



**MEETING OF THE BOARD OF DIRECTORS  
MONDAY, November 20, 2017  
MINUTES**

**Attending:** Board members, David G. Wilson, Dayna Villa, Carrie Maria, Sandra Jones; Conference Line: Adam Corbett, Colena Johnson-Kemp. ACCT Staff: Hillary Herendeen, Traci Ray, Adam Bates, Olivia Straka, Audra Houghton, Vincent Medley, Howard Kimball. MDO Staff: Mary Ann Womelsdorf. Guest: Kiki Boland of Bolender Architects.

The meeting was called to order at 6:05 PM. The Chair briefly went over the agenda and informed those on the conference line that all handouts not included in the board packets will be forwarded specifically the drawings from the architect. The Chair thought it was important to bring in the Architect, Kiki Bolender, since the adoption center project is at a point dollars need to be put to the design.

The Chair proceeded with his report noting that the Board packet contained the tentative dates for the 2018 Board Meeting.

The Chair initiated a conversation on having an annual meeting. The Bylaws require that the Board has an annual meeting. The Chair asked for comment on whether the meeting should be held on the fiscal year beginning July 1st or calendar year beginning January 1st. After much discussion, it was decided that February would be the annual meeting. The January board meeting will be a prep meeting to work out details.

All agreed on the dates for the 2018 Board meeting.

The Chair continued with his report saying that the auditors are working on the annual audit and it looks like most of the work is completed. They are working on the management letter and it looks like ACCT will have another clean audit. The auditors will be at the January meeting.

The Animal Advisory Committee (AAC) which is a committee that, in board makeup, is similar to ACCT but with a different charge. Melissa Levy will be the Chair. The majority of the AAC's role is to look at Chapter 10 of the City Code relative to the rules that govern animals not only ACCT but the animal industry in general. The quarterly meetings will start in January. There are a lot of issues they need to be looked at including horse carriages, dangerous dogs and wildlife issues.

We may do something jointly so that the AAC hears from the Board and the Board hears from the AAC. The Chair made clear that the AAC is an advisory they do not have jurisdiction or oversight of the ACCT Board. Carrie Maria is the representative of the AAC as stated in the Code.

Upon finishing his report, the Chair turned the meeting over Howard Kimball of YPTC to give the Financial report. Howard stated that in terms of projections it looks like the end of June will be about \$253,000 in the positive of which \$178,000 is temporary restricted funds.

The Chair stated his concern and asked what steps are being taken to avoid a repeat last year's fourth quarter projected deficit since the balance should be based on unrestricted or operating dollars. Howard explained that some the biggest expenses are salaries and animal care expenses, medical supplies. ACCT has been below budget on the animal care expenses and supplies. Vincent Medley mentioned that they are looking at their contract to lower costs and there are a couple of positions that are probably going to be eliminated and we have been able to restructure some. ACCT is in the second year of a three-year employee contract that will include a 2 percent increase. Howard Kimball confirmed that the 2 percent increase is factored in to the projection. The Chair stated that with the temp restricted out ACCT is still looking a deficit of \$100,000. The Executive Director said that the deficit will be offset by fundraising have something for the next meeting that will show what they are doing internally.

Danya Villa and Sandra Jones asked for more information on positions are open. Vincent Medley explained that the restructure is repurposing positions and the opportunity to streamline operations.

In response to a question about adoption fees from the Chair, Vincent Medley said that one if the things ACCT is working on is increasing the amount of highly adoptable animals for ACCT to adopt out and not transfer to rescues. The Chair stated that there needs to be a strategy because the public and rescues may not take it well.

As there were no other questions regarding the finances, the Chair then asked for a motion to approve the minutes. Sandra Jones made a motion to approve the minutes of the November meeting and it was seconded by Carrie Maria and all approved.

The chair turned the meeting over to the Executive Director to present his report and the departments reports.

Vincent Medley spoke about the grant for \$178,000 and the partnership with PAWS and PSPCA to develop a leadership body for the humane community in Philadelphia. There are about ten organizations in the coalition so far. The grant is from Petsmart Charities and applied for under ACCT's name.

One of the first thing coming out of this partnership will be a resource person from the Citizens for a No Kill Philadelphia (CNKP) that will be housed at ACCT. This person will be hired by and trained by CNKP. This staffer will take over CNKP's helpline offering all kinds of resource information.

In response to the Chair's question on ACCT's responsibility for issuing payments from this grant as the fiscal agent, Vincent Medley explained that invoices for services will be received on a monthly basis listing animals that have had work. There is a shared Google document spreadsheet available, currently, only to PAWS and PSPCA. When an animal comes in the information get put on the Google doc. The animal must be listed on the google doc in order to get treatment. Then PAW and/or the SPCA updates the document.

The Executive Director continued with his report. The staff then briefly went over their department reports that were included in the Board's meeting packet.

### **Executive Committee**

Sandra Jones spoke about having a microchipping campaign/fundraiser. It is hoped that local veterinarians can be recruited to volunteer their time for a microchipping festival. Other vendors could be involved in the event and it would be at the shelter. It would be a great way to raise money for the shelter and raise awareness for microchipping.

Dave Wilson asked Vincent Medley to give an update on the carriage horse situation with Philadelphia Carriage Company (PCC). Vincent explained that the main concern is the condition of the stable. PCC's lack of compliance with the City ordinance will eventually affect the animals health. PSPCA came out and said there was no animal cruelty. ACCT also worked with the City's Department of Licenses and Inspections and the the City Solicitor's office. The City's L & I Review Board voted to remove the owner's license but she has appealed.

## **External Affairs Committee**

Dayna Villa reported on the meeting of the External Affairs Committee and there discussion regarding the public session meetings. The committee agreed that there will be two public session meetings for 2018. The annual meeting and perhaps another later in the year. In 2019 there would just be the annual meeting.

Sandra Jones is concern about the negative repercussions this may have have no matter how unwarranted but taking the public meetings away abruptly. Perhaps having a few more public meetings then may go to two public meeting.

Dayna Villa suggested that there be three friend raiser events, board sponsored, board attended and make very clear the the board is accessible and have a written statement explaining why this is being done. Adam Corbett suggested that during the transition perhaps a few of the board members could attend the staff volunteer meetings. Colena Johnson feels the board should set the tone. Knowing that time is short and that this is a big change, Dayna Villa said that at some point there needs to be some sort of consensus of the board and it should be sooner than later.

The committees is also going to be meeting with Ame who handles the social media at ACCT in terms of getting a new message out. We need more strategic messaging about the positive things at going on at ACCT along with trying to raise donations.

The Chair thanked Dayna for her report and moved on to the next item on the agenda with a brief background on the adoption center project and explained this is an ACCT project, it is not a project of the City. It is on City property but is a project of the nonprofit. This is probably one of the most substantial projects we as a board are going to be involved in and it will be the board making the decisions. The Chair then introduced Kiki Bolender the architect and designer of the adoption center.

Ms. Bolender gave a summary of projects that she worked on in the City then continue with the plans and cost estimate for the adoption center.

The Board discussed fund raising for the adoption center and the need to be more strategic in those plans.

As there was no other business, the meeting adjourned at 8:45 PM.