

Potter League for Animals  
Board Meeting Agenda  
9/19/17  
5:00pm

Consent Agenda

The Adoption Process Presentation

Financial Update – Unaudited 2017

Upcoming Events

- Annual Meeting

- Cappy's fundraiser for NOWZAD

- New Board Member Welcome

Development

- Love Bash preparations

Strategic Initiatives

- Social Enterprise Business Opportunities

Adjourn



**POTTER LEAGUE FOR ANIMALS  
MINUTES  
BOARD OF DIRECTORS MEETING  
August 15, 2017**

**Roll Call**

**Attending Members:** Lani Brenner, Dick Brickley, Carolyn duPont, Mary Edwards, David Enstone, Mike Grandchamp, Pat Heller, Jeannie Ingraham, Joan Johnson-Freese, Robin Skuncik Jones, Elena Kissel, Betsy Leslie, Noelle Shiland, David Thalmann, Teryn Weintz and Executive Director, Brad Shear

**Via Teleconference:** N/A

**Excused:** Kara Malkovich, Nancy Mayer and Ann Menco

**Absent:** N/A

**Attending Staff:** Amy Chamard, Erin O’Gara Dollard, Dr. Stephanie Kadasi, Kara Montalbano, Anastacia Southland and Nancy Wrathall

**Meeting called to order at 5:03 pm**

**PUBLIC SESSION**

**Consent Agenda: Mary Edwards**

A motion to accept the Consent Agenda was made by Mike Grandchamp, seconded by Pat Heller and passed

**Governance Committee: Lani Brenner**

The committee recommended that the following individuals be elected as board members at the 2017 annual meeting:

Richard Cromwell	Carol Epstein
Ellen Ford	Marie Hertenstein
Charlene Karns	Patricia Leonard
Jay Madden	

The committee also recommends the following members be elected to serve a second three-year term:

David Enstone	Joan Johnson-Freese
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Lastly, the committee recommends that the following board members serve as officers for a two-year term ending in 2019:

President	Joan Johnson-Freese
Vice President	David Enstone
Treasurer	Mike Grandchamp
Secretary	Leilani Brenner

Members were all given a handout with short bios for each of the 7 new recommended members. If anyone has any issues or reservations regarding the committee recommendations,

please notify Leilani or Mary by Tuesday, August 22<sup>nd</sup>. The candidates will be welcomed as new members of the Board of Directors at the Annual Meeting on October 12, 2017.

### **Staff Presentations**

The following staff members each gave informative PowerPoint presentations. These presentations will be uploaded on to the portal.

Anastacia Southland, Manager of Behavior Services

What Behavior Plans are Made of

Kara Montalbano, Director of Marketing, Outreach and Communications

Potter League Branding

*Tabled till next month due to time restraints:*

Brad Shear, CAWA, Executive Director

The Adoption Process

### **Updates: Brad Shear, CAWA, Executive Director**

Ocean State Animal Coalition/RI Community Spay Neuter Clinic

The Potter League is a member of the Board of Directors. Kara Montalbano is our representative at their meetings. They are in financial trouble and we are working with them to get them back on the right track. Brief discussion held.

Dog Training Program Review

Training programs are breaking even so we are reevaluating these programs and what the best use for the space is. Staff is putting together marketing and advertising plans.

Potential for opening on Mondays:

All staff is here anyway

Tuesday's will be less busy

Stray holds will be one less day

<u>Day</u>	<u>Current hours</u>	<u>Proposed hours</u>
Tue, Wed, Thur	10-7	No change
Fri, Sat, Sun	10-5	No change
<b>Mon</b>	<b>Closed</b>	<b>10-5</b>

New Veterinarian Initiatives and Funding

Dr. Stephanie Kadasi joined the staff full time on Aug 1<sup>st</sup>.

First onsite wellness clinic is scheduled for Sept. 19<sup>th</sup>.

We have a \$10k grant for offsite, low-income clinics – we are looking for a location.

Misc

We have raised \$2,500 so far to spruce up the cat condo areas

Voted *Best Place to Volunteer* in RI Monthly

Annual Meeting scheduled for Thursday, October 12<sup>th</sup> at the Viking Hotel.

Public Session adjourned 6:31pm

Minutes of the **PUBLIC SESSION** respectfully submitted by: Jill Homen, Administrative Assistant

