

# **MISSOURI ANIMAL CONTROL ASSOCIATION**

## **EXECUTIVE BOARD MEETING MINUTES**

**January 10<sup>th</sup> 2018**

### **Board Members Present**

*Nycole Griffin  
Mark Hastings  
Sandy Alexander  
Kyle Held*

*Holly Bowie  
Shari Pijut  
Dan St. Lawrence*

*Carmen Skelly  
Teresa Gilley  
Beth Gillespie*

### **Board Members Absent**

*Lorraine Lester      Brandon Anderson      Christine Portmann*

***There were no non-board committee chairs or recognized guests present.***

*The meeting was called to order at 10:37 a.m. at 44 Stone Public House, in Columbia, Missouri. Roll was taken; all board members were present except Christine Portmann, due to having to appear in court, Brandon Anderson due to illness of himself and his child and Secretary Lorraine Lester, due to illness and a medical appointment, Lorraine made prior arrangement with Nycole stating she would like Nycole to call her on speaker phone during the secretary's report so that she could speak to the board. Shari Pijut made a motion to excuse all absent board members from the meeting, with Teresa Gilley seconding and all others voting in favor.*

*The proposed meeting agenda was handed out by Nycole Griffin. Nycole suggested an amendment to add the approval of the electronic Kinderhook vote to the agenda. Carmen Skelly made a motion to accept the amended agenda, with Teresa Gilley seconding and all others voting in favor.*

### ***Secretary's Report***

*Due to Lorraine's absence from the meeting President Nycole Griffin will be taking notes and transcribing the meeting. Nycole distributed meeting minutes via email prior to the January 10<sup>th</sup> 2018 board meeting. The emails included the November 1<sup>st</sup> 2017 board meeting minutes and the electronic Kinderhook vote. Nycole asked if everyone had time to go over the minutes and if there were any necessary corrections. Shari stated there was an incomplete sentence in the Newsletter report. Shari stated the sentence read as follows: In an email committee report Nycole received from JT he stated the September and October Newsletters. Nycole stated she would change the sentence to read as follows: In an email committee report Nycole received from JT he stated the September and October Newsletters had been emailed to Gina. Nycole asked if anyone had any issues other, there were no other issues suggested by the board. With that revision being noted, Shari Pijut made a motion to accept the November 1<sup>st</sup> 2017 minutes as*

*noted with Mark Hastings seconding and all others voting in favor. Nycole asked if there were any revisions that needed to be made to the Electronic Kinderhook Vote and no suggestions were made. Shari made a motion to accept the Electronic Kinderhook Vote minutes with Beth Gillespie seconding and all others voting in favor. Nycole then called Lorraine on speaker phone. Lorraine explained to the board that she is having some health issues and that at this time the Secretary position is just too much to handle and that she is resigning as Secretary immediately. She stated she would love to continue working with the board and if at all possible she would love to fill a general director position on the board but that she didn't have enough time to dedicate to the Secretary position. All members of the board agreed that Lorraine needed to concentrate on her health, Lorraine thanked everyone for their concern. After a brief discussion Sandy Alexander made a motion to accept Lorraine's resignation as Secretary, Dan St. Lawrence seconding with all others voting in favor. The phone call with Lorraine was ended. There was then a discussion as to who would serve as Secretary for the remainder of Lorraine's term which ends in 2019. Nycole stated with the board's approval she would like to appoint Teresa Gilley to finish out Lorraine's term as Secretary. Holly Bowie made a motion to accept Nycole's appointment of Teresa Gilley as Secretary with Shari Pijut seconding and all others voting in favor. Teresa Gilley accepted the appointed position as Secretary. Nycole stated she would still transcribe the minutes for this meeting and Teresa could start transcribing meeting minutes with the next meeting.*

