



Independent Cat Society
Board of Directors Meeting Agenda
April 6, 2015, 6:00pm
Purdue North Central Room LSF60

1. **Call to Order**
 1. Welcome and President's remarks
2. **Consent Agenda**
 1. **Approval of reports and minutes**
 1. 3-2-15 Meeting - Joan motions, Judy seconds – motion accepted
 2. **Review of month of email motions and acceptance**
 1. Budget approved via email 4-9-15
 3. **Approval of Committee Reports (all reports in full will be available with meeting minutes online) - all approved**
 1. Treasurer's Report and Finance Committee Report (Natalie Cebulski)
 2. PR and Communications (Dorothy Ripperdan)
 3. Fundraising (Lori Hlinsky) - no report
 4. Health and Wellness (Carol Abshire/Paulette Gonzalez)
 5. Volunteers (Judy Dean/Diana Foster)
 6. Membership (Kathy Nielsen) - no report
 7. Foster Care (Diane Buche)
 1. Diane asks about a budget for foster care; how big should the foster program be? Kittens can be very expensive and KMR and other food can be prohibitive if we grow too large. Suggested a "kitten kit" could be given with a bag of stuff including a scale, formula, etc would help with foster longevity and keeping them on. Some fosters do not have a lot of money to contribute to paying their own way. The more fosters we have, the most kittens we take in which means potentially a greater shelter population over time. A larger program may not help our shelter admissions, although at the same time if we don't have good fosters and support them, we will still have those kittens dropped off at our door anyhow. Diane is taking great care to make sure that her fosters do a great job with socializing kittens and making sure they get good care. Also does need to have a more formalized training program for potential fosters to help them feel comfortable. Fosters for medical care is also needed, as sometimes cats need to be taken out of the shelter for intensive foster treatment. Process is needed to be followed at all times with foster care, particularly for medical treatments – do we put them into foster only to get them better, then take them back in and get bad again.
 2. Suggested that Diane attend next Finance Committee meeting to talk further with Natalie and others about budget and about how to maintain controls over foster spending.
 8. Adoptions (Joan Hildebrand/Roberta Jocius)
 9. Admission (Paulette Gonzalez)
 10. TNR (Connie Szawara) - forthcoming
 11. Human Resources (Susan Contri) - no report
 12. Technology (Staci Trekles)
 1. ShelterWishlist: Left to Staci to decide whether to continue. This program has more than paid for itself and has made almost \$2000 over its initial fee of \$500/yearly. Invoice coming soon.
 13. Sponsor-A-Cat (Carol Abshire)
 14. Grants (Roberta Jocius) - no report
 4. All existing reports approved
 5. **Announcements and items for information**
3. **Action Agenda**
 1. **Old business**
 1. Security cameras (revisit)

