



Independent Cat Society
Board of Directors Meeting Agenda
March 2, 2015, 6:00pm
Purdue North Central Room LSF60

Present: A. Trekles, J. Lindmark, D. Foster, C. Albrecht, J. Hildebrand, N. Cebulski, J. Petrovich, J. Stall
Guests: R. Jocius, D. Buche, C. Abshire

1. **Call to Order**
 1. Welcome and President's remarks
2. **Consent Agenda**
 1. **Approval of reports and minutes**
 1. 1-12-15 Meeting – Joan motion, Carol second
 2. **Review of month of email motions and acceptance**
 1. Time clock solution (see http://www.digitalbuyer.com/acroprint-biotouch-biometric-proximity-time-clock.html?gclid=CjwKEAiArqKmBRCOj_qfmuqinnYSJAaAYwGlyRtj-aH3SJJx574wGSK2Ybrv0lzNeMGWClzt0pxoCTX3w_wcB)
 1. Time clock purchased, now in shelter
 2. Checking with whether Paychex will accept the spreadsheet created by new time clock
 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) – accepted report; budget moved to new business
 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) - yes
 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
 13. Sponsor-A-Cat (Carol Abshire) - yes
 14. Grants (Roberta Jocius) - yes
 4. **Announcements and items for information**
3. **Action Agenda**
 1. **Old business**
 1. Weather emergencies procedures ad hoc committee report – no report because of weather; however, it is felt that a small supply of fresh water and some easily made food should be available for staff and volunteers at the shelter during weather emergencies; there is a hand-crank flashlight available as well as several other working flashlights in shelter and gift shop; we do have a generator but it can only hook up to gift shop – the generator has not been maintained in the years since we got it
 2. Building committee update: Exploring options, we now have just about everything that been proposed by Doug Buell (Architect), including site analysis, through research with LaPorte County – we are held to state requirements, not county; existing building is structurally sound; new building study – contact has been made with three manufacturers: Morton Buildings, Menard's (small building in front of existing building for office, cat visiting, etc or a larger building across the corner – costs are \$8k-12k for small, \$20k+ for larger); review of needs for shelter include the need for cat care improvement in terms of ventilation, a welcoming atmosphere, cleanliness, isolation, clinic, dedicated laundry space, office space; Jason suggested looking at the needs and formulating a grant proposal somewhere in the

range of \$100k-\$250k, getting clear picture of needs to be able to articulate to a foundation; Jason believes we could identify about 10-15 organizations that could entertain such a proposal, would provide feedback even if we are rejected initially; as we continue to get grants, we are likely to get more and for bigger amounts

1. Proposed to have a “dashboard” on our website – number of adoptions, number of spay/neuters – we are looking better and better all the time
2. Jason will begin working on a draft that we can all take a look at and fill in pertinent details when we are ready; Building Committee is developing a three-choice proposal with a new building, smaller building on existing building, or revamped existing building – it takes the same amount of effort to get \$100k as it does to get \$5k; we do need to be able to identify why we need the facility, how it will make a difference, what it would look like, construction estimates – we have most of this as far as the overall feeling of what it “should” be
3. Significant foundation deadlines begin to come up around June-July (usually deadlines are 1st of September or October)
4. ICS can also begin exploring allowing the community to take advantage through meeting rooms, clinic, etc – represents the evolution of the organization; this might be part of a phased proposal strategy, and we may be more successful by offering a foundation a 3-year proposal (\$50k per year rather than one \$150k sum, but not necessarily in reference to the phases of developing the building; offer to name everything to place
3. Cleaning procedures update – Diane: distributed handouts describing cleaning protocols with revised recommendations and “cat capacities” charts based on per-room populations and 18 square foot recommended space per cat; Accel is now being used in the whole shelter, sanitizes on contact, Accel regular in main shelter, Accel TB (faster-acting solution) in Gift Shop; safer for cats and people, 1 minute wet contact time for total disinfection with AccelTB or 5 minute for Accel regular (as opposed to cleaning with bleach – clean first, lay bleach for 10 minutes, then wipe)
 1. On the whole, positive reviews; negatives – floors are very “streaky” unless the solutions are done correctly, sometimes shelter still has odor as the old cleaning product residue is worn away
 2. Foam sprayer will be done over time per room on walls, which takes a lot of time as there is much to move and get cats out of the way – requires at least 2 people
 3. Lauren and Joan providing ongoing training for cleaners
 4. Mixing station works great, helps to reduce waste of products
 5. Some concern about ventilation and harshness on hands and in lungs; is the concentration being done correctly?
 6. Altering configuration of rooms to facilitate cleaning: need to remove bare wood, remove large heavy furniture which contributes to odor and unsanitary condition; go “up” and use furniture on casters instead – will take time to make these changes over all rooms, but caution should be used not to spend too much as this would be counter to the idea of a new facility – try to find ways to eliminate too much on the floor, make things easy to move around
 7. 18 sq ft per cat: standard set forth by many groups including ASPCA and AVMA; no more than 10 cats per colony = lower stress = healthy colonies; Diane measured the floor and vertical spaces of each room to come to a sq ft figure per room, divided the number of cats in each room to come up with the percentage over or under capacity; total number of Main Shelter capacity determined to be 122.16 (current total in February 2014 is 167 - exceeding by 36.7% - we need to continue getting the numbers back, potentially move the Hall cats into their own room instead of hallway to be caged and selectively released)
 8. Should we consider posting a policy regarding what circumstances under which we should be taking in a cat – a cheat sheet for volunteers can be provided to answer questions
4. Budget – vet care update from Cat Care - tabled

