

**RCACP
Advisory Board Meeting Minutes
January 30, 2013**

Members Present:

Barbara Dalhouse, SPCA
Trisha Deaton, Director of Shelter Operations
Kandy Elliott, SPCA
Mark Lovern, City of Roanoke
Brent Robertson, Chairman, Roanoke County
Barry Thompson, Town of Vinton
Andrea Trent, City of Roanoke
Tony Zerrilla, Botetourt County

The Regional Center for Animal Control & Protection Advisory Board met this day at the Vinton War Memorial, in the Town of Vinton, this being their regularly scheduled quarterly meeting.

Call to order:

Chairman Brent Robertson called the meeting to order at 2:30 PM. The roll call was taken with 100% local representation.

Mr. Robertson recognized the citizens present and communicated the agenda provided for public comment.

Approval of Minutes:

The minutes of the October 24, 2012 meeting were presented and approved.

Center Operations:

Ms. Elliott reviewed the second quarter's operational statistics/results with commentary on intake, occupancy, transfers and redemptions, euthanasia, live release rates and veterinary expenses with the most noticeable of the commentary provided on the occupancy and the length of stay of those animals housed at the shelter.

Ms. Carlin, who was not able to attend, had previously supplied a financial summary of the quarter ending December 31, 2012. The Board discussed the expenses related to unbudgeted security items, volunteer coordinator, and unexpected legal fees relating to employment issues. The Board acknowledged the unexpected HVAC expenditures and directed Ms. Carlin to charge these to the operating account.

Unfinished Business:

Volunteer Program Update:

Mr. Robertson acknowledged receiving additional comments from volunteers about the Volunteer Handbook. The handbook is being utilized as a guide at the moment and will be finalized/updated upon hire of an Executive Director for the shelter.

New Business:

Ms. Elliott announced the SPCA had made an offer and expected a new Executive Director to be on board around the end of February. Ms. Elliott will be working to transition the new Director but will be exiting her role as Interim Executive Director in early March.

Public Comment:

Citizens inquired about various topics which included recertification as a volunteer, animal intake numbers, mandatory spay and neuter requirements, coordination of volunteers and special events, rabies shots and access to behaviorist notes to facilitate placements.

Next Meeting:

The next quarterly meeting is scheduled for 2:30, Wednesday, April 24, 2013 at the Regional Center for Animal Control and Protection.

There being no further business, the meeting public portion of the agenda was adjourned.

Closed Session:

The Board convened in a closed session to discuss the personnel matter of the Executive Directory vacancy.

The Board reconvened into open session and immediately adjourned as there was no further business.

Respectfully submitted,
Andrea F. Trent