### ***President's Report***

*Nycole advised she didn't have a lot to report during the President's report but she would have more to report during some other committee reports, and in new business. Nycole stated that JT Taylor met her this morning to return all the MACA property he had. She stated she was not sure what all he gave her because it was in four different totes and she would have to take time in the future to go through them to see what is in them. She also stated she mailed Bill Capps a new certificate for the 2017 Conference, only signed by her because after numerous requests to JT Bill said he never received one. Nycole also said she would like to take a moment to thank Holly Bowie and Shari Pijut for already working hard to make the 2018 conference a great one.*

### ***Vice President's Report***

*Vice President Holly Bowie stated that the two year contract with Kinderhook has been signed, Save the Dates have been mailed and the conference announcement flyer has been posted on the website and Facebook. She also reports that the ASPCA final grant report has been completed for the 2017 grant. There was a discussion about possible topics for the 2018 conference; Dan suggested having temperament evaluations and Kyle advised he had some ideas of options for people who could possibly teach some type of SAFER training. Holly stated she would be continuing to look into topics for the 2017 conference and if anyone had any ideas to please let her know.*

### ***Treasurers Report***

*Carmen advised she emailed copies of the Treasurers report and account histories prior to the meeting and asked if there were any questions or concerns. After a short discussion no issues were found. Carmen advised as of December 29<sup>th</sup> 2017 the Main association account had a balance of \$26,759.20 and the Certification account had a balance of \$3,839.62. Carmen*

reported she emailed the current signed W9 to everyone just before the meeting. Carmen also provided a \$393.75 quote for a Special Event Policy from Insurance Program Managers Group, LLC. Carmen stated she doesn't recall a time when we have purchased a special event policy but she thinks it might be a good idea. After some discussion the board would like to keep the quote and consider purchasing such a policy closer to the 2018 conference.

Nycole stated we needed to refund the \$20 membership fee recently paid through Pay Pal by Matt Allen, there was a mix up and he already paid for membership in July of 2017. Carmen stated she would provide the refund to Matt. There was also a short discussion about possibly charging a fee for people using Pay Pal to pay for purchases such as merchandise, membership and conference registration but it was decided during the discussion that it was a convenience we would continue to offer at no charge at this time. Carmen stated she would like to see the membership benefits section on the website be elaborated on more to show members what they are getting by continuing their membership with MACA. Nycole stated she would work on getting that changed. Sandy Alexander made a motion to accept the Treasurer's report with Shari seconding and all others voting in favor.

### **Awards**

Kyle Held reported he was not quite sure what he was required to report but that he was excited to be part of the board. There was a short discussion on the requirements of the Awards chair. Nycole asked Carmen to send Kyle all the information on the place we order our awards from. It was also discussed if we would continue to use the new acrylic design for MACA awards or if we would go back to the wooden plaque. After some discussion it was decided we would use the acrylic award for all conference awards and the wooden plaque for other acknowledgements such as retirement, years of service and honorary lifetime memberships.

### **Merchandise**

Beth Gillespie past out a detailed list of all the merchandise she had on hand, she also emailed this list to the board. The list is as follows:

#### Pullover Hoodies:

Brown – 2 Medium	Navy – 2 Medium	Purple – 2 Medium
Brown – 1 X- Large	Navy – 1 2XL	Purple – 1 2XL
Pale Blue – 2 Large		

#### Zip Up Hoodies:

Pale Blue – 1 Medium	Purple – 1 Small	Blue – 1 X- Large	Brown – 1 Small
Light Blue – 1 Small	Purple – 1 Medium	Red – 1 X- Large	Brown – 1 X- Large
Light Blue – 1 Medium	Purple – 1 Large	Green – 1 Medium	Brown – 1 2XL
Light Blue – 1 X- Large	Purple – 1 2 XL	Green – 1 2XL	Orange – 1 Small

#### Sweat Shirts:

Blue – 1 Large	Red – 1 Large
Blue – 2 X- Large	Green – 1 2XL

#### ¼ Zip Up Jackets

Gray – 1 2 XL
Blue – 1 2 XL

#### Solid T-Shirts:

Dark Brown – 7 Medium	Black – 2 Medium	Pink – 3 Medium
Dark Brown – 4 Large	Black – 1 X- Large	Pink – 1 3XL
Light Brown – 3 Medium	Light Blue – 5 Medium	Purple – 2 Medium
Light Brown – 4 Large	Light Blue – 6 Large	Purple – 1 Large
Light Brown – 2 X- Large	Light Blue – 1 X- Large	Purple – 1 X- Large
Dark Blue – 1 Small	Maroon – 3 Large	Red – 1 Medium
Dark Blue – 2 X- Large	Maroon – 6 Medium	Navy – 1 Medium

