

MACA BOARD OF DIRECTORS REGULAR MEETING MINUTES

The March 21, 2017 regular business meeting of the MACA Board of Directors was called to order by President J.T. Taylor at 10:15 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, Shawna Walker, Mark Hastings, Christine Portmann, Holly Bowie, Beth Gillespie, Brandon Anderson, James Donovan, Shari Pijut.

Wayne Allred has resigned and was not in attendance.

Taylor reported that he had received a Letter of Resignation from Board Member Wayne Allred. Allred, who retired from Jefferson County Animal Control in 2016, had notified Taylor that he would no longer be volunteering at Jefferson County any longer and therefore no longer met the requirements for being serving on the Board of Directors.

Attendance Exceptions:

None of the Board Members were absent.

Non-Voting Committee Chairs/Guests

Teresa Gilley was the only Non-voting Committee Chair present. There were no guests.

Consent Agenda:

Due to the Board having received MACA materials and the 2016 Annual Business Meeting Minutes from former President Drew Hane, Brandon Anderson made a motion to table agenda items D and E and to withdraw items H and I, as well as to include the reading and approval of the 2016 Business Meeting Minutes in this agenda. Carmen Skelly seconded the motion and the board approved the motion 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 was no discussion. Vice President Nycole Griffin made a motion to accept the minutes as presented and Shari Pijut seconded the motion. It was unanimously passed. Annual Business Meeting minutes from September, 2016 were passed out to the board members to read, and the floor was opened for discussion. No discussion was needed on the conference minutes. Christine Portmann made a motion to accept the Annual Business Meeting minutes and Mark Hastings seconded the motion. It was unanimously passed.

Membership's Comments:

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

Executive Officer's Reports:

President Taylor reported that he was attempting to develop a master email list of all members as well as a list of potential member agencies. He asked for suggestions on how the Board could get better more accurate email addresses. Holly Bowie said she was getting more membership by mail than electronic through the website. Christine Portmann suggested making an email address part of the registration forms. I was also suggested that if it was possible, Webmaster Gina Tanner might be able to include an email field for online registrations that would be mandatory before the registration could be submitted. Taylor said he would discuss it with Tanner and see if it was possible to make a mandatory email field for all registrations or other submissions, such as nominations or scholarship applications. Taylor also said he was continuing to reach out to other organizations such as the Missouri Sheriff's Association as a means of increasing membership. Taylor said he had also been working with other state and national animal care and control leaders on such projects as NIBRS, felony animal abuse and cruelty legislation, and increased prosecutions for felony offenses. Taylor concluded his report by stating that he was still looking into some of the member's complaints.

Vice President Nycole Griffin said the online survey of the members showed the most interest in going back to the Lake of the Ozarks for the 2018 Annual Conference. There was a general discussion on how to get better responses to surveys and it was suggested that a laptop could be set up in the vendor area and a free raffle ticket given out to anyone who took the survey. Griffin also reported that there was a possibility of an HSUS grant in April. She also said she had made arrangements to get into the conference room areas at 7:30 p.m. the night before the conference to set up.

Secretary Lorraine Lester stated she has the new laptop, which was hooked up and charging during the meeting. She said Brandon and James were helping her understand Windows 10. She also inquired as to what should be done with the old laptop and Brandon Anderson agreed to take it and attempt to rehabilitate. Lester also requested the purchase of a new digital recorder. Shari Pijut mad a motion to purchase a new digital recorder and Shawna Walker seconded the motion. The Board approved the purchase unanimously. There was also a general discussion on how to keep track of committee records and Taylor suggested each committee have a dedicated flash drive which could be passed from one committee chair to the next. The board thought that would be a good idea and Beth Gillespie agreed to get the flash drives.

Treasurer Carmen Skelly reported the main association account has a balance of \$23,757.92 while the certification account has a balance of \$3845.30. There was some general discussion on preparing a 2017 Conference Budget, which Vendor committee chair Shannon Fleschert said she needed to apply for some grants. There was some discussion regarding the amount of money to be spent on merchandise for the annual conference and it was recommended that \$600.00 in merchandise be purchased. Skelly also reported that the accountant, Sarah Burkemper, has what she needs to file the association's taxes in May. Lorraine Lester made a

motion to accept the Treasurer's Report as given, which was seconded by Mark Hastings. The motion was approved unanimously.

