

MISSOURI ANIMAL CONTROL ASSOCIATION

EXECUTIVE BOARD MEETING MINUTES

February 8, 2024, at 10:30 AM

The meeting was conducted via Zoom and was called to order by President Holly Bowie at 10:32 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

There were no Board members absent so no action necessary.

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 Jamie Williams, and was unanimously approved.

PREVIOUS MEETING MINUTES APPROVAL

Previous meeting minutes were reviewed. Sara Spease made a motion to accept the minutes as presented. The motion was seconded by Steven Norman 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 said she has had meetings with Christina Elmore and JT Taylor on the certification bylaws, which will be discussed further in New Business. She also said she has been busy working with Matt Allen on the joint conference which will also be discussed further in Old Business.

Vice President's Report

Vice President Matt Allen said he'd sent a speaker request to KCPP with the thoughts of a presentation on Social Media or Media Strategies for Animal Control/Shelters. He said he got a reply from Tori Fugate (Chief Communication Officer) with KCPP expressing her desire to speak and asking for additional details. He asked the Board's thoughts on it. There was a discussion on the pros and cons of KCPP participation and it was agreed that Matt should accept the offer of the presentation as long as it was generic and covered all levels of agency operations. Matt made a recommendation that the Board signed an agreement with Chateau on the Lake for 2025 and 2026 annual conferences. He said he had received contracts for both years and sent them to Holly for review last week. He said he believed the venue will be top notch and is at the Lake of the Ozarks setting many attendees seem to like. He said they provided really good menu options that would meet the Board's needs. He said they did require a \$12,000.00 minimum on food, which would easily be met, and they required \$9,000.00 be paid 30 days before the conference. JT Taylor made a motion that Matt execute the contracts for the 2025 and 2026 annual conferences with Chateau on the Lake Resort. Sara Spease seconded the motion and it was unanimously passed by the Board. Matt said the dates of the next two years of conferences would be September 24-26, 2025 and September 23-25, 2026. He also said the 2024 Conference Registration is open and he had made tentative room reservations for two speakers at this time, three scholarships, and all possible award winners as a placeholder. He said the Oasis has given the Association a suit and there was a discussion on how to best use it. It was decided that it would be given away by a name drawing of people who have registered for the conference before May 1, 2024.

Secretary's Report

JT Taylor reported that all of the old agendas that have been found so far have been digitized, and the old meeting minutes have been paired up and are now being digitized. He said since all of the meeting minutes since 2017 have been saved on the website as a pdf files, all of the old ones are being converted to pdf files so the risk of damage, loss or alteration is reduced or eliminated. He said that as previously discussed in past meetings, the plan is to set all secretary records up in google drive so that they can be accessed by any board member. The Board thought saving everything as a pdf file was a good idea. JT also said the Secretary Protocols have begun as a step-by-step description of how to perform the duties of this position and that they should be ready within the month. JT asked if anyone on the Board was interested in learning how to be Secretary, to be better prepared if elected as Secretary at the 2024 Annual Business meeting. Karen Griggs said she would be interested.

Treasurer's Report:

Sara Spease said there was \$13,030.91 in the main account, \$5,750.37 in the certification account, and \$57.42 in the PayPal account. She said a bunch of membership renewals had come in during January. She reported that the 2022 and 2023 taxes had been filed and the 2021, which had also not been filed previously, was underway. She said once they are filed, the Association will have a complete record of taxes going back to 2018. Sara also said the PO Box was going to remain in Excelsior Springs. She explained that the costs associated with moving it turned out to be more than discussed at the January and February Board meetings. She said former Treasurer and PO Box holder Kristen Baxter had met with her at the Post Office to change over to the new PO Box contract. JT Taylor made a motion to accept the Treasurer's Report as presented, which was seconded by Alyssa Norsworthy and unanimously approved by the Board.

