



Independent Cat Society
Board of Directors Meeting Agenda
January 7, 2016 6:18 pm – 8:15 pm
Purdue North Central Room – Cafeteria Rm 70 A

Present: Staci Trekles Judy Dean, Natalie Cebulski, Kay Vazquez, Jocelyn Voreb, Diana Foster and Carol Abshire (Health and Wellness Committee/ Adoption counselor)
Absent: Joan Hildebrand, Jason Petrovich

Call to Order

A Welcome by President Trekles

1. Consent Agenda

A. Approval of reports and minutes

1. December 2015 Meeting minutes
*****Motion** to accept minutes as submitted. Motion 2nd & passed.

B. Review of month of email motions and acceptance

None

C. Approval of Committee Reports

1. Treasurer's Report and Finance Committee Report (Natalie Cebulski)
2. PR and Communications (Dorothy Ripperdan)
3. Fundraising (Lori Hlinsky)
4. Health and Wellness (Carol Abshire/Paulette Gonzalez)
5. Volunteers (Judy Dean/Diana Foster)
6. Membership (Jocelyn Vereb)
7. Foster Care (Donna Daniel)
8. Adoptions (Joan Hildebrand/Roberta Jocius)
9. Admission (Paulette Gonzalez)
10. TNR (Connie Szawara)
11. Human Resources (Stephanie Bradsky))
12. Technology (Staci Trekles)
13. Sponsor-A-Cat (Carol Abshire)
14. Grants (Roberta Jocius)

Reports not submitted include: TNR not submitted as requested; Human Resources, Fundraising and Technology

Finance Committee:

Discussion: For information only: Treasurer, Natalie Cebulski, related the Use of Paychex is saving ICS approximately \$1600.00/year. ICS needs to purchase a new credit card machine to comply with Major Charge Card regulations regarding the reading of the smart chip authentication system now being placed on Credit Cards.(gold/silver square). ICS may still need the services of an accountant to supplement Services by Paychex.

Recommendation: None by Board

Action: Natalie will continue to evaluate the costs and services of a New Credit Card machine as well as begin to interview accountant candidates.

Fundraising Committee:

Discussion: Diane Foster asked who was in 'charge' of the Donation jar placement activity. It was determined that although initiated by Gail Freidan there was no actual framework as to who or where the donations jars are located except for those volunteers who took it upon themselves to place jars and collect donations which are then submitted to the Treasurer.

Recommendation: Until further notice, the Volunteer Committee will be in charge of this activity.

Action: Judy Dean will canvas all Volunteers to determine current locations and volunteers placing donation jars & collecting \$\$.

2017 will be ICS's 40th year anniversary. Several celebratory activities were discussed .

Recommendation: Refer questions to Carol Albrecht and Cate Amador

Action: A separate Sub Committee to be determined

Health & Wellness Committee:

Discussion: Carol Abshire shared 2 Letters from area Vets as to the information they require when ICS cats are brought to their offices by the ICS Volunteers. Carole also verbally shared the newly constructed form which will accompany all ICS cats for those visits. This form has yet to be reviewed by Paulette G and others as identified by Ms Abshire before implementation. The proposed two levels of Volunteers transporting cats submitted to the Committee for consideration positively endorsed by Ms Abshire.

Recommendation: Share newly constructed Transport with identified individuals for input

Action: Integrate comments/ suggestions from Vet Letters in the development of educational program for Volunteers transporting Cats to the vet offices. Develop educational program for Volunteers transporting cats to ICS events.

Volunteer Committee:

Discussion: The current number of 2015 volunteer hours of 15,273.25 reflect the hours of ICS having additional 7.5 Full time employees. The 2015 volunteer hours – converted to full time employees – reflect 2 additional employees as compared to the 2014 Volunteer hours.

Judy Dean was asked how volunteers were recruited for ICS Fundraising events as it has been a challenge this past year to procure enough volunteers to help with Fundraising activities.

The Volunteer committee responds to the requests of the individual who is in charge of the event. Once this request is received as to the choices marked on the Fundraising request form, a call is sent out via e-mail to those individual volunteer groups needed ie a general call to all Volunteers; the Crafters or Baking Group. All details are related to the volunteers as to the date, time, location, intended activity, parking, where to drop off crafts or baked goods etc as well as who to contact if the volunteer wishes to participate.

