

## MACA MEETING MINUTES JUNE 1, 2017

The June 1, 2017 regular business meeting of the MACA Board of Directors was called to order by President J.T. Taylor at 10:05 AM at the Golden Corral Restaurant in Columbia, Missouri.

### Board Member Attendance:

Board member attendance was taken by MACA Executive Secretary Lorraine Lester and the members present are as indicated herein:

J. T. Taylor, Nycole Griffin, Lorraine Lester, Carmen Skelly, Mark Hastings, Christine Portmann, Holly Bowie, Beth Gillespie, Brandon Anderson, and Shari Pijut.

Shawna Walker, James Donovan and Teresa Gilley were not in attendance.

### Attendance Exceptions:

Taylor stated that Walker, Donovan, and Gilley had all notified him that they could not attend the meeting today due to work. Taylor entertained a motion to excuse the absentees. Shari Pijut made the motion, which was seconded by Mark Hastings.

### Non-Voting Committee Chairs/Guests

There were no non-voting committee chairs present. There were no guests.

### Consent Agenda:

President Taylor asked if anyone had any additions or changes to the presented agenda. Hearing none, he entertained a motion to accept the agenda as presented. Christine Portmann made the motion, Lorraine Lester seconded the motion and the motion carried unanimously.

### Reading and Approval of the Minutes

The previous meeting minutes, which had been previously read by the board members, was opened for discussion. There were several typographical errors which were identified, but no errors found in content. Taylor entertained a motion to accept the minutes as amended to correct the typos. Nycole Griffin made a motion to approve the minutes as amended, which was seconded by Shari Pijut. The motion was approved unanimously.

### Membership's Comments:

There were no guests present, so there were no member comments made.

### Executive Officer's Reports:

President Taylor reported on the results of the Mini MACA conference. He stated there St Joseph Mini had approximately 10 attendees. Holly Bowie said she had done a survey of the attendees. The reports were overall very favorable. Taylor reported that there were 17 attendees at the Hillsboro Mini and everyone seemed pleased with that Mini as well. Taylor also stated he was considering making a checklist and template for planning future Mini MACA conferences. Holly said she had also started working on one as well. Taylor also briefed the board on his recent conversation with NACA President Rob Lienberger. He reported that the NACA board is considering a number of changes to their bylaws and programs in the wake of MACA and

several other states severing their state affiliation.

Vice President Nycole Griffin stated the speakers for the Annual Conference were confirmed and had all made reservations. She shared some concerns over the fact that the Facebook page appeared to recently be promoting training opportunities from other sources over MACAs training opportunities. She recommended that if we do promote other training organization's training opportunities then there should be some form of disclaimer noting that MACA does not endorse other training organizations and are merely listing training opportunities that may be available. Griffin briefed the board members on meal options for conference lunches and the awards banquet; plans for a scavenger hunt and conference BINGO and other activities for the members. There was also some general discussion on methods of promoting the event, the award nominations, and other things via the Facebook page. Griffin also recommended that some form of social media SOP be developed for the Facebook page, board member and general membership posting on social media, etc. There was some general discussion on the need for an SOP on Social Media with a general agreement that one should be developed. Taylor said he would work on an SOP. Lastly, Taylor reported that Shannon had formerly resigned as the Vendor Committee Chair and he had appointed Holly Bowie as the new Vendor Committee Chair.

Secretary Lorraine Lester stated she had some issues with the new laptop and had taken it to a computer technician in Carrollton. The technician changed the laptop software from 365 to Windows Office. She also stated she had obtained a new digital recorder and was using it today.

Treasurer Carmen Skelly reported the main association account has a balance of \$26421.09 as of 5/28/17, while the certification account has a balance of \$3,178.50 as of 5/28/17. She also stated that she would be sending out Annual Conference invoices to the board member's registration to the Annual Conference by July 1, 2017. Christine Portmann made a motion to accept the Treasurer's Report as submitted, which was seconded by Nycole Griffin and was unanimously passed.

At 11:35 a.m., Taylor entertained a motion to adjourn the meeting for lunch from Christine Portmann. Lorraine Lester seconded the motion which was unanimously approved. The meeting was suspended until 12:30 p.m. when Taylor called the meeting back to order.

#### Board Member Committee Reports:

Awards Committee Chair James Donovan was absent, so Taylor made an Awards Committee Report. Taylor reported that, at this time, there is one nomination for ACO of the Year and that nominee has been posted on the MACA website. There was some general discussion about awards, as well as other nominated areas the board had to make decisions on. There was concern expressed about the appearance of favoritism that might exist if the board knew who had nominated a candidate for an award or elected position. It was mutually agreed that the nominator or submitted by field should be removed from the website nomination forms. Taylor said he would ask Gina to take care of it as soon as possible. There was also some general discussion about creating a new award that would be available for shelter or daily animal care workers. Carmen made a motion to create a new award known as the Animal Care Specialist of the Year Award. This was seconded by Nycole and unanimously passed.