COMMITTEE CHAIR REPORTS

Awards:

Maureen Keedwell said she did not have much to report and no nominations have been received as of yet. She added she had a few more ideas for banquet theme. Following a brief discussion, it was agreed that the theme would be a jungle safari theme with attire being semi formal and "jungle attire."

Certification:

Christina Elmore said she has been struggling with finding available meeting rooms for the certification program in Columbia but has a place almost secured. She said the dates are April 10-11 and once she gets it secured, she will be posting the venue and getting everything set up for the website and Facebook. She said she has a lot of personal and work issues that she has been dealing with so she hasn't had as much time as she usually would have. She said that starting next week she will be sending out renewal notices for certification. She said she will also be working with Alyssa Norsworthy on sending out membership recruitment and wants to send out flyers for certification if she has it all secured by then, along with the Mini-MACA information and it will also include a basic conference information to try to and draw more interest. She said she, Holly, JT had a meeting about certification and that it will be discussed in New Business. She said they are trying to make sure everything is being done correctly and what changes need to be made, are making the changes in sections as they get it all figured out.

Constitution and Bylaws:

JT Taylor said he has found an annotated version of the Constitution and Bylaws in a file with old meeting minutes. He said the annotated version has notes on what things in the Constitution and Bylaws mean, how they have been interpreted and implemented, and how things are done in accordance with Parliamentary Procedure and Robert's Rules of Order. JT said it appears that it hasn't been used since about 2014, but it is very effective and looks like it's pretty comprehensive. He said it will be tweaked a bit to account for 2022 changes to the Board made, and once its typed into a digital document, it will be sent to the Board for review. He said if all of the Board members have it, it should make it easier to

ensure everyone is operating in accordance with the Constitution and Bylaws as well as Parliamentary Procedures and Robert's Rules of Order.

Legislation:

Sara Spease reported that there are currently 6 proposed animal welfare related bills: 3 which support the cross-reporting bill; 2 in reference to pet stores and selling puppies; and 1 in reference to the disposition statute. She said there is another proposed bill in reference to micro shelters and removing regulations for shelters that don't have more than 10 animals being developed for proposal. Sara said currently the senate is in "Freedom Caucus." She said nothing has been assigned to a committee and more than likely won't be until they work out all the proposed bills involving abortion. Sara said all of the abortion legislation is bogging down the process for everything else. She also said Humane Day was scheduled for April 10 and that she is working on the Legislation standard operating procedures.

Historian and Photographer:

Jamie Williams said he had nothing new to report at this time.

President Holly Bowie adjourned the meeting for lunch at 11:54 a.m., and she called the meeting back to order at 12:48 p.m.

Membership:

Alyssa Norsworthy said she had sent the most recent membership list to each of the Board members. She reported there are currently 119 paid members, but 2 are no longer employed with their agencies. She also said there were 14 lifetime members. JT Taylor asked if Carmen Skelly was included in that list as she was not on the list he had sent Alyssa. Alyssa said Carmen was one of the 14 but they had know "as of" date. JT said he'd come across the minutes when she was voted in as a lifetime member but didn't remember the date so he would look it up and send it to her. She said she is still awaiting payment from 74 members that paid last year but haven't paid this year yet and 21 members that paid in 2022 but not 2023. Alyssa asked if it is ok for her to send out another round of invoices for people that haven't paid in April or May. She also said that after speaking with Sara Spease they determined that the Constitution and By-Laws stated the people paying in the last quarter, their payments will be going towards next year's membership. She asked for a discussion with the Board as MACA is potentially losing money on people who pay at conference. There was a brief discussion, but no decision made. Alyssa also said Christina Elmore created a membership drive flyer, which she had emailed to the Board, that they want to send out in the next couple weeks to all animal shelters/animals control facilities that hold a license through the Dept of Agriculture to try to recruit more members. She said she'd like to include the Mini MACA training brochure with the Membership flyers as well. Alyssa said Christina Elmore was producing the mailings and sending them out at no cost to the Association, and she thanked Christina for her efforts.

