



**Independent Cat Society**  
**Board of Directors Meeting Agenda**  
**September 14, 2015, 6:00 – 8 pm**  
**Purdue North Central Room – Cafeteria Rm 70 A**

**Present:** Judy Lindmark, Carol Albrecht, Joan Hildebrand, Judy Dean, Jen Stall, Diana Foster,  
Gail Freidan ( ICS Member) and Carol Abshire ( Health and Well being/Cat Care Committee)

**Absent:** Staci Trekles, Jason Petrovich and Natalie Cebulski

**1. Call to Order**

1. Welcome and Vice President's remarks

**2. Consent Agenda**

**1. Approval of reports and minutes**

1. 8-3-15 Meeting minutes Mo  
**Motion** to accept minutes as submitted 2<sup>nd</sup> ..Motion passed.

**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 (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 (?)
8. Adoptions (Joan Hildebrand/Roberta Jocius)
9. Admission (Paulette Gonzalez)
10. TNR (Connie Szawara)
11. Human Resources (Susan Contri)
12. Technology (Staci Trekles)
13. Sponsor-A-Cat (Carol Abshire)
14. Grants (Roberta Jocius)

Discussion: Reports not submitted at this time include : Technology, Fundraising, TNR, Foster Care and Human Resources.

**Foster Program:** Board members related dissatisfaction in not being notified of Chairperson, Diane Buche's, resignation by the ICS President. Suggested in the future, President notify Board of Committee Chair resignation rather hearing it from other volunteers.

Judy Dean has printed brochures on the Foster Care Program she will forward to Donna Daniels, the new Foster Cre Program Chair.

**Cat Care program:** Chairperson, Carol Abshire shared various incidents where an employee failed to notify Cat Care Co-chairs regarding declining health of a cat and took it upon herself to transport cat to PNC for euthanasia. Medicators job responsibility being compromised by the following incidents: No Call, No Show for scheduled work hours; Frequent Calling off of scheduled hours; Inappropriate verbal communication & aggressive comments which compromises the philosophy & policies of ICS and Switching days/hours amongst themselves

Chairperson Abshire has discussed the incidents with the employees and will be implementing a new approach to hourly schedules. Employees will be assessed as to which days of the week they choose to work ie Mon, Tues, Wed etc and thus will continue on that schedule. The intent is to know who will be working those assigned days and readily have a back up if an employee is unable to work. Ms. Abshire will document the communication with the employees and place this info into their personnel Files.

The employee handbook will be evaluated to include appropriate actions for supervisors to implement when an employee displays behavior which may undermine the functioning of the Shelter operations. In addition, a statement that all day time medicators leave their cell phones in the Gift Shop which should enhance job productivity and reduce time spent on the phone regarding non-ICS issues. Night medicators are to keep their cell phones with them at all times.

Discussion as to who should transport an ill cat to the Vet – The Medicators who know the cats but have their work day interrupted by having to ‘clock out’ to transport the cats, wait in the Vet’s office and then return to continue with their responsibilities. A concern over ICS liabilities regarding employees not being financially compensated or covered by current Insurance policy when off the clock but still performing ICS duties.

Should Volunteers who have identified their interest in transporting cats be involved with Vet Visits or be used only for transporting Cats to Fundraising Events. Cat Care Committee to discuss and respond to Board.

Often, Vet gives directions for post visit care where s/he may not write this down on the form and verbally gives info to the transporter/medicator. It was suggested that a USB stick, which records conversations, be used and inserted into the ICS computer for transference of info. Judy Dean will pursue as this is a very inexpensive piece of equipment.

**Volunteer Committee:** Inappropriate behavior/ language of volunteers and lack of adherence to *ICS* policies and philosophy discussed. Judy Dean commented that e-mails have been sent to all volunteers regarding respect for others and adherence to Policies. She will follow up with individual volunteers as the need arises.

Mind set of various volunteers “ We’ve always done it this way” needs further communication /discussion as to how & why ICS is to function as a small business and to not rely or assume financial support will occur through grants or benefactor bequests.

**Finance Committee:** Chair will explore a change in CPA firms to provide Tax services for current Year. Current Tax Company placed completed Tax information in the gift Shop on the day taxes were due.

Judy Dean has 3 Tax Business in La Porte, IN – from the Chamber of Commerce recommendations. She will forward this information to Natalie Cebulski.

**Fundraising Committee:** Kudos to all those individuals from the Chair to individual Committee members who have developed and implemented new and re-occurring events which have increased the financial status of ICS.

It was determined that larger events, in addition to the Black Cat Boogie and Black cat Strut occur, to provide additional major support to maintain ICS's financial stability.

Potential Collaborative events were brought forth such as with other Organizations such as the Grey Hounds; Independent ICS events such as a Motorcycle Event/ Golf Outing. Judy Dean will contact Lori Hlinski.

A question arose as to what further events are being planned by the committee.

**Motion** to Accept submitted Reports 2<sup>nd</sup>. Motion carried.

#### 4. **Announcements and items for information**

1. Upcoming November election – begin seeking candidates
  - a. Vice President (Judy ends second term this year)
  - b. Corresponding Secretary (Carol can run again)
  - c. 2 at-large positions (Diana and Jen can both run again)

##### **Discussion:**

Both Carol Albrecht and Judy Lindmark stated they will not run for Board Positions this coming November.

Judy Dean has reconsidered and will again run for the Recording Secretary position.

The current ICS By-laws need to be reviewed as to the term limits for this position.

Question as to who is on the Nominating Committee or had the Committee been established yet? By-laws will be checked as to the process.

#### 5. **Action Agenda**

##### **A. Old business**

1. Building committee update : No report as Co-chairs were not present
2. AmeriCorps application – submitted (no update yet)
3. Rainbow Bridge Garden update: Kudos to both Diana and Bill Foster for making the ICS grounds so inviting and presenting such a calm atmosphere. A special Thanks to Bill Foster for all the grounds keeping improvements he has accomplished over the summer.

Diana Foster is now responsible for the Rainbow Brick program. New bricks have been ordered, delivered and those engraved have been placed in the Garden. Any engraving errors will be addressed by Diana with the engraver.

A note to all volunteers regarding the additional brick to be sent by Judy Dean to come and look at the Garden and enjoy many minutes of relaxation.

Carol Albrecht will give Diana Foster the Publisher template for the Thank You notes sent to those who donated \$\$ for their bricks.

It was suggested that a Fogger be purchased when working on the outside areas. There is no fogger on the Lawn tractor .

4. Cat Care Budget: Chair Carol Abshire is satisfied with the current budgetary funds allocated for Cat Care. Judy Lindmark related examples of invoices currently received for care of Cats including Vets and Medications.

#### **B. New Business**

1. Discussion tabled at this time. Judy Dean will send all Board members a copy of the Manual for an additional Review.

#### **6. Open Discussion:**

Judy Dean responded to the potential \$8000.00 loss and questioned the need for the use of a Financial advisor with expertise in non-profit small animal shelters. She will pursue if such a person exists.

#### **7. Adjournment: 8 pm**

Next Meeting: October 5, 2015

Time: 6 – 8 pm

Location: Purdue North Central Rm LS 60 ( unless noted otherwise)  
US 421 Westville, IN

Respectfully submitted:

*Judy Dean*

Judy Dean, RN, DSci, CHt  
Recording Secretary