



Meeting: ICS Board Meeting  
 Date: May 5, 2014  
 Location: Purdue North Central  
 LSF - Lower Level Basement Room 60  
 Time: 6:10 pm - 8:45 PM

I. Call to Order: Staci Trekles

Present	Absent	Chairs	Guests
Staci Trekles		Diane Buche - Foster	
Judy Lindmark		Roberta Jocius - Grants	
Natalie Cebulski		Carol Abshire: Sponsor a Cat	
Gail Freidan			
Judy Dean			
Joan Hildebrand			
Carol Albrecht			
Diana Foster			
Jen Stall			

II. Consent Agenda

A. Approval of reports and minutes

-Minutes of the April 2014 ICS Board Meeting accepted as submitted

B. Review of month of email motions and acceptance

E-mail motions: None

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

Committee	Accepted	Not Accepted: Reason/Discussion	No Report
Admissions: Paulette Gonzales & Joan Hildebrand	x		
Adoption: Joan Hildebrand & Roberta Jocius	x		
Health & Wellness: Jen Stall & Paulette Gonzales	x	See following discussion	
Foster Care: Diane Buche	x	See following discussion	
Fundraising: Staci Trekles	x	See following discussion	
Grants: Roberts Jocius	x		
Human Resources: Susan Contri			x
Membership: Kathy Nielsen	x		
Shelter Report/Cat Intake/Output Joan Hildebrand	x		

Public Relations : Dorothy Ripperdan	x		
Sponsor a Cat: Carol Abshire:	x		
TNR: Connie Szwara	x		x
Technology: Monica Korzenecki		See discussion	x
Treasurer: Natalie Cebulski	x		
Finance : Judy Linmark	x		
Volunteer: Judy Dean	x	See discussion	

**1. Health and Wellness Committee:**

- a. Judy Dean questioned the status of the Cat Care Manager and the current Head Medicator. It was suggested that if the current Head Medicator is to become the Cat Care Manager, she needs to have further educational preparation such as WEB based Management/ supervisory programs which are often free of Charge such as Maddie's Institute etc. It was also suggested that this educational preparation be formalized for validation of progression of content.
- b. Voice Mail Message for Melissa: Judy Dean retrieved a day tie voice mail for the Head medicator with the message that she was to call the School regarding one of her children.. Week day calls are not picked up at the Shelter; the caller had no way of connecting with Melissa as she did not have a cell phone.

It was also mentioned that the Head Medicator is on call 24/7 and should be available via phone. Is the Head Medicator aware of this 24/7 status. If not, she needs to be apprised of this

**\*\*\* Motion moved and carried to have ICS purchase a Cell phone for Melissa to be used only for ICS Business. No Personal calls other than an Emergency are to be used with this phone.**

- c. Staci Trekles will purchase the ICS phone for Melissa

**2. Volunteer Committee:**

- a. Judy Dean, Chairperson of the Committee, presented the challenge of Volunteers who choose not to follow Guidelines, Policies and Instructions and as such display behavior that does not reflect or support their role & responsibilities within the Organization. Validation by the Board was requested that continuous refusal to adhere to policies, guidelines and instructional information results in the removal of a Volunteer from an active Volunteer Role. This removal prohibits the former Volunteer from providing any volunteer services at the Shelter or any ICS Sponsored event until further notice.
- b. The Board positively acknowledged this action as presented by the Chair.

**3. Technology Committee:**

- a. Due to home and family responsibilities, Monica Korzenecki is longer able to Chair the Committee. . Staci Trekles removed Ms. Korzenecki from the Chair position. The Technology Committee needs a new Chair.
- b. Staci Trekles offered her name as a potential candidate.
- c.. Since all Committee Chairs are appointed by the President, Ms Trekles was unable to appoint

herself to the position. A motion was called for by the Vice President, Judy Lindmark.

**\*\*\* Motion moved and carried to appoint Ms. Trekles as the new Chair of the Technology Committee effective immediately.**

**4. Fundraising Committee:**

- a. Staci Trekles, Chair of the Committee, related that she has assessed her abilities, strengths and interest with the Fundraising Committee and has reached the decision to step down as Chair.
- b. She will immediately call for a New Chair from within the Fundraising Committee membership and will continue in the position until a new Chair is announced as well as provide a seamless transfer of information on the Role

**5. Foster Committee:**

- a. The Co-chair of the Foster Committee, Melissa Petrovich, resigned from her volunteer role in that capacity. Diane Buche remains as Chair at this time.
- b. Ms Buche requested additional help with the implementation of the proposed Program she and Ms Petrovich presented at the last Board mtg. Currently, Brandy Coleman and Judy Dean have offered to help with areas needing support.
- c. The most vital form of support at this time is to have someone at the Shelter daily to coordinate Foster activities with both the Admissions and Adoption Committee Chairs.
- d. Judy Dean will send out an all volunteer call for Diane's request. Judy will also review the volunteer applications from September 2013 to the present to send/re-send that information to Diane.

