



## Sheltering Hands Board of Directors Meeting Minutes from 11-18-2016

### I. CALL TO ORDER & POSSIBLE ADDITIONAL AGENDA ITEMS:

Meeting called to order at 5:30pm

Board members present: Gina Camilleri, Dr. Kathleen Fleck, Dr. Susie Fromm, Debbie Wabbersen

Staff members present: Gail Musolino

Guest Speaker: Kevin Ledzian

Kevin Ledzian spoke first presenting investment policy guidelines to us. **See attachment #1.** He presented us with a “boilerplate” template and asked the Board to review the document and make necessary changes (such as what we call ourselves). He mentioned that donors want to know if we have an investment policy. He encouraged us to think about when we would want to use endowment funding, under what conditions. He stressed that you want an endowment fund to be self sustaining. He asked us to consider who we want to be the point of accountability. There need to be, and would be, lots of checks on the system so we would control who could take money out and under what circumstances. He said we should add the endowment statement to the website once we have created it.

### II. APPROVAL OF MINUTES

The minutes from October 26, 2016 were presented. ***Dr. Fleck made a motion to approve the minutes, Dr. Fromm seconded the motion. Motion was approved with a vote of 4-0.***

### III. REPORTS:

1. The Treasurer's report was delivered by Dr. Kathleen Fleck. **See attachment #2.** Highlights- Our Current Total in Accounts is \$278,804.82, down from \$279,618.74 last month. The report also included a breakdown of income from deposits since our last meeting and expenses above the normal monthly expenditures. In expenses, the soffit for CoCo's House and construction of a well pump was needed for a total of \$5,563.75 which will be paid in November. It was also noted that the A/C in CoCo's House will need replacing for a cost of about \$6,000. The work is planned for Jan/Feb. The expanded treasurer's report was delayed to allow for information to be completed in new computer.
2. The Adoptions report was delivered by Gail Musolino. In October there were 13 adoptions- 12 kittens and 1 adult. Now in mid-November there have been 14 so far. Gail reported that we have adopted out 47 more cats during the January-October time period in 2016 than we did in the same time period in 2015. The National Adoption event in September went well. We had 8 adoptions and 5 pre-adoptions. Gail mentioned that she is coordinating with PetSmart for future grant funding. Upcoming events- December 10th-11th- Santa will be at PetSmart. There will also be a special Sheltering Hands adoption event on December 17th from 10-7. Gail had some suggestions for getting new volunteers. She asked about the vet tech students at CF. She also suggested putting a volunteer letter in the adoption packet. Her goal is to have 3 people cleaning at CoCo's House.
3. Foster report- We have no new foster homes. Dr. Fleck reported there is someone interested in working with bottle babies.
4. Gina shared that we are continuing to work on the grant from Our Friends the Animals. We will continue to pursue and work on other appropriate grants.

5. We have 6 new members
6. **See attachment #3.** The October surgery totals- TNR- 109, Voucher- 60. Starting in 2017, the number of cats we will be able to do in a day with one surgeon will be reduced to 15 per day. Until we have more volunteers, surgeons, and staff, we will keep to this number. Currently we have 605 registered colonies. Ocala has 306 of those.
7. There was no volunteers report.

#### **IV. VOLUNTEER/MEMBER COMMENTS concerning reports**

The floor was opened to the public for comments on reports above. Molly Wege suggested we might want to consider a “sunshine” committee to improve volunteer and staff morale.

#### **V. OLD BUSINESS**

- a) Vice President /Secretary recruitment-Molly Wege has agreed to accept the position of secretary. The Board voted to accept her appointment with Dr. Fleck making the motion and Dr. Fromm seconding it. **The vote was 4-0 for approval.** She will begin her 90 day probationary period as of today.
- b) Gina has not had a response from anyone regarding doing the memorial garden wall.
- c) We will hold a “drop in” holiday appreciation event for our volunteers, staff and friends of Sheltering Hands on Saturday, December 3<sup>rd</sup> from 12-4. The event will be held in the Tuxe center and refreshments will be served. There will be door prizes.

#### **VI. VOLUNTEER/MEMBER COMMENTS concerning old business**

The floor was opened to the public for comments on Items a-c above. NO COMMENTS TO NOTE.

#### **VII. NEW BUSINESS**

- a) Our speaker- Kevin Ledzian- presented at the beginning of the meeting.
- b) Dr. Fleck shared that we own an acre of land, acquired from Feisty Acres during our separation/transition from that group. One of our volunteers, Don Helfrich, leased the acre of land and brought a trailer to the land to live on. He and his late wife were caring for 19 of our non-adoptable cats. The gentleman has met someone who he is thinking of marrying and she is undecided about the cats. Dr. Fleck moved that we set up a contract that Don Helfrich would pay \$200 per month for the lot rental. He would be responsible for all repairs and improvements on the property including, but not limited to the well, septic, shed, trailer and fencing. Dr. Fromm seconded the motion. **Motion passed 4-0.**

#### **VIII. VOLUNTEER/MEMBER GENERAL COMMENTS concerning new business or general**

The floor was opened to the public for comments on the items above. No comments.

#### **IX. ITEMS FOR THE NEXT AGENDA**

- Outcome of land proposal with Mr. Helfrich
- Discuss of endowment language
- Grants

#### **XI. ADJOURN**

Our next meeting will be January 20<sup>th</sup>, 2017. The meeting was adjourned at 6:59pm.

#### **Attachments:**

- Agenda for 11-18-16
- Board minutes from 10-21-16
- Draft Investment Policy- attachment #1
- Treasurer’s report- attachment #2
- Community Cats Program- attachment #3