

# **MISSOURI ANIMAL CONTROL ASSOCIATION**

## **EXECUTIVE BOARD MEETING MINUTES**

**December 6, 2023, at 10:30 AM**

The meeting was conducted live at the Park Restaurant and Bar, Columbia Missouri. The meeting was called to order by President Holly Bowie at 10:38 AM.

### **BOARD MEMBERS PRESENT**

Holly Bowie \_X\_      Matt Allen \_X\_      JT Taylor \_X\_      Christina Elmore \_X\_  
Steve Norman \_X\_      Maureen Keedwell \_X\_      Michael Layton \_X\_      Jamie Williams \_X\_  
Sara Spease \_X\_      Troy Schneider \_X\_      Alyssa Norsworthy \_X\_      Beth Gillespie \_X\_  
Karen Griggs \_X\_

### **BOARD MEMBERS ABSENT**

All members were present, although JT Taylor was in attendance via Zoom due to teaching in Georgia all week.

### **NON-VOTED COMMITTEE CHAIR ATTENDANCE**

Gina Tanner was not present.

### **MEMBER AND GUEST ATTENDANCE**

There were no guests in attendance.

### **CONSENT AGENDA**

JT Taylor made a motion to accept the agenda as presented. The motion was seconded by Alyssa Norsworthy, and unanimously approved.

### **PREVIOUS MEETING MINUTES APPROVAL**

Previous meeting minutes for the October regular meeting and the October Special meeting were reviewed. JT Taylor reminded everyone that while they were to review the Annual Business Meeting minutes, they could not be approved until next year's Annual Business meeting. Steve Norman made a motion to accept the minutes as presented. The motion was seconded by Sara Spease and unanimously approved by the Board.

### **MEMBERSHIP'S COMMENTS**

There were no guest members present and no comments made.

## **EXECUTIVE OFFICER'S REPORTS**

### **President's Report:**

President Holly Bowie thanked the Board for their hard work and support in putting on the Annual Conference. She said she had been working on some of the conference budget details and surveys. She said there were 13 survey responses. She said she had also been busy with Committee Chair assignments.

### **Vice President's Report**

Vice President Matt Allen thanked everyone for their help at the conference and confirmed that we received 13 survey responses. He said he also compiled a list of questions/requests/and things to remember for next year and sent the list to both the hotel and Holly. He said the Midwest Animal Sheltering group had already reached out and that he and Holly met with them via Zoom. He said they exchanged feedback about how the joint event went. Matt said Tim, from Best Friends, had joined the meeting as well. Matt said the other group seemed very interested in continuing to collaborate with MACA. He said he and Holly said we would discuss another joint venture with the Board and it will be discussed further in New Business. He said emails and phone calls have been placed to Tracy, at Oasis, regarding whether some type of event overlap would be logistically possible in 2024. He said Holly has looked at numbers from conference and there is good news: MACA made around \$10,000 at conference. He said he couldn't guess how much was due to the overlapping with the Midwest Animal Sheltering Conference or if it was just because we were conscientious with spending. He said he expected another year at the Oasis may get the Association back to being in pretty good shape. There was a brief discussion on issues to address for next year with the hotel such as the hotel not having the meals prepared with silverware, plates, etc.; issues with the restrooms; and location of the merchandise table.

### **Secretary's Report**

JT Taylor said the last approved minutes were currently updated on the website. He said he was still working on digitizing old minutes and agendas and said the Secretary needs a new laptop. He said the current one has issues of crashing in mid-use; deleting any files that are open and then not being able to recover them; and it was like pulling teeth to get the laptop to cooperate. There was a discussion on how old the laptop was, and JT said sign-in records were going back to Teresa Gilley so it was at least 10 years, if not more. There was discussion on dollar amounts and computer shelf life, and ultimately it was determined that a search would be conducted on replacement laptops for the Secretary and the Treasurer.