**Potter League for Animals**  
**Profit & Loss Budget vs. Actual and Prior Year Comparison**

	August 2017 vs Budget				Prior Year Comparison			
	August 2017 Actual	August 2017 Budget	\$ Variance	Favorable (Unfavorable) %	FY18 ANNUAL BUDGET	August 2016 Actual	2017 vs 2016 Variance	Favorable (Unfavorable) %
<b>Operating Performance</b>								
Income	\$95,229	\$96,414	-\$1,185	-1.2%	\$1,912,200	\$83,360	\$11,869	14.2%
Expenses-before depreciation*	\$202,520	\$203,308	-\$788	0.4%	\$1,936,664	\$144,455	\$58,065	-40.2%
Net Income	<u>-\$107,291</u>	<u>-\$106,894</u>	<u>-\$397</u>	<u>-0.4%</u>	<u>-\$24,464</u>	<u>-\$61,095</u>	<u>-\$46,196</u>	<u>-75.6%</u>
<b>Non-Operating: Investments and Bequests</b>								
Investment Income	\$12,463	\$4,350	\$8,113	186.5%	\$110,000	\$14,338	-\$1,875	-13.1%
Bequests (see below)	\$0	\$0	\$0		\$0	\$0		#DIV/0!
Expenses	\$1,206	\$1,375	-\$169	12.3%	\$16,500	\$1,156	\$50	-4.3%
Budgeted Transfer to Operating	\$0	\$0	\$0		\$170,000	\$0	\$0	#DIV/0!
Net Income	<u>\$11,257</u>	<u>\$2,975</u>	<u>\$8,282</u>	<u>278.4%</u>	<u>-\$76,500</u>	<u>\$13,182</u>	<u>-\$1,924</u>	<u>-14.6%</u>
<b>Organization Total</b>								
Income	\$107,692	\$100,764	\$6,928	6.9%	\$2,022,200	\$97,698	\$9,994	10.2%
Expenditures	\$203,726	\$204,683	-\$957	0.5%	\$2,123,164	\$145,611	\$58,115	-39.9%
Net Income	<u>-\$96,034</u>	<u>-\$103,919</u>	<u>\$7,885</u>	<u>7.6%</u>	<u>-\$100,964</u>	<u>-\$47,913</u>	<u>-\$48,121</u>	<u>-100.4%</u>

\* Depreciation expense not included as there is no cash requirement. This \$305,000 expense will be recorded at year end.

\* Scheduled System Replacement Plan transfer of \$33,500 not included in above expenses. Transfer will occur in July 2018

Bequests:  
Unrestricted:

Restricted

\$ -

	<u>Aug 31, 17</u>	<u>Jul 31, 17</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1040 · CASH SAVINGS/GENERAL	424,531.53	424,513.50	18.03	0.0%
1050 · CASH CKG/PAYROLL	500.00	37,418.93	-36,918.93	-98.66%
1060 · CASH CKG/OPERATING	155,515.25	261,295.19	-105,779.94	-40.48%
1065 · CASH CKG/SRP	162,668.60	170,047.00	-7,378.40	-4.34%
1070 · CASH CKG/PETTY CASH	1,849.12	1,755.66	93.46	5.32%
1090 · PETTY CASH/CASH	250.00	250.00	0.00	0.0%
<b>Total Checking/Savings</b>	<b>745,314.50</b>	<b>895,280.28</b>	<b>-149,965.78</b>	<b>-16.75%</b>
<b>Accounts Receivable</b>				
1200 · ACCOUNTS RECEIVABLE	41,184.74	9,147.53	32,037.21	350.23%
<b>Total Accounts Receivable</b>	<b>41,184.74</b>	<b>9,147.53</b>	<b>32,037.21</b>	<b>350.23%</b>
<b>Other Current Assets</b>				
1210 · ACCT RECEIVABLE	12,419.75	20,355.91	-7,936.16	-38.99%
1216 · REIMBURSEMENTS RECEIVABLE	298.96	298.96	0.00	0.0%
1231 · ANNUITY RECEIVABLE-CURRENT	998.40	998.40	0.00	0.0%
1233 · Pledges Receivable	8,650.00	11,500.00	-2,850.00	-24.78%
1310 · INVENTORIES	6,020.88	6,927.36	-906.48	-13.09%
1410 · PREPAID INSURANCE	6,174.52	7,010.10	-835.58	-11.92%
1450 · PREPAID EXPENSES	8,176.68	13,113.28	-4,936.60	-37.65%
1499 · UNDEPOSITED FUNDS	1,040.00	0.00	1,040.00	100.0%
<b>Total Other Current Assets</b>	<b>43,779.19</b>	<b>60,204.01</b>	<b>-16,424.82</b>	<b>-27.28%</b>
<b>Total Current Assets</b>	<b>830,278.43</b>	<b>964,631.82</b>	<b>-134,353.39</b>	<b>-13.93%</b>
<b>Fixed Assets</b>				
1520 · BUILDINGS	8,720,456.93	8,720,456.93	0.00	0.0%
1530 · IMPROVEMENTS	33,603.86	33,603.86	0.00	0.0%
1550 · FURNITURE/EQUIPMENT	205,549.82	199,625.72	5,924.10	2.97%
1555 · COMPUTER SOFTWARE	55,297.08	48,097.08	7,200.00	14.97%
1561 · Nissan Van 2012	29,000.00	29,000.00	0.00	0.0%
1562 · Ford Transit 2013	21,437.00	21,437.00	0.00	0.0%
1620 · Accumulated Depreciation	-2,838,783.36	-2,838,783.36	0.00	0.0%
<b>Total Fixed Assets</b>	<b>6,226,561.33</b>	<b>6,213,437.23</b>	<b>13,124.10</b>	<b>0.21%</b>
<b>Other Assets</b>				
1455 · Annuity Receivable - Long Term	4,825.60	4,908.80	-83.20	-1.7%
1770 · Investments/GenInvests-498	330,873.78	327,747.40	3,126.38	0.95%
1775 · Investments/Vanguard	1,535,343.67	1,527,183.14	8,160.53	0.53%
1777 · Investment/Dean & Perry Jerazol	835,855.75	834,689.49	1,166.26	0.14%
1805 · Perm Restricted Endow - ML	1,600,875.37	1,597,060.93	3,814.44	0.24%
<b>Total Other Assets</b>	<b>4,307,774.17</b>	<b>4,291,589.76</b>	<b>16,184.41</b>	<b>0.38%</b>