1. We will be saving money because of the 20000 donation of food cans; therefore, there is an argument that we can use that money for other purposes for this year
2. \$2000 is the cost for cameras inside and outside the building – quoted by Martin’s Security (Valpo – they run our alarm)
3. How long do the recordings last? Can be accessed from online
4. Might be other options for less money – can investigate
5. Locking cabinets – Cat Care must be enforcing rules of locking medication cabinets with medicators; recommended that the board put together a letter to share with medicators and be posted to ensure that cabinets are locked appropriately
6. Staci will investigate quotes and security assessments
2. PNC intern progress
 1. Alicia is working hard – semester is almost over; she has constructed a nice foster manual for Diane as well as some other things
 2. Staci will have another intern from the Psychology department to work on a employee/volunteer wellness program over the summer
3. Weather emergencies procedures ad hoc committee report
 1. No progress
4. Building committee update
 1. Diane and Roberta have been visiting other shelters in Chicago including PAWS Chicago, Felines and Canines, and Harmony House
 2. PAWS don’t deep clean every day, but spot clean, replace linens, had a decorator; have a large budget and their biggest mission is to welcome people and make sure that they knew as much about each cat as they could – marketing the cats goes right along with a welcoming environment
 3. Had levels of volunteers with aprons to designate; designated your expertise area at the shelter; can keep things in the apron pockets, serves for identification
 4. Felt that they were closest in spirit to ICS
 5. Also had a clinic not onsite, chose not to have it onsite because there were no vets in the area where they established the clinic; set up a free clinic to do spay/neuter in a big problem area where people don’t have a lot of money; they were open 7 days a week, noon to 6
 6. Used volunteers a lot rather than staff for the most part; everything involved training and was very systematic
 7. Used Accel for cleaning products – no smell there
 8. No cats were running around, they were all in their own rooms or set in a cage inside the room, or in a room by themselves
 9. Reminder needed at our shelter – all cats should be put away during adoption hours – medicators, cleaners, counselors; consequences will be enforced, you may be barred from the shelter during adoption hours or receive employee reprimands; report to board members if you see cats out during your adoption times
 10. Thinking about how other places do things is very helpful and important
 11. Operations is tied closely to the building and the type of building we have vs. what we wish to have; we will not necessarily be able to keep all of our same operations in a new building
 12. Admissions – have them fill out an online intake form in advance – we have one, but need to implement
 13. PAWS also follows up with adopters who return cats later on
 14. Computers are also set up at the adoption center to let the adopter fill out their profile, and do the same thing with the cats; put collars on them to color code whether they are shy, good with kids, etc to indicate them right away to adopters – everything is color coded to help the counselors steer them to the right cat – “Meet Your Match” program; could be set up online as well
 15. Diane and Roberta will start drawing some shelter building plans based on what they have learned, will draw several different versions, as well as start developing fundraising plan

5. Cleaning procedures update – Diane – please review agenda attachment
6. Budget – vet care update from Cat Care – tabled (Carol not in attendance)
7. Assisted spay/neuter program update – no real updates, list of vets is available, trying to decide between sending letters to vets or office managers; time limits on contracts will be addressed so that people who have been sitting on the contracts for a long time will face an expiration date – contracts are being revised to address this; can we work with ABC Clinic in Granger? Porter County Community Foundation has given us a \$2500 spay/neuter grant this month also
8. Vacant storefront to showcase adoptable cats (Judy D.) - tabled
9. Crash cart/IV Stand table (Judy D.) - tabled

2. New Business

1. Linda Harper workshop – she will customize workshops but is willing to come out
 1. Considering a 2-4 hour workshop
 2. Could invite other rescues, other shelters, would need RSVP, volunteers
 3. \$400 is the current price but she may be negotiable – ask for donation at the door to cover costs
 4. Could be done in August – pre-register for it through Book Sale
2. Book Sale – National Guard Armory in Valparaiso, July 16 (setup), July 17-18

3. Open Discussion

4. Adjournment

Staci,

In answer to your concerns about the safety of Accel, I have contacted 4 different Accel representatives and they all report the same information, that Accel is harmless to people/animals and the environment. They did acknowledge that there may be some dry skin or a sensitivity to the mist if inhaled, but that the product is completely harmless as indicated on the MSDS sheet.

On Friday 3/20/15, I arrived at the shelter to interview each of the cleaning & medicating staff & others (11 in total) individually to document each case. For consistency, I asked each individual the same questions, documented their answers and asked each individual to read the Virox Accel MSDS highlighted areas, discussed the EPA & DfE (Design for Environment)'s approval and the AJIC study, an independent study on the efficacy and toxicity of Accel. These three documents have been hung on the bulletin board in the shelter and each individual was encouraged to read them in their entirety at their convenience. The documents were provided for educational purposes. I also asked each individual to contact me if they have further questions about the product. I've attached a spreadsheet of the interviews.

In summary, reports of dry skin and respiratory discomforts are a legitimate complaint for those individuals sensitive to hydrogen peroxide. This is consistent with the manufacturer comments. The remaining concerns; bruising, nosebleeds, eye burn/cloudy contacts, headaches, dizziness, migraine and vomiting were either isolated incidences or experienced by only two individuals, and in many cases, individuals reported that the conditions were pre-existing and they were reluctant to state that they felt Accel actually caused the condition. Individuals all denied mixing Accel with any other ingredient.