### **Treasurer's Report:**

Treasurer Sara Spease started off confirming there were issues with her laptop as well, but is trying to get it fixed first. She then reported there was \$12,401.69 in the main account; \$5,925.37 in the certification account and that the Paypal account was currently empty. She said she had sent everyone a breakdown on merchandise sales and costs, as well as breakdowns on membership and certification. She pointed out that there was \$989.00 spent on merchandise, with an income of \$748.63 this year. She said the annual profit from the certification account is still separate from the main account. Sara also reported having

contacted the Association's CPA about this year's tax stuff and that Sarah will be emailing her a list of what needs to be done. Sara also requested approval to pay the bond company and Gina, to reimburse Beth, and to for the website and to pay on an account emailed to her from the President. She said there was a lost check from a conference sponsor that had been misplaced. She said it has been found but was expired and a replacement check was on its way. JT Taylor made a motion for Sara to pay the bills, which was seconded by Matt Allen and unanimously approved. There was a discussion on replacing the Treasurer's laptop and Sara also brought up needing direction on a reimbursement question. She said since both Holly and Jamie had missed the conference due to emergency circumstances, should they be reimbursed for their conference tuition. Holly said it would be nice but there was no policy on reimbursement. JT made a motion to reimburse them, which died from a lack of second. Matt Allen made a motion to carry it over to next year, which was seconded by JT Taylor and unanimously approved. JT made a motion to accept the Treasurer's Report as submitted which was seconded by Beth Gillespie and unanimously approved.

## **COMMITTEE CHAIR REPORTS**

### **Awards:**

Alyssa Norsworthy said she had nothing to report at this time. She said there was a request to change the awards banquet theme from academy awards to something else so new ideas are requested. She said she received a request for approval to make a copy of an award so it could be shared by the winner and be displayed by the City. She said the requesting organization will handle it and associated costs, if the Board will allow it.

### **Certification:**

Christina Elmore reported they held the certification class in November, and we had an issue with the venue due to construction. The hostess they arranged a new training site and they had to move to a new location. She said it worked out but was a tight fit and people who had an iPhone the GPS took them to the wrong location. She said all in all, though they had a good turnout and she said that everyone who took the class passed. Christina said she was not sure if that had ever happened before. She said they had to do Molly's section via Zoom and that after some technical issues, it seemed to go well. She reported that they also had a certification committee meeting on Tuesday before the training class and we discussed the class, venue change, the school pilot program, and also the change for MACA membership to be given as a courtesy for the rest of the year and then they can renew at the first of the following year so everything is in line and it's less confusing to everyone. She reported that feedback from the class was good, but they all mentioned how they wished the course was longer so not as much stuff is crammed in two days, and that there was more chance to study and maybe more breaks. She said she agreed with the feedback and after email conversations with the speakers, everyone was on board with it also, so, she thought about making it a 3-day class and adjusting the schedule to accommodate that; with the 3<sup>rd</sup> day being more of review and test day. JT Taylor said when the course was originally written in the mid-2000s, it was written as a 3-day course, but it was changed a few years later to a 2-day, without changing content. She closed by saying they also discussed possible locations for the next 2 programs and are currently deciding

where to have them. There was a detailed discussion on how to address the confusion associated with membership dues being paid as part of the certification tuition and when renewals take place. The discussion was eventually tabled until a future meeting.

#### **Constitution and Bylaws:**

JT Taylor had to leave the meeting but reported via email that there have been several Constitutional inquiries since the Annual Conference, and a recommendation will be forthcoming after the first of the year regarding an amendment proposal. During this last election, there was a three-way tie which was broken, by the Vice President, in the absence of the President. This was technically correct, however there is no proper procedure in place in the Constitution and Bylaws or our procedures regarding the method of breaking more than a two-way tie. The election remains valid, however in researching the proper procedure since the election, JT said he has learned what the proper procedure should be. He said he will be discussing it with Jamie Williams, or whomever may be serving with him on this committee, and we will craft an amendment to add the tie-breaking procedure to Article III Section Two of the Association Bylaws. JT said the review and annotating of the Certification Bylaws is completed and there are several points which must be addressed with the Certification Chair and the Board in the near future. He said he will be getting with the President regarding these discrepancies in January. Jamie Williams said he had nothing to add.