	<u>Aug 31, 17</u>	<u>Jul 31, 17</u>	<u>\$ Change</u>	<u>% Change</u>
<b>TOTAL ASSETS</b>	<b><u>11,364,613.93</u></b>	<b><u>11,469,658.81</u></b>	<b><u>-105,044.88</u></b>	<b><u>-0.92%</u></b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
<b>2000 - ACCOUNTS PAYABLE</b>	11,969.21	28,955.52	-16,986.31	-58.66%
<b>Total Accounts Payable</b>	<u>11,969.21</u>	<u>28,955.52</u>	<u>-16,986.31</u>	<u>-58.66%</u>
<b>Other Current Liabilities</b>				
<b>2085 - Reserve - Restricted Grants</b>	15,000.00	15,000.00	0.00	0.0%
<b>2016 - ACCRUED OTHER</b>	12,099.38	11,302.54	796.84	7.05%
<b>2040 - SALES TAX PAYABLE</b>	658.21	538.04	120.17	22.34%
<b>2050 - DEFERRED CONTRACT INCOME</b>	17,088.38	0.00	17,088.38	100.0%
<b>2051 - DEFERRED CAMP &amp; EVENT REVENUE</b>	0.00	10,005.00	-10,005.00	-100.0%
<b>2060 - SALARIES/WAGES PAYABLE</b>	43,848.03	43,848.03	0.00	0.0%
<b>2130 - ACCRUED VACATION</b>	10,511.39	10,511.39	0.00	0.0%
<b>2170 - CRATE DEPOSITS</b>	0.00	25.00	-25.00	-100.0%
<b>2171 - Gift Certificates Outstanding</b>	589.10	589.10	0.00	0.0%
<b>Total Other Current Liabilities</b>	<u>99,794.49</u>	<u>91,819.10</u>	<u>7,975.39</u>	<u>8.69%</u>
<b>Total Current Liabilities</b>	<u>111,763.70</u>	<u>120,774.62</u>	<u>-9,010.92</u>	<u>-7.46%</u>
<b>Total Liabilities</b>	111,763.70	120,774.62	-9,010.92	-7.46%
<b>Equity</b>				
<b>3010 - GENERAL FUND</b>	6,434,508.45	6,434,508.45	0.00	0.0%
<b>3011 - Board Designated Invest Reserve</b>	2,186,863.08	2,186,863.08	0.00	0.0%
<b>3012 - Board Designated Operating Res</b>	639,100.00	639,100.00	0.00	0.0%
<b>3013 - Unrestrict-Board Designated SRP</b>	170,047.00	170,047.00	0.00	0.0%
<b>3020 - FUND/RESTRICTED</b>	1,460,319.65	1,460,319.65	0.00	0.0%
<b>3040 - TEMPORARILY RESTRICT NET ASSETS</b>	399,538.50	399,538.50	0.00	0.0%
<b>3900 - RETAINED EARNINGS</b>	58,507.51	0.00	58,507.51	100.0%
<b>Net Income</b>	<u>-96,033.96</u>	<u>58,507.51</u>	<u>-154,541.47</u>	<u>-264.14%</u>
<b>Total Equity</b>	<u>11,252,850.23</u>	<u>11,348,884.19</u>	<u>-96,033.96</u>	<u>-0.85%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>11,364,613.93</u></b>	<b><u>11,469,658.81</u></b>	<b><u>-105,044.88</u></b>	<b><u>-0.92%</u></b>

## Potter League for Animals

To: Board of Directors  
 From: Nancy Wrathall  
 Subject: Financial Reports - July & August 2017  
 Date: 9/12/2017

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### Financial Review: YTD July 31, 2017

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#### UNAUDITED - BEFORE DEPRECIATION AND INKIND POSTING

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- 1 FY17 Audit is scheduled to begin October 3rd.
- 2 FY17 Unaudited: Operating Performance was ahead of budget by just \$3,400.
- 3 FY17 Unaudited: Net loss from operations before depreciation was \$19,850.
- 4 FY17 Unaudited Organization Total (Including Operations, Bequests, Investment activity and Depreciation) is expected to be a positive \$58,500.

The positive outcome is primarily due to FY17 Investment income of nearly \$400,000 (\$225,000 unrealized) and \$65,000 in Bequests. As has been our practice, bequests are not assumed and were not included in the FY17 budget.

