

# MISSOURI ANIMAL CONTROL ASSOCIATION

## EXECUTIVE BOARD MEETING MINUTES

February 18, 2021

The meeting was conducted via Zoom, and was called to order by President Holly Bowie at 10:06 AM

### BOARD MEMBERS PRESENT

Holly Bowie  Matt Allen  Melody Bridges  Mark Hastings  A/L  
Christine Kalish  Beth Gillespie  A/L JT Taylor  Christina Elmore   
Steve Norman  Sandy Alexander  Dan St. Lawrence  Jamie Williams  A  
Cassandra Mosholder

### BOARD MEMBERS ABSENT

A motion to excuse the absence of Jamie Williams, Beth Gillespie and Mark Hastings was made by Christina Elmore and seconded by Sandy Alexander. The motion passed unanimously. (Beth Gillespie and Mark Hastings joined the meeting later, after their excused absence had been approved)

### NON-VOTED COMMITTEE CHAIR ATTENDANCE

Gina Tanner was not present at the meeting.

### MEMBER AND GUEST ATTENDANCE

There were no members or guests in attendance.

### CONSENT AGENDA

There was discussion on the agenda with several items of old and new business added. Dan St Lawrence made a motion to accept the agenda as amended, which was seconded by Christine Kalish and unanimously approved.

### PREVIOUS MEETING MINUTES APPROVAL

Previous meeting minutes were reviewed, and two corrections were made. Sandy Alexander made a motion to accept the minutes as amended, which was seconded by Christine Kalish and unanimously approved.

### PUBLIC COMMENTS

There were no guests present so no comments were made by any members.

## EXECUTIVE OFFICER'S REPORTS

### President's Report

Holly Bowie stated she was becoming familiar with her new duties and had been working with Matt Allen on annual conference preparations. She stated she had hopes of accomplishing a lot this year and would defer anything further to new business.

### Vice President's Report

Matt Allen welcomed the newest board members to the board. He stated he had sent out Save the Date cards for the annual conference and had reached out to Springfield Animal Control and KC Pet Project about the conference. He stated he had spent approximately \$232.00 on mailing so far. He stated Matt Rold and Bob Baker had confirmed themselves as speakers and he was still seeking others. He stated there are approximately 6 hotel rooms already booked for the conference, mostly by board members.

### Secretary's Report

JT Taylor stated he had used both Zoom and digital recordings of four of the 2020 board meeting minutes for which no minutes had ever been prepared to prepare minutes for those meetings. He stated they would be reviewed and discussed in old business. He stated he had been looking into establishing a digital storage area to archive meeting minutes and agendas so they could be accessed by the board and/or membership.

### Treasurer's Report

Melody Bridges reported there was \$12484.14 in the Main Account, \$4852.24 in the Certification Account, and \$47.95 in the Paypal Account. She stated she had not been able to check the PO Box since Monday. She said she was starting to prepare the association's 2020 taxes. She stated she had also received an invoice from NACA for MACA's state affiliation membership. Matt made a motion to renew the NACA membership, which was seconded by Christina and unanimously passed. Christine made a motion to accept the Treasurer's Report as presented, which was seconded by Sandy and unanimously approved.

## COMMITTEE CHAIR REPORTS

### Awards:

Beth Gillespie had nothing new to report.

### Certification:

Christine Kalish reported that the committee was considering some options for the spring certification training program and had received a request to conduct it in St Joseph. She stated there were concerns about being able to get enough instructors able to attend given the travel restrictions and training restrictions some agencies still had on their personnel. Holly told Christine that Ellen Starks had been cleared to begin traveling again to present training and JT volunteered to assist if they were short instructors. Christine also stated they were considering having the fall certification program in November, after the annual conference but nothing had yet been decided.

