

**Minutes of the Franklin County Humane Society Board
December 21, 2017**

Board Members present: Sam Marcus, John Hibbard, Matt Freire, Ashley Freire, Jaime Rice, Ray Smith, Laura Morrison, Leslie Driskell, Rodney Williams, Fred Deaton, Keeuna King

Board Members absent: None

Officers present: Becky Wells, Cheryl Broyles

Staff present: Jean Unglaub, Kerry Lowary, Laura Bryant

Committee Chairs present: None

Volunteers/Guests: Bill Klier, Nancy Wilson, Sharon Parrish, Linda Thomas, Stephen & Michelle Kent (owners of New Leash on Life building)

New Leash On Life building

- In her October and November monthly reports to the Board, as well as through discussion at the October 30th and November 27th special meetings, Laura Bryant (Manager of NLOL), with input from store volunteers, identified repairs/improvements needed to make the building safer and more comfortable for volunteers and customers. These included climate control, air quality and building security (to ensure the safety of volunteers, particularly when working during non-business hours, as well as security improvements to protect the store when closed). Requested repairs included replacement of broken and cracked glass panes, installation of a shatterproof pane above the front door lock and installation of HVAC duct work (to improve heating and cooling circulation throughout the building and prevent dust and roof debris from blowing into the store, which began when a new furnace was installed).
- Following discussion at the October special meeting, Sam Marcus emailed Stephen Kent requesting the ductwork be installed without delay due to ongoing climate control and air quality concerns expressed by Laura and store volunteers, however, no response was received. Following the November special meeting, Sam again emailed Stephen and attached estimates obtained by members of the Board from Allison Glass and Mack Inc. for window repairs and duct installation. This email noted that the Board voted unanimously to request ductwork be completed by December 31 or the Board would contract to have the ducting and window work completed and deduct payment from the \$1,200 monthly rent, with the first \$500 toward window repairs paid by the society per the lease agreement. Stephen responded November 30 requesting a special meeting with the Board to discuss concerns. Sam replied that per by-laws, a special meeting would only be called if requested by three or more board members, and reiterated the Board's expectation that the duct work be completed by December 31; otherwise, the Board would contract with Mack Inc. to complete the work and deduct cost from the monthly rent.
- At tonight's meeting, Stephen and Michelle Kent expressed disappointment with how they were approached by the Board. Members of the Board apologized, clarified that was never the intent, expressed gratitude to the Kent's for starting the store and made it clear how crucial the store is to the society. The Kent's outlined improvements they've made to the building since they purchased it in 2011, as well as long-term plans including installing duct work and upgrades to the electrical system. They have now purchased duct which is being stored at the store while it is installed. Laura suggested the work be completed while the store is closed the 2nd week in January. Also, the Kent's agreed to allow Allison Glass to replace the broken panes, however, did not want a safe mounted to the floor, and suggested rather than purchasing a safe, a better use

of money would be to install a camera system outside the building. Laura mentioned sewer gas is escaping from the toilet producing a foul smell. Sam will send her a name of a plumber. She also reminded the Kent's that the exit signs were not functioning properly.

President's Report (Sam Marcus):

- A motion to approve the November 16 regular board meeting minutes was made by Ray Smith, seconded by Fred Deaton and approved unanimously.
- A motion to approve the November 27 special board meeting minutes with a change in one sentence was made by Ray Smith, seconded by Fred Deaton and approved unanimously. The change was from 'An amended motion to add language regarding varying times and *patterns* of deposit made by Jaime Rice failed for lack of a second.' to 'An amended motion to add language regarding varying times and *routes* of deposit made by Jaime Rice failed for lack of a second.'
- The audit completion date has been extended.

