

RCACP
Advisory Board Meeting Minutes
July 25, 2012

1. Roll Call and Introductions:

Chairman Brent Robertson called the quarterly operational meeting of the RCACP Advisory Board to order at 2:30 p.m. on July 25, 2012. The meeting was held in the conference room at the RCACP.

Members present:

Barbara Dalhouse
Mark Lovern
Brent Robertson
Andrea Trent
Daphne Turner
Tony Zerrilla

Members absent:

Barry Thompson
William "Bill" Watson

Also in attendance:

Mary Carlin
Trisha Deaton

Barbara Dalhouse reintroduced Daphne Turner, Secretary of the Roanoke Valley SPCA, as a communication liaison between the SPCA, ACS, and the municipalities.

A quorum was present for the meeting.

2. **Approval of Minutes:** Minutes from the June 20, 2012 monthly meeting were presented for approval. Mr. Zerrilla requested clarification on the tax status of the RCACP and the necessary licensing for soliciting funding for discussion at the next meeting. The minutes were approved.

3. **Current Operations – Trisha Deaton (in lieu of Bill Watson):**

a. Report on Center Operations:

- Quarterly intake down compared to the same quarter last year (2011) and to the average intake over the same quarters for the last six year period beginning in 2007.
- Occupancy rates remained stable for the quarter.
- Live release rates up and attributable to rescue group transfers.

b. Operating Results /Financial Information:

- 4th quarter preliminary results were discussed.
- Final year end transfers were currently being finalized (ie. maintenance and expenses related to recent power outage).

Brent Robertson requested a copy of the final audited FY11 statements be forwarded to Board members.

c. Status of open projects:

- No report

4. Unfinished business:

- a. Procedures for transfers – remains pending
- b. Animal Control Officers – Quarterly meeting
 - Animal Control Officers in conjunction with leadership of the SPCA will again begin meeting to discuss operational issues. These meeting will occur in advance of the regular scheduled quarterly Advisory Board meeting to facilitate any needed discussion or actions needed by the Board.
- c. Business Planning
 - The localities met to define the broad areas and goals of the four varied localities as we strive to meet the needs of citizen protection in conjunction with the welfare of the animals and the community. The discussion will continue with a draft business plan the result.

5. New business:

- No new business initiated.

6. Public Comment:

- Volunteers inquired and voiced comment on cage records copies, FOIA requests, rescue agency networking and a networking spreadsheet, and fundraising.
- Daphne Turner, introduced herself to the audience as the new liaison between volunteers and ACS. She communicated that the SPCA and ACS are looking into several key areas; staff, volunteers, what is going on, the volunteer handbook. Ms. Turner stressed due process, privacy and compliance as key components and outlined the following areas of actions:
 1. Partner, nurture, network and work as hard as possible the volunteers vs. against them,
 2. Seek help from volunteer veterinarian technicians and veterinarian services,
 3. Develop a strong volunteer program, and
 4. Work together to educate the community

7. Next Meeting Date: The next monthly meeting scheduled is Wednesday, August 22, 2012 at 2:30 p.m. at the Roanoke County Administration Center.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Andrea F. Trent
RCACP Advisory Board Member