#### **Legislation:**

Sara Spease said pre-filing session is open, but she hasn't seen anything yet. She said she spoke to Aislinn, from MAAL, about a group called HASS. She said Aislynn was going to reach out to them about the cross-reporting bill to see if they would help promote it. Sara said she needs to follow up with Aislynn to see how that went.

#### **Historian and Photographer:**

Jamie Williams thanked those who spoke for him at the conference. He said he was unsure what the problem was with the powerpoint and Steven said he thought perhaps it was due to the animations, which resulted in the project being unable to auto-play. Steven said he just pressed the button to manually do it.

#### **Membership:**

Alyssa Norsworthy said she was still sorting through all the membership stuff and hoped to have renewal letters out by the end of the month. She said she had made several changes, to include changes to the membership invoice. She said there are 174 members for 2023.

#### **Nominations:**

Matt Allen said for the first time he could remember we had a tie at the 2023 elections. He said they were possibly looking at how to revamp the tie-breaking procedure. There were some suggestions for Board members for the 2024 board slate in survey. He said if a Board seat becomes vacant during 23-24 term, Stephanie Bugbee should, in accordance with the Constitution and Bylaws, be first approached about filling that vacancy. Co-Chair Micheal Layton had nothing to add.

### **Scholarships:**

There was no current scholarship chair so there was nothing reported.

### **Merchandise:**

Beth Gillespie reported that there was positive feedback regarding the ball caps being of nice quality. She said the tactical green shirts, and having the original design/logo on the back of shirts this year was something quite a few people said they were happy to see. She said she talked to a few members who felt that the merchandise not being in our conference room was a big downfall since it wasn't in a location for people to "graze" and think about purchasing things as it has been in many years before. She said there had been a number of items suggested for 2023 but she hadn't had time to shop around for vendors and pricing, and she is now exploring those items for 2024. She said she was not sure what the total revenue but believed it wasn't close to years past. There was a general discussion on problems and issues that came up regarding merchandise location and staffing. Several options will be considered for the 2024 conference.

### **Exhibitors/Grants:**

Steve Norman said he hadn't much to report. He said he had sent out a few emails to exhibitors from the Midwest Animal Sheltering Conference, letting them that he would be reaching out to them, and had gotten a good response from all of them. He said he has also updated all of the material that he will be sending out to the exhibitors this month. He said he was going to narrow his focus this year a little, but his goal will be at least 12 exhibitors for 2024. He said he had nothing to report on grants as they won't open up for application until February. He said NACA had agreed to be a \$500 Chihuahua Sponsor and 24 Pet Link has said they would attend the 2024 conference and to just let them know the information.

### **Social Media:**

Christina Elmore said she hadn't lot of stuff to report. She said we did get a couple of new followers for the Members Only page and she will continue to schedule posts if she is still on this committee after today's meeting.

### **Newsletter:**

JT Taylor reported via email that the third and fourth editions of the MACA News will be out by the time of the meeting. During and after the Annual Business Meeting, he said he had the opportunity to talk with members about the format of the MACA News and the consensus was that all who actually read it, liked it. He said several people said they couldn't find it on the website. We should consider changing its location on the website. It was somewhat disappointing to learn that many people I talked to didn't read it and several didn't even know it was available. Beginning with the first edition of 2024, I plan to promote it better. Additionally, 2024 advertising promotion will be going out in December, with hopes of obtaining 5 or 6 for the coming year. I don't plan to raise the rates but rather get more advertisers, the fees of which go to support the 2024 conference.

**Mini-MACA:**

Alyssa Norsworthy and Sara Spease said they had nothing to report.

**Website:**

Gina Tanner was not present.

