

ACT Board Meeting Minutes September 9, 2009

The regular monthly Animal Care Trust Board meeting was held at 5:00 PM on September 9, 2009 at the McKamey Center on Access Road.

Members of the Board attending: Chair, Ann Ball; Marie Chinery; Nancy Dunlap; Secretary, Mary Dube'; Carol Goodman; Donnie Hutcherson; Treasurer, Jack Kruesi; Dr. Jennifer Kolb; Mark Litchford; Susie Matthews, DVM; Laurie Shipley; Lee Towery; Karla Valadez; Georgiana Yurjevic

Absent Board Members: Janna Jahn; Cathy Jennings; David Johnson; Carla Morgan; Barby Wilson, Emeritus; Sonia Young

Also present were employees Paula Hurn, Amy Nelson, and Executive Director Karen Walsh, LVMT and Rick Tucker, guest.

Chair Ann Ball called the meeting to order at 5:00. Ann asked if all Board members had read the August minutes & wished to discuss or approve the minutes as submitted. The Board unanimously voted to approve the July minutes.

Committee Reports:

City- Marie Chinery indicated that the City budget should be voted upon shortly & will need another review before finalized. A motion was made to extend our existing budget through October. The Board voted & all approved the motion.

ED Report- Karen Walsh updated the Board on numerous activities including upcoming events, donations, insurance changes, volunteer hours, staff development, Rescue Waggin, TVA Day of Caring and a "pay later" system which enables people to pay over time for funds they owe. Additionally, Karen indicated that McKamey will be starting the ASPCA Meet your Match program to help people select the best pet for their lifestyle. Karen also provided an update on some facility related projects.

Financial Committee- Jack provided financial reports for the Board to review and discuss. He indicated that we are practicing good cash management. Donnie Hutcherson suggested an accrual method for further assisting us in our budget projections.

Development Committee- Marie shared an update of the fundraiser activities. The Comcast fundraiser is wrapping up. We appreciate Comcast's support. The Council Fire event is coming up. All are encouraged to buy tickets & help us sell them. It should be a fun event. Marie reminded us that we need to let her know if you are working on an event so we can have good coordination of resources.

Policies & Procedure report- Susie indicated that the P&P committee has submitted an employee handbook draft. Additional procedures will be inventoried and the committee will decide which to tackle next.

There was no new business for discussion. The meeting adjourned at 6:00 pm.

Minutes submitted by Mary Dube', ACT Board Secretary.

Our next meeting will be held on October 14, 2009 at **4:30 PM** for the closed, executive meeting of all board members and 5:00 PM for the open session. All meetings are at the Center.

Committee Chairs: Please remember to be prepared to deliver a committee progress report at each Board meeting and provide a copy of the Committee report to Secretary.