**6. Trap/Neuter and Release Program:**

- a. Discussion centered on the observation of TNR adopting out kittens/cats at Brandt's Pet Supply in Michigan City under the guise of being sponsored by ICS. These are not felines who have met the criteria as established by the ICS as adoption ready animals. Ie, admission, preliminary vet care, data entry into the Pet Point, Hx etc.
- b. It was acknowledged that the Board is pleased that Brandt's holds this monthly adoption but it cannot be presented as an ICS sponsored event.
- c. A recent adoptive owner called ICS saying the cat she adopted at Brandt's was ill and wanted help from ICS.
- d. Staci Trekles will contact Connie Szwara regarding this dilemma.
- e. Judy Dean mentioned that she had about 5 individuals who were interested in being involved with the TNR program. Judy will forward these names, if they are still interested, to Connie to set up an educational program for them.

**D. Announcements:**

- a. Proposals for the Finance committee- Still looking
- b. November Elections: Open Positions consist of President; Recording Secretary and two Open Board Positions.

**Discussion:** Staci Trekles will again run for President and Judy Dean will run for Recording Secretary. Current Board member, Gail Friedan will not run for the Board Position.

- c. Reminder of Give Local America Fundraising event Monday May 4 from 12:01 am to 11:59 pm

### **III Action Agenda:**

#### **A. Old Business**

##### **1. Policy & Procedure Manual ad-hoc Committee update:**

- a. Judy Dean met Ronda Hamilton at the Shelter on May 4<sup>th</sup> to transfer additional supporting materials to Ronda reflecting Emergency guidelines from FEMA, the VET Association White Paper; The Indiana State Administrative Codes for animal evacuation and care; an Organizational Chart reflecting roles etc of key personnel involved in an Emergency Evac; and a list of Local potential sites for housing the ICS cats ie La Porte County Fair Ground Bldgs, High school gyms, PNC areas and local vets, area police stations, Penal institutions, area Shelters, Hall rentals ( ie Silver Palace. Cheers) etc.....all of which have to be connected with to Determine feasibility, interest leading to potential contractual agreements.
- b. Judy will determine the status of those initially named to the Disaster Plan ad hoc committee of their continued interest.
- c. Judy continues to work with Ronda on the various manuals needed within the shelter. Ronda is free from School activities for a short period of time and will be working on these projects.

##### **2. Shelter Wishlist:**

- a. Staci reviewed the ICs Shelter Wishlist and reminded everyone to visit often and Like us or share with fellow facebook friends. The more Likes and Share increases our presences on the WEB

##### **3. Foster Care Update:**

- a. Please see Foster Care Committee discussion under committee Reports.

##### **4. Auction fundraiser - revisit from 2013**

- a. Jen Stall and Staci Trekles both attended the Grey Hound Fundraising Auction & were dually impressed with the Organization of the Auction, the amenities provided with the costs of the Ticket and the large ticket items ( ie Corvette) offered for Auction. In addition, there was a silent Auction of various items available to all the attendees.
  - Open Bar & dinner included in the ticket price
  - only 150 tickets sold
  - if ICS participates, it is expected that each Board member fill a table of eight
  - Planning done by identified event planners only for an 8 month period
- b. Staci connected with main Auctioneer and will continue discussion of ICS hosting such an auction.
- c. Staci will approach Lakeshore Paws as a potential co-sponsorship partner

##### **5. Building Improvements/Architect memo review**

- a. Discussion continued as to how this should project should occur & progress. It was emphasized by several members that all pieces should be in place before beginning any such major fundraising project ie determine what is needed in the future bldg.; what new services will be provided - the why and how; what additional expenses will occur due to the increase in size and services of the Bldg etc.. Jen Stall reminded the Board that large amount of monies requested from potential donors will result in questions regarding current and past budgets. Further discussion tabled until the June 2014 presentation on Fundraising practices/approaches by Jason Petrovich, Fundraising Campaign Director of Valparaiso

**6. ICS Key Policy Form:**

- a. Discussion occurred regarding 415.00 payment for Key deposit for any employee or volunteer receiving a new Key. Current holders of Keys will not be charge the \$15.00 deposit Fee.
- b. Current employees sign a form for their keys and it was suggested that everyone regardless of status as a Volunteer or Employee be informed & knowledgeable of the current ICS Policy.
- c. It was acknowledged that the \$215.00 deposit by employees would create a monetary hardship as related to their hourly income.
- d. The Recording Secretary, Judy Dean, will contact those individuals who currently have keys to sign the new form

**\*\*\* Motion moved and carried to accept the current Key Distribution Form for all Employees and Volunteers to become effective immediately with the provision that all future employees will be exempt from the \$15.00 Deposit.**

**B. New Business:**

1. Fundraising and Black Cat Strut discussion:
  - a. Please see discussion notes under committee Discussions
  - b. Guest Speaker: Jason Petrovich has re-scheduled his presentation on Fundraising until the next Board meeting on June 2, 2014

**Staci: I left before these items were fully discussed**

**2. Letter from Castaway Critters**

**3. Promoting adoptions and collaborating with other groups ie Lakeshore PAWS**

**C. Open Discussion: ???**

Adjournment: 8:45 pm

Next Meeting: June 2, 2014, PNC LSF Bldg Rm 60 - lower level  
6 - 8 pm

Respectfully submitted,

*Judy Dean*

Judy Dean  
Recording Secretary