



Meeting: ICS Board Meeting
Date: 1-28-2013
Location: PNC Library Rm 170A - Cafeteria Meeting Room
Time: 6 - 8 pm
Call to Order Staci Trekles

<u>Present</u>	<u>Absent</u>	<u>Members</u>	<u>Guest</u>
Judy Dean	Mary Rooney	Tina Sleppy	Brett Wilson
Gail Frieden		Carol Abshire	
Joan Hildebrand		Natalie Cebulski	
Jen Stall			
Maureen Davey			
Paulette Gonzales			

2. Consent Agenda

a. Approval of 1-7-2013 reports and minutes

The Minutes and Reports of the 1-7-2013 Board meeting were accepted as presented.

b. Welcome and President's remarks

President Trekles thanked everyone on the Board as well as the membership for having the same vision and support of ICS but at the same time she reminds those who e-mail her with concerns, questions and requests, that she is not ignoring them but is taking the time to present these messages to the Board for action if required.

She also reminded the membership that the minutes of each Board meeting are reviewed by each Board member and are given a provisional acceptance until the next Board meeting when they will again be presented for a formal motion to be accepted. Once the provisional acceptance is given by the Board, those minutes are placed on the Website for public viewing..

In addition, Staci re-iterated that individual Board members cannot make unilateral decisions which impact ICS.

A suggestion for developing a moderated Chat Room be implemented with member password access to allow concerns and requests be discussed. The Chat Room already exists.

c. Treasurer's Report ad Finance Committee report

The report for the fiscal year reflects 30% of the overall expenditures are related to Vet Care by local Vet offices . The following items were discussed in detail:

- * Increasing the number of participating vets for the specific needs of ICS .
- * Concern raised that follow up calls or visits with potential Vets were never completed resulting in fewer new vets being added
- * The location and travel time to new Vets was discussed based potential needs of the cat and Vet care

- * The development of a one sheet "FAQ's" to know what to present to potential with VETs be developed for those who may wish to call on New Vets. Judy Dean will develop A Bullet list in collaboration with Paulette Gonzales

A suggestion that ICS partner with other Shelters and other like- minded Organizations to buy Cat supplies, food and meds in bulk to reduced our expenditures in that Category

The recently cancelled Bank Debit Card used for the TNR Program reflects expenditures in the mid 5 figure range. President Trekles and the Treasurer, Jen Stall, will be issued new Bank Debit Cards within the next few weeks

Treasurer Jen Stall reminded to check on the status of the 2011 taxes....where are they in relation to being completed ?

****** Motion to accept the Treasurer's Report & Finance committee Report as presented moved, passed and carried.**

d. Other Committee Reports

1. PR & communications: Chair Sharon Fitzsimmons (see attached Report)

- * Diana Foster and Dorothy R. continue to provide banners and fliers for each ICS sponsored events.
- * Sharon Fitzsimmons is now the new Chair as Dorothy R resigned from that position.
- * All the Events currently being presented have been placed in local newspapers and on the local radio stations.
- * President Staci Trekles was interviewed by a reporter from the Times Post for an upcoming article on the shelter.
- * New Events entitled a Wake the Garden and the Dental Campaign are in The process of being refined. The Dental Campaign will involve small jars being placed in dental offices for donations.

Sharon requests that if you have any pictures or clippings regarding ICS, please place them In her mailbox at the shelter. She is making a Scrapbook for Visitors and staff alike to enjoy while visiting the Shelter

2. Fundraising: Chair Gail Frieden (see attached Report)

Events from January through April 2013 discussed

- * The **January** Booth at the Garden Show in Valpo resulted in \$316 in revenue plus additional \$\$ from donations of our Sweethearts - \$66.67.
The first of the meetings for the Black Cat Strut was on 1-20-13 . There is a great need For more volunteers to help solicit sponsors. The E-Bay store is still being fully developed. The next fundraising Committee mtg will be on 1-30-13 at 4: 30 pm. Call Gail for further info
- * **February:** The 7 ICS Cats who have entered the Sweetheart Contest will display their lovely attributes, personalities and adorable faces at the Feb 16th Open Your Heart Ogden Dunes Firehouse
- * **March:** on the 9-10th the Dunes Cat Fancier's Woodland park in Portage will be held And on March 11, a Pizza Fundraiser from 6 -9 pm will be at Aurelio's in La Porte , the corners of US 35 North and Johnson & Severs Road