Operating Revenue was \$20,600 over budget. This includes unbudgeted ED transition related receipts of \$58,800.

Operating Expenses were \$17,200 over budget. Expenses include \$66,300 that are related to the Executive Director search, which was not in the FY17 budget. The operating savings are primarily from personnel and utility costs.

Income from investments was \$334,500 greater than budget.

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### Financial Review: August 31, 2017

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- 1 One month of activity is not sufficient data to declare a trend. Variances to budget are often the result of timing.
- 2 Operating Performance-essentially on budget: August revenue was less than budget by \$1,200 while expenses were under by \$800 resulting in a negative net budget variance of \$400.
- 3 Investment Performance: August investment performance was \$8,100 over budget, \$7,800 of this is unrealized gains.

**2017 August \$100+ Donors**

Primary Addressee	Relation Contact Name	Preferred Address Line 1	Preferred City_State	Preferred ZIP	Last Gift Fund Description	Last Gift Amount
Embrace Home Loans	Deanna Roy	25 Enterprise Ctr Unit 200	Middletown, RI	02842-5201	(4600) General Gifts	\$500.00
Embrace Home Loans	Denise Cunha	25 Enterprise Ctr Unit 200	Middletown, RI	02842-5201	(4600) General Gifts	\$500.00
Embrace Home Loans	Kristin Faria	25 Enterprise Ctr Unit 200	Middletown, RI	02842-5201	(4600) General Gifts	\$500.00
Embrace Home Loans	Amy Sousa	25 Enterprise Ctr Unit 200	Middletown, RI	02842-5201	(4600) General Gifts	\$500.00
The Firestone Foundation		c/o National Philanthropic Trust	Jenkintown, PA	19046	(4589-02) Animal Care Fund	\$1,000.00
Benevity Community Impact Fund; The		1521 Georgetown Rd	Hudson, OH	44236	(4570) Workplace - Other	\$390.34
United Way of Rhode Island		50 Valley St	Providence, RI	02909	(4570) Workplace - Other	\$100.00
Clements Market Charity Golf Classic		2575 E Main Rd	Portsmouth, RI	02871	(4676) Third Party Fundrais	\$500.00
RI Natural History Survey		PO Box 1858	Kingston, RI	28814	(4585) Grants/Temp Restrict	\$750.00
Boys & Girls Clubs of Newport County	Joseph P. Pratt	95 Church St	Newport, RI	02840-3143	(4676) Third Party Fundrais	\$301.20
Lois H. & Charles A. Miller Foundation, Inc.	Charles A. Miller	575 S Charles St, Suite 402	Baltimore, MD	21201	(4589-02) Animal Care Fund	\$500.00
Portsmouth Veterinary Clinic	Mike Kenfield	944 East Main Rd	Portsmouth, RI	02871	(4590) Honor / Memorial	\$115.00
Portsmouth Veterinary Clinic	Gary O'Neal	944 East Main Rd	Portsmouth, RI	02871	(4590) Honor / Memorial	\$115.00
United eWay					(4570) Workplace - Other	\$170.90
Mr. Peter J. Barrego		86 Pelham St B	Newport, RI	02840	(4589-02) Animal Care Fund	\$100.00
Mr. Chris Bartlett		108 Greylock Drive	Portsmouth, RI	02871	(4600) General Gifts	\$100.00
Mr. and Mrs. Norman Brennecke		7113 Hunt Ln	Rockwall, TX	75087	(4590) Honor / Memorial	\$100.00
Mr. Michael Cecchi		29 JH Dwyer Drive	Middletown, RI	02842	(4600) General Gifts	\$100.00
Col. and Mrs. Frank A. Clark		259 Taylor Rd	Portsmouth, RI	02871-5418	(4600) General Gifts	\$200.00
Mrs. Karin Dolan		6 Jean St	Middletown, RI	02842	(4600) General Gifts	\$200.00
Mrs. John P. Dolan		125 Quaker Hill Ln #209	Portsmouth, RI	02871	(4530) Major / Personal	\$3,500.00
Ms. Nancy Donahoe		12 Cliff Ter	Newport, RI	02840	(4600) General Gifts	\$100.00
Mr. and Mrs. David G. Enstone		10 Holmested Ct	Jamestown, RI	02835	(4589-02) Animal Care Fund	\$527.00
Mr. and Mrs. David G. Enstone		10 Holmested Ct	Jamestown, RI	02835	(4589-02) Animal Care Fund	\$527.00
Mrs. Carolyn I. Frye		23 Indian Hill Cir	Middletown, RI	02842-5386	(4560-01) Sustainer - Monthly	\$220.00
Gabe Family		143 Third St #6A	Newport, RI	02840	(4600) General Gifts	\$100.00
Mr. and Mrs. Edward T. Harvey, Jr.		527 College Ave	Haverford, PA	19041	(4560-01) Sustainer - Monthly	\$325.00
Mr. and Mrs. Todd Helmbrecht		15 Marshall Rd.	Wellesley, MA	02842	(4590) Honor / Memorial	\$435.48
Ms. Sarah S. Henken and Darrah O'Connor		48 Bridge St	Medfield, MA	02052	(4589-02) Animal Care Fund	\$1,000.00
Mr. & Mrs. Jeremy Lawrence		11501 E Wilshire Ter	Wichita, KS	67207	(4590) Honor / Memorial	\$100.00
Dr. Natalie E. Leland		3218 Descanso Dr	Los Angeles, CA	90026	(4530) Major / Personal	\$100.00