Print T-Shirts:

Blue Camo – 2 Large	Pink Camo – 1 Medium	Yellow Tie-Dye – 1 Large
Blue Camo – 3 X-Large	Pink Camo – 2 Large	Yellow Tie-Dye – 1 X-Large
Blue Camo – 2 2XL	Pink Camo – 2 2XL	Yellow Tie-Dye – 2 2XL
Blue Camo – 2 3XL	Navy Tie-Dye – 2 3XL	Yellow Tie-Dye – 2 3XL
Blue Camo – 1 4XL		

Baseball Shirts:

Red Sleeves – 1 Small	Red Sleeves – 2 2XL	Blue Sleeves – 1 3XL
Red Sleeves – 1 Medium	Red Sleeves – 1 3XL	Black Sleeves – 1 X- Large
Red Sleeves – 2 Large	Blue Sleeves – 1 Large	Black Sleeves – 1 3XL
Red Sleeves – 1 X- Large	Blue Sleeves – 3 X-Large	

30 oz. Tumblers:

Gray – 3  
Black – 0

20 oz. Tumblers:

Gray – 7  
Black – 3

Writing Pens:

Black Pens with Sleeve – 9

Red – 8	Maroon – 1
Blue – 2	Light Blue – 1
Teal – 4	Gray – 1

Blankets:

Gray – 1  
Blue – 1

Clips:

Red – 13	Blue – 21
Pink – 21	Purple – 16
Light Blue – 22	

Misc.

Duffel Bags - 26  
Computer Bags – 7  
Sports Bottles - 29  
Coffee Mugs - 10  
Card Holders - 51  
Stress Dogs - 23  
Binders – 10  
Band-Aid Holders – 41  
Lapel Pins – 178

*Beth stated that she has been looking into some other items to sell. She stated it has been suggested to sell koozies and leashes but after checking price she doesn't believe they would sell for the price we would have to charge for them. There was a discussion about discounting some of the old merchandise to consolidate what we have and to make room for newer items. Kyle Held suggested looking into MACA patches and challenge coins. Everyone agree these would be a great idea if we could get them at a decent price. Beth said she would check into these items as well as a few others.*

**Certification**

*Christine could not be at the board meeting because she was attending court. Nycole asked if everyone had a chance to read the certification report Christine emailed to the board on January 9<sup>th</sup> 2017. In the email Christine reported the spring certification class was getting close, flyers were emailed out and she requested it be added to the website as well. Nycole stated that*

registration was open on the website for the spring Certification class. In the email from Christine it was also stated that the LETI level III is the same week as the Certification class and several ACOs have indicated they will be attended LETI level III instead of Certification. Christine stated in her email report that she does hope to have newer animal control officers attending the Certification class. Christine's email also included plans for the Certification board to meet at the hotel on the 10<sup>th</sup> at 6:00 pm. One thing they plan to discuss is a way the re-certification fee schedule can be made easier for agencies to budget. Christine also stated that they have received a request from Maryville University to be another site for training. Christine will be sending reminders out for the April 2018 Renewals by February 1<sup>st</sup>.

### **Membership**

Sandy Alexander advised she has mailed out the January invoices. Sandy requested Nycole write a letter to mail out telling possible new members the benefits of a MACA membership. Nycole stated she would work on getting a letter together. Sandy also stated she would be working on contacting past members who have let their membership lapse asking them to come back to MACA. The suggestion was made that Sandy cross reference the Main account Treasurers report and the membership list she has to make sure everyone who has paid is listed as an in good standing member. There was also a short discussion about the membership billing being twice a year; several board members expressed concern that billing once a year would make more sense, Sandy agreed and it was discussed that it would be looked into more in depth to determine a good way to transition from twice a year to once a year billing.

