



Meeting: ICS Board Meeting
Date: 1-7-13
Location: Purdue North Central
Central Library Room LSF002
Time: 6:15 pm – 8:25 pm
Call to Order: Staci Trekles, President, ICS

Present:	Absent:	Members/Visitors/Guests
Paulette Gonzales, Maureen Davey Jen Stahl, Judy Dean, Gail Frieden Mary Rooney	Gail Carbona	6 members, 1 guest & 1 visitor

2. Consent Agenda:

A. Approval of Dec, 2012 Reports and Minutes

Reports and Minutes approved as submitted

B. Welcome new Board members, Volunteers and Public members

1. Self-introduction of Board members to general membership was done.
2. President Trekles shared handouts to Board consisting of Current By-Laws, Listing of current Board member's Position & current phones numbers. Brief overview of Robert's Rules for Parliamentary Process with a 'help' sheet and a copy of the 2011 Needs Assessment from Shelter's Planners of California reflecting suggestions for future direction/Shelter needs of ICS. Board to re-visit Needs Assessment as needed to determine which suggestions can be implemented within a reasonable financial approach

a. Review of communication protocol for Board members

The process of sharing of information between Board members is to be professional in nature and without any adverse negative emotional response regardless of the topics presented. This approach supports the cohesive manner in which the Board meets current and future challenges brought forward.

b. Expectation for monthly reports submitted prior to Board meetings

All Committee Chairs are to submit a monthly report regardless if a meeting has or has not occurred, at least 1-2 days prior to the Board meeting to either Staci Trekles, President of Board secretary, Judy Dean. These reports allow the Board members the opportunity to evaluate the progress of Committee work and/or of any potential challenges which need to be addressed. Submit these reports to Judy Dean at jldrnc@comcast.net or to Staci Trekles at atrekles@gmail.com

c. Treasurer's Report and Finance Committee Report

The Dec 2012 Finance Committee Report reflected a mid-range 5 figure profit as compared to the month of December 2011. The Treasurer's Report for the fiscal year of January to December, 2012, also shows a profit of a 5 figure profit. Each report reflected variances within several categories of income and expenses. Those areas showing the

most impact on expenditures includes Vet care, Cat Food, Staff Salaries and Wages and ongoing Vet Care. The areas showing a major difference for Revenue include Legacies/Bequests and Membership dues which are down about \$6000 from the previous year... This year's yard sale showed an income of \$10,000 as compared to \$5800 last year.

The overall discussion centered on ICS increasing its revenues and downsizing the number of cats in residence thus impacting the increased costs of several expenditures.

An approximate balance of \$10,500 is due to the various vendors for ICS.

A motion to accept the Treasurer's Reports was seconded as submitted. Motion carried.

d. Other Committee Reports:

1. PR & communication: No Report. Dorothy Rippendan has resigned

2. Fundraising: See attached Report Page 6

Guest Tom Beil discussed the proposed ICS owned E-bay store on Which the Shelter could sell gently used Cat related items or the preferred approach of selling new purchases either from retail or Wholesale sources. Both Tom and his wife have graciously donated their time to place the items on the Website but shipping costs of the purchased items would be the charged to the ICS. An account has already been established for the ICS.

3. Shelter Cat Care: No report. Jen Stall reported that Dr Fehr will continue to Spay and Neuter our cats but the ICS pays for the Microchips and vaccination supplies.

4 Volunteers: No Report

5. Membership: No Report

6. Foster Care: Paulette Gonzales reported there are currently 8 kittens in Foster Care and 3 "teenage" kittens arriving soon. Paulette and Natalie Cebulski are in the process of updating the information in the computer. The 5 page letter sent to local Vets will no longer be distributed due to its lengthy nature of information. Future comments regarding this program are to be approved by the Board

7. Adoption: No Report. Tina Sleppy reported that the Kitten Rooms continue to be closed due to an ongoing contagious condition. Paulette Gonzales related that the kittens have been placed on new medication. Tina also requested the Board re-visit the 2001 Policy regarding no Adoption allowed to homes where un-spayed and non-neutered dogs are present. The Board consensus at this time is that any future situations like this should be based on a case by case nature.

