

Animal Control Board of Directors
May 15, 2008

The Board of Directors of the Joint Animal Control Board met on Thursday; May 15, 2008 at the Animal Care & Control Facility. Vice-Chairperson Steve Meersman called the gathering to order at 11:00 AM.

Directors Present: Meersman, Austin, Bohnsack and Wright

Directors Absent: Armstrong, Dueysen, Leach and Martin

Others Present: Richard Glessner, Sam DeYoung and Jack Viviani

The minutes of the March 20th meeting were reviewed by could not be approved as we did not have a quorum. Advance notice of the meetings will be given by email and snail mail with the request for a confirmation to avoid the gathering of individuals without a meeting.

Director's Report

Mr. Glessner presented the statistical report. The Black & White Night fundraiser had a net of about \$9800 to the facility. He introduced the new volunteer coordinator, Diana VanWolvelaere, which is a position funded by QC PAWS. He mentioned that the Moseleys of Harris Pizza have donated greatly to the shelter. They have replaced the water heaters, replaced sinks, purchased seeding and hay to grow grass. He doesn't want any thanks or recognition.

Financial Report

Ms. DeYoung presented the financial report. We were very close to meeting our expenses with our revenues this month. Registrations are picking up. The billing has been changed to postcards instead of notices. The postage is less which allows us to send more out at less cost. It is working well. Theoretically, we should be processing about 100 per day.

Other

There was no operational committee meeting. Upcoming fundraisers include a Poker Run at Mulligan, and the golf tournament which is again sold out. The population of the facility is about the same - in April we had an intake of 330 animals.

Mr. Glessner advised the Board of a theft in the building. It is being addressed. There is a procedure for all deposits, and the money was not left where it was suppose to be. A police report has been filed and everything has been documented. Additional procedures will be

created on the handling of funds. Mr. Glessner put the deposit on Ms. DeYoung's desk. Ms. DeYoung had the day off. Ms. Parker had not had a chance to put the deposit in the safe before someone took the \$325 in cash. It could have been a customer or an employee. Mr. Meersman recommended a floor safe, bolted to the floor right near the front register so employees can "drop" the cash when as it is accumulated. The drawer should be counted and balanced before the end of the day, after the doors are locked. The starting cash is \$150 and we can accumulate up to \$1000 in a day. The floor drop safe is necessary. Mr. Glessner was directed to purchase and install the floor safe immediately. We will also check on the bonding of the employees.

There being nothing further to discuss, the gathering ended at 11:22 AM. The next meeting will be August 21st at 11:00 AM.

Shelly Chapman