

Date & Location: **SPECIAL MEETING** Thursday, December 8, 2022, at Emmanuel Sheppard & Condon conference room - 4 pm

Facilitator: Gerald Adcox, President

Members: Andy Barnes, Vice President
 Eloise Lautier, Secretary
 Barbara Sawyer, Treasurer
 Kacee Bidnick, Chris Cobb, Deborah Dunlap, Sally Fox, Hank Gonzales, Ceil Reese, Dan Sanders, Michelle Sauls
 Blake White

Absent: Ceil Reese, Michelle Sauls

PHS Staff: Manda Moore Joseph – Interim Executive Director/Development Director

2023 Meetings: January 26, February 23, March 30 - Annual meeting October 5

Agenda Topic	Actions/Discussion
<p>Recruit new board members!</p>	<p>Gerald Adcox, President</p> <ul style="list-style-type: none"> • Call to order • Employee Engagement Survey – Manda reported it was underway • Staff changes/Ratification of Executive Committee decisions – Manda was unanimously approved as Interim Executive Director; she will remain as Development Director; motion by Kacee, second by Sally • Skip Vogelsang’s resignation accepted and effective immediately • Change in meeting frequency – during transition, the board will return to monthly meetings • Financial concerns – \$100,000 line of credit, which had been executed by Executive Committee, was unanimously approved by board; motion by Sally, second by Blake; 80th Anniversary campaign will hopefully help with bringing us back to where we were pre-pandemic. • The Executive Committee appointed a Search Committee for the position of Executive Director, consisting of Dan, Michelle and Andy. Manda was informed that she will be under consideration as well for the position.
	<p>Manda Moore Joseph, Interim Executive Director/Development Director</p> <ul style="list-style-type: none"> • Director’s report – Manda provided written documents regarding grants, restricted funds. Much discussion ensued regarding Manda’s written reports, as members sought clarification of the actual status of restricted funds as they pertain to the day-to-day bookkeeping. Satisfied that funds were not "missing", the board agreed to further clarify the status of restricted funds, how they are classified in our bookkeeping to ensure that they were allocated appropriately, and report back to the interim ED as soon as possible.
<p>Log in your volunteer hours!</p> <p>Sell Fur Ball sponsorships!</p>	<p>Eloise Lautier, Secretary</p> <ul style="list-style-type: none"> • Fur Ball and 80th sponsorships – Eloise passed out silent auction and Fur Ball sponsor forms. Hold off on 80th donations until we fill Fur Ball seats. • Fur Ball changed to March 18, Pensacola Yacht Club • Friday, February 3, our 80th Anniversary, Cat Country will host a live remote from shelter asking for donations via text during the day and we will host an Open House in the afternoon, with tours, information on programs and refreshments. • Channel 3 has been asked to do a Fill the Mayflower type event for PHS. Waiting for confirmation.

	<p>Barbara Sawyer, Treasurer</p> <ul style="list-style-type: none"> • Due to a potential overdraft reported by Manda, the board authorized Hank to immediately notify bank to transfer \$20,000 from line of credit. • Policy for bequests – Barbara recommended suspension of current policy until June 30, 2023, with a monthly report on status of bequests. Board will re-examine; motion by Andy, second by Dan • Financial report – The board approved staff raises which had been promised by former Executive Director Jan Castillo. Dan motioned and Deborah seconded. • A raise for Manda Moore, Interim Executive Director and Development Director, was postponed pending her performance first quarter and whether she is approved as permanent Executive Director. Andy motioned that her compensation remains unchanged, and Barbara seconded.
	<p>Other Business</p> <ul style="list-style-type: none"> • Reminder – February 3, 2023, is 80th anniversary of PHS. Open House at Shelter with live remote from Cat Country.
	<p>Adjourn 6 pm</p>



Date & Location: SPECIAL MEETING Thursday, December 8, 2022, at Emmanuel Sheppard & Condon conference room - 4 pm
No Zoom but you may call into Eloise's phone for audio - 850 450-8958