Mr. and Mrs. Kenneth M. Lindh	6046 Norway Rd	Dallas, TX	75230 (4590) Honor / Memorial	\$100.00
Mr. and Mrs. James A. Mazza	2 Colonial Dr	Simsbury, CT	06089 (4590) Honor / Memorial	\$200.00
The Honorable Juliette C. McLennan	231 Indian Ave	Portsmouth, RI	02871 (4530) Major / Personal	\$5,010.25
Ms. Barbara Miller	30 Harbor Village Dr #2	Middletown, RI	02842-7829 (4560-01) Sustainer - Monthly	\$325.00
Ms. Carole Moore	28 Lockwood Ln	Boxford, MA	01921 (4590) Honor / Memorial	\$200.00
Ms. Jacqueline M. Paolino	30 Orchard Ave	Providence, RI	02906 (4590) Honor / Memorial	\$200.00
Ms. Christa Regan	12 Eleanor Rd	Walpole, MA	02081 (4600) General Gifts	\$100.00
Ms. Janet W. Rogers	303 Valley Rd #308	Middletown, RI	02842 (4600) General Gifts	\$112.50
Mr. Stephen Straight	427 Abbe Rd	South Windsor, CT	06074 (4590) Honor / Memorial	\$100.00
Dr. Mark V. Sutherland	68 Clinton St #2	Newport, RI	02840 (4590) Honor / Memorial	\$100.00

## August Newly Added Donors/Prospects

Last Name	Primary Addressee	Preferred Address Line 1	Preferred City_State	Preferred ZIP
	Howland House Inn	205 Spring St	Newport, RI	02840
Bundy	Mrs. Sarah A. Bundy	Unknown		
Butler	Mr. David Butler	5 Johnson Ct	Newport, RI	02840
Coraluzzi	Mr. and Mrs. Daniel Coraluzzi	147 Beach Park Rd	Clinton, CT	06413
Cromwell	Mr. Richard Cromwell	19 Cherry St	Newport, RI	02840
Debow-Laws	Joan and Willie Debow-Laws	97 South Main St	Sharon, MA	02067
DiPippo	Ms. Trudy DiPippo	90 Overhill Rd	East Greenwich, RI	02818
Fietkiewicz	Ms. Patti Fietkiewicz	51 Pheasant Meadow Dr	Galloway Township, NJ	08205
Hall	Ms. Joan Hall	34 W Bay View Dr	Jamestown, RI	02835
Hertenstein	Ms. Marie Hertenstein	6 Maitland Ct	Newport, RI	02840
Kotlen	Mrs. Betty Kotlen	40 Sachem Dr #305	Cranston, RI	02920
Kotlen	Ms. Lisa Kotlen	31 Foxhole Ave #2	Bristol, RI	02809
Sarni	Mr. Greg Sarni and Ms. Sharon Walsh	523 Lowell Rd	Groton, MA	01450
Wilson	Mr. and Ms. Robert T. Wilson	908 Corienta Point Dr..	Recwood City, CA	94065

**Development Committee Meeting Minutes****Date of Meeting: August 15<sup>th</sup> at the shelter****3:45p.m. – 4:45p.m.**

**In attendance:** Carolyn du Pont, Pat Heller, Jeanne Ingraham, Elena Kissel, Lisa Perrault, Noelle Shiland, Teryn Weintz, Erin O’Gara Dollard, Susan Ryan, Brad Shear.

**Event Update***Yappy Hour*

There were issues related to the valet. The venue was beautiful. The guests loved being there. We saw many new faces and our attendance was up from last year. The back deck with breathtaking views of Newport Harbor was not an ideal layout for the fund-a-need. However all things considered, Yappy Hour raised over \$81,000 in gifts and pledges.

*LoveBash*

Many felt auctions are getting stale. However, until we can find a replacement to raise the \$40K, which is the amount ours typically raises, we have to do it. This year will be a seated dinner event with tables for sale. This will allow us to have a captive audience for our presentation, video and auction. The silent auction is popular with this winter crowd. One new idea that is being finalized is a Community Ambassador Award presentation.

*Heart & Sole Walk for Animals*

The event has been moved to October of 2018 at Glen Park.

**Major Donor List Review**

A list was distributed comprised of “major donors” aka leadership givers. The committee was asked to review the list and help identify people the Potter League could further cultivate. Carolyn suggested Brad attending other non-profit fundraisers. The Redwood Library’s Garden Party is August 26<sup>th</sup>. She would be happy to introduce him at that event. All committee members initialed those they knew. Staff will review and reconnect with committee members to get details on who’s who.

One thought generated was to host a table at a local farmers market – in Newport or Middletown – or share one with the ALT.