### Constitution and Bylaws:

JT Taylor stated he was currently doing a cross referencing of the Constitution and Bylaws, Robert's Rule, and the pending Board Member Handbook. He stated the last published Constitution and Bylaws were from 2017 and there had been changes over the past few years which have not yet been posted. He also stated he was attempting to gather Constitution and Bylaws from years past as well as any amendment so they could be put in a digital file for access by any board member.

**SOP:**

Jamie Williams was not present so there was no report given. Holly said she had placed this under new business to discuss also because she wanted the board to move forward with completion of the handbook.

**Legislation:**

Dan St Laurence stated that he'd spoken with Bob Baker, with MAAL, and most of the legislation pending this spring was a repeat of last years. He cited having some medical issues which had delayed his ability to get more current information and offered an apology. He also thanked Christine Kalish for helping him keep track of legislative actions.

**Positions:**

Holly Bowie stated she had nothing to report at this time.

**Historian and Photographer:**

Mark Hastings stated he had nothing to report.

**Membership:**

Sandy Alexander stated there were 57 confirmed membership renewal paid, and she felt she had a good updated membership list.

**Nominations:**

Mark Hastings stated he had nothing to report.

**Scholarships:**

Mark Hastings stated he had three new applications and along with the four from last year there were seven scholarship applicants. He said he was going to contact the applicants from last year to see if they were still working in the career field and/or interested in attending the 2021 annual.

**Merchandise:**

Beth Gillespie stated she had nothing to report.

**Exhibitors:**

JT Taylor stated he had received several responses from companies saying they would be exhibitors, however no one had returned their registration forms yet. He said HSUS representative Amanda Good was no longer with HSUS and my contact information would be forwarded to her replacement, and that HSUS would be participating somehow.

**Grants:**

Holly Bowie said little had changed since last meeting and that it was almost time for grant applications to be submitted so she'd be working on them soon.

**Social Media:**

Christina Elmore stated she was standing by to provide updates as they became available. There was a general discussion on how many FB accounts the association has and it was determined that there was an open MACA page, a members only private group page, and an Executive Board private group page. Most board members said they didn't know about the Executive Board page. After discussion, it was decided that open and members only pages should stay up, and the Executive Board page should be

removed. It had been created by President Nycole Griffin, so Holly said she would talk to Nycole about taking the page down.

**Newsletter:**

Matt Allen stated he was gathering information for the first quarter newsletter and hoped to have it released in March. He asked that any committee chair wanting something released to send the information to him.

**Website:**

Gina Tanner was not present, so no report was given.

## **OLD BUSINESS**

**2020 Board meeting minutes:**

JT had sent the four 2020 meeting minutes to the board via email. There was a brief review of the June 2, 2020 minutes before Matt made motion to accept the minutes as submitted. The motion was seconded by Christina, and unanimously approved. There was a brief review of the June 24, 2020 minutes before Christine made motion to accept the minutes as submitted. The motion was seconded by Sandy, and unanimously approved. There was a brief review of the August 24, 2020 minutes before Christina made motion to accept the minutes as submitted. The motion was seconded by Sandy, and unanimously approved. There was a brief review of the November 10, 2020 minutes before Christine made motion to accept the minutes as submitted. The motion was seconded by Matt, and unanimously approved. President Bowie asked how this situation of minute backlogs had occurred. Christine Kalish stated that former Executive Secretary Anita Waller had missed a number of meetings and that former President Kyle Shafer has stated he would prepare minutes from those meetings then he left (to go on leave for three months). JT said he had agreed to make up those minutes but had not after speaking with Anita Waller who'd said she would review the Zoom meeting records and make minutes. Then Anita resigned, so JT has now made up the 2020 meeting minutes based off of the Zoom recordings and digital recordings of meeting he had made at the time. Holly expressed concerns that this not happen again.

**Survey:**

There was some general discussion on the purpose and status of the Survey. JT said he'd been willing to take it over from former President Kyle Shafer and was making progress slowly despite Shafer not having sent him what information he had already begun. There was further discussion of who to reach out to and what to put in the survey and the expenses associated with it. Matt made a motion to indefinitely table the survey, which was seconded by Sandy and unanimously approved.

