



**POTTER LEAGUE FOR ANIMALS
MINUTES
BOARD OF DIRECTORS MEETING
June 19, 2018**

Roll Call

Attending Members:

Richard Brickley, Richard Cromwell, David Enstone, Carol Epstein, Michael Grandchamp, Patricia Heller, Marie Hertenstein, Jean Ingraham, Joan Johnson-Freese, Robin Skuncik-Jones, Elena Kissel, Patricia Leonard, Betsy Leslie, Kara Malkovich, Ann Menco, Noelle Shiland, David Thalmann.

Excused: Lani Brenner

Absent: Ellen Ford, Charlene Karns, Jay Madden

Attending Staff: Brad Shear, Dr. Margee Levy, Amy Chamard, Kara Montalbano, Nancy Wrathall, Erin O’Gara Dollard.

Meeting called to order at 5:05 p.m.

PUBLIC SESSION

Consent Agenda: Joan Johnson-Freese, President

A motion to accept the Consent Agenda was made by Richard Brickley seconded by Michael Grandchamp and passed.

Presentation

Executive Director Presentation/Report – State of the Animal Industry
Dr. Margee Levy was introduced to the board.

2018-19 Budget – Finance Committee/Facilities/Annex

FY19 Budget motion made by Mike to approve, Joan seconded and was passed.

Yappy Hour/Heart and Sole Walk updates

Tickets are on sale and can be purchased on-line. Push to reach our goal of 200 RSVPs. New Walk fundraising software has been updated and goes live after Yappy Hour. All are encouraged to join or create a team.

Committee Reports

APP Committee Report – Legislative session ends Friday, June 29th.

Strategic Initiatives – Mike explained the committee has been researching new revenue streams for the shelter; cat café, training and board facility purchase or thrift store. Joan asked members to think of other ideas and bring them to the August meeting.

Governance Report – Noelle reported that new member recruitment is on-going and will have a list of candidates for review at the next board meeting.

Development – Forever Friends Society reception is August 16th at the Enstone’s in Jamestown. August 23rd is the “Life in the Doghouse” screening with NewportFILM. Our annual meeting is October 25th at the Atlantic Resort.

Public Session adjourned at 6:29 p.m.

Minutes of the **PUBLIC SESSION** respectfully submitted by: Erin O’Gara Dollard, Director of Development

Potter League for Animals
Executive Director's Report
August 2018
Submitted by Brad Shear

- I have been working on negotiating our contract renewals with Newport and Middletown. Newport is concerned that they are paying more per animal than Middletown, but I have pointed out that they pay less per capita. There seems to be interest from both to align the cost structure which could result in Middletown paying more. Portsmouth has just begun the second year of a three year agreement.
- We have been experiencing consistent difficulties with building's air conditioning. Two contractors have had to make frequent visits to keep the system running. It seems that we are fixing one issue only to find another. This is partially a reflection of the aging system, but may also be a result of deferred maintenance. We are awaiting parts that should resolve the issue, but building maintenance expenses will reflect these costs.
- We have begun discussions with New England Tech's Veterinary Technician program to bring their students to the Potter League. Now that we have a full time veterinarian we have the opportunity to both train students and benefit from their assistance. There are several potential programs that would be a fit for us, we are working on final details to make sure we can provide what the students need without impacting operations.
- The Abyssinian cats who were seized by Newport and the SPCA are still with us. Two of the females have given birth. As of the writing of this, the woman has not been charged and we do not currently have ownership of the cats so must continue to hold them.
- We have begun offering a free gift of pet insurance from Petplan to all of our cat and dog adopters. The free gift lasts for 30 days, after which adopters can sign up for a long term plan at a discounted rate. We will receive a referral fee for any adopter who converts to a permanent policy. Anyone in the community can receive a 10% discount on their policy and we will receive a referral fee if they use the discount code 'potterleague' when they check out on the Petplan website (that includes board members).
- I have been invited to participate in the Petsmart Charities Thought Leadership Forum at their corporate offices in Phoenix in September. The focus will be on how we measure success in the industry and the metrics of the future.
- The Society of Animal Welfare Administrators (SAWA) our industry professional association for whom I serve on the board has changed its name to the Association for Animal Welfare Advancement (The Association).
- I will be speaking in November at The Association's conference in Kansas City in November on best practices for adoption programs. I will also be speaking in December at the Georgia Animal Welfare Conference on best practices for veterinary care in an animal shelter.