5. Assisted spay/neuter program update: Judy L. distributed a draft letter to invite more vets to join the ASN program – getting a list of vets to contact, following up with Dr. Brooke on McAfee pricing also, Westchester is having trouble with Comprehensive plan as they are losing money; ASN committee is proposing only one basic package, each clinic allowed to set their own price, separate contract for each vet – no formal recommendation yet but working toward that – please provide comments on Judy’s letter via email; also discussing that the contracts not used after 3-6 months cannot be honored (McAfee already does this with Porter County)
6. Vacant storefront to showcase adoptable cats (Judy D.) tabled
7. Crash cart/IV Stand table (Judy D.) tabled
8. Strategic Plan review – comments from board? (see building discussion and cleaning discussion above)
9. Book notice followup – Diane – Power of Joy in Giving to Animals (Linda Harper) – wants to do a book signing during our Book Sale – July 16-19 is date for Book Sale tentative – will check with Moose Lodge in Valpo this weekend

2. New Business

1. PNC intern – Alicia Fogarty: will develop a web page for lost and found or adoptions to help community place unwanted cats and find lost cats; also working with Diane on a foster flyer, evaluating grants and volunteer communication, and putting together flyers and letters for corporate sponsorship interest
2. Confidentiality agreement draft for discussion: distributed employee and volunteer confidentiality agreements developed from a boilerplate statement on ensuring that volunteers and employees do not give out each others’ personal information such as phone numbers, emails, or home addresses; could be distributed via email to prevent difficulties in getting personal signatures
 1. Motioned and seconded to approve – motion carries
 2. Staci will create an electronic form that everyone can sign via the Internet – signatures will go into a database that can be easily tracked
3. Mailing list management: Carol questions whether the mailing list needs to be pruned; many people have not donated in years, so would like to know if we should remove those names that have not made a donation in more than five(?) years; our costs for a newsletter are close to \$1 per newsletter; given that Jason suggests only cutting those who have not donated in 5 years and the fact that detailed financials may not go back far enough, Carol will continue thinking about mailing list management and the best approach, but will not cut names at this time
4. Storage facility – ongoing need: we will pay the bill but we question the ongoing need for the storage (\$49/mo) – fundraising may have use for the space? Cages are there now from Greg’s; will we use these cages? Should we sell them at yard sale or eBay? Ask other shelters if they want them? We will pay the bill now and we have until May – we should consider this and return to the discussion
5. Budget discussion: Natalie presented the 2015 budget discussed by Finance Committee – 2013 & 2014 numbers and averaged, income/expense from TNR out, grant income and expenses also taken out, to show more “pure” money that we would normally count on for operations; following this budget (quarterly) at year’s end we would have about \$2000 profit (some quarters will be in the negative, others in the positive); Natalie also distributed the Profit and Loss from 1st quarter total budget versus actual January-March (does not include March yet of course); this budget is not presented as “perfect” and can be tweaked but this will be the first full year of using a budget, so Finance Committee wants to continue to work with individual committees to get a realistic budget figure
 1. Please review budget and ask Natalie
 2. Will be reviewed and tweaked – Q2 will be voted on in April meeting
6. Application for grants: Board approval granted for:
 1. Porter County Community Foundation
 2. Unity Foundation
 3. Legacy Foundation

4. Entente Spirits

3. **Open Discussion**

4. **Adjournment**