### **Constitution and Bylaws**

Brandon was unable to attend the meeting due to being ill and having an ill child. He did make contact with Shari during the meeting and stated he made some spelling and grammar corrections and they corrected copies just needs to be signed by the president.

### **SOP**

Brandon was unable to attend the meeting due to being ill and having an ill child. There was no report on SOP given when Brandon spoke to Shari on the phone.

### **Historian & Photographer**

Mark stated he supplied JT with several older documents from past board meetings, conferences etc. and would like Nycole to see if she can find any of it in the things given to her by JT because he would like it back if at all possible. Nycole advised Mark if she found anything she thought was provided by him she would get it back to him.

### **Nominations**

Mark reported there have been no nominations so far this year. There was a short discussion and the board agreed it was still pretty early to see nominations coming in. Mark advised he would like to see some type of "MACA wants you" style post on Facebook. Nycole said she would work on making a post for Facebook.

### **Legislation**

Dan St. Lawrence stated he would like to thank Shari and Christine for all the help they have provided so far with legislation. There was a discussion of several bills that he is watching so far

*this year including HB1398, HB 1615, HB 1369, HB 1418, HB 1828- SB 797, HBSB 817, HB 1910, and HB 1911- SB 746. Dan said he would keep us posted on any progress that was happening with any of them. Dan advised the board he would not be able to attend Humane Day at the Capitol for 2018, there was a short discussion and a few board members stated they may be able to attend. Several board members suggested Dan should get in contact with Bob Baker as he is a great resource on legislature. Nycole advised she would send an email to Bob “introducing” him to the new legislature chair.*

### **Positions**

*Dan reports there really isn't anything to report on positions at this time but if there is any change he will keep the board advised.*

### **Scholarship**

*Nycole advised the board that Teresa would no longer be taking care of scholarships and it would be assigned to someone else as the position of Secretary was demanding enough. There was a short discussion on who received the scholarship nominations that were submitted to the website. Nycole advised in the past the website manager would email those nominations to the President and the Scholarship Chair.*

### **Social Media**

*Nycole reported the MACA Facebook page had 976 likes at this time. Nycole stated the MACA member's only group has been started and currently has 20 members. She stated she feels the group is pretty stagnant at this time but it is new and she feels it could be a great resource to members and she encourages all board members that have Facebook to join the group and start conversations in the group. She also encouraged the board to invite friends who are MACA members to join the member's only page as well.*

### **Vendors**

*Shari reported we have changed the price for Vendor booths from \$200 to \$300 and the new fee will include meals, she stated there have been so many issues in the past determining if someone has paid for meals, this way we don't have to worry about it and we will know it is covered. Shari also reported she has created a new sponsorship form that shows the different levels of sponsorship opportunities available and an explanation of the benefits of each opportunity for the 2018 Conference. She added a few new sponsorship levels that we will be offering at a lower cost. In the past we have allowed businesses to include their promotional materials in the MACA welcome packets or “swag bags” for free and with these new sponsorship levels they can still do this but they will have to pay a small fee (\$100). Shari reported that we will also be offering half page (\$150) and full page (\$300) ad space in the 2018 conference booklets. Shari listed the sponsorship levels as follows;*

*Great Dane \$2,500 (Banquet)                      Greyhound \$1,500 (Lunch)                      Labrador \$1,200 (Breakfast)*

*Beagle \$1,000 (Social Event)                      Chihuahua \$500 (Break)*

*Puppy \$300 (Full page ad & promotional material)*

*Kitten \$150 (half page ad & promotional material)                      Hamster \$100 (promotional material only)*

*Shari stated she already has a “Beagle” level sponsor, Datamars. Shari stated she has a sponsorship request letter written and she will forward it to all board members so that they can mail them to businesses that they associate with in hopes of more sponsorships donations.*

