



**SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS OF SOUTHWEST MICHIGAN
EXECUTIVE BOARD MEETING
SUNDAY, DECEMBER 20, 2009
DIVERSIFIED FINANCIAL**

BOARD MEMBERS PRESENT: Jim Di Loreto, Mike Kounelis, Robin Vleugel, Diane Baker, Sara Singleton, and Pete VanVranken.

HANDOUTS: Agenda; October 20, 2009 Meeting Minutes; Capital Campaign 3-Month Fundraising Snapshot; Operating Model and Structure SPCA Pet Rescue Center Board Proposal.

The meeting was called to order at 6:15 PM by President, Jim Di Loreto.

APPROVAL OF OCTOBER 20, 2009 BOARD MEETING MINUTES – *Diane Baker*

- Diane Baker reviewed the process by which the board will approve all meeting minutes from this date going forward. The board will follow “Roberts Rules of Order” guidelines for motions.
- Members were given the opportunity to review the minutes submitted. Pete VanVranken motioned to accept the minutes as submitted, Robin Vleugel seconded the motion, members declined discussion, and the motion was unanimously approved.

CONSTRUCTION PROJECT AND CAPITAL CAMPAIGN UPDATE – *Mike Kounelis*

- Mike Kounelis shared the results of the Oshtemo Township inspection. There were 4 findings. These findings were not unexpected, but it was hoped in the interest of cost effectiveness that the township would not insist these site plan items be installed. The following will be corrected:
 1. Fencing Slats at Exterior Dog Areas – In lieu of the slats, several evergreen trees will be installed to provide required screening on the east side.
 2. Fire Hydrant – SPCA must contract with the City of Kalamazoo to install a fire hydrant. The cost is \$6,700. Mike will review payment responsibility with Oshtemo Township.
 3. Dumpster Enclosure – Screen wall and gates will be installed in the spring.
 4. North Parking Lot – Required to provide a 20’ x 26’ extension, for truck access, to the east. This is required because the north parking lot was removed from the project due to budget constraints.

The cost of these items is expected to be approximately \$10,000 - \$12,000 and the construction contingency will be utilized to pay for these items.

- Plans for the rescue center sign were reviewed.
- Mike reviewed the capital campaign handout, and members discussed possibilities.
- It was noted that the dog kennels were financed through a lease, and that Shoreline’s president donated a cage caddy for each of the kennels.
- Jim commended Mike for the excellent work done on the campaign.

UNIFYING THE SPCA TO MOVE FORWARD SUCCESSFULLY – *Robin Vleugel*

- Robin Vleugel shared past history and concerns for events taking place within the SPCA organization involving volunteers or employees such as individuals coordinating unauthorized events and individuals not acting in the best interest of the organization.

- A recent incident involving the resignation of a volunteer and a subsequent dismissal of the volunteer coordinator was discussed. The board support the process and outcome of this incident.
- A plan of action and a call for members to set clear goals, implement those goals, monitor the goals (are they being met), and reevaluating goals from time to time were requested. The need for a centralized leadership role was pointed out.
- Members discussed these topics at length. The discussion incorporated the next item and continued.

PROPOSAL OF HOW SPCA WILL OPERATE IN NEW ENVIRONMENT – *Jim Di Loreto*

- Jim Di Loreto reviewed the proposal handout.
- Above discussion continued.
- The board members agreed that the Director of Operations should not manage himself/herself and that appointees for various leads should be found other than the director.
- The board members agreed that publications governing policies and procedures (i.e.: employee handbook, shelter operations, event policies) must be brought before the board for approval as well as addendums to documents as changes are deemed necessary.
- The suggestion was made to meet in January and February and that these meetings are devoted to establishing operational items.
- Diane Baker motioned that the board adopt the proposed structure for pet rescue center operations as outlined on page 5 of the handout – not the people listed, just the structure at this point. Pete VanVranken seconded, members declined discussion, and the motion was unanimously approved.

SCHEDULING – *Diane Baker*

- Members agreed to the following meeting dates:
 1. January 24, 2010
 2. February 28, 2010
 3. March 28, 2010
- All meetings will be held at the new rescue center conference room from 3:00 to 5:00 PM
- At the March meeting the next dates will be selected. If possible, on a day other than Sunday.

WOOFSTOCK 2009 WRAP-UP AND 2010 PROPOSAL – *Mike Kounelis*

- Mike reviewed his meetings with Vicki VanDenBerg.
- Robin is in possession of some receipts from the event.
- Robin will check on the possibility/consequences of booking in 2010.
- A resolution with Vicki ideally would be reached and an agreement signed by December 31, 2009. Mike will continue his efforts to accomplish this goal.

The meeting was adjourned at 6:19 PM.

Minutes Submitted ~ Diane E. Baker, SPCA of SW MI Board Secretary