

**Date & Location:** Thursday, May 27, 2021, via Zoom and in person at Mainstay Financial Group – 4 pm

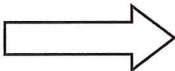
**Facilitator:** Gerald Adcox, President

**Members:** Andy Barnes, Vice President  
 Eloise Lautier, Secretary  
 Barbara Sawyer, Treasurer  
 Jodi Bell, Kacee Bidnick, Sally Fox, Hank Gonzales, Danielle Mullet, Ceil Reese, Casey Rodgers, Dan Sanders, Michelle Sauls

**Absent:** Casey Rodgers (on leave), Hank Gonzales

**PHS Staff:** Jan Castillo, Executive Director; Manda Moore, Director of Development and Interim ED

**Next Meetings:** **July 29, August 26, September 30**  
 (last Thursday of month; Annual two-hour meeting in September; no December meeting)

Reminders	Discussions/Actions
<p><b>Remember to log your volunteer hours! Meetings, networking and event attendance count!</b></p> <p><b>Vote</b> </p> <p><b>Recruit new board members!</b></p> <p><b>A committee of Hank, Andy &amp; Dan will investigate hiring a new vet.</b></p>	<p><b>Gerald Adcox, President</b></p> <ul style="list-style-type: none"> <li>• Call to order</li> <li>• Minutes were approved, motion by Sally, second by Barbara</li> <li>• Gerald said that Judge Casey Rodgers will be on leave from board meetings for the next few months due to backlog of court cases.</li> <li>• Gerald announced the resignation of Dawn Novy, Executive Director for one week. Dawn notified the Executive Committee that she did not feel the job was the right fit for her.</li> <li>• Introduction of new Executive Director, Jan Castillo to replace former Executive Director Jennifer Bitner, who resigned in April. Gerald gave the board an update on Jan Castillo's experience and skill. Jan was highly recommended by those who interviewed and worked with her during her orientation. Manda will assist Jan as she becomes acclimated to the non-profit sector. Vote to accept her nomination was unanimous, motion by Barbara, second by Sally. Gerald abstained since he is a personal friend of Jan.</li> <li>• Announcements – Gerald and the rest of the board thanked Manda Moore for filling in as ED for the last few weeks. Manda did an outstanding job. Gerald also announced the resignation from the board of Joan Connell, who will be moving to Louisiana. The board is grateful to Joan for her years of service and support!</li> <li>• New ED job description and organizational chart – Barbara and Eloise will discuss job description with Jan and Manda to make sure there is no conflict in roles. Barbara created a new organizational chart which will be edited to reflect Elle Banton's new position and the positions that report directly to Manda.</li> <li>• The local Volkswagen Club donated a large supply of pet food to the pet pantry.</li> </ul> <p><b>Manda Moore, Interim Executive Director</b></p> <ul style="list-style-type: none"> <li>• Director's remarks and updates (Weekly and monthly reports may be found on the Google drive; see link below.)</li> <li>• Shelter report – 32 animals were transported to low-cost spay/neuter center in Dothan for \$1480. Eloise's vet, Dr. Gus Mueller will do nine kittens at no charge except for rabies and tests. We also sent seven to ECAS for surgery. We have found homes for the DOGO puppies, a working breed that are aggressive. All of our fosters will have their surgeries within the next two weeks.</li> <li>• Grants and bequests – FEMA loan has been submitted and we are responding to their questions.</li> <li>• Quint Studer donated two tickets to a symposium at Studer Community Institute and discounted two more tickets. Melissa, Elle, Aly and Manda attended. Elle won a year's worth of master classes, which will give her access to master classes throughout the year. Her position, Head of Community and Shelter Advocacy is advocacy for shelter employees and the underserved community at large. Her job also entails putting together and standardizing all SOPs, Standard</li> </ul>

Operating Procedures.

- Other positions created: Head of Fosters, Aly Martinez; Jessica Fischer, Head of Events and Social Media, has increased our social media by 69% and followers increased by 4000 in one week and we reached 27,000 in one week. She was able to get us discounted appliances from Lowe's. We have had employee morale programs (gift cards, food, birthday cakes) during this difficult transition to make sure they know we care for and support them.
- Barbara drafted a letter from the board to show our support to the staff during the transition.

**Barbara Sawyer, Treasurer**

- Financials – Balance sheet is strong, thanks to the large bequest. Beverly is losing money since it doesn't generate any revenue. Clinic is closed. Barbara spoke with CPA, who told her the SBA EID grant which was originally reported as a \$10,000 liability, could be moved to revenue. Overall net income increased due to bequest and SBA loan. Unrealized gains on investments were huge year to date. Credit card balances are paid off monthly.
- Budget discussion – things are status quo. Barbara will work with Jan to review.
- Procurement policy – FEMA requires one and we do not have one. Barbara drafted a boiler plate policy and it basically says for any expense of \$10,000 or more, we must get three bids. Barbara proposed we adopt the new policy. Eloise seconded and it was adopted unanimously.
- Barbara will present 990 form at next board meeting.

**Hank Gonzales (absent)**

- Vet search report – Gerald reported that a committee is in place. Gerald has talked to numerous people who may be willing to help part time. He has spoken to someone local who was the San Diego Zoo veterinarian who may possibly help out without compensation. Committee will meet to set parameters and investigate possibilities.

**Jan Castillo, New Executive Director**

- Jan said she is excited to be with us. She will officially start on June 7 but is getting acclimated the position through meetings and working from home.

**Other Business**

- A check was sent to Santa Rosa County Shelter for \$12,000 to reimburse for spay/neuter surgeries. Cemetery has been refenced since Hurricane Sally. It is now chain link so it should hold up better in storms. We have received grant monies to maintain thus far.
- Gerald is storing a donated 2013 Lexus, which has been discussed in previous meetings. It was decided to sell the car for approximately \$24,000 to a buyer Gerald has found. Discussion included how to honor the donor and that it be used as signing bonus or recruitment fee for new vet. Sally moved and Dan seconded. Vote was unanimously in favor.
- Manda said Dawn Novy started an inventory list of equipment and Gerald asked Eloise to enter into permanent record when it is completed.
- Next meeting will be at Pensacola Yacht Club.

**Adjourn**

Vote



Vote