**OLD BUSINESS**

**Records retention update:**

Christina Elmore reported that the meeting at the Secretary of States' Office on records retention had gone well. She said she presented the questions she and JT had and they discussed everything. She said they are going to get a draft together of a records schedule and then present it to us to see if there needs to be changes to it. She said they would love to come to an in-person meeting once they get the schedule worked out and she had told them about the live board meetings but they wouldn't have it done by this meeting so she told them the next in-person meeting would be in February in Springfield. She said they are going to come to that one. Christina also said they offered to speak at our annual conference about the new records retention and from what she understands it's about an hour or hour and a half long presentation. She said she thought it would be a good idea since this will be new and a lot of people won't know about it.

**NEW BUSINESS**

**Committee Expectations:**

Holly Bowie said she and Matt had been discussing expectations and a basic timeline of events or activities of each committee chair so to better know who needs help, when and where. To this end, she said, each committee chair will be asked to provide a list of their committee expectations. There was some general discussion on what types of things should be covered or set up for future board members to more easily know what to do and how to do it.

**Committee Assignments:**

Holly said she had tried to consult with everyone on what committees they would like to chair before making the committee chair assignments. Matt Allen reminded everyone that the Board Member Handbook was available on the website and could provide them with an overview of committee duties and responsibilities. The committee chairs for 2023-24 are:

**Awards:** Maureen Keedwell

**Certification:** Christina Elmore

**Constitution and Bylaws:** JT Taylor and Troy Schneider

**Legislation:** Sara Spease

**Historian and Photographer:** Jamie Williams

**Membership:** Alyssa Norsworthy

**Nominations: Michael Layton**  
**Scholarships: Karen Griggs**  
**Merchandise: Beth Gillespie**  
**Exhibitors/Grants: Steve Norman**  
**Social Media: Christina Elmore**  
**Newsletter: JT Taylor**  
**Mini MACA: Alyssa Norsworthy and Troy Schneider**

**Collaboration with Midwest Animal Sheltering Conference 2024:**

Matt Allen said the Missouri Coalition of Animal Care Organizations (MCAC) reached out a couple of weeks ago and said they really liked the collaboration of the 2023 conferences. Matt said there was some general discussion and some ideas floated on how to integrate better in 2024. He also said he was making inquiries with Oasis on where conference room availability. Holly said one idea was to have multiple tracks of training going on, with two tracks being Midwest Animal Sheltering Conference (MASC) topics and one-track being Animal Control, and all tracks being open to whomever wanted to attend. Holly also said vegan meals were a real concern for us. Matt asked what, if any, feedback there was from the Board. There was also some discussion on the influence Best Friends has in the MASC program and possible conflict between some of their philosophies and animal control agencies or programs. Sara Spease made a motion for the President and Vice President to move forward with negotiations with MCAC on a 2024 cross-over between MACA Annual and MASC. Jamie Williams seconded the motion and it was unanimously approved.

**NACA State Summit:**

Holly briefed the Board on MACAs invitation to the 2024 NACA State of Animal Control Today summit in San Antonio, Texas for two MACA members. She said the summit is May 13 and NACA will provide most of the expenses, except travel to San Antonio. She said NACA was also providing one hotel room for one night, so one of them would need a room. Holly said her agency would provide for her travel but Matt Allen's city could not, therefore she was requesting Board approval for covering his travel expenses, and for one hotel room. They said the anticipated expenses would be less than \$1,000.00, which the President can approve on her own, but they wanted Board consent anyway. The Board agreed that they should both attend, and that Matt's travel expenses should be covered by the Association.

**Membership Renewals:**

Discussed earlier during committee reports.

**25-26 Annual Conference Locations:**

There was some general discussion on possible locations for the 2025 and 2026 Annual Conferences. Matt Allen reiterated that he had put out some tentative contacts for proposals for one year. Multiple cities and hotels were discussed but no decision was made as not all proposals have been returned.

## **NEXT MEETING SCHEDULE**

**The next meeting is Jan 11, 2024 at 10:30 AM via Zoom.**

## **ADJOURNMENT**

**A motion to adjourn was made, seconded and unanimously approved. Holly Bowie adjourned the meeting at approximately 1:12 p.m.**

**Respectfully submitted,**

***James A. Taylor***

**James A. (JT) Taylor  
Executive Secretary**