



**ANIMAL PROTECTORS OF ALLEGHENY VALLEY  
BOARD OF DIRECTORS MINUTES  
AUGUST 20, 2018**

**Present:** Phyllis Framel, Tammy Libengood, Val DeSanto, Nicole Pavetti, Joe Galvanek, Barbara Bruce, Jennifer Bertetto

**Leave of Absence:** Kathy Clarke

**Guests for Beginning of Meeting:** Gwen Snyder, Shelter Manager

**Meeting was called to order by P. Framel at 6:00 pm**

**Actions Taken:**

1. The group discussed the next steps for implementing some changes based on suggestions in the Shelter Evaluation.
  - a. We will update the bylaws. **ACTION: V. DeSanto provided her changes to the board via email; anyone with changes should include and forward to the board for updating.**
  - b. Office hours will change. We will change weekend hours to 12 - 6 pm once we are fully staffed and have more volunteers trained to cover all of the hours. **ACTION: The first change in business hours will happen September 1, 2018. The shelter will be CLOSED everyone Monday. Updates will be made to the web site, facebook, google, twitter, etc.**
  - c. Work is continuing on the medical room clean out of prescriptions.
  - d. Cleaning procedures need to be finalized. **ACTION: V. DeSanto and G. Snyder will meet and discuss downloading videos and putting together SOP's for the staff to be trained on and begin following.**
2. G. Snyder reported:
  - a. Adoption procedures were discussed. **Ongoing: ACTION: Gwen, Mar, Val and Tammy should work together on revising our current adoption procedures. There are many shelters that perform adoption discussions with potential adopters as opposed to detailed vet checks and meet and greets. The team should propose a new policy to the board for any changes.**
  - b. Kylie Smith is interested in the social media position (10 - 15 hours per week.) Gwen will interview her and ask her to do some sample work and then Nicole Pavetti will speak with her to finish out interview. She will be on standard 90-day probation.
  - c. New employee, Tessa, started work at the shelter this week.
  - d. G. Snyder had hired another person to begin work on August 21, but has accepted another job for higher wages.
  - e. New employee, Hailey, is doing well. Working out her transportation issues. She would like to do volunteer work too. **ACTION: J. Bertetto will ask her attorney if this is legal for her to work and volunteer.**
  - f. G. Snyder explained the idea of variable adoption pricing to the board. This is the act of higher prices for highly sought after breeds and a lesser amount for older and those left

behind. **ACTION: G. Snyder will obtain more information for the board on how the process works and other shelters (any local?) who are using this pricing scheme.**

- g. G. Snyder reported that 15 year old dog, Poochy, is having hip issues and we need to find the dog a home. **ACTION: J. Bertetto has offered to pay for the adoption fees for the dog.**
- h. Bob Fragasso asked P. Framel that we offer a Veterans free or discount program. An idea came up about a possible event at David's Diner (Veteran-run) to announce any program we might offer in the future. Owner Lisa Speer has offered to do an event with us.

3. N. Pavetti reported \$599,000 in the capital fund, an additional \$101,000 pledged for a total of ~\$702,000.
4. T. Libengood reported a January - July to budget loss of ~\$73,000. Ideas were discussed on how to make up the money with strongest idea being Jennifer's of soliciting business donations in larger sums.
5. The AP mailing list was sent to a few board members for review. There are over 5,000 names. We need to scale this down. **Reminder for this month. ACTION: T. Libengood will forward the list to the board. Any removals should be forwarded to Christine Ashbaugh at [cashbaugh@animalprotectors.net](mailto:cashbaugh@animalprotectors.net) We will want the list to be up to date prior to the beginning of September for the next newsletter mailing.**
6. V. DeSanto will research Volunteer Match online to see if we can match up skills of volunteers with tasks that are desperately needed for AP. *UPDATE: No matches were made.*
7. P. Framel passed out a conceptual drawing of the Church Street shelter. A leak was noticed on the roof. Architect Heather is going to investigate when the repair will need to be done.
8. Vaughn Tree Service provided a quote for \$1950 to remove the hemlock trees that are diseased or \$375 for treating only. **ACTION: N. Pavetti will contact Black Lab for another bid.**
9. An application was reviewed by board members for Joseph Lawrence. All members voted YES to inviting Mr. Lawrence to the board. **ACTION: P. Framel will call Mr. Lawrence and invite him to the next meeting.**
10. P. Framel and J. Bertetto spoke about three other possible board members.
11. P. Framel reminded the board that we are signed up to do the Boardworks! program through RMU starting in September.
12. P. Framel spoke to the auditor and we need to follow the checks and balances that were set up for our fundraisers and in the office. These are not being followed and if we don't get all of the paperwork she will not be able to sign off on our 2017 filing.
13. V. DeSanto stated that we are not using Volgistics on a tablet and we need to be set up so volunteer Peggy is not entering all of the hours each week. **ACTION: N. Pavetti will send out a Constant Contact showing all volunteers how to log on to the Volgistics on their smart phones to log their hours in as opposed to using paper.**

Meeting was adjourned by P. Framel at 7:50 pm.