

Minutes of the June 12, 2014 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, June 12, 2014 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, Kathleen Guzi, Christopher S. Lawrence, and Mr. Christopher C. Perkins. Vice Chairman Christopher P. Morrill was absent. 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 and the transference of operations from the SPCA to the Executive Committee.

1. The meeting opened with the review of the meeting minutes from the May 8, 2014 Executive Committee meeting. Chairman Goodman requested a modification of the minutes to include additional reference to Mr. Flagler's Operational Update. Upon subsequent agreement of the modification, the minutes were approved. The revised minutes are attached with the corrections identified in *italic* font.
2. David Flagler, Executive Director of the Regional Pound provided information on the following areas:
 - a. An update on year-to-date statistics, adoptions, general operations, the volunteer program, and marketing and community outreach.
 - b. An informational update on proposed legislation before the General Assembly involving feral outdoor communities was included for discussion purposes.
3. Reports were provided to the Executives on the following items:
 - a. The Operations Committee Meeting Notes for the May 2014 meeting were presented by Mr. Flagler. Mr. Flagler expanded on his report to provide the executives a brief overview of a Trap, Neuter, and Release (TNR) grant and the existence of a colony in Botetourt County that is receptive to the stipulated program.
 - b. Mr. Robertson presented financials as of the close of period 11 with Mr. Zerrilla commenting budget to date figures were in line with expected expenditures at 91% of budget. The anticipated collection of the RVSPCA's portion of transition expenses, if received, should allow for year-end close within expected budget. Ms. Trent communicated localities were beginning work on year-end processes (ie. review of fixed assets, annual audit, financials, and budget to actual comparisons).

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4. Unfinished business discussions included the following:

- a. Mr. Flagler updated the Committee communicating VAPaws is receptive to expanding their geographic territory allowing the RCACP to utilize them and their administration for collection of donations.

The Executive Committee approved the continued investigation into the possibility of contracting with VAPaws for the administration of donations (Kathleen Guzi motion with Christopher S. Lawrence second) seeking additional guidance on process and procedures including direction needed and additional decisions necessary by the Executive committee.

5. New business discussion:

- a. Mr. Flagler provided information to the Executive Committee on the potential receipt of \$10,000 in grant funding relating to a TNR Program sponsored by PetSmart.
- b. Mr. Robertson posed for consideration and future discussion the possibility of modifying meeting schedule from a monthly to quarterly schedule.

The Executive Committee approved (Kathleen Guzi motion with Christopher S. Lawrence second) the continued investigation of these potential dollars and acceptance of funds. The Executives noted the careful consideration of the acceptance of any grant dollars would need to be opined on by each of the respective locality's counsel.

6. The Executive Committee next opened the meeting to public comment and immediately closed the session as no visitors were in attendance

There being no further business, Chairman, Mr. Goodman adjourned the meeting at 11:50 p.m. with an announcement of the next scheduled meeting date of July 10, 2014 communicating meetings would continue to be held in the City of Roanoke's Council Conference Room.