## **NEW BUSINESS**

**Digital Storage System:**

Holly initiated a discussion on some type of digital storage system where documents, records and other MACA information could be stored and accessed by Board members. JT said he had stopped pursuing other options after she'd said a few weeks ago about discussing it at this meeting. He said he had researched with both Google Drive and Dropbox and believed both had limitations on how much data could be stored based on the fee paid for the storage. There was a discussion about the board already having a Google Drive that had been set up by former board member Brandon Anderson. Several board members agreed there had been something set up in the past but no one know how to access it.

#### **SOP/Board Member Handbook:**

Holly told the Board Jamie had sent her a copy of the Board Member Handbook. She said she felt what she'd read was pretty good. She said she wanted to set up a committee to assist Jamie in completing it. JT said that was how the handbook started back in 2003, with a committee of board members writing the various sections and sending them to him to be compiled into the handbook. Holly called for volunteers to serve on the committee. JT, Stephen, Cassandra, and Holly volunteered. Holly said she wanted to get it completed and present it in sections to the board for review and until it was completed. She stated it was her goal to have to completed by the Annual Conference in October.

#### **Updated List of Board Members:**

Matt said he had wanting to get an update on new board members, and everyone's contact information so the website could be updated, and the Board could contact each other. The new Board members were asked to get photos taken and send them along with their contact information to Gina.

#### **New Member Committee Assignments:**

Holly appointed Steve Norman as the chair of the Awards Committee and Grants Committee; and Cassandra Mosholder as chair of the Nominations Committee.

#### **Conference Fee:**

Matt said last year's conference fees had been \$275.00 for members and \$300.00 for non-members. He expressed concerns about increasing it for the 2021 conference given the difficulties many members may be facing under the continued COVID crisis. There was a brief discussion, and it was decided to leave the conference fees at the same level.

#### **Reestablish Election Procedure and Appointment Consent:**

JT reminded the board that because of not having an annual conference or general election in 2020, and there remaining a need to make changes on the Executive Board, the board had voted to consent to the President appointing Executive Officers and board members and to suspend the election rules as outlined in the Constitution and Bylaws. Following the appointments in during the November 2020 meeting, the rules were not re-established due to there remaining several vacant board seats for the President to fill. JT said that since the board seats were all full now, it was time to re-establish the rules. There was some discussion as to the appointment procedures and a question on how appointments had been handled in the past. It was decided that the procedure needs to be more clearly defined and contradictory language in the Constitution and Bylaws should be addressed in a future amendment. Christine made a motion to reestablish the election rules, which was seconded by Christina and unanimously approved.

#### **Bank Account Access Transfer:**

Melody said the bank had said it should be possible for the name changes on the bank account access to be done through local branches. Holly said she was already on the account and had a card. Melody said she could talk to Kyle Shafer about coming off of the account access and Matt needed to be put on the card access as Vice President.

#### **Meeting Schedules:**

There was a general discussion about how often the board should meet. Matt asked about the board meeting on a set day of the month as it was done in previous years. Since the board was meeting via Zoom, and since there was so much work to be done, it was agreed that the board should go back to meeting monthly and when we were able to go back to in-person meetings, that we only meet in person every other month or so. Everyone was agreeable to this and the discussion turned to day-of-the-month options. Everyone in the meeting said Wednesday and Thursday of the second week of the month seemed

best. Holly said she would check with Jamie Williams of this option for future board meeting dates.

#### **NEXT MEETING SCHEDULE**

Next meeting was set for March 10<sup>th</sup> at 10 AM via ZOOM.

#### **ADJOURNMENT**

Dan St Lawrence made a motion to adjourn, which was seconded by Sandy Alexander. The board voted unanimously to adjourn the meeting and it was closed at 1208 PM.

Respectfully submitted,

J. T. Taylor  
Executive Secretary  
Missouri Animal Control Association