

MISSOURI ANIMAL CONTROL ASSOCIATION

EXECUTIVE BOARD MEETING MINUTES

September 9, 2021 at 10:00 AM

The meeting was held at 44 Stone Public House, Columbia MO, with some members present via Zoom, and called to order by President Holly Bowie, at 10:15 AM.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Mark Hastings was at a doctor's appointment, Cassandra Mosholder was deployed in disaster response, and Christina Elmore was on scheduled vacation. JT Taylor made a motion to excuse all absences, which was seconded by Steve Norman and approved unanimously.

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

JT Taylor made a motion to accept the agenda as presented, which was seconded by Matt Allen and unanimously approved.

PREVIOUS MEETING MINUTES APPROVAL

Previous meeting minutes were reviewed. Dan St Lawrence made a motion to accept the minutes as written, which was seconded by Steve Norman and unanimously approved.

MEMBERSHIP'S COMMENTS

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

EXECUTIVE OFFICER'S REPORTS

President's Report

President Holly Bowie said she had been working closely with the Vice President on preparing for the conference as well as finalizing the Board of Director's Handbook, which will be presented for vote under Old Business.

Vice President's Report

Vice President Matt Allen reported that there has been a flurry of registrations for conference and pre-registration is up to 42 counting board, scholarship, and general membership attendees. He stated the registrations have greatly helped the conference budget. He further stated we were also able to improve the budget outlook based on saving on some hotel rooms not needed for award winners who were already in attendance and had reservations already made. He reported other money saving measures include shaving some off of the attendee manual budget line and raffle prizes budget line. He referred everyone back to the budget email on the new outlook. There was further discussion on regarding offering attendees with snacks through Camden on the Lake or providing snacks on our own. JT Taylor suggested that what snacks we would provide on our own could be laid out on the MACA registration or exhibitor's booths. Following the discussion on pros and cons to the budget and potential conflict with Camden on the Lake if we provide snacks ourselves, it was decided that we would supply some snacks in addition to whatever snack package could be had through Camden on the Lake, within a budget of \$2000.00. Drinks would continue to be provided by Camden on the Lake. Matt Allen also stated he had talked to Molly Baker, with DHSS, and she will be able to speak at conference. Once he gets her bio and course description, he said he will have received them from all speakers. He asked that all member bios be updated and sent to Holly Bowie or himself as soon as possible. He asked that anyone having info to include in attendee manual such as legislative contacts, sponsor advertisements, or anything of that matter, please get to Holly or himself as soon as possible. He concluded by saying Melody has agreed to set up speaker gift baskets, Christina Elmore is working on bingo cards and banquet tickets, and that Steve Norman will head up audio/visual at conference. He said he will begin assigning board member duties for conference such as registration table soon. There was some general discussion about who preferred to work the registration table Tuesday night vs morning shifts. JT and Sandy Alexander volunteered for mornings, and JT reminded Matt that he would be unavailable for anything Tuesday night due to picking up an exhibitor at the Columbia airport that evening. He reminded everyone that the last day for securing MACA conference hotel rates is 4:00 pm September 13th.

Secretary's Report

Executive Secretary JT Taylor reported that he was reviewing and preparing the 2019 and 2020 Annual Business meeting minutes for inclusion in the Conference program, so we don't have to actually read them during the business meeting. He said during the 2021 business meeting he will cover the highlights of the past two year's business meetings and ask for any questions prior to the President calling for a vote to accept the meeting minutes as presented. He said everyone should encourage the members to read over the minutes before the Annual Business meeting and the vote to accept them as presented. He said he'd planned to submit the Constitution and Bylaws and the previous Business meeting minutes to the Vice President for inclusion in the Conference Programs but following discussion on the expenses involved, he will submit the previous minutes and bring

just one hard copy of the Constitution and Bylaws for the members to have access to if they need it. It will be available on the website as well.

Treasurer's Report

Treasurer Melody Bridges apologized for her report not being emailed to everyone. She stated her email system was acting up and some people were receiving things and others were not. She reported the balance of the Main Acct is \$23,078.81, while the Certification Acct has a balance of \$2,358.66. She stated there was a 0 balance in the PayPal Acct. She also said she had received the checks which had been forwarded to her by JT Taylor, and they had been deposited. Christine Kalish made a motion to accept the Treasurer's Report as presented, which was seconded by Sandy Alexander, and unanimously passed.

