

May 21st, 2018

Attending: Board members, Joanna Otero-Cruz, Robin Ackerman, Adam Corbett, Conference line: Sandy Jones. ACCT staff: Audra Houghton, Traci Ray, and Olivia Straka. YPTC staff, Howard Kimball and James McCormick.

The meeting was called to order at 6:02 pm. The Chair briefly went over the agenda and called for an executive session. Staff were excused, and the board went into an executive session at 6:08 pm to meet with Brian Abernathy.

The executive session ended, and the meeting was resumed at 7:05 pm.

The first report was given by Howard Kimball. City contract is expected to be fully spent by mid-June which is good because in previous years it was usually spent by May. There is currently around 3 months of operating cash in savings right now that will carry us through until the check from the city comes in.

Balance sheet – as of April 30th there is 2.3 million in cash 1.2 is unrestricted, 1.1 is restricted. Money is also set aside for the payroll tax liability, but the court case is set for June 6th.

Vehicle expenses are showing as much lower than they actually are. The city sends a bill quarterly and we have not received it yet.

Rolling forecast: results year to date plus forecasted expenses for May and June. 200 thousand extra was received from council last year and there is potential for ACCT to not receive that this year. Forecasts were provided for both scenarios.

Howard is also keeping a salary forecast for all positions to ensure that new positions are accounted for and to keep up with positions that are grant funded.

Everything was submitted to the city controller's office for the audit. The majority of the audit was straight forward though time consuming and costly to pull all of the requested information together. The main concern is that Petpoint and Quickbooks will not match since not everything is run through Petpoint (grants, donations etc.). This made the process a bit cumbersome but Petpoint is not software designed to centrally hold all of this information. But individually all systems are reconciled daily. The hope is to have the results back within the month. This process slowed down the internal controls audit that the board has requested but now that the city audit has been completed we would like to move forward. Howard and James left at this point.

Chair updates: Joanna reviewed board recruitment and presented a timeline for recruitment. The initial timeline had recruitment done by May, the timeline will be adjusted to have new members identified by June. The board roles document was sent out by Joanna so that we know who we should be trying to recruit to fit within our bylaws. A conversation was had about the importance of finding new board members who are able to bring development and financial experience. Joanna asked for the board members to review the bylaws and to determine what seats are vacant and who we need to specifically be looking for.

Joanna also went over a proposed timeline for the Executive Director search. Resumes were added to a shared folder and sent to board members right before this meeting was held. In order to be able to start scheduling phone interviews we decided to leave the job posting as open instead of with a start and end date. Board members will do initial phone screenings of the candidates to ask five basic questions to further screen them and present them to the hiring committee to do a first round of in person or Skype interviews. After the hiring committee has done interviews they will present finalist to the board who will have a longer second interview with various stakeholders.

Audra presented a brief overview of shelter highlights due to a lack of time.

- Dog live release was 87% this year compared to 84% last April.
Rescue pulls were down slightly because of the decrease in intake, this was expected
- Cat save rate was 84% intake up slightly 866 from 838
- The help desk has had 147 cases since starting in March successfully diverting approximately 50% of these appointments. This has been very helpful in determining how urgent someone's need is.
- 20k granted by Best Friends for kitten nursery, will fund a part time coordinator
- Did not receive the PetSmart grant that would extend the community cats coordinator positions. These positions were written into the 200k additional funds from counsel hearings. Because that is unknown Audra is switching the positions to having multiple part time trapping positions seasonally.
- The survey was sent out stakeholders about what qualities they would like to see in an executive director. Robin forwarded the responses to the board, but the survey was sent out to the staff after the results were compiled. Robin will provide updates.
- Open positions in lifesaving were all filled except for one part-time position.
- Joanna reminded us that the staff meeting was tomorrow and reviewed the agenda.

As there was no other business, the meeting was motioned to be adjourned by Robin Ackerman, seconded by Adam Corbett, and adjourned at 8:29 pm.