At 12:06 p.m., Taylor entertained a motion to adjourn the meeting for lunch from Mark Hastings. James Donovan seconded the motion which was unanimously approved. The meeting was suspended until 1:02 p.m. when Taylor called the meeting back to order.

Board Member Committee Reports:

Awards Committee Chair James Donovan stated he had nothing to report as there were no nominations for the MACA awards yet.

Certification Committee Chair Christine Portmann reported that there was a couple of certification constitution and bylaws that needed to be voted on. She gave each board member a copy of the amendments, which stated the changes to the Certification committee Constitution and Bylaws. James Donovan made a motion to accept the changes to the Certification committee Constitution and bylaws. Shawna Walked seconded the motion. Every board member voted for the changes except Christine Portmann, who did not vote as she is the Chair of the Certification Committee. She then reminded everyone the Certification class will be held in Poplar Bluff on April 19 and 20, 2017.

Constitution and Bylaws Committee Chair Brandon Anderson stated he did not have much to report. He stated that he had a drop box that President Drew Hane has sent him set up for MACA stuff. He stated he had put it on a flash drive. He will copy the drop box to the old MACA laptop computer in case the flash drive would ever go bad. After that, he will turn the flash drive over to Lorraine Lester to use for the secretary things.

Historian and Photographer Mark Hastings stated he had gotten 3 new tags today for the License/Tags Display board. He stated he has signs of raccoons and other animals to put his display for the Annual Conference.

Legislation Committee chair Shari Pijut spoke on HB 156, HB134, SB156, SB374, SB262, SB335, SB384, SB331, HB905, and HB1134. She recommended MACA should support SB164.

Membership Committee Chair Holly Bowie stated there was 161 current members. Taylor reported that he was still developing lists of new municipalities and humane societies that might be potential new members; and that he was planning to start reaching out to those potential new members in June.

Merchandise Committee Chair Beth Gillespie stated she had made some new contacts and obtained some new catalogs. She noted that the website still had Angie Duras as the contact person under the merchandise tab and Taylor said he was contact Gina Tanner about correcting it. She passed out price sheets for the board to look at for the different prices and merchandise that has been purchased. She had a catalog for the members to look at. She reported that one company, MACS had stated they would put the big logo on the back of jackets or shirts. MACS is located just off Barry Road in Kansas City. She stated that

arrangements were being made to have merchandise available at both of the Mini MACAs and the certification training program in Poplar Bluff.

Newsletter Committee Chair JT Taylor stated all newsletters were up to date through March. He stated he expected the newsletters to start being more than just one page soon.

Nominations Committee Chair Shawna Walker stated she did not have a lot to report on nominations. She stated there were three board members whose terms were up as well as the president's term. She said Wayne, Mark and James' terms were up, but she has not received any nominations yet. She reminded the board members that the deadline is August 1.

Scholarship Taylor said that since Wayne has retired he will tell people to go ahead and send in for scholarships, and will have the contact information on the website changed to reflect Wayne's replacement. JT asked how many scholarships will be available this year. After some general discussion, it was determined that there would be one scholarship for give to the host of a Mini-MACA and one tuition scholarship available for each Mini-MACA. Similarly there will be one host scholarship and one tuition scholarship available for each certification program. For the 2017 Annual Conference, there will be two full scholarships and two partial (tuition) scholarships available. There is a donation button on the website that a person can make a donation to the scholarship fund that needs to be deactivated until Carmen checks with our accountant.

Social Media Committee Chair James Donovan reported nothing to report on social media. He was asked how many pictures can be on the Facebook page and he stated 999 per album and it does not cost MACA anything because we use the Facebook server for storage. He also stated that the numbers of viewers/followers was good.

