

**Minutes of the November 14, 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, November 14, 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 Kathleen D. Guzi. Mr. Christopher C. Perkins was not in attendance. Also present at the meeting were Jill Deegan, David Flager,, Brent Robertson, Tim Spencer, Barry Thompson, 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 opened with the approval of meeting minutes from the October 10, 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 media coordination.
 - b. A report of operations and animal statistics for the most recent month ending October 31, 2013, commenting on the decrease in live release rates of both dogs and cats, reduction in rescue transfers and the increase in adoptions from the pound.

The Executive Committee approved a “Free Cat in December” program suggested by Mr. Flager in an effort to increase the live release rates for felines. The Executive Committee recognized the increased expense associated to preparing cats for an “adoption ready” status however felt the holiday season may create an enhanced interest in cat adoptions.

3. Reports were provided to the Executives on the following items:
 - a. Notes from the October Operations Committee Meeting. Mr. Flager commented on the difficulty of the Animal Control Officers in attending these meetings so scheduling accommodations are being made to ensure representation from each locality.
 - b. Mr. Robertson updated attendees on the financial results through the 4th period commenting on transitional cost (HVAC, Security, Technology, and the breezeway).

The Executive Committee discussed the HVAC estimates detailing transition activities and instructed Mr. Flager to continue work with the RVSPA in separating the services.

4. Ms. Trent provided an update on the facility purchase including a summary of the final debt amount, an amortization schedule, a statement of savings and settlement details. Ms. Trent communicated the final transfer of funds, representing the residual reserves, are pending transfer from Mr. Youell, the settlement agent, to the fiscal agent. An outline of these dollars will be prepared and presented at the next meeting.

The Executive Committee agreed to continue the payment of the current operational and debt amounts through the end of the fiscal year. Adjustments are anticipated as a result of interest rate savings and completion of transition expenditures with the FY15 budget.

5. The Executive Committee requested Mr. Flager continue researching a “voucher or coupon” program and return in December with information and an outline of a recommended proposal, if his research suggests a viable opportunity for animal sterilization.

The Committee also requested a recommendation from Mr. Flager on a proposed name change as a result of the discussion regarding the confusion surrounding the “animal control” terminology and its meaning to the public.

6. The Executive Committee next opened the meeting to public comment. Two visitors spoke on issues involving the sale of animals at pet stores, rescue agencies, the decrease in live release rates, the health care of sheltered animals and marketing efforts.
7. Chairman, Mr. Goodman exited the meeting (12:33), surrendering the meeting to Mr. Vice Chairman Mr. Morrill. The Executive Committee moved into a closed session at 12:34 p.m.
8. Mr. Morrill reopened the public meeting at 12:45. He announced the next scheduled meeting date of December 12, 2013 in the City of Roanoke’s Council Conference Room at 11:00 a.m.

There being no further business the meeting adjourned at 12:45 p.m.