



**SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS OF SOUTHWEST MICHIGAN  
BOARD OF DIRECTORS MEETING  
AUGUST 26, 2010  
PET RESCUE & ADOPTION CENTER**

***It is the Mission of the SPCA of South west Michigan to rescue, rehabilitate and find responsible homes for pets abandoned in area Michigan pound facilities.***

**BOARD MEMBERS PRESENT:** Mike Kounelis, Ellen Leithold, Dawn Howard, Diane Baker, Sara Singleton, and Pete VanVranken

**BOARD MEMBERS ABSENT:** Olivia Keuten

**GUESTS PRESENT:** No public present.

**HANDOUTS:** Agenda, May 27 Meeting Minutes, Seber Tans 2009 Audit Report, Current Year-to-date Report, Previous Year Comparison Report, Expense Improvement/Medical Cost Report, Woofstock Profit Report, Payables Report.

The meeting was called to order at 6:05 PM by President, Mike Kounelis.

**ROLL CALL – Diane Baker**

- Diane Baker conducted roll call.

**ADDITIONAL AGENDA ITEMS – Mike Kounelis**

- Mike Kounelis polled members to determine if there were any additional items for the agenda. No additional items were noted.

**ADOPTION OF AUGUST 26 2010 AGENDA – Mike Kounelis**

- Pete VanVranken motioned to approve the agenda, Diane Baker seconded the motion, and the motion was unanimously approved.

**APPROVAL OF MAY 27, 2010 BOARD MEETING MINUTES – Diane Baker**

- Members were given the opportunity to review the May 27 meeting minutes submitted. Peter VanVranken motioned to accept the minutes as written, Ellen Leithold seconded the motion, members declined discussion and the motion was unanimously approved.

**COMMENTS FROM THE PUBLIC**

- No public present.

**FINANCIAL REVIEW – Dawn Howard**

- Brian Krol from Seber Tans was introduced. Mr. Krol explained the difference in types of opinions and gave general information so that members would understand the report. The 2009 audit report provided by Seber Tans was reviewed.
- Peter VanVranken motioned to accept the financial statements supplied by Seber Tans for the financial statements supplied by Seber Tans for the years 2008 and 2009, Sara Singleton seconded the motion, members declined discussion and the motion was unanimously approved.
- Dawn Howard reviewed all financial handouts. She pointed out dog adoption issues, contributions, and fundraising affects on the financial status of the organization. Members discussed financial concerns.

**By-laws – Olivia Keuten**

- Member not in attendance to provide report.

**BOARD APPOINTMENTS – Mike Kounelis**

- Mike Kounelis tendered Olivia Keuten's resignation stating the reason was a lack of time to volunteer Ellen Leithold motioned to accept Ms. Keuten's resignation, Dawn Howard seconded the motion, members declined discussion and the motion was unanimously approved.
- John Crandle formerly of Michigan Commerce Bank notified Mike Kounelis of his interest in joining the board of directors. His

financial and fundraising expertise makes him an excellent choice to fill the vacant financial board seat. Mr. Kounelis recommended members appoint Mr. Crandle to the board. Pete VanVranken motioned to appoint John Crandle to the vacant financial board seat, Diane Baker seconded the motion, members declined discussion and the motion was unanimously approved.

- Tara Sharp was introduced to the board. She is an attorney specializing in human resources and expressed her interest in filling the legal seat vacated by Olivia Keuten and shared her qualifications with members. Pete VanVranken motioned to appoint Ms. Sharp to the vacant legal board seat, Ellen Leithold seconded the motion, members declined discussion and the motion was unanimously approved.

#### **COMMUNICATIONS & REPORTS – *Various Members***

- Woofstock 2010 – Mike Kounelis informed members of letters to the editors of the Kalamazoo Gazette and Battle Creek Enquirer. He shared the results of the committee debrief meeting such as there are no intended structural changes for 2011 and where improvements can be made to such things as sponsors and other ideas. Dawn Howard was commended for an outstanding job. Approximately 5000 people attended the event. There was a 60% response rate to the vendor evaluation. The Woofstock dog logo is the property of Vicki Vandenberg who has indicated that the SPCA can no longer use it.
- Volunteer Services – Diane Baker shared an overview of how Volunteer Services was restructured as well as obstacles. She introduced Valerie Maurer, Volunteer Coordinator, who shared her ideas and answered member questions and concerns.
- Shelter Management Software Update – Ellen Leithold shared information about the new system. Help is needed to complete data entry. She shared some of the ways the system can be used to improve the way information is stored as well as its uses in database management and utilization.
- Advertising Update – Ellen Leithold reviewed current advertising sources.
- PetsMart Rescue Waggin Program Update – Ellen Leithold informed members that the SPCA was accepted into the program. She explained how the program works. She shared information on the training that two staff members attended to learn behavioral testing. Discussion followed.
- WMU Work Study Program – Ellen Leithold reviewed the work study program where 75% of wages of these staff members are paid by the government. The SPCA will have full discretion to hire and fire as necessary. Ms. Leithold explained how the program was being implemented.

#### **BOARD MEMBER REMARKS – *Board Members***

- Dawn Howard stated that the loan agreement was reviewed. Interest only is due this year.
- The Fundraising Guide was distributed. Any concerns or suggestions should be directed to Alex Howells, Nancy McKinney, or Cathy Cottrell. This will be added to the November agenda for board approval.

#### **COMMENTS FROM THE PUBLIC**

- No public present.

#### **CLOSED DOOR BOARD SESSION – *Mike Kounelis***

- Members moved to a closed door session at 8:45 PM.

#### **REGULAR SESSION**

- The Board meeting was called to order at 9:00pm, let the record indicate all Board members previous present were in attendance.

#### **OTHER BUSINESS – *Mike Kounelis***

- Mike Kounelis recommended the Board post a director position for and form a selection committee to begin the process to hire a Director to lead and manage the organization. Ellen Leithold motioned to accept recommendation as presented, Dawn Howard seconded the motion, members declined discussion and the motion was unanimously approved.

#### **ADJOURNMENT – *Mike Kounelis***

- Diane Baker motion to adjourn the meeting, Dawn Howard seconded, motion passed unanimously. The meeting was adjourned at 9:06 PM.

*Minutes Submitted ~ Diane E. Baker, SPCA of SW MI Board Secretary*