COMMITTEE CHAIR REPORTS

Awards:

Steve Norman said everyone who was receiving awards have said they would be in attendance. He stated that the Director of Health who would receive the award for top agency would not be in attendance, however either he or Holly would accept on her behalf. He stated he had ordered some supplies to be used for the awards banquet and said it would be a red-carpet style event which JT was helping him develop. He said there would be a photo area and other activities that hopefully got the attendees in become engaged with the event. JT stated there would be a paparazzi area for where photos would be taken as people entered and walked the red carpet. JT stated he was working on the script and that all board members would be involved with the presentation of awards. Holly asked that the script be available before the conference so everyone could be better prepared. Matt said happy hour would be from 6:00 p.m. until 6:30 p.m. with the awards banquet going from 6:30 p.m. until 9:00 p.m. Dan St Lawrence asked if it was a black-tie event, and Jamie Williams also asked about attire for the event. There was some general discussion. It was decided to let attendees dress as they wish but encourage business casual. There was also some discussion on picking up the awards and getting them transported to the conference site, with Melody Bridges and Christine Kalish both stating they lived in the area and could make sure it was taken care of.

Certification:

Christine Kalish stated the Certification Committee was ramping up for the Fall certification program. She said the contracts for the program with Comfort Inn and Suites, had been signed and she was looking in to catering. She stated that St Peters, St Louis County and St Charles County have all indicated they had new people to send. Christine said she was planning to run for re-election to the board and if re-elected she would remain hopefully on the certification committee. There was a general discussion on who should replace her, and she said she had been talking to Sandy Alexander about taking over. She stated she would be available to assist Sandy or whoever took over the position. There was then a general discussion as to when the new Certification Committee Chair would take over after Christine is term-limited out in October. She said that historically the new chair took over in January, with JT concurring and saying we've never had a chair term-limit out before, so this is new ground.

Constitution and Bylaws:

JT Taylor stated he had nothing new to report as the ratification of the revised and amended Constitution and Bylaws would be in Old Business. He asked if there were any questions. Holly stated there were some typos and misspellings in the Certification Constitution and Bylaws and after some discussion, JT stated he work on them in the next few days.

SOP:

Jamie Williams said he had nothing new to report as the Handbook would be up for vote in Old Business. He stated that once it was voted in, he would prepare 13 binders for the board members and bring them to the Annual Conference.

Legislation:

Dan St Lawrence said he had just had another surgery on his foot but will try to get the list of state legislators put together for the conference programs, as well as his updated bio, as soon as possible. Christine Kalish stated there is legislation in the works for the next legislative session which will make Animal Control Officers mandatory reporters of suspected child abuse and legislation that would make veterinarians mandatory reporters of suspected animal abuse.

Positions:

Holly Bowie said she didn't have anything new to report on the position papers.

Historian and Photographer:

Mark Hastings was not present, so no report was given.

Membership:

Sandy Alexander said she had received two notifications that two new people had joined the association.

Nominations:

Casandra Mosholder was not present. There was some general discussion on the 5 seats up for election. JT pointed out that Casandra had said at the last meeting there were five seats up for election and 5 nominees, however Holly pointed out that one nominee had to be withdrawn. JT stated that Sunny Shaffer had said she could no longer serve if elected and requested to have her nomination withdrawn. He further stated he had discussed board service with Cheri Hill-Heaps from Pevely, but she had not yet said if her supervisor would allow her to serve. Holly took a survey of the board members with seats up for election and all five incumbents have indicated they would run for re-election.

Scholarships:

Mark Hastings was not present, so no report was available.

Merchandise:

Beth Gillespie led a discussion on the idea of providing masks to attendees and possibility selling MACA logoed masks. There was also some general discussion on sizes and shirt options, as well as other types of merchandise. It was decided that masks with MACA logo or Animal Control on them was an unacceptable expense and the money should be spent on other merchandise. There

was also discussion on having the Social Media Chair begin a Facebook campaign promoting the MACA website store.