Nominations:

Michael Layton said he didn't have anything new to report but asked Alyssa Norsworthy to see if the names of potential candidates were eligible to be candidates. There was some

discussion on eligibility criteria and Alyssa said she would check out the names to see if they were members in good standing in the previous year.

Scholarships:

Karen Griggs reported that Steve Wilcox with Petlink, has agreed to sponsor the Gabby Evans Scholarship again for the October conference. She said she forwarded his request for an invoice to Sara Spease. She said that so far no one has applied for the scholarship and she was working on getting something to Christina for the Facebook page to promote it. There was a brief discussion on scholarship eligibility and criteria for being awarded a scholarship.

Merchandise:

Beth Gillespie said she has been toying with a few design options and wanted to show the Board before digging further into prices. She said these are items she thought might be a different avenue and one was something that had been done several years ago. Beth said she was still looking at sock options but thought that pricing would make them impractical. She said she thought it might be nice to have different shirt ideas or bring back long sleeve or baseball t-shirts as an option. There was a discussion on the baseball t-shirts and fabric pros and cons, and cotton was preferred to the polyester style. Beth said she was shopping around for products and pricing options for the best bang for the buck.

Exhibitors/Grants:

Steve Norman reported that 2 exhibitors have paid, and he has sent out requests to many others. He said he was still just waiting for responses. He reminded everyone that most grant portals won't open until this month, and he is keeping an eye on them. He said he reached out to Bass Pro since he is not allowed to talk to the individual property, to see if they would donate a 2-night stay at Big Cedar as our Raffle drawing instead of a gun. He said he is also going there this month so he is going to try and talk to them in person and see what they can do.

Social Media:

Christina Elmore said she has some things posted or scheduled to be posted on both Facebook pages and will continue to do so. She reported having added 2 new members to the Members Only page. She said she has started working on the Social Media SOP and thinks she has it done but is not sure yet. After some discussion, it was agreed that Karen Griggs be added to the Facebook pages as an admin.

Newsletter:

JT Taylor reported having not received any 2024 advertisement renewals and that most of the responses from new potential advertisers say MACA doesn't have a high enough distribution. He asked the Board if they preferred to either drop the advertisements or use the ad space to promote MACA's conference sponsors and exhibitors. He explained that ads are kind of important in that not all articles take up a whole page and ads make great filler. The Board agreed to use the space for an ad that promotes the registered sponsors and exhibitors. He said the first edition is ready to go after tweaking some articles, such as training dates and locations and filler ads.

Mini-MACA:

Alyssa Norsworthy said they were still scheduled to have the East Side Mini in St. Louis on May 13, 2024. She had attached the flyer she created for the event to an email to the Board as well. She said the speaker is free and the venue is free. She said she will try and purchase some cheap snack the week before to have on hand and she has asked Gina Tanner to open the portal for payment and registration. She asked Christina Elmore to post them on social media at her convenience. Troy Schnieder said his police department is looking into what training they have that would work for our needs. He said the veterinarian who was teaching in St Louis was willing to do the same program in Sedalia as well, and he said he had spoken with JT Taylor about possibly doing a Mass Animal Impound procedures training. There was some discussion on topic options and a hands on Officer Safety class was discussed. JT said he could present the Surviving the Day Officer Safety class, which is about 4 hours of power point in the morning followed by an afternoon of physical self defense techniques. JT said he'd send Troy some dates he is available in April and May. Troy said he would work out a date.

Website:

Gina Tanner was not present.

