

Royal Oak Animal Shelter Committee

Royal Oak Animal Shelter

Minutes

February 21, 2019 at 7 PM

The meeting was called to order at 7:10pm by committee Chair Ilene Krupa.

Roll Call:

Chair: Ilene Krupa

Vice-Chair: Elizabeth Rivard-Weston

Emmy Wickey

Trevis Moore

Dawne Ripinski

Commissioner Randy LeVasseur

Deputy Chief Mike Frazier

Guest Attendance:

Jodie Ellison, Manager of Royal Oak Animal Shelter

Victoria Strunck, Royal Oak Resident and Shelter Volunteer

Elizabeth Crampton resigned from the committee.

Public Comment:

Royal Oak resident Kathy Arnold commented that she would like to see more posts, especially about donations needed, on the shelters Facebook.

Royal Oak resident Janice Wagman asked about the lack of updates to the shelters PetFinder page.

Election of Officers: Motion to elect Ilene Krupa as Chair and Liz Rivard-Weston as Vice-Chair was made by E. Wickey. Seconded by T. Moore. Motion passed unanimously.

Approval of the Minutes: Motion to approve November 15, 2018 and January 17, 2019 minutes was made by D. Ripinski and Second by T. Moore. Motion passed unanimously.

Guest Presentation: Julie Lyons Bricker, Grants Coordinator and Management Analyst

Julie provided an overview of the grant writing and application process. She addressed committee questions about the status of the ROOTS Foundation/501(c)3 status, timelines, family foundations vs. corporate foundations, data tracking recommendations. Jodie will be Julie's main contact concerning potential grant applications. Committee is welcome to send Julie grant opportunities.

Unfinished Business:

- Shelter Report: Filed
 - Victoria Strunck presented research on ventless dryers and made a recommendation. J. Ellison will follow-up.
 - J. Ellison responded to public comments:
 - PetFinder is no longer in use.

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- E. Rivard-Weston will email Judy Davids, Community Engagement Specialist, to remove link from ROAS webpage.
 - Facebook: we rely on volunteers to help with social media.
- Working on planning a Community [feral] Cat program.
- Scheduling repairs to the fence.
- Contacted Pro Coat to repair the floors.
- Workorder has been submitted for the phone/internet issues.
- Website Updates:
 - Remove volunteer application associated with Petfinder. E. Rivard-Weston will look into this.
 - Committee page containing agendas/minutes is still incorrect. E. Rivard-Weston will look into this.
- Shelter Financial Report: Submission delayed until March meeting.
- Volunteer Report:
 - November 2018: 189 hours
 - December 2018: 236 hours
 - January 2019: (as of 1/24) 125 hours
- Fundraising Report:
 - Donation Boxes:
 - October and November: Tabled until next meeting
 - December 2018 and January 2019: \$406.06
 - Pop can/returnables drive: Has not officially launched.
- Events:
 - 4/?/19 Shelter Open House: no updates
 - 5/?/19 Volunteer recognition event: no updates
 - 5/12/19 Royal Oak in Bloom: I. Krupa is recruiting volunteers to sell items in support of the shelter.
 - 5/27/19 Memorial Day Parade:
 - Motion to have E. Rivard-Weston submit application to participate in the Memorial Day parade was made by I. Krupa and seconded by D. Ripinski. Motion passed unanimously.
 - E. Rivard-Weston will request a banner design from Judy Davids.
 - 7/19/19 Golf Outing: no updates
 - 5K: E. Rivard-Weston has a call scheduled with Shelly Kemp, Executive Director of the Royal Oak Chamber, to discuss the possibility of planning a 5k dog walk in conjunction with Barktoberfest.
 - Arts, Eats, & Beats: E. Wickey will follow-up with Greg Rassel of DPS to inquire about a public lot fundraiser and brainstorm ideas to request use of private lots.
 - Bar Crawl: responsibility of event shifted to T. Moore. E. Rivard-Weston will assist if needed.
 - Other Events:

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- Leslie Norlin event: event is replacing Vets for Pets.
- 4/13/19 John Allen Event: annual fundraiser at the Royal Canadian Legion. I. Krupa will connect John with J. Ellison to confirm items needed at the shelter.
- Fundraising:
 - Sponsor a Cage:
 - No new sponsorships.
 - Program and application are now posted to the shelter webpage.
 - T-Shirt: Waiting on shirt design from the City.
 - Other Activities:
 - 2020 Calendar: Victoria Strunck has approached the fire department and is looking for photographer(s).
- Database: Waiting on IT to address internet connection issues.
- Square/Pay pal: R. LaVasseur will request to have donations categorized by origin on the shelter financial report.

New Business:

- Strategic Plan Review: Committee is currently working on Item 2 of the plan. Will review other Items at future meetings.
- Discussed tracking of donations. No decision will be made until committee learns if the financial report can be edited to clearly reflect donations.
- I. Krupa published a brief annual report in the Royal Oak Insight.

Next Meeting: March 21, 2019 at 7pm at the Royal Oak Police Department Conference Room.

Motion to adjourn at 8:35pm was made by D. Ripinski and seconded by T. Moore