Additionally, concerns were raised with regard to Accel causing cat URI and paw pad sensitivity. Twenty-four cats (out of ~167) were reported to have contracted URI. Accel, when properly used, will actually kill the microorganisms that cause URI. However, many cats escape their rooms and are allowed to mingle with other escaped cats from other rooms in addition to the hall cats. Some cats from one room also are allowed to enter other rooms. This practice makes pathogen containment impossible and therefore not surprising that approximately 15% of the main shelter cat population has URI.

With regard to paw pad sensitivity, 2 cats from each room for a total of 21 cats were examined for paw pad irritation/dryness. Sixteen out of the twenty-one cats paws were normal, 4 were slightly dry and 1 was dry and a bit cracked. Given that over 76% of cats had normal paw pads appears that the Accel product has little or no affect on the cat's paws.

There was one reported incident of a cat with a minor nosebleed and one reported incident of a cat foaming at the mouth after the room was cleaned. Both conditions rapidly cleared. Again, these are isolated incidents and probably not attributable to the Accel product.

REMEDATION RECOMMENDATIONS

- Poor ventilation in the shelter combined with the use of standard spray bottles likely contributes to the respiratory issues. While we are unable to increase the ventilation, all of the standard spray bottles were replaced with the foaming trigger bottles. This should reduce the amount of particulate matter in the air and is also in-line with the recommendation of proper equipment to use for the product to increase the wet contact time. Standard spray bottles are not recommended by the manufacturer nor the onsite veterinarian.

- Masks should be purchased and made available in a prominent area for sensitive individuals. We found a box of masks that someone donated.
- Latex-free gloves should be purchased and made available in the same area.
- Rather than complaining amongst themselves, individuals should be required to raise their health and safety concerns to their supervisor or a board member for appropriate action.
- A follow-up interview should be conducted 1 month from the 3/20/15 to determine if the solutions implemented are successful.

Please let me know if you have further questions/concerns.

Diane

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Interviewee	Symptoms	Pre-Existing Condition	Interviewee Comments	Interviewer Comments	Suggested Solutions
Laureen	Dry hands	No	Laureen stated that she uses a bucket and washcloth to clean, so her hands are generally in the solution for the entire cleaning day. She also cleans litter pans and seems to think that is where the most exposure occurs. Symptoms go away the following day when her hands are not in the Accel solution. She prefers not to wear gloves.	Dry hands noted.	Wear gloves when working with the solution.

Jessica	Bloody nose, Bruising, Skin peeling, Light-headedness	Some	<p>1. Jessica stated she had a bloody nose the 1st week when she was spraying a cage, she had another bloody nose 3 weeks ago again while spraying a cage.</p> <p>2. She has experienced light-headedness once or twice a week since using Accel.</p> <p>3. Bruising and skin peeling began 2 weeks ago.</p> <p>3. Gloves irritate her hands, possible latex allergy?</p>	<p>Jessica's hands were soft and not peeling, but there was a slight dryness noted on one index finger. There were two tiny (about a dime in diameter) very faint bruises on Jessica's wrists consistent with a minor bump. Jessica stated her last nosebleed was about 6 years ago. Judy L. overheard this comment, took me aside and said that Jessica had a nosebleed last summer at the shelter in Judy's presence. Judy remembers asking her to pinch her nose and hold her head back.</p>	Wear non-latex gloves when working with the solution.
Shaney	None		Shaney stated she has pre-existing conditions that she felt were not attributable to Accel.	None	None

