

Minutes of the May 8, 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, May 8, 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 Vice Chairman Christopher P. Morrill. Mr. Christopher C. Perkins was absent. Also present at the meeting were David Flagler, Brent Robertson, 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 April 10, 2014 Executive Committee meeting.
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. A report of operations and animal statistics for the most recent month ending April 30, 2014, volunteer activities, and marketing and community outreach efforts. Mr. Flagler commented on the decrease in adoptions during the last month and attributed it to a higher volume of owner reclaims. *Mr. Flagler updated the Committee on the preference of Animal Control Officers and their desire to maintain the current operating procedure of "not" making the "feral" cat determination in the field. Their unanimous desire is to maintain current protocol of maintaining the entire stray hold period.*
3. Reports were provided to the Executives on the following items:
 - a. The Operations Committee Meeting Notes for the April 23, 2014 meeting were presented by Mr. Flagler. Mr. Flagler expanded his report to provide the executives a brief overview of the Asilomar Accord a widely used classification system utilized to measure the condition of animals upon intake.
 - b. Mr. Robertson presented financials as of the close of period 10 with Mr. Zerrilla commenting budget to date figures were in line with expected expenditures at 83% of budget. Mr. Robertson presented the final FY14-15 budget, as approved at the April meeting, pointing out the use of \$60k of reserve funding.

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Unfinished business discussions included the following:

- c. Mr. Robertson provided information on his research and the level of administration surrounding the formation of a 501(c) 3 organization for the collection of donations to allow charitable deduction status for the donator.
- d. Mr. Flagler also provided information on research conducted in connection with the

The Executive Committee approved the establishment (Chris Lawrence motion with Chris Morrill second) of a 501(c) 3 organization for collection of donations for the Regional Center for Animal Control and Protection.

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4. New business discussion:

The Executive Committee approved (Chris Morrill motion with Clay Goodman second) the draft budget with the utilization of \$60 thousand dollars from the reserve offsetting operating expenditures.

5. 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 11:58 p.m. with an announcement of the next scheduled meeting date of May 8, 2014 along with confirmations that meetings would continue to be held in the City of Roanoke's Council Conference Room and that his role of Chairman would continue through the next fiscal year with Chris Morrill succeeding him pursuant to Section 4-3 (5) of the Roanoke Valley Regional Pound Agreement executed by the participating localities on January 7, 2013.