

**Minutes of the Franklin County Humane Society Board**

**July 28, 2016**

**Board Members present:** Sam Marcus, Ray Smith, Fred Deaton, Laura Morrison, Pat Seybold, Becky Wells, Leslie Driskell, Rodney Williams, Jaime Rice

**Board Members absent:** John Hibbard, vacant

**Officers present:** Cheryl Broyles, Becky Wells

**Staff present:** Nancy Benton, Jean Unglaub

**Committee Chairs present:** None

**Guests:** Nancy Wilson, Kathy Wilson, Sharon Parrish, Gena Stokely, Lucy Fey, Patti Sharpe, Terry Parker

**President's Report (Sam Marcus):**

- Three changes to be made to June's minutes (change "children" to "animals", delete Jaime Rice as being present and remove Sam Marcus and add Ray Smith to those participating in shelter manager evaluation). A motion to approve June meeting minutes as amended was made by Pat Seybold, seconded by Ray Smith and approved unanimously.
- A motion to approve the Annual meeting minutes was made by Ray Smith, seconded by Rodney Williams, and approved unanimously.
- Terry Parker went over the draft RFP (request for proposals) for the new shelter design. There will be marketing brochures, renderings and a public open meeting re: the design. The RFP will be circulated to AIA Kentucky, our website, and request that city and county government further circulate. The preference is to use a firm with shelter design experience. The Board and Shelter Design Committee are to have no contact with bidders. The proposed budget for new shelter is for the facility and infrastructure only. Hopefully bidders will be savvy in their proposals and bid under the amount shown. It's important to remember that the larger the facility, the higher the overhead will be (increase in staff, utilities, etc). A motion to accept the RFP was made by Ray Smith, seconded by Becky Wells and approved unanimously.
- The New Shelter Design Committee's visit to the Montgomery County OH shelter was beneficial.
- Abracadabra Graphics has completed our sign and will install free of charge. In the next two weeks, Fred Deaton will coordinate with the jailer for inmates to clear the sign site, then once cleared Jaime Rice will arrange for Abracadabra to schedule installation. There will be a sign unveiling ceremony scheduled.
- Food storage project – 12' x 24' concrete pad has been installed for 10' x 19' building. The concrete work was done for \$2,625. The building has been ordered and has shipped. Options suggested for installation included Lowe's employees or inmates. Once building has been constructed, shelving units and food containers will be ordered.

**Shelter Managers report (Nancy Benton):**

- ASM report attached as part of record.
- Rescue Waggin - Nancy applied for a \$5,000 grant through PetSmart Charities to offset the transportation costs to New York and New Jersey shelters we've established a relationship with through Rescue Waggin' whose last transport was in July. We were awarded \$25,000. A transport to Buffalo NY is scheduled. They will arrive Friday, July 29 to select dogs and do a shelter visit, then return on Saturday for pick up/transport. Nancy plans to continue using the Rescue Waggin' evaluation process. No pull fees are paid and we provide hotel and food costs for transports. Sam noted a set protocol for pulls needs to be established including how will we approve rescue agencies, what is an allowable transport expense, is it determined per mile or per animal, how we plan to spend the \$25,000 within the required time frame (7-20-2016 to 7-20-2017), etc. PetSmart Charities requires two annual reports regarding this grant to track efforts and ensure set protocols are being met. We will evaluate our progress at the 6-month mark with the report. Nancy Wilson (Rescue Waggin' assessor/volunteer) noted a Rescue Waggin' protocol committee was established in June 2015 which included her, and a protocol was presented/approved at the August 2015 Board meeting, however she claimed the committee never met. She suggested the Board name a rescue protocol committee and meet with them to finalize our rescue protocol plan now that Rescue Waggin' has been discontinued. She also noted two dogs who were assessed and approved

for the final Rescue Waggin' transport, but were adopted locally and that Estelle's food aggression was not properly communicated to the adopter. However, it was determined that both Cheryl Douthitt and Nancy Benton communicated at length with the adopter about Estelle's issues. Nancy Benton also clarified that the final assessment on Estelle and the other dog were never submitted nor confirmed.

- The security system purchased was returned as it would not work in our facility. The Frankfort Plant Board is coming July 29 to quote.
- We did not receive the \$600 enrichment grant.

**Volunteer Coordinator report (Jean Unglaub):**

- Report attached as part of record.
- Jean reminded us of Barks, Brews and BBQ August 4 at Orlando Brown House.

**Treasurer's Report (Cheryl Broyles):**

- May Treasurer's report was presented.

**Committee Reports**

- **City (Vacant):**
- **County (Pat Seybold):**
- **Fundraising (Sam Marcus as proxy to Christy Burton):**
- **Dog portables (Christy Burton):**
- **Cat portables (Jill Williams):**
  - Sunday July 10, Petco Frankfort, 11-3, Angie Fischer and Rebecca Hanchett – 5 adoptions
  - Sunday, July 17, Petco Frankfort, 11-2:30, Stephanie Durr and Heather Cunningham with Kerry Lowery and Lori Macintire helping with transport - 3 adoptions
  - Scheduled: July 30, Petco Frankfort; July 31, Petco Frankfort; August 7, Petco Frankfort; August 14, Petco Frankfort; August 28, Petco Frankfort.
- **TNR (Gae Broadwater):**
  - Detailed report attached as part of record.
- **Membership (Betsy Kennedy):**
  - 473 members
- **Rescues (Jeanine Sloan):**
  - See ASM report.
- **Policies/Procedures (Pat Seybold):**
  - Laura Morrison has taken over P/P and by-laws.
- **Thrift Store (Pat Seybold)**
  - Detailed report attached as part of record.
  - Pat will serve as Interim Manager for six months to clarify specific needs, whether a full time manager, one part time manager or two part time managers are needed. Pat asked for Fred's PR/media help to promote volunteers for the store including a paid ad to avoid cross messages. Pat will meet with the volunteers to get ideas of their interests. Bronwyn will be at the store Friday August 5 from 9-12 and Saturday August 6 from 12-5. Please stop by to say thank you. Her last day is August 11.
  - Beginning July 1, the store volunteers began using the night depository.

- **Old Business**
- **New Business**
- **Entered Executive Session at 7:35 PM, returned to regular session at 8:00 PM**
  - A suggestion was made for staff to wear name tags so if there are compliments or issues the specific employee can be more easily identified.
  - A motion to approve a 2.5% raise for Nancy Benton retroactive to July 1 was made by Fred Deaton, seconded by Laura Morrison and approved unanimously.
  - A motion to implement compassion fatigue sessions twice annually at minimum and more as needed made by Fred Deaton, seconded by Rodney Williams and approved unanimously.
  - Resolve to acquire additional interpersonal communication skills training for management and staff, seen to by John Hibbard, Shelter Liaison.

Adjourn 8:15 PM