

**Minutes of the November 13, 2014 Meeting of the Executive Committee  
for the Regional Center for Animal Care and Protection**

The following is a recap of a meeting of the Executive Committee for the Roanoke Valley Regional Pound held on Thursday, November 13, 2014 at 11:00 a.m. in the conference room of Roanoke City Council.

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

1. The meeting minutes of the September 11, 2014 meeting were reviewed and sub- sequentially approved (Christopher Lawrence motion and Timothy Jones 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. Additionally, Mr. Flagler provided an update on the PetSmart grant program. Mr. Flagler also communicated the bid had been received for the commercial washer and dryer with a slightly higher than anticipated cost.

A motion was made (Kathleen Guzi motion, Christopher S. Lawrence second) and approved unanimously to increase the authorized expenditure from \$20K to \$21K to match the sole bid received to allow the purchase, construction modifications and installation of the commercial grade equipment.

3. The meeting attendees included a large number of visitors. The Executive Committee modified the meeting agenda order of events to allow public comments in advance of the regular and customary items. Commentary from the public included concern over the animal transfer policy and the Rescue Waggin specifically, adoption policies, and a request for information on the Pounds' behavior evaluation process.
4. Reports were provided to the Executives on the following items:
  - a. The Operations Committee Meeting Notes for September were presented. Mr. Flagler discussed the handling of fees and requested consideration for waiving the day one (1) boarding fees should the animal be reclaimed on the same day. The Committee deferred a decision pursuant to additional information and a recommendation by the Business and Strategic Committee.
  - b. Mr. Zerrilla provided a summary of the audited financials as of the end of June 2014 along with commentary on the major accomplishments for the year; positive net position, fund balance of

**\$6,600, and the refinance of outstanding debt with resulting interest savings.**

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**Mr. Zerrilla summarized his comments indicating the current year budget to actual was “close to perfect.” Mr. Zerrilla further commented that fiscal year to date budgeted expenditures were on target with a third of the year complete.**

**A motion was made (Christopher S. motion and Kathleen Guzi second) to approve the report and acknowledge the FY14 results of operations.**

- c. Capital needs and further utilization of the reserve was discussed with the Executive Board with no additional expenditures known or pending at this time.**

**5. Unfinished business discussions included the following:**

- a. The corridor deconstruction and the alternatives were reviewed with the most economical and most expeditious solution of creating a double wall in the corridor to physically create a barrier between the SPCA and RCACP recommended.**

**A motion was made (Chris Morrill motion and Christopher Lawrence second) to approve the construction of the two walls to separate the facilities thus eliminating the final barrier on the separation of the facilities and operations of the SPCA and the RCACP.**

- b. Mr. Flagler provided an update on donation solicitation and receipts. VAPaws, the organization investigated as a solution for collection of these dollars, has declined out request indicating their organization was not equipped to handle this type of activity.**

**6. New Business – N/A**

- a. Mr. Flagler introduced the idea of utilizing the I.D. equipment most recently acquired through a grant award to provide a public service to those desiring a pet tag. A nominal change is necessary to recoup the cost of the labor and material in order to adhere to the grant guidelines.**

**A motion was made (Kathleen Guzi motion and Christopher Lawrence second) to institute a \$3 fee for those who desire an animal identification tag.**

- b. Mr. Christopher Lawrence alerted the board of his inability to attend the January meeting. He also provided an update on Vinton’s Town Council modification of a two to four animal limit for citizens**

**There being no further business, Chairman, Mr. O'Donnell adjourned the meeting at 13:31 p.m. with an announcement of the next scheduled meeting date of January 8, 2015 communicating meetings would continue to be held in the City of Roanoke's Council Conference Room.**

**Public Commentary Summary - N/A**

- 1. Ms. Sabrina Garvin, 5815 Coleman Road, Roanoke, VA 24018**
  - a. 'Caroline' at RCACP**
  - b. Adoption and transfer policies**
- 2. Mr. Danny Zebrasky, 7200 Bent Mtn. Road, Roanoke, VA 240418**
  - a. Caroline**
  - b. Adoptions policies**
  - c. Communication (or lack there of)**
  - d. Animal transfers**
- 3. Kim Hare, Veterinarian Technician (Mr. Zebrasky's)**
  - a. Testament to the quality of care Mr. Zebrasky's provides to his other animals**
- 4. Caroline Day, 3116 Lees Gap Rd, Fincastle, VA 24090**
  - a. Public and Animals**
  - b. Guidelines**
  - c. Evaluation criteria and timelines**