Potter League Board Report – August 2018

Development Activities Report Submitted by Erin O’Gara Dollard

Grants

Schutz Engle Trusts funding arrived in the amount of \$24, 982 for general operations. Currently we are working on applications for The Maddie’s Fund and The Pet Co Foundation. We are awaiting notification from Banfield and Champlin.

Marketing & Direct Mail Strategies

We have contracted with All & One an Atlanta based firm for our direct mail and marketing efforts for FY19. They will assist us with branding and creative, analytics and strategy, account management, digital campaigns and developing a stronger on-line and social media presence. Our first solicitation with them will be mailed the first week of October.

Event Update

Forever Friends Society Annual Reception is Thursday, August 16th at David and Judith Enstone’s home in Jamestown from 5 to 7 p.m. This is a special gathering of our legacy donors and friends of the Potter League. These generous people have included Potter in their Will or estate plans. It is an appreciation event with no solicitation, just welcoming new members and providing updates on how the shelter benefits from their good intentions.

Heart & Soul Walk for Animals is Sunday, October 14th at Glen Park, Portsmouth. Our newly designed Heart & Sole Walk registration and fundraising site is located at <https://secure.qgiv.com/event/potterleaguelwalk2018>. We encourage all board members to register, create or join a team and design your own online fundraising page. You will find lots of tips in your fundraising toolbox, including the option to use text-to-give. We would like to recognize and thank Carol and Jon Epstein for their generous underwriting support. Sponsorship packages are available. Businesses and individuals are good prospects for the custom Mile Barker signs that are placed on the course for just \$250. Some people like to do the signs in honor or memory of a beloved pet. Please contact Susan or Erin for more information. Copies of the packages are available on the board portal. Walk brochures will be mailed the week of August 13th.

Annual Meeting is Thursday, October 25th at The Atlantic Resort – Newport from 5 to 7 p.m. The Annual Meeting is free and open to the public. Our guest speaker is Wendy Taylor, Executive Director of West Please Animal Sanctuary in Tiverton. Please join us and bring a friend or prospective friend of the Potter League.

DONOR	ADDRESS	FUND	AMOUNT
Raytheon Company	Charitable Giving	Princeton, NJ (4570) Workplace - Other	\$243.10
GE United Way Campaign	PO Box 7067	Princeton, NJ (4570) Workplace - Other	\$252.00
United Way of Greater Attleboro/Taunton	247 Maple St	Attleboro, MA (4570) Workplace - Other	\$220.89
Winifred M. Purdy Foundation	190 Narragansett Avenue	Newport, RI (4600) General Gifts	\$500.00
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Combined Federal Campaign	4699 Murphy Canyon Rd	SanDiego, CA (4570) Workplace - Other	\$502.62
Network for Good	1140 Connecticut Ave NW	Washington, DC (4600) General Gifts	\$425.00
Gurney's Newport	One Goat Island	Newport, RI (4600) General Gifts	\$150.00
Benevity Community Impact Fund; The	1521 Georgetown Rd	Hudson, OH (4570) Workplace - Other	\$260.23
Fidelity Charitable Gift Fund	PO Box 770001	Cincinnati, OH (4589-02) Animal Care Fund	\$30,000.00
Schwab Charitable Fund	211 Main St	San Francisco, CA (4589-02) Animal Care Fund	\$500.00
J. McLaughlin	180 Bellevue Ave	Newport, RI (4676) Third Party Fundrais	\$136.20
Hotel Viking	1 Bellevue Ave	Newport, RI (4676) Third Party Fundrais	\$133.00
Schutz Engel Trust	c/o Oliver Buckley	London W6 OAG (4580) Grants/Unrest	\$24,982.00
Ms. Pembroke and Mr. Fritz Attaway	13 Decatur Ave	Jamestown, RI (4589-02) Animal Care Fund	\$500.00
Mr. and Mrs. Stuart Bevan	67 Webster St	Newport, RI (4589-02) Animal Care Fund	\$250.00
Ms. Leilani L. Brenner	378 Gibbs Ave	Newport, RI (4589-02) Animal Care Fund	\$150.00
Ms. Mindy Bricker	23 Robin Hollow Ln	Westerly, RI (4589-02) Animal Care Fund	\$150.00
Ms. Mary Cerio	10 Narragansett Ave	Newport, RI (4589-02) Animal Care Fund	\$250.00
Ms. Simone Chambers Tetreault	PO Box 475	Tangerine, FL (4590) Honor / Memorial	\$150.00
Ms. Brenda A. Clayson	97 Harrison Ave	Newport, RI (4590) Honor / Memorial	\$100.00
Mr. Richard B. Corbin, III	211 Carroll Ave	Newport, RI (4589-02) Animal Care Fund	\$100.00
Mr. Richard Cromwell	19 Cherry St	Newport, RI (4589-02) Animal Care Fund	\$100.00
Ms. Catherine DeWerth	Unknown	Newport, RI (4589-02) Animal Care Fund	\$100.00
Mr. and Mrs. Stephen G. DiCicco	PO Box 241	Hancock, NH (4600) General Gifts	\$100.00
Ms. Mary M. Dick	662 Bellevue Ave	Newport, RI (4589-02) Animal Care Fund	\$175.00
Ms. Livvy Dinneen	100 Kings Rd	Madison, NJ (4589-02) Animal Care Fund	\$250.00
Ms. Patricia Dombrowski	PO Box 7273	New York, NY (4589-02) Animal Care Fund	\$200.00
Ms. Crista F. Durand	Newport Hospital	Newport, RI (4589-02) Animal Care Fund	\$250.00
Mr. and Mrs. Jonathan G. Epstein	5 Harbor View Dr	Newport, RI (4589-02) Animal Care Fund	\$5,000.00
Mr. and Mrs. Jeffrey M. Farrar	62 Ayrault St	Newport, RI (4589-02) Animal Care Fund	\$500.00
Mr. and Mrs. Paul E. Fleming	15 Hammersmith Rd #32	Newport, RI (4589-02) Animal Care Fund	\$100.00
Mr. and Mrs. John B. Freese	2415 Queens Plaza N #3D	Long Island City, NY (4589-02) Animal Care Fund	\$100.00

