

**Minutes of the October 10, 2013 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, October 10, 2013 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, Christopher S. Lawrence, Christopher P. Morrill and Christopher C. Perkins. Kathleen D. Guzi joined via phone after the meeting was brought to order. Also present at the meeting were Jill Deegan, David Flager,, Brent Robertson, Tim Spencer, Andrea Trent, and Tony Zerrilla. This meeting was set to address several operational and transitional issues involving the Regional Pound and the transference of operations from the SPCA to the Executive Committee.

1. The meeting opened with the approval of meeting minutes from the September 12, 2013 Executive Committee meeting.
2. David Flager, Executive Director of the Regional Pound provided information on the following areas:
  - a. An update on transitional issues, staffing, adoptions, community outreach efforts, and recent media interest.
  - b. A report of operations and animal statistics for the most recent quarter ending September 30, 2013, which is typically the busiest quarter of the year, commenting on the mildness of the winter and the overpopulation of feral cats.
  - c. An updated fee schedule to incorporate fees inadvertently excluded from the recent approved schedule.

The Executive Committee moved to approve the exploration of a voucher system to help offset the cost of spaying and neutering for the pet owner.

3. Reports were provided to the Executives on the following items:
  - a. Notes from the September 25, 2013 Operations Committee Meeting. Mr. Flager commented on concerns expressed by Animal Control officers regarding freezer space and the prevalent smell of skunk as a result of the health department's required rabies testing.
  - b. Mr. Robertson updated attendees on the first quarter's financial results commenting on the group health care cost, transitional costs, and medical costs reminding the Committee the budget was developed with respect to historical data and a "best guess" projection on anticipated costs as a result of the transfer of operations and loss of quantity purchasing.
  - c. An updated organizational chart reflecting the anticipated structure absent operational support from the RVSPCA.

4. Tim Spencer updated the Committee on the status of the facility purchase requesting the approval of Mr. Cooper Youell as a settlement agent with regards to the physical transfer of the land and buildings. The Committee approved the request with a budget not to exceed \$2000. Ms. Trent provided information on the next action steps and interested parties actions.
5. Mr. Robertson introduced the initialization of a formal Business Plan to solidify the Purpose, Mission, Goals and Objectives and the identification of Performance Measures for the joint venture of the regional facility. The Executive Committee approved the continued work of the Financial and Strategic Operations committee's work on this plan.
6. The Executive Committee next opened the meeting to public comment and with no visitors present the public comment period was closed.
7. The Executive Committee moved into a closed session at 11:45 a.m. to discuss a personnel matter.
8. Mr. Goodman reopened the public meeting at 12:01 commenting that Mrs. Guzi was able to attend via conference phone for a portion of the closed session. He announced the next scheduled meeting date of November 14, 2013 in the City of Roanoke's Council Conference Room at 11:00.

There being no further business the meeting adjourned at 12:06 p.m.