



Independent Cat Society
Board of Directors Meeting Agenda
October 5, 2015, 6:10 – 8:13 pm
Purdue North Central Room – Cafeteria Rm 70 A

Present: Judy Lindmark, Carol Albrecht, Joan Hildebrand, Judy Dean, Staci Trekles, Jason Petrovich, Natalie Cebulski, Gail Freidan (ICS Member) and Carol Abshire (Health and Wellness Committee) Roberta Jocius (Bldg Planning Committee)
Absent: Diana Foster, Jen Stall

1. Call to Order

A Welcome by President Trekles'

2. Consent Agenda

A. Approval of reports and minutes

1. 9-14-15 Meeting minutes

Motion to accept minutes as submitted 2nd ..Motion passed.

B. Review of month of email motions and acceptance

none

C. Approval of Committee Reports

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

Discussion: Health & Wellness Committee: Discussion continues regarding which category Volunteer or Medicator – should transport cats to the Vets for care. The important aspect required at the Vet's office is that a current update be presented for the Vet to arrive at an appropriate Dx and discharge care. In addition, the verbal discharge plans needs to be more complete to accompany the written orders done by the Physician.

Ms Abshire has developed a Vet Form that would facilitate both ease of use at the same time reflect completeness of cat's current condition.

Recommendations: A. It was suggested that a check mark form be produced.

B. Judy Dean suggested Ms Abshire and her committee look at past and current trending of the usual presenting Signs and Symptoms exhibited by the cats. In addition, evaluate the trending of usual/common discharge follow up care approaches; often repeated medications etc that could also be integrated as a check of off with choices of usual dosages, ie dly frequency and length of treatment. This can include antibiotics, subq flds etc.

C. It was also recommended that specifically educated Volunteers transport the cats for scheduled office visits.

- D. The new form would be completed by the Medicator prior to the cat leaving for the Vet office – this then allows the Medicator to complete his/her shift without interruption(s) transporting the cats to the Vets
- E. It was suggested that the Medicators be involved in this process.
- F. Judy Dean will evaluate current volunteers who have identified their desire to transport cats. This information will be sent to Ms Abshire for her decision of choice as well as continuing education method for those chosen individuals.
- G. Judy will also pursue the purchase of a hand held recorder to be used when verbal instructions are given by the Vet. This USB stick can then be used with the ICS Shelter to validate what the Vet has discussed that may not have been written at the time of the cat's visit.

Reports not submitted. Fundraising, TNR, Foster Care, Health & Wellness, Public Relations, and Human Resources.

D. Announcements/ Information

- 1. The Board will continue to meet in LS A 70 – Cafeteria Meeting Room as requested by Joan Hildebrand. Good choice Joan !!
- 2. Elections: November 2015
 - a. The meeting will be held at the Valparaiso Public Library, Valparaiso, IN beginning at 6 pm
 - b. Roberta Jocius and the Nominating committee will canvas current members as to their interest in running for open positions: Vice President; Corresponding Secretary, and 2 at large positions.
 - c. Judy Dean, Volunteer Committee, will review applications of volunteers to determine which individuals either identified interests in serving on Committees or have past/current Committee / Board experience. Judy will send this info to Ms. Jocius & the Nominating Committee.

E. Action Agenda ????

F. Old Business

- 1. Building Committee update:

Roberta Jocius presented a very detailed presentation, supported by a Power Point Program and a 'to scale' schematic drawing, as to the latest suggested physical campus arrangement. Roberta acknowledged a thank you to Diane Buche for all the work she had done in the development of the information with regrets that Ms Buche is longer with ICS. Cost per square footage as well as the use & integration of the current Shelter with additions being completed in 3 – 4 phases was also presented. Ms. Roberta will meet with Jason Petrovich in the next couple weeks to discuss the next phases of this project. Well done presentation Roberta...Thank you so very much for all the information.
- 2. AmeriCorps Application: No update at this time
- 3. Board Orientation Manual: Judy Dean suggested Board members thoroughly review this document and send her any comments regarding the content.

******Motion** to accept concept of this document at this time. Motion 2nd and moved.
The final Document will be completed following the November elections with implementation and distribution to current and new Board members. New Board members will also receive a copy of the Volunteer and Employee Manual as components of their Orientation.

4. Donna Daniels is the new Foster Care Committee Chair. Thank you Donna. Our support is with you as you embark on this new venture.
5. Health and Wellness on Employee Evaluation: Carol Abshire will be working with Paulette Gonzales in writing and performing Employee Evaluation.
6. The previous Tax Company was dismissed due to poor performance. Natalie Cebulski, Board Treasurer will be interviewing two potential applicants prior to the next Board meeting

G. New Business

1. Judy Dean suggested the By-laws be revised to include an ex-officio position. The invitation by the Board would be extended to an animal advocate individual possessing knowledge and expertise in areas lacking by current Board members. The Board will evaluate areas of growth that could be addressed by inclusion of this position. The Board will assess Community members & business to determine who to approach. Criteria needs to be written and presented to the voting membership for discussion during the November 2015 election

H. Open discussion:

1. Carol Albrecht collected Halloween Candy from Board members which will be distributed to elementary school students Trick or Treat Event by various agencies including ICS Volunteers

- I. Adjournment: 8:13 pm
Next Board Mtg: November 2, 2015
Time: 6 – 8 pm
Location: Purdue North Central Campus
LS Room A 70 (Cafeteria Meeting Room)

Respectfully submitted by,

Judy Dean

Judith Dean, RN, DSci., CHt