Mrs. Carolyn I. Frye	23 Indian Hill Cir	Middletown, RI	(4560-01) Sustainer - Monthly	\$220.00
Ms. Deborah L. Garman	24 Merton R #3	Newport, RI	(4600) General Gifts	\$200.00
Mr. and Mrs. Edward T. Harvey, Jr.	50 Walnut St	Jamestown, RI	(4589-02) Animal Care Fund	\$2,500.00
Ms. Sarah S. Henken and Darrah O'Connor	48 Bridge St	Medfield, MA	(4589-02) Animal Care Fund	\$5,000.00
Ms. Robin Hoyle	311 Morse Blvd #6-7	Winter Park, FL	(4600) General Gifts	\$100.00
Ms. Patty Jeffrey	114 Deerfield Rd	Cranston, RI	(4589-02) Animal Care Fund	\$100.00
Mr. and Mrs. Jerome R. Kirby III	20 Chartier Cir	Newport, RI	(4589-02) Animal Care Fund	\$4,000.00
Ms. Elena T. Kissel and Mr. Bev Corbin	211 Carroll Ave	Newport, RI	(4589-02) Animal Care Fund	\$500.00
Mr. and Mrs. Anthony G. Kutsaftis	152 Kay St	Newport, RI	(4600) General Gifts	\$100.00
Mr. and Mrs. William L. Leatherman	Windover	Newport, RI	(4589-02) Animal Care Fund	\$1,000.00
Ms. Gail Lederman	PO Box 17	Barrington, RI	(4589-02) Animal Care Fund	\$250.00
Dr. Natalie E. Leland	516 N Taylor Ave	Pittsburgh, PA	(4600) General Gifts	\$100.00
Ms. Kathryn E. Leonard	37 Castle Hill Ave	Newport, RI	(4589-02) Animal Care Fund	\$250.00
Ms. Christine Marchese	20 Indian Ave #8	Portsmouth, RI	(4589-02) Animal Care Fund	\$150.00
Ms. Elisabetta Mariotti	15 Robin Dr	Bristol, RI	(4590) Honor / Memorial	\$500.00
Mr. and Mrs. William Mayer	445 Poppasquash Road	Bristol, RI	(4589-02) Animal Care Fund	\$500.00
Mr. and Mrs. John R. Mayer	6 Aspinet Rd	Middletown, RI	(4560-01) Sustainer - Monthly	\$100.00
Ms. Stephanie W. McLennan	Driftwood Cottage	Newport, RI	(4589-02) Animal Care Fund	\$1,080.40
Ms. Elizabeth McStay	31 Coddington Wharf #9	Newport, RI	(4589-02) Animal Care Fund	\$100.00
Ms. Barbara Miller	30 Harbor Village Dr #2	Middletown, RI	(4560-01) Sustainer - Monthly	\$325.00
Mr. and Mrs. Tim Munoz	41 Main St	Wickford, RI	(4589-02) Animal Care Fund	\$250.00
Mr. Arthur W. Murphy	25 Damon St	Newport, RI	(4589-02) Animal Care Fund	\$250.00
Dr. Holly M. Bannister and Mr. Douglas L. Newhouse	7 Old Redding Rd	Weston, CT	(4589-02) Animal Care Fund	\$1,000.00
Mr. Jim Paradise	35 Peckham Ln	Middletown, RI	(4589-02) Animal Care Fund	\$250.00
Mr. and Mrs. Jonathan H. Pardee	540 Bellevue Ave	Newport, RI	(4589-02) Animal Care Fund	\$1,000.00
Ms. Janice M. Pascone	9 Maple Farms	Cranston, RI	(4589-02) Animal Care Fund	\$100.00
Dr. Nageen Pegahi and Major Michael Gehrki	3 Sycamore St	Newport, RI	(4589-02) Animal Care Fund	\$100.00
Ms. Dallas Pell	45 Ledge Rd	Newport, RI	(4589-02) Animal Care Fund	\$500.00
Mr. and Mrs. Brian C. Pelletier	30 Sherman St	Newport, RI	(4589-02) Animal Care Fund	\$500.00
Mr. and Mrs. Bill Prichett	19 Bridgeview Dr	Jamestown, RI	(4590) Honor / Memorial	\$100.00
Ms. Kim Renk and Mr. Greg Dryer	755 E Shore Rd	Jamestown, RI	(4589-02) Animal Care Fund	\$175.00
Ms. Carolyn Russo	19 Penrose Street	North Providence, RI	(4589-02) Animal Care Fund	\$500.00
Mr. Federico J. Santi and Mr. John C. Gacher	Drawing Room Antiques	Newport, RI	(4589-02) Animal Care Fund	\$100.00
Mr. and Mrs. Nicholas S. Schorsch	Hopedene	Newport, RI	(4600) General Gifts	\$1,000.00