**Annual Meeting**

Our meeting has been scheduled for Thursday, October 12<sup>th</sup> at Hotel Viking from 5 to 7 p.m. A short business meeting will take place prior to the induction of new board members and those leaving this year. Pen Farthing of NOWZAD is our guest speaker.

**Annual Meeting  
Thursday, October 12  
At Hotel Viking**

**Potter League Board meeting - August 2017**

**Development Activities Report**  
**Submitted by Erin O’Gara Dollard**

**Solicitations/Mailings**

Our fall newsletter will be in the mail the week of September 18<sup>th</sup> and is sent to all donors of \$10+ over the past 2 years, recent adopters and volunteers. All of the year end appeals have been designed and scheduled to mail the first week of November with follow up mailings. All donors (with emails) will receive a follow up e-mail reminder. This mailing is sent to all donors who have made a donation to us in the last year to five years with the exception of our major donor pool. Those included in that pool will receive a handwritten holiday card.

**Meetings & Other Gatherings**

Brad and Erin have scheduled meetings over the summer months with donors, funders and community groups. These will continue through the fall. We are interested in making presentations to small and large groups to share the new direction and the mission of the Potter League. We have inquired into hosting a Business After Hours with the Newport County Chamber of Commerce in the new year if not this fall. Please let Erin know if we can set a meeting with your organization, a group you may be affiliated with or if there is an opportunity for us to host a tour and talk with us at the shelter.

**Event Update**

*Annual Meeting* is Thursday, October 12<sup>th</sup> at the Hotel Viking from 5 to 7 p.m. It is free and open to the public. There will be a short business meeting prior to a “year in review” by Brad and then a special presentation by Pen Farthing, Founder of NOWZAD. NOWZAD is the only animal shelter in Afghanistan.

***The Forever Friends Society Reception***

The reception was held Thursday, August 10<sup>th</sup> from 5 to 7 p.m. at the shelter. Thirty-nine guests joined us. Initial rsvp’s had 46 people attending. At the event, 32 people checked in, 7 walk-ins and 14 no-shows. Brad welcomed guests, shared his background in animal welfare and sheltering and shared the stories of the newest (deceased) Forever Friends. Tours were given and guests were impressed and interested in the veterinary suite and meeting Dr. Kadasi. It was nice gathering with some great connections were made.

***LOVEBash 2018***

The event is scheduled for Friday, March 23<sup>th</sup> at the Atlantic Resort Newport. We are in the process of finalizing the contract and solicitation phase will begin in October. There will be a different format with table seating for dinner.



**Advocacy Public Policy Committee Meeting Minutes-** Tuesday, August 29, 2017, 8am-9:15am

Present: Harriet DiCicco (phone), Kathy Managhan, Liz Cottrell, Charlene Karns, Betsy Leslie, Kara Maltabano, Brad Shear, Howie Naugle

Excused:, Nancy Mayer, Ann Sullivan, Pat Heller

Minutes submitted by: Howie Naugle

This Committee has been on hold through the most recent ED transition and this was the first meeting with Brad. The focus of the Committee and direction going forward was addressed with a lot of enthusiasm by Brad and the Committee. To summarize, we will continue to be focused on legislation as it relates to our mission, and our goals going forward will be centered on expanding the information and resources we provide to the community.

The following summarizes discussions and action items coming out of this meeting.

- Review of legislative bills. Kara will distribute present bill status for review prior to the next meeting. Committee members will be assigned Bills for future “statusing” through the up coming Legislative process (CY 2018).
- Discussed having public sessions to get people on board to the legislative issues and how to enlist their support for bills that are important to our mission. The initial thought was to have two sessions, starting sometime in January, one on site, one off site. The details of the where and when of these sessions will be the subject of future meeting discussions and planning.
- The current version of the analysis that was previously done to identify our focus areas will be redistributed for review. Discussion regarding updating will be on the agenda for the next meeting. Howie will distribute the present version of the analysis.
- Newport County Municipal Laws Review. Understanding what’s on the books (laws) for the cities/towns that we service was discussed. It’s very important that we understand what our community laws are and be able to communicate them when questions arise. To that point, Committee members were assigned to research City/Town Charters/Pet Laws. The goal is to create a matrix that will allow us to understand and compare the laws between communities. This will be on the agenda for the next meeting.

The next meeting of this Committee has been scheduled for Wednesday, 27 September 2017 at 5:30pm at Potter.

The App Committee (=Advocacy & Public Policy Committee)

Date of Meeting: 8/17/2015 5 pm to 6:30 pm (I kid you not!)

Location: Morris Education Center

Attending: Mary Edwards (Chair of Committee), Harriet DiCicco, Charlene Karns, Christie Smith

Homework Submitted: Howie Naugle

Minutes submitted by: H. DiCicco

Actions taken this meeting focused on the green category. However, an entire summary is now provided:

1. As a result of the brainstorming and then ranking of various animals/animal issues by both staff and APP members, we categorized items. The categories are:
  - green** – high priority/mission fit
  - yellow** – mid priority/mission fit
  - red** – low priority/mission fit

To review the criteria used in assigning a category, we asked:

- How much of an issue is this or will this be for the Potter League?
- Is this part and parcel of how the community sees PL?
- How close to our mission is it?