* **April ICS** will be at the Earth Day Event at the Valpo Expo Center Followed by the Black Cat Strut on the 28

* Upcoming Event for August is scheduled for Saturday August 3rd at the Red Mill Park in La Porte County. The Theme will be a " Pampering You Day" . This Shelter is temporarily reserved but requires a \$200.00 Fee of which 50% will be refunded if the ICS volunteers provide cleanup following the event.. The shelter can accommodate approximately 20 vendors and the Committee is in the process of identifying potential vendors ; a Booth Fee at \$10/Booth space; a 10% revenue from the total sales of Vendors as well as a Bake sale. Time will be from 9 am to 4 pm

***** Motion to provide the \$200.00 Red Mill Park Shelter Reservation Fee Moved, passed and carried.**

All upcoming fundraising events to be advertised in the Monthly Mewsletter as well as the usual advertising outlets.

3. Cat Care: Jackie Goraczyk - No report

The Board determined that the head of the Cat Care Program should be a volunteer rather than an employee. Staci Trekles will become the Chair of the Cat Care Committee. The monthly meetings will be held in the pm hours and she will continue to work on recruiting more committee members. Policies will be checked as well as how to deal with certain medical changes in cats.. A meeting will be held on February 18th at 6 pm at the Shelter

4. Volunteers: Chair Deborah Walsh - no Report

5. Membership: Chair Kathy Nielsen (see Attached Report)

- * Bonnie Johnson to contact former Chair, Kathy Nielsen to discuss becoming the current Chair of the committee
- * The month of December showed 11 new or re-newed members for a revenue of \$405.00
- * The fiscal Year of 2012 reflects membership revenue at \$12, 805 with a total of 512 Members. When compared to Fiscal year 2011, 2012 has five more members but a monetary shortfall of \$985.

6. Foster Care : Chair TBD - No report

Procuring more Foster Homes continues to be a challenge. It was suggested that the Foster Care and Admissions Committee be combined but following discussion the Board determined not to pursue that option at this time.

7. Adoption: chair Tina Sleppy (See attached Report)

- * In December 14 kittens were adopted as well as 10 adults. There were 4 deaths and two cats returned.
- * 8 cats were adopted in January 2013 for a revenue of \$370. This amount reflects the January adoption special of 'buy one get one free (aka BOGO) as well as the waived adoption fee for cats 5 yrs and older. One cat died during January

Tina presented informal research and suggestions to the Board regarding why consumers chose to adopt or not from the ICS. In addition, the following suggestions were

presented to the Board for discussion:

* **The Adoption Follow-up Review Process and Recording Format**

The follow up process would remain the same but it was suggested that Current form be eliminated and the information be immediately recorded in the Memo portion of the Pet Point Program under the Adopters name.. This can be done at home and supports the immediate access of the information for anyone at the Shelter as compared to the current system which requires the Counselor to file the hard copy of the Review Form the next time s/he was at the Shelter.

* It was also suggested by Tina that the Driver's License requirement be eliminated from the Application process. As well, Counselors should be hesitant to validate the potential adopter's employment status as many Companies will not provide this. Several of the Board members felt this to be an invasion of privacy. Various approaches were discussed as to how to procure this info without alienating the potential adopter.

The Board agreed to both these suggestion. Tina will notify all Volunteers involved.

8. Admissions: Chair Paulette Gonzales - No report

Two cats were admitted in January

9. TNR: Chair Connie Szawara (See Attached Report)

* 34 Cats were processed within the TNR program
* Since 2007 - including January 201`3, 2315 cats have been processed by TNR
* Connie and Dr. Fehrs, DVM attended the Michigan City (MC) animal control Board mtg on 12-19-12 to question the Board about the substance of Programs covered under the Memorandum Of Understanding - program of reimbursement schedule from the City.
- Both questioned the Michiana's lack of a quantifiable program and that their Program would not be included in any re-imburement from the City.
- Det. Royce Williams reported he would look into the program and determine if it required re-visiting the criteria.

* Also questioned was the lack of clarity with regards to Cat impounds. 11 cats from the MC Animal control facility were N'd & S'd. 4 of the casts were transferred to ICS, 4 to Freids' Shelter and the remaining placed in a makeshift holding area awaiting adoption.

Connie and Dr. Fehrs noted most of the cats were friendly, were trapped in individual home areas and asked if the TNR program could be notified on a monthly basis as to where these cats were trapped to determine if they indeed belonged to City residents. And if so, the cats could be returned to their owners. Det Williams agreed to have the impound sheets mailed to the TNR by AC Officer Alijah Hunter. As yet no sheets have arrived to the TNR.

