

# **MISSOURI ANIMAL CONTROL ASSOCIATION**

## **EXECUTIVE BOARD MEETING MINUTES**

**September 21, 2023, at 10:00 AM**

**The meeting was conducted live at the Oasis Hotel and Convention Center, Springfield Missouri. The meeting was called to order by President Holly Bowie at 10:23 AM.**

### **BOARD MEMBERS PRESENT**

**Holly Bowie \_X\_    Matt Allen \_X\_    JT Taylor \_X\_    Christina Elmore \_X\_  
Steve Norman \_X\_    Sandy Alexander \_X\_    Michael Layton \_X\_    Jamie Williams \_X\_  
Sara Spease \_X\_    Wendy Combs \_X\_    Alyssa Norsworthy \_X\_    Beth Gillespie \_X\_**

### **BOARD MEMBERS ABSENT**

**All board members were present.**

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

**Gina Tanner was not present.**

### **MEMBER AND GUEST ATTENDANCE**

**There were no guests in attendance.**

### **CONSENT AGENDA**

**Sara Spease made a motion to accept the agenda as presented. The motion was seconded by Steve Norman, and unanimously approved.**

### **PREVIOUS MEETING MINUTES APPROVAL**

**Previous meeting minutes were reviewed and amended. Sandy Alexander made a motion to accept the minutes as amended to correct the spelling of a name in New Business. The motion was seconded by Wendy Combs 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 had updates on the credit card machine contract situation but would discuss it during the Treasurer's Report. She said everything else she has been working on was conference related and would be discussed during the respective committee reports.**

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

Vice President Matt Allen said the updated conference schedule and "Conference Greetings" letter was posted on the Facebook accounts and the website. He said the overflow hotel rooms at Drury Inn, which will be released 9/24, to his knowledge, have not yet been needed. He said he will get the preliminary head count to Oasis around 9/24 or so. He thanked Holly for working hard on conference program. He asked that Christina Elmore be sent the speaker bios and exhibitor info so she could prepare the Bingo cards. He said he, Holly, and Steve have a zoom with the Midwest Animal Sheltering Conference group October 9. Holly Bowie went over the Conference checklist to make sure nothing had been missed. Matt said the Conference Survey will be set up as a QR Code this year. There was some general discussion on late registrations and hotel reservations. JT Taylor said he'd observed a trend developing across several other state associations and animal control training organizations to set a "register by" date and anyone registering after the deadline will have a higher tuition rate. He said this might reduce the number of late registrations and increase the number of people making their hotel reservations as most people do that at the same time. Matt raised the possibility of increasing the annual membership dues. There was a general discussion on the annual membership dues, versus certification dues. JT said that any decision to change the membership dues should be presented for a vote of the membership during the annual business meeting next month. Christina Elmore said she sent emails to several local businesses asking for raffle donations but didn't hear back from most of them, or they said no. She said Andy B's, which is a local bowling alley and game room in Springfield, said they are giving us a \$25 gift card for the game room. She will pick it up after the meeting on Thursday.

### **Secretary's Report**

JT Taylor reported that the website was up to date with the most recently approved meeting minutes and that he was continuing to digitize old agendas, meeting minutes, and association records.

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

Treasurer Sara Spease reported a main account balance of \$10,251.50; a certification account balance of \$4,739.27; and said the Paypal account currently has a balance of \$569.36. Sara and Holly provided an update on the attempt to recover money lost due to a contract for a credit card machine the Board didn't know anything about.

Holly Bowie called for a brief recess at 11:35 a.m., and the meeting was called to order again at 11:56 a.m.

## **COMMITTEE CHAIR REPORTS**

### **Awards:**

Alyssa Norsworthy reported on the results of the electronic Awards vote. She said one person, aside from Holly, did not vote so there was only 10 voting Board members. She said she has contacted Crown Trophy with the winner information. She said they sent her an invoice which has been forwarded to Sara for payment. Sara reported that she has already

paid the invoice and the award proofs were sent to Holly and Matt for approval. Alyssa said after approval from Matt and Holly, they submitted the final request for production. She said the awards are finished and she will be picking up the final product the first week on October. She said JT has written a script and PowerPoint presentation for the Awards Ceremony and asked for any volunteers to do the presentation for New Nodaway Humane Society and Stephanie Bugbee. Jamie Williams offered to do Stephanie's and Sara Spease offered to do New Nodaway's.

#### **Certification:**

Christina Elmore reported having currently 17 signed up for the November certification class and that she has mailed out renewal notices a couple of weeks ago. She said they are slowly starting to come in. She also gave Matt, Jamie Williams and Michael Layton's their certificates from their spring classes with an apology for the delay.