### **Grants**

*Holly reported she would be filling out the 2018 grant applications and Shari will be following up on them. Holly has already applied for 11 Walmart Community Foundation grants resulting in 1 being declined and 2 stores awarding grants so far. She stated she will keep us posted on the other applications as she receives a decision from Walmart on them.*

*She stated she will be pursuing several other grants from Target, HSUS, Big Hearts Pet Brands and Bank of America. She also stated we are ineligible for a Nestle Purina grant because of the location of the conference but we should consider applying for one if we have the conference in Springfield in the future.*

*Holly reported that Petsmart Charities changed their grant applications and they are not accepting applications for conferences at this time but she will keep checking on this. Holly stated that her goal is to raise \$10,000 to support the 2018 conference; she also stated we currently have been promised \$4,000.*

*Shari asked if any board members are good with Power Point or if they know someone who is she would like their assistance when it comes to making a slide show with vendor logos for the 2018 conference.*

### **Newsletter**

*Nycole reported that JT Taylor was no longer working for Jefferson County and that he sent an email resigning from his non-board committee positions. Nycole advised the board that even though JT reported in November that he emailed Newsletters to Gina with the MACA website Gina advised her that she never received them. Nycole stated she recently wrote and emailed a December 2017 newsletter to Gina and it is now on the website. Nycole also advised it has been advertised on Facebook that the newsletter was available on the website and that because of the lack of interest in the MACA newsletter she would continue to produce the newsletter but she doing it quarterly instead of monthly.*

### **Website**

*Nycole advised Gina has been doing a great job keeping the website up to date and she has been adding everything we are sending in a timely manner.*

### **Old Business**

*There was a discussion pertaining to the Mini MACA's. Nycole advised since JT is no longer with MACA and he was supposed to be heading those up we would be starting from square one with the Mini's. Teresa stated she would still like to host a Mini in St. Charles. There was a discussion about possible topics; the board agreed that they would like to see more hands on classes for the Mini's. Some topics discussed were self-defense and de-escalation. Teresa stated she had some local contacts she would talk to about possibly teaching at the Mini in St. Charles. Teresa stated she will also check on the availability of the room that would be used in St. Charles. She will be looking at the end of April through the middle of May. Beth advised Gladstone could possibly host a Mini as well.*

### ***New Business***

*Nycole passed some paperwork out to the board on the new NACA membership pricing along with a chart on the benefits of membership. The new pricing for MACA to become an Affiliated State Association Partners would be \$175.00 a year. Nycole stated if MACA does become an Affiliated State Association Partner NACA would provide MACA with a code to give our members so that they can receive a discounted Individual NACA membership if they would so to be eligible to receive the Individual NACA membership benefits. Nycole stated the usual price for Individual membership is \$50 but the discounted rate will be \$35. After some discussion Holly Bowie made a motion for MACA to become an Affiliated State Association Partner with NACA, Carmen Skelly seconding and all others voting if favor.*

*Nycole advised the board members that she would like to make sure they were checking their MACA contact emails often. She stated she would like to see some type of reply to MACA board emails so that she knows the board members are receiving them.*

*There was a discussion about who could fill the empty board seat that was made when Teresa was appointed to the Secretary position. As per the bylaws JT Taylor would normally be appointed but since he resigned from all committee activity he was not considered. Nycole advised that she would like to appoint Lorraine Lester. Nycole stated Lorraine has been a great board member and only stepped down from the Secretary position because it was too much work, she did state when she resigned that she would still love to be part of the board and would gladly take on a smaller less difficult and less extensive board position, therefore Nycole feels like she would be a good fit to be appointed to the board and to take over the Scholarship Chair position. Sandy made a motion to accept Nycole's appointment of Lorraine Lester to the board of directors Shari seconding and all others voting in favor. Lorraine accepted Nycole appointment to the board via telephone.*

*With there being no further discussion and no announcements, the meeting was adjourned at 2:52 p.m. with Shari Pijut making the motion to adjourn and Sandy Alexander seconding with all others voting in favor.*

*Respectfully submitted,*

*Nycole Griffin*

*President*

*Missouri Animal Control Association*