Exhibitors:

JT Taylor said we currently have 7 exhibitors, which includes MAAL, HSMO, Best Friends, Code 3 and Associates, Shorline, AVID, and Petlink/Datamars. He said we have 4 sponsors; who are Best Friends and Nordaway Valley Bank at the Labrador level, and Code 3 and Shorline at the Chihuahua level. We also have the Walmart grant/sponsorship, so we have a total of \$5000.00. None of this year's sponsors specified how the money was used so we can spread that out over whatever expense areas we like, as far as I know. Holly disagreed stating that based on the wording of the sponsorship brochure she felt like Labrador level sponsors should be used to cover a lunch. Following some general discussion, it was determined that both Labrador sponsorships would be used for lunch expenses while the Chihuahua sponsorships could be used on whatever other expenses we needed them to. JT said as soon as we do assign who is sponsoring what meal or whatever, he can finish the signage. He stated he was currently working on signage, name tags, the "thank you to our sponsors" power point slides to be included in the slide show, thank you ads for the last two issues of the 2021 newsletters and the conference programs. Lastly, he said he was making one last run through my lists of potential exhibitors and sponsors to see if I can get some items donated for the door prize table.

Grants:

Steve Norman said he had not heard from anyone other potential grants. Holly stated she was thrilled with the sponsorships and grants we had received saying we had received more than she expected.

Social Media:

Christina Elmore was not present, but Holly said Christina had been working on banquet tickets and BINGO cards. There was a general discussion on banquet tickets, ticket sales, the 50-50 drawing ticket sales, and Banquet Happy Hour drink tickets. Matt said there was \$500.00 budgeted for happy hour and Holly said he could decide how generous to be in passing out drink tickets this year.

Newsletter:

Matt Allen stated the third quarter Newsletter is due out in September. He said JT offered to put together an article featuring some of the conference speakers. With her permission, he said he may use the write up from Cassandra about upcoming election process. He said some content may also include "save the date" for fall certification class. He said after meeting with Camden on the Lake again in a few days, his attention will turn to Quarter 3 Newsletter. He said he wanted to have the newsletter out by late September, October 1 at the absolute latest. JT offered to complete his part of the newsletter in the current newsletter format and submit it to Matt read to have additional information added. Matt said that would be very helpful.

NON- BOARD MEMBER COMMITTEE REPORTS

Website:

Gina Tanner was not present, so there was no report given. Holly said she had also not spoken with Gina lately, so she doesn't know what progress has been made on the new website.

OLD BUSINESS

Board Member Handbook: Holly asked if everyone had had a chance to review the final sections of the handbook or had any questions. She said it was 46 pages long. No one had any questions or comments. There was some general discussion on how to present it. Holly stated she wanted to make it available on the website. Jamie stated he would make hard copies for the sitting board. JT made a motion to accept it as presented, which was seconded by Matt and unanimously approved.

Amendments and Revisions to the Constitution and Bylaws: JT Taylor asked again if there were any questions or comments about the proposed Constitution and Bylaws and no one had any. Jamie made motion to accept the Constitution and Bylaws as amended and revised, which was seconded by Steve. There were 8 yes votes, 0 no votes, with JT abstaining from the vote.

Finalized List of Equipment for Purchase: Holly reported that there were 3 catch poles, a couple of live traps, some gift cards and other items that had been donated. JT said he was still working on getting an EZ Nabber and a couple of live traps from local merchants, as well as having received a \$25.00 gift card from Bass Pro. Holly stated St Joe had lots of donated items which would in turn be donated to the Association as well. Matt said that NACA had indicated they would be sending something as well. There was a discussion on what to be the “big ticket item” and it was decided to use the free stay at the Camden on the Lake for that and to use the

NEW BUSINESS

Conference Booklet Materials: This was discussed throughout the meeting as the various items were brought up in other reports. Having nothing further to discuss, the meeting moved on.

NEXT MEETING SCHEDULE

The next meeting is scheduled as a live meeting on Tuesday, October 12th at 1:00 p.m. in the Toad Cove Room of Camden on the Lake. at 10:00 A.M.

ADJOURNMENT

Sandy Alexander made a motion to adjourn, which was seconded by Beth Gillespie. The board voted unanimously to adjourn the meeting and it was closed at 12:27 PM.

Respectfully submitted,

James A. Taylor

James A. (JT) Taylor
Executive Secretary