to 'Moms'. Staci Trekles submitted letter. \*\*\* **Motion moved and carried** in letter regarding ICS financial responsibility become a Policy
  - Staci to pursue the feasibility of ICS joining National Animal Organizations
  - TNR grant appears to be in limbo. Connie Szawara to be contacted again
  - Gail Friedan recommended the parking lot be re-configured with the use of Railroad ties to increase the parking availability. Cost to be investigated.

- Judy Dean questioned the presence of an *ICS Strategic Plan*. Carol Albrecht remembered one as being done. She will check records and contact Judy

**4. Adjournment**

- **9:30 pm**
- Next meeting on Monday July 1, 2013. 6 - 8 pm to be held at PNC Library Cafeteria Conference Rm LSF-170

**Respectfully submitted,**

*Judy Dean*

Judy Dean , ICS Recording Secretary