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Eloise Lautier, Secretary
Barbara Sawyer, Treasurer
Kacee Bidnick, Chris Cobb, Deborah Dunlap, Sally Fox, Hank Gonzales, Ceil Reese, Dan Sanders, Michelle Sauls, Blake White

Absent:

PHS Staff: Manda Moore Joseph – Interim Executive Director

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Recruit new board members!	<p>Gerald Adcox, President</p> <ul style="list-style-type: none"> • Call to order • Employee Engagement Survey • Staff changes/Ratification of Executive Committee decisions • Skip Vogelsang's resignation • Change in meeting frequency • Financial concerns – Line of credit, 80th Anniversary campaign
	<p>Manda Moore Joseph, Interim Executive Director/Development Director</p> <ul style="list-style-type: none"> • Director's report
Log in your volunteer hours! Sell Fur Ball sponsorships!	<p>Eloise Lautier, Secretary</p> <ul style="list-style-type: none"> • Fur Ball and 80th sponsorships – Silent auction forms • Fur Ball changed to March 18, Pensacola Yacht Club • Friday, February 3, our 80th Anniversary, Cat Country will host a live remote from shelter asking for donations via text during the day and we will host an Open House in the afternoon, with tours, information on programs and refreshments. • Channel 3 has been asked to do a Fill the Mayflower type event for PHS. Waiting for confirmation.
	<p>Barbara Sawyer, Treasurer</p> <ul style="list-style-type: none"> • Policy for bequests • Financial report
	<p>Other Business</p> <ul style="list-style-type: none"> • Reminder – February 3, 2023, is 80th anniversary of PHS. Open House at Shelter with live remote from Cat Country.
	Adjourn



Events and Meetings:

FYI

Coming up:

- Adoption Events Most Weekends!
- Please log volunteer hours online through our My Impact site! Receive login info from Raina Townson, volunteer coordinator. Log board and other meetings, attendance at events, research, administrative duties or networking, to assist with grant applications statistics.
- All board documents, including minutes, agendas, bylaws, policies, board application forms, etc., may be viewed at <https://drive.google.com/drive/folders/1E7WLeY0835j134YP2cCRyuulJ4dX2SB0>

Staff contacts:

manda@pensacolahumane.org - Manda Moore Joseph, Interim Executive Director/Development Director
volunteer@pensacolahumane.org - Raina Townson, Volunteer Coordinator
jessica@pensacolahumane.org – Social Media
jess@pensacolahumane.org - Jess Gehres, Accounting Assistant
foster@pensacolahumane.org - Aly Martinez, Foster Coordinator
Janet@pensacolahumane.org - The Help Team, Janet Beall
events@pensacolahumane.org - Elisabeth McSpadden, Event Coordinator



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Board Report

December 8, 2022

Interim Executive Director/Director of Development

Manda Moore-Joseph

146 animals in our care: 123 in foster and 23 in our shelter

1. Survey was readministered in hard copy form; it has been handed out and a sealed box has been set out for the staff and volunteer mentors to drop them in.
2. Pet Cemetery: Spoke with Commissioner Bergosh and left it in the hands of Gerald Adcox.
3. New Partnership with PPD.
4. Feral Cat Colony: have delegated out portions of work to staff and volunteers to meet deadline of Christmas.
5. Visit Pensacola has chosen us to be their nonprofit for 2023, we are signed up to utilize their Gallery Night spot in January and March to sell merch.
6. Funding: Paid Insurance, was reimbursed from using personal credit card for LLF client, paid 2 invoices for LLF as well. Received \$5,000 from Travis Talley of the Talley Group for emergency funding to assist in buying all the vaccines and medicines needed for the animals in our care. This donation was quickly taken out of our account for other checks that were out and possibly payroll. We utilized a credit card to purchase half the vaccines we needed.
7. Included are the following Reports: Bequest estimates, missing restricted monies, my Incentive Report and list of raises.