OLD BUSINESS

MASC Partnership

Matt Allen said he and Holly had a meeting with MASC back on January 18th. He said several details were discussed. He said Joyce, from MASC, was looking at drafting an Memo of Understanding between the groups and they were going to talk with their Board about how they would handle costs of Banquet dinner. Matt said they had a discussion on how many exhibitor tables each group would have resulted in the most discussion. Matt said he'd stated that MACA needed at least 12 exhibitors and there was a difference in opinion of how many tables could be arranged in the hallway. He said he'd asked Oasis to provide a scale diagram to help better understand where tables would set. He also asked Oasis if they had any 6-foot tables, but they do not. He said he'd inquired if we could rent some and use them at Oasis and they said yes. Holly said she has (6) six-foot tables, adding transport to Oasis may be challenging. Matt said the next meeting with MASC is February 13th at 11 a.m. He said a new contract with Oasis is yet to be signed and it is his and Holly's position that there should be two separate contracts with the hotel: one for MACA and one for MASC. He concluded by saying Holly has started keeping their own notes from the joint meetings.

Records Retention Project

Christina Elmore said she sent an email out to the Board, with the recommendations from the Secretary of State's office, but has heard nothing back. She passed out printed copies of them to facilitate the discussion. She said that unfortunately neither John nor his colleague could make it to the meeting so she will email him after the meeting with any changes the Board has for him. She also said he had sent her some questions he would like answered and the Board discussed the questions. There was a brief discussion on some of the time

limits, especially with bite reports, but overall the Board felt the proposed retention times were adequate.

Constitution and Bylaws Revision Proposal

JT Taylor reminded everyone that there was a proposed amendment to the Constitution and Bylaws currently on its 60-day period before it can be voted on. He asked if anyone had thought of any questions or comments on it. Hearing none, he thanked the Board for their consideration.

NEW BUSINESS

Humane Day at the Capital

Sara Spease said Humane Day at the Capital is scheduled for April 10. She said she would be there with the MACA booth. JT said he was currently a stand-by instructor that week and unless he was needed to teach elsewhere, he would help Sara. Jamie Williams said he would like to come but didn't think their agency budget would allow for it this year. JT told Sara that if he couldn't come for some reason, he could help her prepare written positions on the various pieces of legislation, if she would let him know what she needed it on.

Certification Bylaws

Holly told the Board she had had a meeting with Christina and JT regarding what certification committee bylaws. She said there was issues with the members of the committee, the definition of the ex officio and their role, and the fact that there is currently only three people on the certification committee. JT said the definition of ex officio is someone appointed to a committee by virtue of being on the Board. He said traditionally the ex officio has been the President or Vice President, but it could be anyone on the Board that is appointed by the President. Holly also said the bylaws called for the committee members to be re-appointed every three years and that no is technically appointed at this time. Various combinations were discussed by the Board. JT said historically the certification chair had always been a non-voting or elected member of the Board appointed to the position by the President. He said apparently that was changed at some time after Christine Kalish became the certification chair about 10 years ago, but he has not found the change reflected in Board meeting minutes. There was discussion on the pros and cons of the cert chair being an elected, voting member of the Board or not. There was also discussion on the other members of the committee being members of the Board of Directors. JT said the committee could have other elected board members serving on it but those members would have to abstain from any certification committee vote. It was determined that a revision to the certification bylaws would be necessary and would make the certification committee chair a voting member of the Executive Board, and specify that if certification committee members were also members of the Executive Board, they would have to abstain from votes that impacted the certification program. There was also discussion on whether the program instructors were supposed to be on the committee or not. JT said there had been an attempt to do it that way about 12 years ago, however it was not a requirement. When asked about instructors like Matt Rold and Molly, JT said they usually attended the committee meetings if they could, however they were considered

subject matter experts, and not part of the committee due to them not being MACA certified ACOs. The discussion concluded with JT saying he would draft the amendment proposal and get it out as soon as possible so it could start the 60-day clock.

NEXT MEETING SCHEDULE

The next couple of meetings were scheduled for March 20 via Zoom and live on April 24 in Columbia, 2024 at 10:00 AM and 10:30 AM respectively.

ADJOURNMENT

Matt Allen made a motion to adjourn, which was second by Beth Gillespie and the motion was unanimously approved. President Holly Bowie adjourned the meeting at approximately 2:46 p.m.

Respectfully submitted,

James A. Taylor

James A. (JT) Taylor
Executive Secretary