Interim Shelter Manager Report (Kerry Lowary):

- ASM report attached as part of record.
- Cornerstone has submitted a revised contract which will be executed next week and will go into effect January 1, 2018.
- Intake numbers are up so another part time animal care technician has been hired.
- Laura Morrison and Kerry are working on updates to the employee manual. Each staff member will be required to sign a form acknowledging they have received, read and understand the employee manual.
- The City has hired two part time animal control officers, which increases the number of hours per week an ACO will be on duty. Mary Paige will work Monday – Friday, 9 AM – 2 PM and Richard Sandiford will work Monday – Friday, 5 PM – 9 PM. They will share weekend on calls.
- Quantrell sponsored Woodford County Humane Society's "Clear the Shelter" event, which covered adoption fees for certain animals. Due to a surge of adoptions, they had space and pulled 13 dogs from FCHS.
- On December 19, the shelter had 25 dogs. As of today, there are 45. One contributing factor to this increase was last night's confiscation of 12 dogs (2 adults, 10 puppies). Animal control received a call at 9 PM informing them the owner had died and the dogs needed to be taken to the shelter. Thanks to Kerry, Cheryl Douthitt, Richard Sandiford and Mary Paige who transported them to the shelter. Fosters will be needed for the 10 puppies.
- YTD live release rates - cats is a much improved 79%, dogs is 94% and overall is 87%.
- Kerry had high praise for shelter staff, saying they're the best team the shelter has had in two years and everyone is working very well together.
- It was suggested by a volunteer that the shelter move to an "assessment" model (performing a formal assessment on each adoptable animal) rather than the current "open adoption" model. Kerry said that the assessment model is labor intensive and the shelter does not have adequate staff to assess every animal. She added that statistics show there is little to no difference in the number of adoptions when using assessment vs. open adoption.
- The Franklin Co. Sheriff's Dept. hosted a "Frankfort's Most Wanted" portable dog adoption at Feeders Supply, with each dog adopter receiving a free handmade dog house built by county jail inmates. It was a success, resulting in 5 adoptions.
- DaVinci's Pizza is interested in doing a Dine To Donate once monthly (10% of each sale goes to the shelter)
- Promotion of February's "Spay Days" sponsored by Frankfort Toyota will begin soon including an ad in the State Journal. Slots for this event fill up quickly.

- A motion to approve Christmas bonuses for shelter staff (\$75 for employees of less than 6 months, \$100 for 6 months and over) was made by Fred Deaton, seconded by John Hibbard and approved unanimously.
- Per Kerry's email sent to the Board on December 1: Electrician will add motion activated flood lights to the back of the property and install fixture over the front door. Locksmith coming. Replaced light bulbs on all exterior fixtures on the front of the building. Camera system arrived and hoping Jonathan Parker at the Sewer Dept. will be able to install. Asked Jasmine Reine to increase her hours to full time (35-40 hours per week) to which she has agreed. The position as "full time" is temporary for 6 months to allow us to review prior to next fiscal year.

Volunteer Coordinator Report (Jean Unglaub):

- Report attached as part of record.

Treasurer's Report (Cheryl Broyles):

- A motion to approve the October report was made by Fred Deaton, seconded by John Hibbard, and approved unanimously.

Committee Reports

- **TNR (Gae Broadwater)**
 - Detailed report attached as part of record.
 - November TNR – 20 county cats, 19 city cats
- **Rescues (Jeanine Sloan)**
 - Included in ASM report
- **Membership (Sam Marcus proxy for Betsy Kennedy)**
 - 495 members
 - The Christmas card and membership mailers have gone out. Membership mailer has raised \$10,000 thus far.
- **Thrift Store (Laura Bryant)**
 - Detailed report attached as part of record.
 - The store income from November 18th to Dec. 16th was \$20,020.12.
- **Fundraising (Sam Marcus)**
 - Jaime Rice - The 2018 Trails for Tails will be Saturday, September 8 at 8 AM.
 - Eagle Rare Award - Ginny Wilson qualified to be considered for the Leadership category award (\$5,000 prize) and because she was in the top 30 overall, she will also be considered for the grand prize of \$50,000. Decision to be made in February.
 - The donated UK Men's basketball season tickets are being sold 2-3 seats at a time and so far have raised \$550, with 6 pair remaining to sell.
- **Cat Portables (vacant)**
- **Dog Portables (Christy Mobley)**
- **Public Relations (Fred Deaton)**

- Laura Bryant's annual review will be in January, conducted by Keeuna King (NLOL Liaison), Jaime Rice and Ashley Freire. Sam encouraged them to get input from other volunteers at the thrift store.

New Business

A motion to enter Executive Session was made by Rodney Williams at 7:22 PM.

Exited Executive Session at 7:45PM. No action taken.