We now have the following items categorized and in some cases consolidated.

In the **green category**, we have:

- a. Companion Animals (birds, cats, dogs, rabbits, legal reptiles, small mammals)
- b. Seasonal Humane Issues (dogs in hot cars, cats outside in the cold, Bunnies for Easter, Disney films generating adoptions, etc.)
- c. Animal Abuse and Neglect ( ‘Link”, Hoarding)
- d. Animal Control (PL’s relationship with ACO’s, education/training for ACO’s)
- e. Habitat Conflict (Coyotes/Dogs/Cats; Feral Cats; Outdoor/Community Cats; Cats/Birds)

In the **yellow category**, we have:

- a. Wildlife and Public Safety Issues
- b. Best Practices on Where to Get Animals (rescues, shelters, breeders)
- c. Display Animals/Circus/Elephants/Zoos
- d. Livestock/Farm/Horses

In the **red category**, we have:

- a. Shark Contests
- b. Fishing
- c. Hunting
- d. Commercial/Sport/Entertainment (race horses, greyhounds, polo ponies)
- e. Marine Mammals/Wildlife
- f. LEED Construction
- g. Zoonotic Diseases
- h. Illegal Exotic Animals

2. The committee then tackled each category and discussed appropriate ‘outputs’ or actions that Potter consider – assigning them to operational (staff), committee (APP) or board will be done at a later meeting unless the output is clear in terms of responsibility.

In terms of strategies, options included:

- Legislative advocacy
- Collaboration with other involved agencies
- Increased education to wider audiences through multiple venues

In the discussion of strategies, the committee delved into tactics as well.

Acknowledged as well was the issue of time – not only on the part of staff but also in terms of making cultural inroads and changing norms.

All 8 items in the **red category** are seen as having a ‘reactive response’.

The response is 3 part and primarily an operational responsibility.

1<sup>st</sup> – we respond by saying that our mission commits us to the humane treatment of all animals.

2<sup>nd</sup> – we let people know that ‘we are not the best resource’ for the issue being discussed. Staff handling calls would be given a resource handbook, which would list the possible resources for each of these 8 items.

3<sup>rd</sup> – we might review whether some items are appropriate for inclusion in our humane education program in the schools

Due to our trusted reputation in the community, we might at times appropriately post a reactive response (eg. Cecil on World Lions Day).

And, with regards to LEEDS, Christie mentioned that to further the understanding of how to treat animals humanely, we might want to point out with signage, LEED features in our building and how they have benefitted those in our care.

All 4 items in the **yellow category** are seen as appropriate for a more active approach by Potter which would take the form of strengthening educational outputs ranging from the active (Pet University and public school humane education/camps) to passive (website, handouts). Many of these items may already be covered by Potter and are seen as primarily an operational responsibility. Staff will review how these items are being covered and what audiences (age, geography) are involved. It might be that further enhancements are appropriate.

The committee completed its discussion of the 5 items in the **green category**. As these are seen as most clearly aligned with the heart of the Potter mission, they will require more active outputs on the part of staff, board and committee and thus more resources.

- a. Companion Animals (birds, cats, dogs, rabbits, legal reptiles, small mammals)

The committee agreed not to distinguish between Companion Animals and Shelter Animals but rather to view strategies in terms of external ones dealing with issues before they happen – upstream –and internal ones which deal with best practices for the animals (housing, food, nurturing, enrichment, wider fostering of animals beyond babies, presenting to the public) entrusted to us.



Upstream issues include increased ways of enhancing a better match between animal and adopter and being creative in using social media – apps.

Exploring current barriers to pet adoption (landlords, housing codes, etc.) and lobbying for occupants to have companion animals.

Ensuring that we are reaching a wider audience in the County.

Many of the internal issues are operational but could entail budgetary considerations and thus, board involvement.

Staff will need to collect data and review for any patterns in terms of animal stress, changes in behavior, nature of relinquishments, failed adoptions, increased ways of making a good match.

Cats as a general category was discussed with 3 actions on the table all dealing with the fact that we have an over population of cats and a continuing perception that cats can care for themselves independently. Both #1 and #2 are policy and thus require the board to decide. #3 is operational.

1 – to sponsor legislation at the state level that all entities (shelters, pet stores, etc.) selling cats be required to spay/neuter them

2 - to research more about the Million Cats initiative to treat ‘community cats’ in a different manner. Healthy stray cats that might be neighborhood cats or loosely owned by a number of individuals are to be spayed/neutered and then released back into their neighborhood. At issue here is the contradiction to current Potter stance of being careful of putting unsupervised cats outside and what the criteria is for determining surrendered strays as being adoptable versus released back into the community

3 – to counter the perception that cats can take care of themselves outside, we begin to model appropriate outdoor behavior – walking Potter cats on leashes, giving leashes out with adoptions

- b. Seasonal Humane Issues (dogs in hot cars, cats outside in the cold, Bunnies for Easter, Disney films generating adoptions, etc.)