8. Admissions: Paulette Gonzales related that only one (1) cat had been admitted since the last mtg

9. TNR: No Report.

10. Human Resources: Moved to Action Agenda)

11. Technology: Natalie has found a component of Pet Point where Medical Information can be included. Please contact Natalie at nataliec31@comcast.net if you are interested in helping with this project. President Trekles reminded group that this can be done From home. Just take a few of the Cat files home, enter the data and then return the files to the shelter. Monica is still working on the ICS Website. Congrats offered to Monica for achieving her Masters Degree. If you wish a copy of the printed Manual please contact

12. **Sponsor a Cat:** No Report

3. Action Agenda:

1. Old Business:

a. Bylaws Review and current Revisions on the Table

Motion to table this topic indefinitely moved and seconded. Motion carried.

b. Status of Mews letter – dates for 2013 and status of current Mews letter:

Maureen Davey submitted the following report with the comment that dates are Flexible if necessary. Gail Frieden reminded dates for the Black Cat Strut, the Yard Sale, the Ogden Dunes Activity be included in the Mewsletters. In addition, Gail announced there will be a Volunteer meeting on January 20, 2013 at the Barnes and Noble Bookstore in Valpo. Many volunteers are needed to make this activity a great success. Please contact Gail at lilacs@csi.net for additional information or to volunteer.

2013 ICS Mewsletter Schedule

Winter:

Content deadline: December 30

To printer by: January 10

Should hit mailboxes by: January 31/First week in Feb

Spring:

Content deadline: March 30

To printer by: April 9

Should hit mailboxes by: April 30/First week in May

Summer:

Content deadline: June 30

To printer by: July 10

Should hit mailboxes by: July 31/First week in August

Fall:

Content deadline: September 30

To printer by: October 10

Should hit mailboxes by: October 31/First week in November

2 New Business:

a. Committee structure and compositoin review for all Standing and Ad-hoc Committees.

President Trekles reminded the Group that Current and newly appointed Chairs are to select their own Committee members, review current role & responsibilities of their Committee so they reflect the Mission, Philosophy, Goals and By-Laws of the ICS. PR

1. **PR and Communication:** Chair to be selected. Dorothy Rippenberg recently resigned from the Committee the postion but is willing to help as neded. Various potential candidates were discussed. President or specif Board members will pursue interests with these individuals.individuals

2. **Fundraising:** Current Chair is Gail Frieden

3. **Cat Care:** Chair to be selected.

Joan Hildebrand recommended to review and stregthen this Committee as it currently lacks formal stucture

4. **Volunteers:** Current Chair is Debbie Walsh.

Ms Walsh will remain in this position provided she is kept apprised of acceptance and placement of Volunteer applicants within the ICS.

5. **Membership:** Current Chair is Kathy Neilson
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6. **Foster Care:** Chair to be selected. More Foster Homes are needed
7. **Adoption:** Motion by Gail Freiden that Tina Sleepy become Chair of Adoption was seconded and moved. Motion Carried.
8. **Admissions:** Motion for Paulette Gonzale to be Chair of this Committee seconded & moved. Motion Carried.
9. **TNR:** Topic to be addressed at January 28th Board Meeting
10. **Human Resources:** Current Chair is Gail Carbona.
A current Board member holding this position may be perceived by the general membership as having a Conflict of Interest given the potential interaction(s) required with Employer/Employee issues. Judy Dean to pursue interest with a potential candidate
11. **Technology:** Current Chair : Staci Trekles
12. **Sponsor - a - Cat:** Current Chair is Carol Abshire

b. TNR Status and financial relationship with ICS:

Motion for indepth discussion to occur during the January 28th Board Meeting seconded and moved. Motion carried.

c. Proposal of establishing a Grant committee:

Motion to develop and implement a new Committee - Grant Committee- was seconded and moved. Motion carried. Robert Jocius will chair this Committee. Individuals with expertise/experience in Grant Writing and/or Research are encouraged to contact Roberta at jocius51@msn.com for additional information.

d. Proposal to combine PR/Communication, Fundraising and Volunteers into one Committee to maximize outreach efforts

Intent for this combined Committee met with opposition as to the increased number of members involved would be unwieldy even if Committee was co-chaired. It was determined various members have cross membership in all three Committees to ensure current knowledge of activities and projects

e. Proposal to Strengthen Volunteer Network and the Orientation Manual for Volunteers to reflect current ICS guidelines be revised and expanded.

