

WRNC Board Meeting Agenda
Sunday November 06, 2016
TeleConference
Time: 10:00am

Meeting Called to order by Mathias at 10:02am

Decisions Made

- Approved July Board Minutes
- Approved to retain the board of director code of ethics as read and stated

Attendance Call

<u>_P_ Mathias Engelmann (Pres)</u>	<u>_P_ Mary Weiss</u>	<u>_P_ Linda Bergman-Althouse</u>
<u>_P_ Cathy Burns (VP)</u>	<u>_P_ Carla Johnson</u>	<u>_P_ Kelley Odell</u>
<u>_P_ Savannah Trantham (Sec)</u>	<u>_P_ Kathy Lillard</u>	<u>_P_ Elizabeth Hanrahan</u>
<u>_P_ Ann Rogers (Tres starting 5/1/16)</u>	<u>_P_ Joni Seymour</u>	<u>_P_ Toni O'Neil</u>
<u>_P_ Jean Chamberlain</u>	<u>_X_ Christina Hildreth</u>	<u>_X_ Mischa Trinks</u>
<u>_X_ Casey Colicchio (VSL)</u>	<u>_X_ Rebekah Harp (VSL)</u>	

Approval of July board meeting minutes

Matiahs motions to approve. Savannah seconds. Vote unanimous to approve July board meeting minutes

Old Business:

- Consolidation of all documents onto Google Drive
 - Need all information to do so

All documents are on the website, do we need to back up somewhere else? The website is backed up 2x. Long-term not sure about Google Drive and its survivability. Is it redundant at this time? We need continuity and ability to save everything we need. Our website is on GoDaddy and it's backed up in multiple places. Don't see a need to move forward at this time with consolidating documents.

New Business:

- Discuss ethics document and vote

Everyone got with the meeting reminder email. Looking at signing at the symposium in January. This is something we haven't done before. Like the idea of signing it each year as a renewal, make it more formalized. Is this just for BoD? Yes. Linda motions to retain the board of director code of ethics as read and stated. Kelley seconds. Vote is unanimous to retain the code of ethics as read and stated.

- Board committee job descriptions
 - Updated?
 - Do they need to be more in-depth or detailed

Are on several places on the website. The descriptions are quite detailed. They were originally done in 03/2010. Do we have non-board members on committees? Yes. Should we denote those members on the committee lists?

- Committees:
 - Select chairs for all committees
 - Updates/reports from all committees

Mathias had talked with the folks on different committees, but didn't get clarity on who was chairing each committee, this is something we need to know. Went through each committee and got clarification on chairs and members for each committee. If you aren't on a committee currently you should chose which one you want to help with. All board members should be active on at least one committee.

Symposium Committee: Chair - Jean

Cage Grant: Co-Chairs - Toni & Mathias

Chimney Swift Tower Grant: Chair - Linda

Nominating Committee - Co-Chairs: Kathy & Toni

Emergency Disaster Committee - Chair: Linda

Newsletter Committee - Chair: Mathias

Training Committee - Chair: Jean

Website Committee - Chair: Jean

Membership Committee - Chair: Carla

RVS Rehab Committee - Chair: _____

Other committee Updates:

Cage Grant - We haven't received any applications as of yet. We will list something on Facebook to remind people.

Chimney Swift Tower - We have 2 applications as of now with all needed info. The school that we awarded with contingencies last year are losing their chimney and need to re-build.

Nominating - 5 BoD members are expiring in 2017. We have 2 of those running again this year and will have 3 open spots. 1 candidate thus far - from the Indian Trail area, seems really good. Put something on Facebook to encourage candidates. Having another vet would be good, especially if Dr. Joni is rolling off. Send any candidate ideas to Toni.

- Need to approve a second version of minutes that has been screened/cleaned up, to be made available on website for members?

The minutes are more detailed than needed. Create more of a summary going forward and for going on the website. Savannah will go through previous minutes for 2016 and update.

- Welcome package for new board members – present 1st version, discuss

All got a short list of what is proposed to give to new board members. Does anyone have anything to add or edit for this list? A welcome letter with all the links to everything along with the latest newsletter.

We should also connect new board members with board buddies. Who will be responsible for this?

Mathias, Cathy, and the Nominating Committee will connect to work out details.

- Tracking board/volunteer time

Savannah will send information on volunteer tracking. The online forms are very user friendly.

- Budget – present 1st draft

Transparency on where funds go and come from is important. We should look at a budget at each meeting. Being a non-profit needs fiscal transparency. It's a work in progress.

- "Quicken" challenge

Records are kept on Quicken and the files are passed from treasurer to treasurer when the roles change. There was trouble with transferring files this time. A proposed solution is for WRNC to load Quicken on the laptop that we currently have and move the laptop from treasurer to treasurer. We will need to purchase a new version of Quicken because the version has no more 'loads'. Jean will remain the treasurer until all is resolved. Suggestion of using Quick Books online. We need historical data and we may not be able to retrieve or mesh the 2 different software.

- VSL's:
 - job description and summary document – 2 doc's to review

Rebekah is working to recruit around NC State. We have 4 VSL's at all times, 2 currently doing things with us and 2 new ones (waiting to take over and learning). We should list all 4 on the contact list, role call for meetings, and website. Symposium committee is working on doing something to acknowledge the outgoing VSL's at the banquet at the symposium.

- Symposium 2017 planning:
 - hotel, banquet, banquet speaker, etc.

Registration starts Mid-November. BoDs need to register. We don't have the information about hotel yet. Dr. Degrenes is going to be the speaker at the banquet. Will put information on Facebook when ready and have all the details. Ice-breaker Lou Mitchell and Betty Holloway are taking this on this year. We need to be more clear to have folks go through the website to register so they also become members. We have a good number of speakers. Always need more items for the raffle.

- Display at NC Convention Center

Right now all are NCWRC displays. Kelley is working on this project. Using some items from the museum (taxidermy animals). This is an opportunity to showcase some of the facilities within the state. Please send items to Kelley. Mathias will share photos of what the display currently looks like to give an idea of what Kelley is working with.

Call for other New Business:

There was an interest in doing the t-shirt design in sweatshirts. If we order within the next couple of weeks we can have done for the symposium. Should also consider doing larger sizes with the sweatshirts. Prices are as followed: 48 pieces - \$15.62/shirt for a total of \$805. 72 pieces - \$13/shirt for a total of \$936. If we sell the shirts at \$20 a piece we will make a profit of \$4.28 per shirt. Mathias motions to go forward with purchasing sweatshirts and doing 72. Elizabeth seconds. Vote is unanimous to purchase 72 sweatshirts. Linda will share the color chart with everyone to choose the color.

Next Meeting:

- Schedule next board meeting

Will be at the symposium at the vet school January 2017.

Meeting adjourned at 12:20pm

Minutes respectfully submitted by Savannah Trantham