

June 18th, 2018

Attending Conference Call: Joanna Otero-Cruz, Robin Ackerman, Adam Corbett,, Dayna Villa. Colena Johnson. ACCT staff: Audra Houghton, Traci Ray, Olivia Straka. YPTC staff: Howard Kimball.

The meeting was called to order at 6:05 pm.

The Chair moved that we approved the March minutes with the only changing being to make the date clear on the top of the minutes. Dayna Villa seconded the motion and it passed unanimously.

Howard Kimball from YPTC then went through the key highlights of the financial period, we are in the 11th month of the fiscal year, we are above budget. We are projecting a loss in the month of June, though we will still be in the positive for the year.

Joanna asked for questions, Audra commented that her and Traci will be meeting over the next few days about line of credit with a local bank.

YPTC talked about the licensing amounts that we will owe to the city. Going forwards these petpoint reports will be given on a monthly basis, so that we can send the money to the city more quickly. Joanna confirmed that we are not paying the city on a monthly basis, Howard confirmed and Joanna asked when we are paying them, and Audra said that historically we have paid them quarterly.

Audra explained the issue that we have had previously with Pet Point data systems, and we are now looking that year to date we are closing out what we will owe to the city. Joanna asked if that number includes an administrative fee in that number, Traci said that it does not, but in the future it will.

Robin asked if we were paying something to the city for the past year or we haven't paid anything? Howard responded that we haven't paid anything to the city in the last 10 months. Traci chimed in and said that a check was paid to the city for close to \$40,00 for April, May and June.

Revenue year to date is higher than budget, due to contract spending and Petsmart grants. Operational Expenses, we are lower, due to animal intake being lower during the fiscal year.

YPTC recommends the line of credit, increasing fundraising and donation opportunities, and negotiation for the payroll liability We also target the beginning of July to work on updating policies and procedures.

The Chair motioned to accept the physical reports as it has been presented to May 2018, it was Approved unanimously. Fiscal report approved May 31, 2018.

Dayna asked Howard for some more in depth information about the budget document. Joanna asked for an explanation of what he did put together and do a deeper dive, so that we can take a vote as soon as possible. Joanna suggested that we would approve the budget and then be approved within a 30 day contingency upon review.

There was detailed discussion concerning the budget and about allocations. Howard will be providing an updated budget with 2018 and projections for 2019. We would then forward the draft budget to the budget office to begin the procurement process, contingent that we are reviewing what is provided by Howard. When we get that information we will then be able to approve the budget within 30 days.

Adam Corbett and Howard Kimbell left the call.

Audra has put together a grants calendar to ensure that the organization is on the same page about future grants and internally we will be able to link all contracts and information needed within that calendar. This will be a process and policy that is included within the overhaul of policies and procedures.

Audra went through the shelter reports. She mentioned the shelter cleanup went very well. Audra then went through internal shelter reports.

The board went into executive session at 7:38 PM