Mr. and Mrs. Brad Shear	14 Birchwood Dr	Wakefield, RI	(4589-02) Animal Care Fund	\$100.00
Ms. Noelle M. Shiland	174 Center Ave	Middletown, RI	(4589-02) Animal Care Fund	\$250.00
Ms. Kathryn Streater	390 Harbor Rd	Southport, CT	(4589-02) Animal Care Fund	\$250.00
Dr. Mark V. Sutherland	68 Clinton St #2	Newport, RI	(4590) Honor / Memorial	\$100.00
Mr. F. Richard Svelta and Mr. Joseph P. Kelly	125 Van Zandt Ave #205	Newport, RI	(4589-02) Animal Care Fund	\$500.00
Ms. Susan D. Thomas	17 Blueberry Ln C24	Falmouth, ME	(4590) Honor / Memorial	\$100.00
Mrs. Harle H. Tinney	1 Russett Rd	Middletown, RI	(4589-02) Animal Care Fund	\$500.00
Mr. John M. Travis	PMB 786	San Francisco, CA	(4590) Honor / Memorial	\$500.00
Mr. Robert R. Venusti	437 W Main Rd	Little Compton, RI	(4589-02) Animal Care Fund	\$500.00
Mr. and Mrs. Karl Weintz	63 Webster St	Newport, RI	(4589-02) Animal Care Fund	\$500.00
Ms. Mary P. Wulsin	425 Seabreeze Ave	Palm Beach, FL	(4589-02) Animal Care Fund	\$175.00

Name	Address		
Mr. Anthony Arena	42 Columbia Ct	Middletown, RI	02842
Mr. William Baillie	731 Gravelly Hill Road	Wakefield, RI	02879
Ms. Colleen Carpender	18 Paquins Ln	Portsmouth, RI	02871
Mr. and Mrs. Mike Carroll	60 Elmdale Rd	Uxbridge, MA	01569
Mr. and Mrs. Ed Green	38 Willow Ave	Middletown, RI	02842
Mr. and Mrs. Matt Grenier	25 Bull St	Newport, RI	02840
Ms. Jennifer Hebert	80 Duffield Rd	Bristol, RI	02809
Ms. Gwen McGovern	285 Cameron Dr	Dighton, MA	02715
Mr. Jeffrey Metzger	155 E 31st St #11H	New York, NY	10016
Mr. and Mrs. Peter Metzger	2755 Paddock Rd	Weston, FL	33331
Ms. Whitney Million	78 Tuckerman Ave	Middletown, RI	02842
Ms. Marion Morrison	46 Commons	Little Compton, RI	02837
Mr. John Oliviera	3279 E Main Rd	Portsmouth, RI	02871
Ms. Sara Vaz	135 Riverside Dr	Tiverton, RI	02878