

Minutes of the July 10, 2014 Meeting of the Executive Committee for the Roanoke Valley Regional Pound

The following is a recap of a meeting of the Executive Committee for the Roanoke Valley Regional Pound held on Thursday, July 10, 2014 at 11:00 a.m. in the conference room of Roanoke City Council.

Executive Committee members present at such meeting were Chairman B. Clayton Goodman, Kathleen Guzi, Mr. Christopher S. Lawrence and Vice Chairman Christopher P. Morrill. Mr. Christopher C. Perkins was absent. Also present at the meeting were David Flagler, Dan O'Donnell, Brent Robertson, Andrea Trent, and Tony Zerrilla. This meeting was set to address operational and transitional issues involving the Regional Pound and the transference of operations from the SPCA to the Executive Committee.

1. The meeting minutes of the June 12, 2014 meeting were reviewed and subsequently approved (Christopher Lawrence motion and Christopher Morrill second).
2. David Flagler, Executive Director of the Regional Pound provided an operational update on the following areas; year-to-date statistics, adoptions, general operations, the volunteer program, and marketing and community outreach.
3. Reports were provided to the Executives on the following items:
 - a. The Operations Committee Meeting Notes for June were not presented as scheduling precluded the meeting. Mr. Flagler communicated that he is speaking with representatives from each locality and soliciting issues for discussion, contemplation, review and correction, if necessary.
 - b. Mr. Robertson presented financials as of the "soft" close of period 12 indicating year end accruals were pending. Mr. Zerilla commented on the \$30K receivable expected from the SPCA representing their portion of transition cost.
4. Unfinished business discussions included the following:
 - a. Ms. Trent presented a summary of transition cost detailing items demonstrating the appropriate threshold for SPCA reimbursement.
 - b. Ms. Trent reported facility review had been conducted by General Services staff from the City. The report, included in agenda material, detailed a number of items. Mr. Flagler and his staff have begun resolving a number of the issues and using staff on site. Roof issues are of a caliber not eligible for resolution by staff. Mr. Flagler reported he is seeking estimates for both repair and a full replacement relating to the roof.

- c. Mr. Flagler provided an update on the the rebranding of the RCACP indicating maintaining the same type of structure and size would not create any zoning issues and confirmed the original signs has been produced and established by a private contractor. He communicated that the SPCA was also in the process of rebranding and that we may be able to minimize cost by handling the signage as a dual project. Mr. Morrill suggested he continue with his research and maintain contact with the City's Zoning department for approval on any anticipated changes.
 - d. Virginia Paws association. Discussion pursued with how the collected dollars would be designated; education, project, enrichment, medical care, marketing. The Board, unanimously agreed, funds collected in the value should be designated to areas of interest in the valley. Mr. Flagler agreed to continue discussions with VA Paws and draft a list of possible projects for designation for further discussion.
 - e. Mr. Flager reported the TNR Grant offering through PetSmart remained pending. He communicated, legal counsel for Botetourt County, was researching their ability to accept this designated funding as all other localities had indicated their inabilities to accept dollars in this regards due to State and or their respective charter and or ordinance restrictions.
 - f.
5. New Business
- a. Mr. Flagler communicated that he had received preliminary notice of a grant award from PetSmart.

The Executive Committee unanimously (Kathleen Guzi motion, Christopher Lawrence second) agreed to accept granted funds, subject to review and approval by Roanoke County, fiscal agent, attorney's office.

- b. The Executive Committee discussed and agreed to modify the meeting frequency schedule for the Executive Board from a monthly meeting to every other month. The next meeting is scheduled for September 11, 2014 and every other month thereafter. The Board reserves the right to call special meetings and recommended the Business and Strategic Committee continue to meet monthly.
 - c. The Executive Committee recognized Mr. Goodman for his leadership and acknowledged his pending retirement with a small token of appreciation.
6. The Executive Committee next opened the meeting to public comment and immediately closed the session as no visitors were in attendance

There being no further business, Chairman, Mr. Goodman adjourned the meeting at 12:02 p.m. with an announcement of the next scheduled meeting date of September 11, 2014 communicating meetings would continue to be held in the City of Roanoke's Council Conference Room.