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

JT Taylor reported he was still working on correlating the Certification Bylaws, tracking changes and updating the Bylaws with amendment dates. He said there are several changes that have been made, but no record of the Board approval for the changes nor are there committee meeting minutes to support the changes in procedures or Bylaws. Jamie Williams said he had nothing to add to the report.

#### **Legislation:**

Sara Spease said she had nothing new to report regarding legislation, but that she was still working with MAAL on the domestic violence and cross reporting training coming up on October 20. She said she would be sending out a flyer soon.

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

Jamie Williams said he was working on the slide show for the conference and awards banquet dinner. He also reported having gotten a cable to connect the camera which will allow him to recover the photos on the camera. There was a brief discussion on how to do it and JT Taylor said he was pulling digitizing photos from years past to include in the slide show, and would be sending the pictures to Jamie.

#### **Membership:**

Sandy Alexander said she'd sent out the current membership list and Alyssa Norsworthy said she had the membership flash drive to start learning how to chair the membership committee. There was a general discussion on an issue with Marion Woods' membership and it was decided to extend the membership.

Holly Bowie called a recess for lunch at 12:10 p.m. and called the meeting back to order at 12:50 p.m.

#### **Nominations:**

Matt Allen said he has emailed Shane Moore and Stephanie Bugbee regarding their intent to run for Board seats. He said Stephanie has said yes, but he has not yet heard from Shane. Discussion was held on how to handle Wendy Combs resignation following the

annual conference, with JT Taylor saying she needed to resign before the annual business meeting so that her seat could be filled by election; or, she could resign after the conference and Holly Bowie would have to appoint Wendy's replacement. Holly said she would prefer Wendy resign before the business meeting with an effective date of the last day of the conference. JT said that would be permissible under the Association Bylaws.

#### **Scholarships:**

Wendy Combs said letters were mailed to the scholarship recipients and that she had emailed everyone also. She said she would follow up with those folks a bit closer to make sure they will be attending. JT Taylor thanked the Board for approving his scholarship application.

#### **Merchandise:**

Wendy Combs said Beth Gillespie had reached out to her and was looking at the shirts with just a MACA logo and a few other items with vendors close to her. Beth said she ordered the silicone wrist bands and they were delivered to her house. She said she went by the sportswear location to see how the quote was coming and they discussed 2 different types of shirts so she will know costs soon. She said they were looking at the smaller MACA logo on the left chest area and a larger one on the back of some, while another set will have "animal control" on the back to cover all job classifications of the animal control profession. Beth said she'd gotten a request for ball caps with the logo and hopes to have the quote and designs in the next couple of days. She passed around the wristbands that glow in the dark and have the design on them. She said she tried to do the logo on them and they could accommodate it without it being a huge band so she is going that direction.

#### **Exhibitors/Grants:**

Steve Norman said he had nothing to report on grants, but said there were currently 10 exhibitors, with Tomahawk using two tables. He said LETI has provided a Chihuahua level sponsorship, bringing the total to four sponsors and almost \$6,000.00.

#### **Social Media:**

Christina Elmore said Matt Allen had been posting updates about the conference and she has made a couple of posts on both pages but didn't really have much else to report. Sara Spease had a great idea to do a video after the Board meeting, with Board members talking about the conference, social hour, etc. She said she has a friend that was going to edit it for the Board so it can be posted on both pages. Christina said this would be discussed during further New Business.

#### **Newsletter:**

JT Taylor said the third quarter issue is underway and should be out by the end of the month.

#### **Mini-MACA:**

Alyssa Norsworthy and Sara Spease said they had finally collected the tuitions for the final three attendees to the St Louis Mini back in June.

**Website:**

**Gina Tanner was not present.**

**OLD BUSINESS**

**Records Retention**

**Christina Elmore said she had received a series of questions from JT Taylor for the Secretary of State's Office and that there would be an in-person meeting November 15 in Jefferson City. She said she would be attending the meeting in Jefferson City, but that JT would be unable to attend.**

**NEW BUSINESS**

**Conference Video Commercial**

**Sara Spease said she had noticed that most of the Association posts were just words and that perhaps a video marketing promotion might draw more attention. She said she had a friend who offered to edit the footage and proposed several Board members be in the video talking about the annual conference. Alyssa, Christina, Jamie, Micheal, Matt and JT volunteered to be in the video. Once edited, it will be posted on the FB pages. JT said he would also cross post it to the other Animal Control related Facebook pages he is involved with. The Board agreed to the proposal.**

**NEXT MEETING SCHEDULE**

**The next meeting is scheduled for October 24 at 1:00 p.m. at the Oasis Hotel and Convention Center.**

**ADJOURNMENT**

**A motion to adjourn was made by Sandy Alexander, and it was seconded by Sara Spease. The Board unanimously approved adjournment and Holly Bowie adjourned the meeting at 1:30 p.m.**

**Respectfully submitted,**

***James A. Taylor***

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