Non-Board Member Committee Reports:

Website: Taylor stated he had been receiving notices and forwarded emails from the website and had just learned that he was the only one receiving some website submissions. He stated he would start forwarding notices and emails from the website to the appropriate board member to ensure they had the same information he had. He said Gina Tanner was looking into the possibility of fixing the problem. Taylor said Tanner had been working hard to keep the website current and get information posted as quickly as possible. James Donovan said he had been working with Tanner to get information on the website. He stated he does the help wanted postings.

Vendor: Shannon Fleschert was absent and Taylor reported he had no further information to report. He stated she would be required to provide a detailed report as soon as possible or he would have to replace her as Vendor Committee Chair.

SOP: Committee Chair Teresa Gilley stated that her report was tabled due to Taylor having received 10 boxes of MACA records which will need to be searched for old standard operating procedures and board meeting minutes that could identify approved procedures. Taylor said he had passed out some of the standard operating procedures for the board

review, which identified such things as the president's, vice president's, secretary's and treasurer's duties.

Positions: Committee Chair Tim Mullins was unable to attend the meeting. Taylor stated the Mullins had said he had nothing new to report.

Special Committee Reports:

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

Old Business:

Mini MACA's: Two Mini-MACA classes are set for 2017. April 18 will be in St Joseph, MO and April 26 will be in Hillsboro.

Meeting Schedule and Location: Taylor stated that he had checked on a couple of locations in Kingdom City and none of the restaurants have private meeting rooms. He said the Denny's in Kingdom City has an area they could set us up in but it wasn't a separate room. He suggested we might find something in Boonville or Jefferson City. The next meeting was set up for May 16, 2017 at Golden Corral in Columbia, MO.

New Business:

Resignation of Wayne Allred/Appointment of Teresa Gilley: Wayne has resigned because he will no longer meet the requirements to be on the MACA board. The board accepted Wayne Allred's resignation. The next person to be appointed to fill Wayne's position, in accordance with the bylaws, is the person with the most votes that did not get elected to the board. That person is Teresa Gilley. There were a few board members against the appointment being done this way however Taylor stated that this in the prescribed method in accordance with the MACA Constitution and Bylaws. There was some general discussion and Taylor entertained a motion to appoint Teresa Gilley. Brandon made a motion to appoint Gilley, which was seconded by Shari. Carmen stated it should be a private vote. A paper vote was taken. Lorraine Lester was asked to count the paper votes. Lester reported votes and found the results being 9 yes votes to 2 no votes. Carmen recounted and certified the vote. JT stated he would call Teresa on his way home to let her know the board voted for her to fill Wayne's position on the board.

Leave of Absence for Shari Pijut Update: Shari stated she would attend the meetings as she can depending on her father's health. James made a motion to extend Shari's leave of absence as needed. Mark seconded the motion and it was unanimously passed.

Humane Day at the Capital: Humane Day is April 4, 2017. Christine Portmann stated she had already reserved a space for the MACA booth.

MACA Position Papers Adoption was tabled.

MACA Business Protocols (SOPs) were tabled.

Signing the revised MACA Constitution and Bylaws: Taylor stated he has a printed out copy of the revised Constitution and Bylaws in his vehicle in the parking lot. Lorraine Lester stated she was parked beside him so they will sign the paperwork after the meeting. Taylor said once signed, he would scan the papers then send them to Gina to put on the website.

Changes to Certification Program: Christine Portmann stated the certification committee was planning to make changes to the Community Outreach and Field Operations classes in the November, after the last 2017 certification course. Christine was asked by Taylor if she knew who has to sign the amended Certification Constitution and Bylaws for the certification committee. Christine stated she thought it was her and the president. She stated she will get with Taylor and get them signed and on the website as well.

Expulsion of MACA Member for Inappropriate Conduct and Failing to Return MACA Property in a Timely Manner was withdrawn from the agenda because the member had returned the property and withdrew from the association.

Options for Obtaining MACA Property, Missing Meeting Minutes, etc. was also withdrawn from the agenda because the property and minutes had been returned.

Announcements:

There were no announcements,

Adjournment:

President JT Taylor entertained a motion to adjourn. Christine Portmann made the motion to adjourn. It was seconded by Shari Pijut. The motion carried unanimously and the meeting was adjourned by President JT Taylor at 4:00 PM.