<p>Melissa P.</p>	<p>Dry, cracked, peeling, bleeding hands, eyes burn, contacts cloudy</p>	<p>No</p>	<p>Melissa stated that she cleaned a cage and corner of the shelter extensively 2 weeks ago without gloves. Her hands peeled, cracked and bled and she went to her dermatologist thinking it was psoriasis, but her dermatologist told her it was not psoriasis, but probably due to the extensive cleaning solution exposure without protection. She did not tell her dermatologist she was using Accel, as he probably was not familiar with it. When she is in the shelter, her eyes burn and contacts cloud up, but the symptoms go away when she leaves the shelter. Melissa was tested negative for allergies years ago. Melissa wants ICS to discontinue the use of Accel and go back to the old solutions we were using. She also stated that "Everyone thinks Diane is getting a commission from the Accel Manufacturer because she is pushing the product, Diane is closed-minded because she did not look at other veterinary clinic cleaning products like the one her vet uses."</p>	<p>Melissa's hands were visibly peeling and cracked but not bleeding at the time. Diane informed Melissa we were not going to discontinue the use of Accel at her request, that we are in the process of finding out what problems exist and if the problems are extensive and cannot be resolved, we would address discontinuance at that time. Diane stated she is not receiving a commission from the Accel manufacturer or any other entity, research WAS done on other cleaning products and Accel was chosen as the safest and most environmental friendly option, and that extensive and time-consuming research and work was done to make the shelter safer for the cats, people and the environment.</p>	<p>Wear gloves when working with the solution.</p>
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Paulette	Bothers her sinuses	No	Paulette goes outside for fresh air when the cleaning in the gift shop gets to her.	None	None
Joan	Respiratory issues	No	When spraying in a cage or cleaning litterboxes, Joan notices momentarily discomfort, and it goes away when she is finished working with Accel.	None	None
Samantha	Dry hands	No	Samantha uses a washcloth to clean and her hands have more exposure to the solution than if she was spraying. It is a bit uncomfortable until she washes her hands and applies lotion. She does not like to wear gloves	Samantha's hands were slightly dry in one spot.	Wear gloves when working with the solution.
Renee	Hands crack, peel and bleed, dry spots on exposed skin, stuffy nose	No	<ol style="list-style-type: none"> 1. Renee stated she has generally sensitive skin and gets dry spots on her arms & chest when wearing a tank top. This mostly occurs when she's washing litter pans. 2. After cleaning all day, when she leaves the shelter she has a stuffy nose, kind of feels like a cold, but when she gets home and takes a shower symptoms go away. 3. Renee will wear non-latex gloves. 	Renee's hands did not appear dry at the time, but there was a dry spot felt.	Wear gloves when working with the solution.
Brandy	Dry skin, rashes on arms, respiratory, headaches, nausea, nosebleeds	Some	<ol style="list-style-type: none"> 1. Brandy said she has pre-existing lung issues. Respiratory discomfort is constant when she cleans especially cages in the gift shop. 2. As soon as she gets a headache she takes aspirin and headache goes away. 3. She's had 2 mild nosebleeds, the first one happened the first time she used Accel and then another one about a month ago. 4. She's used both spray and foam and symptoms are the 	None	Wear a mask and gloves when working with Accel, especially in the gift shop.

			<p>same, however she only works one day a week so she feels it is tolerable.</p> <p>5. Brandy will not wear gloves, she splashes a lot and the solution gets into the gloves and makes it worse.</p>		
Melissa W.	Migraines, vomiting	Yes	<p>Two weeks into use of Accel at the shelter, Melissa had migraines accompanied by vomiting on 2 separate occasions. The third migraine (no vomiting) was on the last day she worked days. She now works nights and has no issues. She could not attribute the migraines to Accel. She said she really doesn't have any issues with Accel.</p>	<p>Melissa indicated she had pre-existing migraines. Her migraines were spaced a few weeks apart so it is unlikely that the cleaning products caused the problem.</p>	None
Janet Henson, Foster Parent	None	No	<p>Janet had 2 of her own male cats spraying in her house, she had tried everything to remove the odor (that only the cats could smell) to stop them from re-spraying the same spot and Accel was the only product that worked for her. She has asked if she can get another bottle of Accel for use in the space where she is currently keeping a foster cat who is not using the litterbox.</p> <p>She has had no health symptoms or discomfort from using the first spray (not foaming) bottle in her home.</p>	<p>Diane provided Janet with a 32 oz bottle of Accel from the gallon of concentrate that Diane purchased from the shelter to help with her male cats.</p>	None