



**Independent Cat Society**  
**Board of Directors Meeting Agenda**  
**October 5, 2015, 6:00pm**  
**Purdue North Central Room LSF170A**

1. **Call to Order**
  1. Welcome and President's remarks – 6:05pm
2. **Consent Agenda**
  1. **Approval of reports and minutes**
    - 10-5-15 Meeting – Judy L motion, Carol A second
  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) – no report
    3. Fundraising (Lori Hlinsky) - \$450 raised, yes it was smaller but the partnership was very pleasant and successful; it required almost no investment of time or money on our part; partner Paul Stofko was interested in using Red Mill Park next year (LaPorte); Fundraising would do well to tap the corporate fundraising angle rather than rely exclusively on events; Roberta would be willing to host a seminar on grants and letters of application to companies for getting sponsorships and other solicitations
    4. Health and Wellness (Carol Abshire/Paulette Gonzalez)
    5. Volunteers (Judy Dean/Diana Foster)
    6. Membership (Jocelyn Vereb)
    7. Foster Care (Donna Daniel)
    8. Adoptions (Joan Hildebrand/Roberta Jocius)
    9. Admission (Paulette Gonzalez)
    10. TNR (Connie Szawara) – no report
    11. Human Resources (Susan Contri) – no report; will ask Stephanie Bradsky and Jen Stall will ask someone at her bank
    12. Technology (Staci Trekles) - no report
    13. Sponsor-A-Cat (Carol Abshire)
    14. Grants (Roberta Jocius)
  4. **Announcements and items for information**
    1. Upcoming November election – November 19, 6:00pm, Valparaiso Public Library; please be sure to be there
      1. Vice President (one candidate: Jocelyn Vereb was introduced)
      2. Corresponding Secretary (no candidates)
      3. 2 at-large positions (Candidates: Jen Stall and Diana Foster)
      4. Nominating Committee: Roberta Jocius (chair), Cate Amador, Gail Frieden
3. **Action Agenda**
  1. **Old business**
    1. Building committee update
      1. Morton Buildings – liked the new plan, felt it was simpler and easier to work with; will be getting a cost estimate in the next two weeks
      2. FBI Buildings – contacted again for new estimate (original: \$24k), with a 24x42 building it would be less, will work on getting out, develop an estimate in the next two weeks
      3. One Source Contractors – will meet Tuesday to take a look at the grounds and existing buildings; have done a number of pole barn style buildings in the area
      4. Business plan and operations – along with fundraising, laying the groundwork, but feeling that the priority should be cat health, isolation first, to help mitigate vet costs which then helps with operational expense
      5. Some members of the board are uncomfortable with moving forward without a business plan laid out; budget is going a long way toward helping with this

6. Should Phase 3 (clinic) come first? Some discussion of this, although going with the initial plan with reception area and isolation area would solve more problems initially
7. Should a consultant be contacted? SCORE, <http://acnconsult.org/findconsultant>, SBA outreach for women owned and run businesses, there are actually many resources available; there was favor for making initial contact with consultants
2. AmeriCorps application – submitted (no update yet)
3. Transporting cats to the vet – update – Judy has over 20 people who are able to transport, going to get a list and work through that to find the best 6 or so individuals to help with transporting
4. ICS Taxes – new accountant –update (Natalie sent over email quotes) – board would like the finance committee to make the best decision at year’s end

## 2. New Business

1. Bylaws review? Invite people with expertise as a consultant as a board member, ex officio
2. Online Customer Service training for adoption counselors – <http://alison.com>
  1. Everyone coming in on the weekends created too much crowds; many people take their volunteering into their own hands and do things that are not appropriate during public visiting hours (cleaning, redecorating, etc)
  2. Some adoption counselors appear to need additional training; some need to understand that they are not to do other things while the public is there – they are there to do counseling only
  3. Training is needed to ensure that donations are put away properly, clean up after oneself
  4. Training topics for interfacing with the public:
    1. Adoption counselor training – PetPoint
    2. Telephone customer service
    3. Answering questions
  5. Volunteers should not be “hanging out” during the public visiting hours unless they have a task
  6. Idea to be open from 12-5pm on several days (or one day) during the week for room moms; 11-1 on Sundays, after 4 on weekends
  7. Keys should not be given out to everyone; there should always be someone in charge (i.e., Dorothy for room moms, adoption counselors during public hours, medicator during evening shift)
  8. Volunteers should be dissuaded from hanging out on weekends; volunteer committee will get together and offer options of different types of shifts to volunteers
  9. Staci will work with adoption committee and volunteer committee to develop shifts and training
  10. Also suggested to look at ASPCA Pro webinars and guidelines for staffing per cat
3. Once per month veterinarian visit implementation
  1. We have contacted Dr. Brooke, apparently it’s difficult to work with her schedule but we do need to make sure rabies checks are at least up to date
  2. Cat Care is having difficulty getting schedules coordinated; should we go with another vet? Ask for a quote where you go, Arbor View may be a possibility
  3. Formal proposal is suggested, with a meeting, starting with Dr. Brooke (and Dr. Andrea?); Diana, Carol, and Staci will work on a letter
4. Cookies for vets – Beverly is not doing it this year, do we want to continue? Special gift baskets only for our closest vets? Replace tins with plastic trays, reduce it to just a few special places (McAfee, Reed, Gast?, All Creature Features); we could do gift baskets and everyone donate something to put in a basket. Everyone is encouraged to bring something for the next meeting to construct gift baskets.

## 3. Open Discussion

1. Insulation in Disco- question by a room mom; Habitat for Humanity Restore materials are available, we do need people to do the work

2. Shed that holds litter – needs to have reinforced floor for kitty litter to be delivered; suggested gravel to be filled in after the original floor is removed to reinforce; this can come from building fund and may be funded by the Schroeders – were approached during Boogie; could also consider a GoFundMe
3. Cat Care and Adoptions – how can we get cats ready for adoption in a timely fashion but ensure that microchips, shots, cleaning, etc is done at least a day prior to the adopter taking the cat home
4. Memberships – what do people get for their membership fee? Go back to Jason’s presentation on the annual giving “circles” and tell them what they are funding for their gift. Jocelyn will investigate as chair of memberships.

**4. Adjournment**