



**MEETING OF THE BOARD OF DIRECTORS  
MONDAY, January 22, 2018  
MINUTES**

**Attending:** Board members, David G. Wilson, Dayna Villa, Carrie Maria, Adam Corbett, Robin Ackerman; Conference Line: Colena Johnson-Kemp, Councilman Bobby Henon. ACCT Staff: Hillary Herendeen, Traci Ray, Olivia Straka, Audra Houghton, Vincent Medley, Howard Kimball. Guest: Marie DeCicco, Friedman LLP.

The meeting was called to order at 6:05 PM. The Chair briefly went over the agenda and informed the board that on this day, Karen Belfie submitted her resignation from the Board. The minutes were then motioned to be approved by Councilman Henon and seconded by Colena Johnson-Kemp, the minutes passed unanimously.

The Chair then introduced the guest, Ms. Marie DeCicco, CPA of Friedman LLP to go over the auditor's report. There was an issue with the packets, and so the Chair transitioned to talking about the Board's public meetings, requesting that we had one more conversation on how the Board wanted to proceed. The Chair also mentioned that the Animal Advisory Committee, that has a scheduled restart date on January 31st.

Councilman Henon asked how we can publicize the restart of the Animal Advisory Committee. The Chair said that he would coordinate with the Mayor's Office and with ACCT so that we can get something out into the public.

Ms. DeCicco was reintroduced and proceeded to discuss the independent auditors report for fiscal year 2017 which is in draft form at this point. There were minimal adjustments, there were no disagreements or disputes regarding accounting matters. The opinion is not included in the draft, because the audit is not a final yet. Ms. DeCicco went over the Statement of Financial Position, and pointed the Board to page 3 of the document and the accrued payroll tax assessment interest and penalties. This reflects the accrued interest and any penalties associated with delinquent

tax bill and accumulated losses from the last three years. Attention was then directed to page 4 of the document the total change in net assets line and the unrestricted loss which reflects three years of operating deficits culminating into a net deficit of \$186,037. Do to the limits of the temporary restricted funds DeCicco asked about the forward-thinking plans for covering the unrestricted loss. With the organization heavily dependent on City funding and limits to reducing expenses the organization needs to develop diversified revenue sources. The board engaged in a conversation with Councilman Henon inquiring if the net deficit reflects the funds he has secured for the adoption center. It was explained that they were unrelated items. Further conversation and questions on the audit ensued. Director Ackerman asked for clarity on funding for the kennels. The Chair discussed that movement has been made for reprogramming the money scheduled for the FY17 kennels project, and moved into the new adoption center project. The City has agreed to fund the kennel project for 2019. The conversation transitioned into a discussion on fundraising and development and the virtues of having a development professional and that they pay for themselves if structured correctly. Director Villa asked what other revenue sources have been discussed or explored. Vincent spoke to ACCT's donations, and a plan to increase donations as well as looking at ACCT's brand. Vincent also spoke to having more donor campaigns, and filling the now vacant position of the Communication and Development Specialist.

Medley also discussed the concentrated effort that ACCT is putting on licensing, and possibly having a dedicated person that would handle the processing of dog license every week, and the potential revenue that could be made available to ACCT if we were able to keep that revenue.

Howard Kimball of Your Part Time Controller went over the financials. He discussed grant monies that ACCT has received, and discussed the city contract money. Salaries are currently in line with the budget, this is due to deferring some hires and consolidating positions. Mr. Kimball stated that most expenses are currently running below budget. Mr. Medley commented that the current financial position can also be attributed to the work Traci Ray, ACCT's Administrative Specialist, has done to eliminate waste and re-negotiated contracts. In addition, the intake of animals is lower, which has resulted in less medical expenses.

Under the ACCT Shelter Report Vincent Medley delivered a PowerPoint presentation on the ACCT reorganization. The new alignment splits the organization into two halves, one side focused on field and customer service, and the other

lifesaving and medical. The plan also calls for creation of the of Business Operations Manager title which will help to better define Traci Ray's role .

Dayna Villa asked what was being done to train Customer Service Representatives, the question was prompted by complaints that she and Robin Ackerman have heard, specifically concerning owner surrenders. Adam Corbett also spoke about concerns with the length of time that it takes to go through the owner surrender process. Staff informed the Board that the current time for an owner surrender is approximately two weeks. Adam spoke to concerns about this wait time increasing during the Summer. However, Dr. Hillary spoke to how that number should not increase since historically summer intake increases are not in owner surrenders.

Conversation amongst the members and staff continued , speaking about times with high volume during Code Blues and how to best inform the public of the current calls, when a constituent calls in. Ms. Villa discussed using social media as a tool to inform the public on the volume calls answered, and other social media strategies to make sure that ACCT is being transparent and providing useful information.

Mr. Corbett asked if the budget is built as if all positions are filled all of the time, to which Executive Director Vincent said yes. Director Villa inquired on the status of the volunteer program. Director of Operations, Audra Houghton said that the re-launch is planned for mid-February. She also spoke to the relaunch plans and how the training program has been updated and changed so that it will be easier for more volunteers start.

Robin Ackerman asked about what the Board's plan was with the public meetings. The Chair proposed continuing the public meetings, and having those meetings happen at ACCT. Further discussions on format and frequency occurred with the recommendation of four meetings annually, two of those meetings would be Board social events with volunteers - the intent is to share information and fundraise. A mid-year and an annual meeting would be held at the shelter to highlight and share period performance with the volunteers and the public. Ms. Ackerman also discussed filling the

empty board seats and to do so quickly. The Chair called for a voice vote on having two public meetings at ACCT, and two board sponsored fundraisers. The group responded in the affirmative.

The Board then discussed that in filling the rest of the board seats, perhaps with people that are not necessarily in the animal care world, which would involve changing the bylaws. The conversation ensued and the discussion concluded with the Chair agreeing to engage Leadership Philadelphia and the Leadership Collaborative for potential board placements.

Ms. Villa discussed the annual public meeting should be in February. Adam brought up that we should have a presentation for the annual meeting, and February might be too soon. The Chair proposed that we could have the annual meeting on March 19<sup>th</sup> regularly scheduled meeting. It was proposed that an abbreviated board meeting be held first followed by a public session.

Adam spoke to the presentation needing to go over the financials, the audit, volunteer information, and other pertinent information. Robin commented that having this all happen on one day would be best. The Chair confirmed that all board members would need to communicate with each other to make sure that a presentation would be ready for the annual meeting in March.

In other business, the Chair mentioned the recent activity involving the Philadelphia Carriage Company, and how well the ACCT staff managed the situation. Audra Houghton spoke to how the day went with regards to transferring the carriage horses.

Lastly, the Board was informed that due to a string of reported racoon attacks City Council has sent a letter to the State requesting that ACCT be able to trap raccoons. Vincent Medley spoke to how as Animal Control, intervening in this issue would not be under ACCT's purview.

There were no committee reports.

As there was no other business, the meeting was motioned to adjourned by Dayna Villa and seconded by Adam Corbett and adjourned at 8:40 PM.