10. Human Resources (Chair TBD) moved to Action Agenda

11. Grant: Chair Robert Jocius (see Attached Report)

- * This committee has two new members - Lynette Croyle and Monica Korenecki
- * In December 2012, ICS received an u restricted Grant for \$2000.00 from the Anderson Foundation
- * 4 Grant Applications were submitted for January deadlines
- * 2 Grant Application for February deadlines were submitted.

- * There is a potential for ICS to receive approximately \$18,000 +++ if we receive them all

12. Sponsor a Cat: Chair Carol Abshire - No Report

- * This program need major support from PR Communication and the Mewsletter
- * Current monthly pricing was discussed with a suggestion to have the Sponsorship be at \$10/month. Board Member, Maureen Davey disclosed that the current information allows a potential sponsor several choices, \$10 or \$15/ month or any amount over \$10.00

13. Technology: Chair Staci Trekles (See Attached Report)

- * Pet Point Progress
Natalie is asking for volunteers to help with input of medical History (Hx) data for all the cats in the Shelter,. This will allow volunteers to see the Cat' s Hx in one place.
A special thanks to Marti, Diana and Natalie for all their hard work, time and efforts
- * Website Status
Monica with the help of Staci Trekles continue to finalize the ICS website.
For a preview, please access the following:
<http://dev.makethework.com/ics>
- * Social Media
Facebook continues to be a great outlet for messages
Should ICS be on Twitter?
Any suggestions for partnering with other rescue/animal organization to social Media?
Those with experience in Podcast should contact Staci Trekles....Hmmm. you ask..what is Podcast? Call Staci !!

14. Shelter Report : Joan Hildebrand and Sue Ogg (See Attached Report)

- * As of January 2013 there are 238 cats in our care
- * For the Fiscal year of 2012 there were:
 - 177 Adoptions
 - 191 Admissions
 - 42 Returns
 - 29 Assisted N & S's
 - 35 Deaths
- * Please see the Committee Report reflecting the totals of the above categories for the years 2207 through 2010

3. Action Agenda

a. Old Business

1. Committee Structure and Composition

a. Cat Care

b. Foster Care

c. Human Resources:

Board member Judy Dean is awaiting a call from a potential candidate
The Board determined all the above mentioned Committees need additional volunteers as well as the development of Policies and Procedures reflecting the Mission of ICS and the specific Committee

2. Open Board Seats

- * Two open Board seats are currently available to be filled - the Vice President and the Treasurer's
- * President Trekles reminded the Board and the members present that when a Board member does not complete their term on the Board, according to the By-Laws, the Board appoints an individual, based on their expertise and/or knowledge of the Organization, rather than by vote of the membership. The individual who is appointed by the Board may run for Office in the next General election.
- * **Brett Wilson, a candidate for the Treasurer's position** was introduced by Staci Trekles. Mr Wilson currently owns the Smoochie-Pooch Grooming and Boutique in Valpo, is currently involved in a Mastiff Rescue program and by his own admission, is a

'numbers' guy.

Brett offered several suggestions and examples as to how he could, with pro-active management of the budget, reduce ICS's expenditures in many of the areas involved - Supplies, Food, Litter, Space Allocation and wholesale pricing

***** Motion to appoint Brett Wilson to the Treasurer's position of the ICS Board , moved ,passed and carried.**

- * The Board presented & discussed two potential candidates for consideration and offered the position to Tina Sleppy, the current Chair of Adoptions. Tina has been involved with the Shelter in a variety of activities and is a strong supporter of the Mission and Philosophy of ICS.

***** Motion to appoint Tina Sleppy to the position of Vice President of the ICS Board moved, passed and carried.**



A Hearty Welcome to our newest Board members as they join ICS in the continual future growth in its mission & presence as a No Kill Cat Shelter

b. New Business

1. Shelter improvement projects

The Board supports the purchase of new Corkboards to replace the old White Boards displaying cat Pictures in the Main Shelter.

2. Shelter Emergency Mgmt Plan

Graduate Student, Sara Kohn, will be visiting the Shelter for the next few w/e's (weekends) to evaluate, develop and upon submission to the Board for or Revision, implement an Emergency/Disaster Plan for the Shelter Buildings.

3. Open Discussion - There was none

4. Adjournment: 8 pm

Respectfully submitted,

Judy Dean

Recording Secretary, ICS Board