Judy related that the request for volunteers has to be received in a timely fashion as volunteers may have plans for the event time and day. Judy has also sent the Fundraising Chair the names of all those volunteers who have identified their desire to participate in Fundraising events.

Jocelyn Voreb, membership Chair, mentioned that she has been involved with Lori Hlinsky, Fundraising committee on various levels and as a member of the PR committee also announces upcoming events.

Recommendation: Continue to collaborate with the Fundraising Committee for Volunteer needs

Action: An Event Sign up sheet has been placed on the BB at the Shelter for volunteers to identify their participation. The volunteer Chair will be included in the PR communication of events and The Committee will be included in the Google Calendar for ICS Events.

Technology Committee:

Discussion: For information only. President Staci Trekles related that the previous website Crashed as she was working on it and subsequently developed a new WEBSITE which is much more Up to date, more user friendly and reflects the positive movement of ICS as the Organization continues to implement its Strategic Plan.

Recommendation: None by the Board

Action: Thank You, Thank You, Thank You Staci

3. Action Agenda:

Old Business

1. Building Committee update:

Tabled until next meeting. Mrs. Jocius not present at the meeting.

2. ICS Accountant and Paychex update.

See comments under Finance committee discussion

3. Volunteer Additional Shifts Update:

Discussion: Judy Dean related that the additional hours are being used by fellow Volunteers. More Visitors are accessing the additional hours as seen by the increase in adoption applications and the Tuesday night hours will continue until the End of February 2016. At this time, a survey will have been designed and sent to all Volunteers to determine the validity and use of the additional hours, the continuation of the same hours and/ or the implementation of additional hours.

Judy has also developed a 7 question survey for the Room parents only. Dorothy Ripperdan has been consulted as to the questions on the survey. The intent is to determine when Room Parents access the shelter, what activities they engage in during that time, would they be willing to coordinate Weekend times with fellow room Parents.

Recommendation: Continue to gather information regarding the Tuesday night hours

Action: Develop and distribute both Surveys – one to all the volunteers and one to the Room Parents only.

4. Benefits of ICS Membership

Discussion: Jocelyn Voreb, Membership Chair, related benefits for each level of membership have yet to be developed. Various types of items were discussed as to each level without Any particular decision. Also discussed was the limited number of volunteers who are ICS members. Perhaps a reduced membership for the first year of volunteer status? Free Raffle Tickets for drawings; Free Calendar

Recommendation: Continue to investigate various 'award' options for the various levels of membership as well as other market groups within ICS ie donors etc

Action: Jocelyn and Judy Dean will work together to develop a plan to increase the membership within the volunteer group.

New Business:

1. Continuity of appearance within the Volunteer Group while representing ICS

Discussion: During the attempt to determine which Chicago area humane society/shelter represented a Lansing Illinois adoption applicant, Judy Dean accessed the PAWS website noticing all the Volunteers wearing the same Apron with the PAWS Logo. Should ICS incorporate that appearance when a volunteer represents ICS both at the Shelter or ICS Events? It was mentioned that ICS did have aprons with the ICS Logo years ago when used for the Fundraising events held outside Grocery Stores etc but the whereabouts of those aprons are not known at this time.

Should Aprons be required for all Volunteers with ICS purchasing the aprons or should Cat oriented Scrub tops be used where the Volunteer purchases their own?

The intent of the potential proposal is to have consistency within the Volunteer appearance so that Community members will know who the volunteers are when they come to the shelter as well as when they attend the various ICS sponsored/participation events ie The Book Sale, the Black Cat Strut and the various smaller events where a table is set up with information, signage and volunteers

Recommendation: Investigate the costs, source, etc of this potential dress code option

Action: Judy Dean will present a comparison between the costs of apron/local printing vs cat oriented Scrub tops and report back to the Board with those findings at the Feb. 2016 mtg.

2. **ICS Business Card:** Supply running low.

Recommendation: Consistent supply needed for events, adoption Folders and Shelter use

Action: President Trekles will order more from Vista Print.

Adjournment: 8: 15 pm

Next Meeting: Feb. 1, 2016

Time: 6 – 8 pm

Location: Purdue North Central Campus, Rte 421, Westville, IN
LS Room A 70 (Cafeteria Meeting Room)

Respectfully submitted,

Judy Dean,

ICS Board Secretary