Certification Committee Chair Christine Portmann reported that there had been some financial loss at the Poplar Bluff certification program due to the number of scholarships given for that program. She also reported that the fall certification program was scheduled for October 25 and 26 at the fire station in Harrisonville.

Constitution and Bylaws Committee Chair Brandon Anderson said he had brought the revised Certification Constitution and Bylaws for the president and executive secretary to sign. He said after they were signed, he would have them scanned and sent to Gina Tanner to be posted on the website. Taylor and Lester signed the revisions and returned them to Anderson.

Historian and Photographer Mark Hastings stated he had nothing new to report but was still looking for licenses and tags from member's jurisdictions for the License/Tags Display board for the Annual Conference.

Legislation Committee chair Shari Pijut said there was no new laws to report on. Christine Portmann and Taylor talked about their experience at Humane Day at the Capital and their opportunity to speak with Senator Munsinger's chief of staff regarding the proposed training legislation. Both agreed that the meeting was very positive and productive. Portmann also briefed the board on some proposed legislation James Donovan had drafted for the City of Kansas City. Simply put, this legislation called for mandatory certification for all animal control officers and Donovan shared the proposal with Taylor and Portmann at Humane Day hoping to get MACA's support. Portmann expressed concerns over the manner in which the legislation was being presented. Taylor stated that although he was in favor of mandatory certification of ACOs in Missouri, the manner in which it had been presented, he would have to come out against such legislation. When asked if he knew if Donovan was representing this proposed legislation as being from MACA or just from Kansas City, Taylor said he believed James was only representing this as a Kansas City proposal.

Membership Committee Chair Holly Bowie stated there were currently 164 members. Taylor said he had obtained a list of all ACFA licensed shelter, pounds and rescue groups in the state and would be sending MACA membership information to all of those organizations in a recruitment drive.

Merchandise Committee Chair Beth Gillespie passed around several options for the MACA board member shirts. There was some general discussion regarding the board members paying for their shirts or the association paying for the shirts. The shirts are unique to the board members so that they can be readily identified as members of the board of directors. Last year (2016), the board members paid for their own shirts. The board chose three styles and colors of shirts to be the 2017 board member shirts. Gillespie said she would get everyone's sizes and prepare an order.

Newsletter Committee Chair JT Taylor stated all newsletters were current up through May. He stated he intended June's newsletter to be available through the website and be emailed to members he had good email addresses for. He also stated his would begin making heavy promotion of the annual conference and soliciting nominees for the MACA awards and board

positions, and of the available scholarships.

Nominations Committee Chair Shawna Walker was not present to provide a report. Taylor reported that there was only one nominee for a director's seat that he was aware of, and it was Jeff Lee. He passed out and shared Lee's nomination letter with the board. There was a general discussion on which board seats and executive officer seats were up for election. There are three board terms; Teresa Gilley, Mark Hastings and James Donovan, up for election and President Taylor's term is up as well. Taylor was asked if he was going to run for re-election and he stated he would consider it if he was nominated, but would not nominate himself. He also requested the board members make a concerted effort to recruit nominees so that a board slate of at least two nominees per term could be presented as called for in the MACA bylaws.

Scholarship Committee Chair Teresa Gilley was not present to give a report. Taylor reported that he was aware of one full scholarship application from Scott City PD. Holly Bowie stated she had submitted for a full or partial scholarship for one of her employees as well. Taylor said he would look for the application. Taylor reminded the board that there would be two full scholarships and two partial memberships available and requested the board member promote scholarship applications whenever possible.

Social Media Committee Chair James Donovan was not present to provide a report. There was a general discussion about several social media situations which had occurred in recent months. There were concerns about negative subjects and comments being posted on our Facebook page as well as a number of items that were not related to Missouri or MACA members. There was also a general discussion on what board members say about MACA, other board members or general members on the association's Facebook page or someone's personal social media venue. It was agreed by the board that no one should be disparaging other board members or general members, etc. on our Facebook page or any other page, and that public comments such as this was unprofessional. It is to be included in the social media SOP Taylor will be drafting.

SOP: Committee chair Teresa Gilley was not present to give a report.

Vendor: Committee Chair Holly Bowie reported having success so far with obtaining vendors, grants and give away items to support the annual conference. She requested the purchase of 150 swag bags to use to pass out swag and other materials to conference attendees. Carmen Skelly made a motion to make the purchase, which Shari Pijut seconded and which passed unanimously.

Confirmed Vendors for MACA's Fall Conference:

Shoe-Line: \$240.00 - \$200.000 for table, \$40.00 for Banquet table.

Pethealth Inc. - \$200.00 for table, \$40.00 Social event, \$40.00 for banquet.

