



Independent Cat Society
Board of Directors Meeting Agenda
February 1, 2016, 6:15pm
Purdue North Central Room LSF170A

Present: **Board Members:** Jen Stall, Jason Petrovich, Joan Hildebrand, Diana Foster, Kay Vasquez, Jocelyn Vereb, Judy Dean, Staci Trekles, Natalie Cebulski
Committee Chairs: Roberta Jocius, Grant Committee; Carol Abshire, Health & Wellness and S-A C program
ICS Volunteer: Gail Friedan

1. Call to Order

1. Welcome and President Trekles's remarks

2. Consent Agenda

1. Approval of reports and minutes

1-4-16 Meeting: Minutes approved as submitted.

2. Review of month of email motions and acceptance

1. none

3. Approval of Committee Reports

1. Treasurer's Report and Finance Committee Report (Natalie Cebulski)
2. PR and Communications () Position still open.
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)

Discussion: Reports not submitted at this time include:

Grants; Human Resources; Fundraising and Foster Care. A reminder to those Committee Chairs to submit January 2016 Reports

***** Motion** to accept January 2016 Committee Reports as submitted. Motion 2nd and passed.

4. Announcements and items for information

- a. Angie Hall, a PNC English Major is working this semester with Roberta Jocius, Chair of the Grant Committee

3. Action Agenda

1. Old business

1. Building Committee update:

Discussion: Roberta Jocius presented an update of the Shelter development. Discussion centered on the quotes submitted by various vendors, the options within each of those quotes, and the feasibility of procuring all desired options based on current available Shelter monies. Mrs. Jocius stressed the various approaches offered within each quote and options desired by the Board may require additional funds. Roberta explained the difference of using a single contractor (who is in Charge of the entire construction) vs a Company who subcontracts out each major component of the 'job'.

The Board participated in an extended discussion the various phases of the Shelter development; the needs of the Shelter as identified by those 'close' to the Operational side of Shelter activities – especially the location of a storage unit that would facilitate ease in

placement & storage of heavy deliveries (Litter) and the question of ‘where do we go from here? Do we build a separate Garage? What is the most important aspect of the Bldg. project? What comes first? It was noted that Roberta has been proceeding with this project as a Committee of one and that the Board is extremely pleased with her findings.

Thank you soooooooooooooo much Roberta !

Also discussed was the diversion of Bldg fund money to other projects. Is this a legal issue ? If so, then this becomes a court ordered action for diversion to occur.

Additional Items of discussion included:

1. **Tracking visitors to ICS:** How do we track visitors who visit the Shelter so that we can send a follow up thank them for visiting ICS? Judy Dean mentioned that she had placed a visitors log to sign in on weekends and the Log had been returned to her mail slot. Also noted that many individuals are reluctant to share their e-mail or home address with agencies.
2. **Desk in Main Shelter:** The size of the desk in the main shelter continues to be a physical barrier for both Visitors and Volunteers. Can a smaller desk be used? The Welcome area of the shelter needs to be addressed now. No distinct action was taken by the Board at this time. This is a sub-committee discussion item.
3. **Adopters Community location:** Do we know where our adopters are from? Judy Dean, a member of the Adoption Review Committee, is currently tracking both adopter locations as well as how they heard about ICS. This info can then be used for current marketing validation and proposed expansion of marketing efforts.
4. **Additional locations of Distribution of ICS marketing information:** Additional locations were proposed: The Visitor Center on I-94 and US 49; Hotels and B & B's in Michiana area – place materials in hotel lobby kiosks at these locations; La Porte County Visitor Center in Michigan City; also the Outlet Mall Visitors Center in Michigan City is another location. Roberta shared Porter/La Porte Counties as being a destination vacation areas and how ICS can be incorporated into that concept ie ‘a drop in’ visitors to the area on weekends. Judy noted many Chicago residents visit, stay or shop in Michigan City & New Buffalo, MI throughout the summer months. & could easily include ICS during these excursions.

Recommendation: It is time for a subcommittee to continue with the finer details of the project based on the extensive research done by both Roberta Jocius and former ICS Volunteer, Diane Buche.

Action: Roberta Jocius to :

- (1) re-distribute information to the Board from Companies who have provided a Shelter Bldg quote as well as the results of the previous Needs Survey completed by Volunteers in the early phase of her research.
- (2) A Sub-committee to be formed to determine the immediate needs of the Shelter project based on the current \$25,000 in Bldg Funds. Members include: Roberta Jocius, Joan Hildebrand, Jason Petrovich and Jen Stall.
- (3) Judy Dean, to research past Board minutes to assess use /restrictions of Building Funds diverted to other non-building projects.

