



DRAFT

Advisory Committee Meeting Minutes February 15, 2018 | 10:00 AM – 12:00 PM

In Attendance:

Mike Cahill
Sheri Gustafson
Kara Holmquist
Martha Smith-Blackmore
Ray West
Laura Marwill
David Feldman
Carol Szocik @11:00

I. FUND TOTALS

Sheri went over fund totals. January donation numbers were not yet received by meeting. As of Jan 17th, 2018 the Fund has brought in \$46,652.56 for FY18, which represents a \$33,591.57 decrease from donations in the same time period in FY17, and a \$40,298.97 increase for the calendar year of 2016. As of Jan 17th, 2018 the Fund has an unexpended balance of \$230,416.49. Target number for FY18 is approximately \$460,000. A line item of \$100,000 went into account in November 2017 and is currently being utilized to pay for spay/neuter surgeries. \$41,025 in invoices has already been paid out, and additional 727 vouchers have been issued. In 2.5 months the \$100,000 has already been accounted for.

A Fund Totals handout was distributed to attendees.

Laura asked for an explanation about how funds are distributed. It was explained that the Fund brings in about \$230,000 annually from tax donations and a projected budget is presented annually to determine allocations of how funds will be used for the FY.

Mike explained that one of the biggest challenges in fundraising through the tax donation option is that we receive no data from the Department of Revenue about who is donating, average donation amount, or number of donors. We only receive reports containing the total amount distributed into the Fund monthly, which prevents us from looking at trends or even simply thanking individual supporters.

Kara mentioned that we will know if another line item for \$100,000 will be included in the FY19 Budget when the projected budget is released in April.

II. SPAY/NEUTER VOUCHER PROGRAM

Sheri shared since the Voucher Program's inception in 2014, 7,818 vouchers /assistance have been redeemed, and assistance has been issued to 11,422 cats/dogs. In FY18, \$100,053.00 has been spent to spay and neuter 815 dogs/

cats across the Commonwealth. As of February 15, 2017, there are 171 dogs and cats on the Voucher Program waitlist. Fall River has 80 animals on the waitlist, and Sheri explained that it is due to limited veterinary providers in that area and the need to limit the amount of vouchers disseminated, so that we don't overwhelm veterinary providers. If all requests were granted on the waitlist, it would cost the Fund \$24,975. There are currently 642 outstanding unexpired vouchers totaling \$90,690. Four Voucher Days are planned for March to help promote the voluntary tax check off.

Martha mentioned that the Non-Surgical Contraceptive Methods of Pet Population Control Symposium will be in Boston in July 2018. Sheri and Mike will look into finding out more information about the Symposium, and will update at the next AC meeting.

III. EMERGENCY FUND

Sheri shared in FY18, 66 dogs and cats have been helped through the Emergency Fund, totaling \$7,775.00.

A Spay/Neuter Voucher Program and Emergency Fund totals handout was distributed to attendees.

IV. TAX PROMOTION

Sheri shared some of the current social media and graphics created for the 2018 tax season. Sheri sent posters and a link to customizable graphics to the 268 municipalities, and 34 veterinary providers utilizing the Voucher Program. Sheri mentioned that the four billboard graphics created through MassEOTSS have been uploaded through MassDOT and will be displayed through April. The Fund will be sharing a table with MDAR at the Boston Flower Show March 14-18th, where we will be sharing information about pet safe indoor gardening and Line 33f. Sheri will be a speaker at the event on Sunday, March 18th. Sheri is looking into getting a kiosk for secure donations at events, a procurement request has been sent to EEA.

V. ANIMAL CONTROL OFFICER PROGRAM UPDATES

Sheri mentioned that while Lauren is out on medical leave until April she is also working on covering the ACO Training Program as well. Sheri shared a handout from Lauren recapping the 2017 Core Competencies Training. Sheri mentioned that she has not received any additional retakes. As of February 13, 2018, continuing education credit has been approved for 6 in-person 2018 trainings, and Darleen Wood is in process of being contracted to be a continuing education trainer.

Sheri mentioned that ACO Annual Designation Forms were due on February 1, 2018 and 460 forms have been returned.

Sheri discussed that once the ACO Designation Forms are entered the number of ACOs left to be trained in the Core Competencies will be reviewed and dates/ locations for the 2018 training can be determined.

Kara stated that she heard from Boards and Commissions and they are in the process of reaching out to potential candidates to fill the open animal control officer seat on the Mass Animal Fund Advisory Committee.

VI. OPEN MEETING REQUIREMENTS AND REVIEW

Carol Szocik from MDAR presented on Open Meeting Requirements.

Posting of public meeting notices, creating and approving meeting minutes, remote participation, executive sessions, and transparency in deliberations were discussed.

Carol distributed Open Meeting Law Guide and Educational Materials. Certificate of Receipt were signed by attending committee members and staff.

Martha requested to add Review of Mass Animal Fund Statute to the next meeting agenda.

VII. Next Meeting

Thursday, April 5

10:00 AM- 12:00 PM

Conference Room

251 Causeway Street Suite 500

Boston, MA 02114