Tomahawk Live Trap - \$40.00 for 2 tables, \$40.00 for social event, \$40.00 for banquet.

AVID - verbal confirmation from Mary Metzner.

Grants:

Petsmart - \$1500.00

HSUS - \$800.00

ASPCA - \$2500.00

Received product for Swag Bags  
Campbell Pet company - 60 lanyards  
Friends of the Shelter - 50 bandanas and 50 magnets

Raffle Products Received:

Deluxe Truck Stop - 1 shirt and sweatshirt  
Petsafe - dog door, 2 ez walk harness, scat mat, big dog spray bark control  
FOTS - water bottle, volleyball  
Kellan Restaurants - 2 \$25.00 gift cards to 54th Street Bar and Grill  
\*\* Cat tongs, bite gloves, catch pole, and a book mailed to JT. Possibly from ACES

Raffle Products Promised:

Datamars-one compact max scanner  
Blue Dog Bakery-2 cases of dog treats  
Dogpoopbags.com-donating poop bags (for swag bags)  
Sassy's Goody's-door prizes

Non-Board Member Committee Reports:

Website: Webmaster Gina Tanner was not present but provided a report to Taylor. He reported for her that the website has been updated to move or remove items from the home page so that it is not so crowded with information. A mandatory email address has also be included on all online registration forms to help us improve our ability to reach out to our members.

Positions: Committee Chair Tim Mullins was unable to attend the meeting. Taylor stated the Mullins had said he had nothing new to report but was looking for suggestions to include in the future. Taylor reported that Christine Portmann had suggested preparing the various positions papers and making having the members vote on the association's "position" on the various topics during the annual conference. A round table discussion on the topic will be set up during lunch on the first day of the conference.

Special Committee Reports:

There are no special committees in operation at this time and nothing was reported.

Old Business:

Meeting Schedule and Location: The next meeting was scheduled to be August 15 at 10:00 AM. The location is yet to be determined as Brandon and JT will be looking into renting a meeting room in the hotel or some other place. Lunch will be called in and delivered to the meeting location.

Adoption of the Position Papers was tabled pending the Annual Conference

Adoption of the SOPs was tabled due to Teresa not being present. Taylor said he would ensure the various SOPs were emailed to each board member in late June and July so the board

members had time to review them before the next meeting.

#### New Business:

Signing the Certification Constitution and Bylaws: President Taylor and Executive Secretary Lorraine Lester signed the revised Certification Constitution and Bylaws. Anderson to the original copies and will send copies to Gina Tanner for posting on the website.

Expectations of Conduct of Board Members and Executive Officers: Taylor reported have received a few complaints and concerns from several members and board members involving the conduct of some board members. He specifically related having a conversation with a Kansas City metro area ACO who stated he had heard someone “on or close to the board” saying MACA training this year “was a joke and the instructors are ridiculous this year.” Additionally, one board member had been posting negative comments about a general MACA member on their Facebook page, which was being viewed and shared by other members of the general membership. Several board members in attendance confirmed having heard about or seen the postings and comments. There was some general discussion about the expectations the board members had for each other. There was mutual agreement of the attendees that a Code of Conduct should be established as part of the SOPs and released at the next meeting. The general consensus of the attendees was that the SOP should include at a minimum board members and executive officer cannot make derogatory comments about MACA, MACA members, or MACA training in any manner to include social media venues, both personal and private. Taylor said he would develop a Code of Conduct as an SOP and Christine Portmann suggested that this topic be included under old business at the next board meeting as not all board members were present today.

The Annual Conference: Most of this was covered during the Vice President’s Report. The subject of Speaker’s Gifts came up and Nycole said she would take care of obtaining and putting them together. Taylor said when going through the boxes of old MACA records and stuff turned over by President Hane he had found several partial rolls of drawing tickets, key chains and magnets, name tags and other swag from previous conferences. He will make sure they get to Nycole well before the conference so they can be used up during this year’s conference. There was also some general discussion on the board meeting that follows the end of the conference each year. It was agreed by the board members present that all board members be required to attend that meeting. Taylor also requested that all board members stay to help clean up and pack up after the conference is over.

In the wake of complaints about the number of drawing prizes won by board members last year, Mark Hastings wondered if perhaps board members not be permitted to participate in the drawings. There was some general discussion on the issue and it was decided that since the board members purchase tickets just like the attendees do, they should be allowed to win prizes if their tickets are drawn. It was determined however that vendors, speakers or randomly chosen attendees should be pulling the winning drawing tickets instead of board members.

Announcements:

There were no announcements,

Adjournment:

President JT Taylor entertained a motion to adjourn. Carmen made the motion to adjourn. It was seconded by Nycole. The motion carried 8 to 1 (Christine stating nay) and the meeting was adjourned by President JT Taylor at 3:45 PM.