



Independent Cat Society
Board of Directors Meeting Agenda
July 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. 6-1-15 Meeting
 2. **Review of month of email motions and acceptance**
 1. Autoclave purchase
 3. **Approval of Committee Reports**
 1. Treasurer's Report and Finance Committee Report (Natalie Cebulski) - yes
 1. Natalie's reports have generated some concern; we do always run in the red and almost always have
 2. PR and Communications (Dorothy Ripperdan) - yes
 3. Fundraising (Lori Hlinsky) - yes
 4. Health and Wellness (Carol Abshire/Paulette Gonzalez) - yes
 5. Volunteers (Judy Dean/Diana Foster) - yes
 6. Membership (Kathy Nielsen) - no
 7. Foster Care (Diane Buche) - yes
 8. Adoptions (Joan Hildebrand/Roberta Jocius) - yes
 9. Admission (Paulette Gonzalez) - yes
 10. TNR (Connie Szawara) - no
 11. Human Resources (Susan Contri) - no
 12. Technology (Staci Trekles) - no report
 13. Sponsor-A-Cat (Carol Abshire) - yes
 14. Grants (Roberta Jocius) - no but Roberta did secure a \$6000 Banfield grant
 4. **Announcements and items for information**
3. **Action Agenda**
 1. **Old business**
 1. PNC Intern Micaela Hackett
 1. Researching the development of a wellness plan for ICS
 2. Communication amongst the different groups at the shelter is the biggest concern; she is working on ways to help facilitate communication while people are at the shelter
 3. Researching plans for communication for ICS, including flowcharts and other information
 4. How are we effective at the shelter?
 1. Newsletter, email, Facebook/Twitter (should we try a cross-county competition for Likes with other groups?)
 2. Inter-board communication is fairly strong - email, meetings
 3. Problems: timeliness of communication, flowcharts needed for people to understand who to talk to when - networks needed for more effective communication, particularly between staff and board
 4. Schedules for staff is somewhat inconsistent - working relationships are harder to form when people are not always there at the same time; communication is not "natural" at all times, particularly when people are or are not aware of the other person's role (staff vs. board vs. volunteer)
 5. Staff jobs are different and require different modes of communication (cleaners have less to focus on mentally than medicators)
 6. Some of us need more patience when it comes to communication; some volunteers only "complain" and do not take action; feedback is also

inconsistent, and the “circle” is not always when complete when it comes to specific issues being acted on or discussed

7. Communication with the public in person could also be improved – customer service skills should be consistent and consistently trained; interaction with the public tends to be the same individuals, top 5% of donors are not communicated with any differently than others; considering ways to reach out to new markets
 8. Conflict resolution training would also be valuable (Covey – communication habits)
 9. Bulletin boards might help to give an idea of what is happening with which person or group
 10. Board agrees an executive director is needed, but not feasible financially at this time; the lack of this position is a problem and creates a missing link in consistent communication
 11. Committees also need to ensure that communication within their groups and with constituents is clear (i.e., Cat Care, Fosters, etc)
 12. Concerns about finances also plays a part in poor communication
 13. Volunteers do not follow board policies or rules (not communicated well? Don't understand? Just don't want to follow? – Respect is also an issue)
2. Security cameras vs. autoclave
 1. Because of the autoclave purchase, we will not be able to pursue security cameras at this time
 3. Nominations for Recording Secretary position
 1. Still taking nominations (fulfilling a year and a half term)
 4. Building committee update
 1. Meeting with Morton Builders postponed until Roberta comes back for estimates on building – a high-end and lower-end plan has been developed; Business plan and fundraising plan are in development
 2. Diane distributed flyers about the population we house; the need to reduce population is strong if we are to do better financially
 3. Currently planning for a building to house 100 cats; need to work on getting population down
 4. Suggestion for a “helpdesk” to help people find other alternatives for bringing their animal to a shelter – script for those who answer phones/emails/etc. to educate others – we already have several scripts built, just need to refine and post
 5. Walk-ins are harder to handle; turning them away is more difficult, must stick to our guns and have a similar response to such situations
 6. Returns = about 20% of admits
 7. Diane distributed cat capacity report based on new guidelines; looking much worse based on space (cubic feet) rather than square feet (19 sq ft NOT vertical)
 8. Fundraising plan must include ongoing expenses and sustainability, not just capital
 5. Assisted spay/neuter program update
 1. Maple City (\$116 now, may lower)
 2. All Creature Features - \$85
 3. Gast - \$110
 6. Linda Harper workshop update
 1. August 4, LSF 02 – just down the stairs or down the hall from elevator on same floor as board meetings
 7. Budget – vet care update from Cat Care - tabled; Carol not in meeting
 8. Kitten care packages for vote
 1. Diane determined how much it costs to raise kittens; would like to be able to buy care packages for foster parents to assist with the cost and provide the best care for cats
 2. Approx. \$182/cat is basic cost; provided handout with detailed and itemized list of purchases; includes KMR formula, food, litter, etc

3. Will do a “sponsor a kitten” drive at the book sale and come back to the board with how much was made after the sale

9. Safety check – fire extinguishers? Done – all good

2. New Business

1. Memberships chairperson needed

1. Kathy Nielsen wishes to step down from memberships

2. We need a new replacement; Jocelyn Vereb has been suggested; she will be contacted to find out her interest

2. Cat Care meeting schedule question – tabled due to Carol Abshire not in attendance

3. Veterans adoption specials

1. Suggested to offer free adoptions for veterans; Judy Dean willing to write press releases and help with this

2. Question about proving military service – most vets have ID cards

3. Board is in favor of this, so we will pursue

3. Open Discussion

4. Adjournment