Judy Dean initiated this as she never received an Orientation Manual. These revisions were shared with Volunteer Committee Chair Debbie Walsh for review and continuation of revisions.

f. Newsletter: Have its own Committee or be part of Communications?

At this time, the time line for publication was discussed.

3. Open Discussion : Various topics were brought forward and include the following issues:

a. Room Moms: Should Room moms have own separate Committee to ensure their concerns are addressed by the Board?

It was suggested that all Room Moms be invited to and included in the Cat Care meetings. Room moms have the most intense interactions with their charges and often observe changes that may be missed by others.

b. Fundraising Activities:

1. A current member shared fundraising activities she has for her own animal rescue organization.Walk a Thons with Pledge Cards, Paws in the Park with vendors, DJ's radio spots, Pet Shelter Calendar Sales with individually owned cats pix on the Calendar as well as sales of advertisers for the Calendar. Activities are time/labor intensive but results in a very high revenue income. Gail Freiden requested member meet with her share additional information.
 2. **Craft Fairs:** Utilize talents and show casing of membership . Hold in area of
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Rainbow Bridge. Highlight purchase of bricks for Bridge area.

3. **Super Adoption Event:** Hold on Shelter Grounds. Showcase various cats available for adoption. Maintain current adoption criteria

4. **Increase visibility of ICS:**

Take advantage of early am local Radio interview spots to highlight Shelter Advantages. Contact both la Porte and Michigan City station. Pursue local College based radio stations. Utilize local TV access channel interviews (Comcast) which highlight local organizations and businesses.

c. Investigate use of ICS for Clinical practicums for PNC based Vet Tech educational Programs

1. Research criteria VET Tech clinical areas need to have in place to qualify as a potential location for clinical practicum for PNC VET tech program.
2. Dialogue with Dean/Faculty of Brown Mackie College Vet tech program --can ICS help them achieve State/National educational accreditation.

d. Can Board Mtg minutes be avaiaslbe to general membership/public prior to next mtg?

1. Board Secretary, Judy Dean, will have minutes of Board mtgs placed on the WEB at least 10-14 days prior to next Board meetintg. Minutes can be provisionally approved by Board members via e-mail to facilitate a timely placement on the ICS Website. Board members can note Additions, Revisions and/or Deletions, if applicable, following this provisional acceptance of the minutes. Final acceptance of minutes will occur at the next scheduled Board meeting.

e. Concerns as to who will Chair Cat Care. PR/Communications Committees

1. Paulette Gonzales reassured members that she would contact the appropriate individuals to offer Chair positions and that all Concerns of the membership would be addressed. ItOt was noted that current Medicator, Clarrissa, is a current student in the PNC Vet Tech Program but at this time is not qualified to handle responsibility with her current position.

4. Special Business: Human Resosurces Issues under Review:

- a. Discussion by Board at closed board Meeting will occur immediatley following this mtg.

D. Adjournment: 8: 25 pm

Respectfully submitted,

Judy Dean, RN, DSc
ICS Board Secretary

Technology Committee Report – December 2013

1. PetPoint Progress

- a. Natalie discovered that a medical module can be activated in PetPoint**
- b. She is asking for volunteers to enter this information into the system from our paper records so that vaccinations, medications, and surgeries can all be included with each cat's information in the database**
- c. This will make the jobs of adoption counselors much easier as we will know the cat's complete history at a glance**
- d. This is something that we need to also bring to Cat Care's attention so that entering medical information can become standard protocol**

2. Website status

- a. Volunteer and recently graduated Purdue Calumet student Monica Korzenecki continues to work on an updated website**
- b. She is in the final stages and is working with Staci Trekles to map each page in so that all pertinent information is available and in the newly configured navigation structure**
- c. A preview of the website can be seen at <http://dev.makethewebwork.com/ics/>**