2. **Volunteer additional shifts** – update: Judy Dean/ Staci Trekles
Do we continue with the Tuesday open Shelter Hours? According to Gail Friedan, two volunteers have shown up on the Tuesday Open shelter hours. Visitor numbers have been constant but much lower than on weekends. Room parents are especially needed to provide support to the Adoption counselor during those hours. Gail will continue to provide adoption counselor support but has verbalized the need for other Counselors to also cover

those hours as she has been providing solitary, consistent support since the additional hours were established in mid December 2015.

Judy Dean, Volunteer Committee recapped the initial reason for the additional hours - to reduce the number of volunteers present on the Weekend for visitors to experience less congestion to potentially choose a cat/kitten for adoption. This has yet to occur. The weekend Parking issue was also discussed – the combination of Volunteer and Visitor cars continues to be hampered due to the small size of the current Lot. Can the parking lot across County Line Road be used for parking by the volunteers?

Recommendation: Continue to provide the Tuesday open shelter hours until the end of February. Procure additional support from current Adoption counselors for coverage. Continue to urge Volunteers to include Tuesday open hours as a time for their activities. Continue to urge Room Parent's presence and other volunteers to be present during this time.

Action: Judy Dean will continue to urge volunteers to attend Tuesday afternoon hours. The previously announced Survey to all volunteers and the use of Tuesday open hours will not be done since only two volunteers have been present during those hours. Judy will address Room parents for coverage on Tuesday afternoons. She is to develop a survey oriented to Room Parents to determine if a rotation / sign up sheet should be implemented for coverage for the Tuesday hours. Contact Paulette Gonzales or Joan Hildebrand to determine if owner of parking lot has been contacted. Continue to announce Tuesday hours on Facebook and on ICS phone message.

3. **Benefits of ICS membership – discussion:** Jocelyn Vereb continues to develop a list of benefits for membership and again urged input from the Board

2. New Business

1. Use of Lysine – recent study concern: <http://consciouscat.net/2016/01/11/l-lysine-does-not-decrease-symptoms-of-feline-upper-respiratory-infections/>
Discussion: Carol Abshire, Health & Wellness Committee Chair, presented an in depth physiological explanation of the amino acid Lysine & its use in URI's in felines. Current search findings are inconclusive – Various Studies find Lysine Use to be or not to be of benefit. ICS has used Lysine for at least 4 years but in an inconsistent manner. Ms. Abshire discussed the twice daily dosage differences for both kitten and adult cats. Adults 500mg vs kittens at 250 mg.

Recommendation: Assess use of Lysine by other Shelters outside of the location of NW Indiana and Chicago area.

Action: Health and Wellness Committee to contact Universities who have Shelter Medicine Curriculum to determine use of Lysine. Also contact various Shelters to assess their use of Lysine on a dly basis.

2. TNR Program:

Discussion: Judy Dean, Board Recording Secretary, presented recent developments in the monthly reporting from TNR. One of the Stipulations of Dr. Fehrs, DVM \$10,000 donation to the TNR Program was that Monthly Reports were to be submitted to the Board as to the activities and financial aspects of the program. To date, this stipulation occurred sporadically during 2014 and not at all during fiscal year, 2015. At this time, Dr.Fehrs and Judy Dean are collaborating in resolving this challenge. Dr. Fehrs submitted data of TNR activities for 2015 and was used as a final report for the year. (See Committee Reports).

Roberta Jocius asked that ICS Grant money used for those Community members who could not afford Spay and Neuter services from TNR, be included in future Reports.

Recommendation: Continue to explore various options to resolve this challenge

Actions: Judy to continue to confer with D.r Fehrs as to developing a format that would

Facilitate a more easily approach to TNR activities. Have Natalie Cebulski confer with Dr. Fehrs as to the financial recording and procurement of an additional Debit card for TNR expenditures.

3. Open Discussion: none

4. Adjournment: 8:21 pm

Next Meeting: March 7, 2016
6 – 8 pm
Room: LSF A 170
Purdue North Central
US 421, Westville, IN

Respectfully submitted,

Judy Dean

Judy Dean, ICS Recording Secretary