

**RCACP
Advisory Board Meeting Minutes
October 24, 2012**

Members Present:

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

The Regional Center for Animal Control & Protection Advisory Board met this day at the Regional Center for Animal Control and Protection, in the City of Roanoke, 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 September 19, 2012 and the October 26, 2011 meetings were presented for approval. Both sets of minutes were approved.

Center Operations:

Ms. Elliott reviewed the fiscal year's first quarter's 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 tremendous growth in transfers and redemptions rates and the decline in the euthanasia rate.

Ms. Carlin presented a summary of the first quarter financial results with specific mention to the expense line variances relating to security, and veterinarian and legal fees.

Unfinished Business:

ACO Committee - Review

Mr. Zerilla attended the ACO meeting and reported discussion progressed from all localities on the volunteer handbook to a final draft stage. While it was noted that the City of Roanoke voiced concerned related to animals during the stray hold period, all issues are resolved and ready for presentation.

Volunteer Program Update:

Ms. Elliott added commentary affirming the final review is underway and very close to completion. Ms. Deaton communicated the updated handbook will require all volunteers, with no exception, to undergo an on-line training program. More details will follow upon completion of the on-line training module. Ms. Deaton acknowledged that all paid staff would also be undergoing this same training. Additionally, Ms. Deaton communicated that internal processes and procedures are being updated to facilitate training.

Fundraising – Registration:

Mr. Elliott commented on her progress and communications with the Department of Consumer Affairs relating to the 501-3c status and the ability to accept donations. The localities will need to be involved as progress continues in this area.

New Business:

No new business initiated.

Public Comment:

Citizens inquired about various topics which included donations, adoption events, rabies shots, volunteer veterinarians, routine vaccinations, volunteer activity and training, and counseling for individuals who are relinquishing animals.

Next Meeting:

The next monthly meeting has not been scheduled; however, once confirmed, it will be posted on the respective localities event calendars along with notification on the regional center's web site.

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