

**Minutes of the December 13, 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 Friday, December 13, 2013 at 8:30 a.m. in the conference room of Roanoke City Council.

Executive Committee members present at such meeting were Chairman B. Clayton Goodman, Kathleen D. Guzi, Christopher S. Lawrence, Christopher P. Morrill and Mr. Christopher C. Perkins. Also present at the meeting were Jill Deegan, Elizabeth Dillion, David Flager, Paul Mahoney, Brent Robertson, Tim Spencer, 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 November 14, 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 November 30, 2013, commenting on the continued decline in live release rates of both dogs and cats, reduction in rescue transfers and the increase in adoptions from the pound.

Mr. Flager also updated the Committee on the status of the dog with the injured leg who was specifically referenced by a member of the public during last month's meeting. The dog was actually in a "recovery" phase and had just be "un-casted" as he was healing and progressing nicely as opposed to the concern expressed by the visitor who had viewed the canine as being uncared for. Additionally, information was provided on the expense associated to the treatment for heartworms.

3. Reports were provided to the Executives on the following items:
 - a. Notes from the November 27, 2013 Operations Committee Meeting were presented.

Mr. Flager's report included the suggested name change from Regional Center for Animal "Control" and Protection (RCACP) to Regional Center for Animal "Care" and Protection (RCACP) thus creating the least amount of transition expense and allowing the maintenance of the same web domain. The Executive Committee unanimously agreed on the name change.

- b. Mr. Robertson updated attendees on the financial results through the 5th period commenting on transitional cost (HVAC, Security, Technology, and the breezeway) indicating that transition costs should soon be solidified presenting the ability to finalize cost between the two parties; the SPCA and the RCACP.**

Mr. Robertson also resurrected discussion regarding the creation of a committee specifically dedicated to community outreach. The Executive Committee unanimously agreed to the suggestion and moved to create this committee with an effective date of the first of the year, January 1, 2014. Each locality will place representation on the committee with RCACP's Executive Director maintaining a constant presence. The committee is charged with committee outreach and marketing.

- 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.**
- 5. Mr. Flager updated the Executive Committee on the "voucher/ coupon" program. Mr. Flager is working to solidify relationships with veterinarians in the valley who are willing to participate in the program and will utilize the program in each locality based on the funds appropriated.**
- 6. The Executive Committee next opened the meeting to public comment and subsequently closed the public commentary segment without public comments.**
- 7. Chairman, Mr. Goodman moved the meeting (9::45) into a closed session.**
- 8. Mr. Goodman reopened the public meeting at 10:00. He announced the next scheduled meeting date of January 9, 2014 in the City of Roanoke's Council Conference Room at 11:00 a.m.**

There being no further business the meeting adjourned at 10:00 a.m.