Missing Restricted Funds

Louie's Love Fund/The Chadbourne Foundation	\$2,844.02
The Talley Group/restricted to vaccines	\$5,000
Florida Animal Friends Grant	\$11,745
Pay It Forward (3 different restricted funds rolled in)	\$25,912.41
Vet Comp from Lexus sold (Donor restricted)	\$24,000
Escambia County Voucher (questions involving invoice)	\$24,085
Total:	\$93, 586.46

Bequests

Estimate \$200,000	End of fiscal year
Estimate \$100,000	Estimate April 2023
\$8,000	Estimate April 2023
Estimate \$156,000	Extension Dec 31

Kyle Leavitt with Merrill Lynch is transferring \$5,000 in stock through DTC this week I believe, I sent the instructions and connected him to Scott Glen.



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Raises

Jessica Fischer, Department Head, Communications and Marketing \$1 raise

Jess Gehres, Department Head, Accounting \$1 raise

Emily Stephens, Department Head, Help Team \$1 raise

Raina Townson, Department Head, Volunteers \$1 raise

Janet Beall, Department Head, RTF \$1

Tabitha Roth, Part Time Vet Tech overseeing shelter health for Melissa, \$2

Izzy Vela, ACS/Fosters, \$1

Tori Kelley, ACS/IT, .50¢ raise

Alysia Martinez, Department Head, Operations \$37,500 salary

Her salary with overtime at \$15 an hour is \$36,950 not including this coming holiday where she accrues loads of overtime for our foster program. Previous years can run up to \$41,000.

New position is to take on more administrative duties (scheduling, supervising and ordering) to alleviate Director of Animal Care/Shelter Health as she transitions more into running the clinic. In this new position she will continue to mentor staff members as she currently has started to do.



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Incentive Report

October 1, 2021-December 31, 2021

Manda Moore-Joseph

Director of Development

Restrictive Funds

November	\$1500 (Foster Pantry/Rotary)
November	\$7000 (Rotary grant/ultrasound)
December	\$20,000 (Bud's Backyard)
December	\$30,000 (Louie's Love Fund)

Total: \$58,500

Unrestricted Funds

QGiv launch of Greater Good Fund: \$6166.25

Total: \$6,166.25

Paid Out: \$5,000 from old incentive plan



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Incentive Report

Manda Moore-Joseph

January 1, 2022- March 31, 2022

Director of Development

Restricted

Running Total \$58,500

March Talley Group \$2500 (Furball Table)

New Total: \$61,000

Unrestricted

Running Total \$6,166.25

February

\$1500 (\$1700-\$200 p-t-p)

March

\$100

\$5000

d \$5800.75

New Total: \$18,567

Incentive on Restricted: \$3,000* Not DUE (\$2,000 left from first quarter payout)



**PENSACOLA
HUMANE SOCIETY**

Incentive Report

April 1, 2022 – June 30, 2022

Restricted

Running Total: \$61,000

June Sunday's Child \$30,000

New Total: \$91,000

Unrestricted

Running Total: \$18,567

Greater Good \$1033

New Total: \$19,600

Incentive Due: \$0



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Incentive Report

July 1, 2022 – September 30, 2022

Restricted **Running Total: \$91,000**

September

\$800

\$150

\$500

\$500

\$500

\$200

Barktoberfest Presenting Sponsorship \$5000 (+\$500 in-kind)

Restricted Gift Assist portion \$1438.50

New Total: \$100,088.50

Unrestricted **Running Total: \$19,600**

September

gift) \$50,000

New Total: \$69,600



Incentive Yearly Report Totals

Manda Moore-Joseph

Report Totals Oct 1, 2021-September 30, 2022

Director of Development

Restricted: \$100,088.50 + \$60,000 already met: Incentive Level 25% of base = \$15,000

Unrestricted: \$69,600 - \$60,000 to meet incentive = Incentive Level 15% of base = \$9,000

Total Incentive: \$24,000

\$24,000 - \$5,000 already paid = \$19,000

Payout Schedule: \$4,750 a week x 4

*Does not include Restricted State Grant \$75,000 (has not arrived as of 9.22.2022)

*Does not include Restricted Furball Silver Paw \$3,000 (has not arrived as of 9.22.2022)