

**Minutes of the January 8, 2015 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, January 3, 2015 at 11:00 a.m. in the conference room of Roanoke City Council.

Executive Committee members present at such meeting were Chairman Thomas C. Gates, Kathleen Guzi, Vice Chairman Christopher P. Morrill, and Mr. Christopher C. Perkins. Also present at the meeting were David Flagler, Dan O'Donnell, Barry Thompson, 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 November 13, 2014 meeting were reviewed and sub- sequentially approved (Chris Morrill motion and Chris Perkins second).
2. David Flagler, Executive Director of the Regional Pound provided an operations update on the following areas; year-to-date statistics, adoptions, general operations, the volunteer program, marketing and grants. Mr. Flagler also provided a specific update on Lavender, an intake who had garnered a great deal of electronic activity as a result of her medical condition.
3. Reports were provided to the Executives on the following items:
 - a. The Operations Committee Meeting Notes for November and December were presented. Mr. Flagler discussed the limited attendance at each meeting and communicated that specific locality items were discussed based on the respective localities representation at the meeting. Mr. Flagler updated the Executives on the relocation of the Roanoke Animal Control Officers and identified a need for additional feline space for isolation and adoption processing for the vacated space. Chief Perkins confirmed all staff had been relocated and all pertinent furniture, equipment and files had been removed. The Board directed Mr. Flagler to utilize the space based on his immediate needs.
 - b. Mr. Zerrilla provided a summary of the unaudited financials as of the end of December 2014 with commentary on the budget to actual expenditures at approximately 50% as planned, projected and budgeted. Ms. Trent updated the Executives on preliminary budget conversations within the Strategic and Budget Committee. Referring to last year's budget and the development of the utilization percentages the group concurred utilization for budgeting purposes should follow last year's process with calendar year end data driving the budgetary numbers to more closely mirror actual utilization to budgetary expenditures.

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4. Unfinished business discussions included the following:

- a. A corridor deconstruction/separation update was provided by Mr. Flagler indicating the architectural plans were currently under review with the City's Planning office.
- b. Mr. Flagler provided an update on donation solicitation and receipts indicating that Angels has declined our request for administrative support indicating their organization was not equipped to handle the volume or complexity of the City's needs.

5. New Business

- a. Mr. Flagler provided an update on the recent state audit and the findings. Minor issues were identified and a request for additional descriptive information on intake was also noted. All items are being addressed with minor cost and/or modifications needed.
- b. Mr. Flagler also commented on the work he had completed with the City's Emergency Management Coordinator, Marci Stone, as the City is updating its Emergency Operations Plan.
- c. Ms. Trent provided an update on the slight changes in utilization percentages based on 2014 calendar year intake. Utilization totals will slightly impact the budgetary allocation as a result of the calendar view totals.

6. Public Comment

Commentary from a speaker included concern on animal welfare, intake evaluation standards, identification of volunteer status (senior), publicity and media attention, holiday volunteer efforts, and public sponsorship of animals.

A meeting schedule was submitted for review identifying the second Thursday of every other month as the planned meeting schedule. There being no further business, Chairman, Mr. Gates adjourned the meeting with an announcement of the next scheduled meeting date of March 12, 2015 communicating meetings would continue to be held in the City of Roanoke's Council Conference Room.

Public Commentary Summary

1. **Ms. Kathy Markham, 8418 Reedland Rd., Roanoke, VA**
 - a. **Animal welfare,**
 - b. **Intake evaluation standards,**
 - c. **Identification of volunteer status (senior),**
 - d. **Publicity and media attention,**
 - e. **Holiday volunteer efforts, and**
 - f. **Public sponsorship of animals.**