Currently legislation has dealt with some of the critical issues (animals in cars in the heat). However we need to pursue action on other bills that are stalled in committee or not even introduced including: tethering, dogs in the back of trucks, and animals ‘driving’ with their owners. How best to reach legislators will be explored by APP members.

Staff can include in the calendar seasonal issues and then address them widely through NDN column, social media, print, libraries, humane education program and teacher lounges to ensure that we are proactive in reaching a wide demographic audience.

With regards to popular movies featuring companion animals, we can be proactive in reaching out to the local movie theatres for an opportunity to disseminate materials to the public. Additionally, the Middletown Theatre has a display area where not-for-profits can post materials.

- c. Animal Abuse and Neglect (“Link”, Hoarding)

This is an area rich with collaborative opportunities with legislative branch, local authorities, police training and Women's Resource Group. How best to reach legislators and the timing of those efforts will be explored by APP members.

PL staff in their outreach training can be alert to and bring up relevant topics.

d. Animal Control (PL's relationship with ACO's, education/training for ACO's)

There is the opportunity to collaborate with OSAC in supporting their small training incentives. Potter is hosting its own get together with the ACOs from Aquidneck Island. Discussed were ways in which Potter could support and acknowledge the role that these officers play with public safety and our animals (inviting them to present at a board meeting, inviting them to Annual Meeting, featuring them in NDN column, exploring the Week of the ACO).

e. Habitat Conflict (Coyotes/Dogs/Cats; Feral Cats; Outdoor/Community Cats;

Coyote Smarts has the helm for many of the issues involving coyotes and companion animals. Much of the legislative action has taken place on the local level in terms of ordinances. There might be need to explore widening the audiences – vets, brochures, libraries, pdfs on our website, NDN public safety ads, etc.

Both the Norman Bird Sanctuary (best practices for feeding backyard birds) and Paws Watch (feral cats and birds and coyotes) are good resources for county conflicts.

	Dogs								Cats							
	Aug-17	Aug-16	# change	% change	YTD FY 18	YTD FY 17	# change	% change	Aug-17	Aug-16	# change	% change	YTD FY 18	YTD FY 17	# change	% change
<b>Beginning Animal Count</b>	35	17	18	106%			0		128	102	26	25%			0	#DIV/0!
<b>Animal Intake</b>																
Strays	21	22	6	27%			0		16	10	6	60%			0	
Owner Surrender	27	11	16	145%			0		34	21	13	62%			0	
Owner Intended Euthanasia	0	0	0				0		0	1	-1				0	
Transferred In	15	34	-19	-56%			0		12	30	-18	-60%			0	
Other Intakes	0	3	-3	-100%			0		0	1	-1	-100%			0	
<b>Total Live Intakes</b>	63	70	-7	-10%			0		62	63	-1	-2%			0	
<b>Live Animal Outcomes</b>																
Adoption	51	37	14	38%			0		84	71	13	18%			0	
Returned to Owner	19	27	-8	-30%			0		4	1	3	300%			0	
Transferred Out	0	1	-1	-100%			0		7	0	7				0	
Returned to Field	0	0	0				0		0	0	0				0	
Other Live Outcomes	0	0	0				0		0	0	0				0	
<b>Sub Total Live Outcomes</b>	70	65	5	8%			0		95	72	23	32%			0	
<b>Other Outcomes</b>																
Died in Care	0	0	0				0		0	2	-2	-100%			0	
Lost in Care	0	0	0				0		0	0	0				0	
Shelter Euthanasia	3	0	3				0		4	4	0	0%			0	
Owner Intended Euthanasia	0	0	0				0		0	1	-1	-100%			0	
<b>Sub Total Other Outcomes</b>	3	0	3				0		4	7	-3	-43%			0	
<b>Total Outcomes</b>	73	65	8	12%			0		99	79	20	25%			0	
<b>Ending Animal Counts</b>	25	22	3	14%			0		91	86	5	6%			0	

### Other Animals

	Aug-17	Aug-16	# change	% change
<b>Animal Intake</b>				
Strays	0	3	-3	-100%
Owner Surrender	13	8	5	63%
Owner Intended Euthanasia	0	0	0	
Transferred In	2	5	-3	-60%
Other Intakes	0	0	0	
<b>Total Live Intakes</b>	15	16	-1	-6%
<b>Live Animal Outcomes</b>				
Adoption	13	18	-5	-28%
Returned to Owner	0	0	0	
Transferred Out	0	0	0	
Returned to Field	0	0	0	
Other Live Outcomes	0	1	-1	-100%
<b>Sub Total Live Outcomes</b>	13	19	-6	-32%
<b>Other Outcomes</b>				
Died in Care	0	0	0	
Lost in Care	0	0	0	
Shelter Euthanasia	0	2	-2	-100%
Owner Intended Euthanasia	0	0	0	
<b>Sub Total Other Outcomes</b>	0	2	-2	-100%
<b>Total Outcomes</b>	13	21	-8	-38%