

Minutes of Animal Control Facility Study Ad Hoc Committee

1. Call to Order:

The Animal Control Facility Study Ad Hoc Committee held its meeting at the Waterford Town Hall on **November 28, 2011** at 5:31 PM
Co-Chair Yvette Savoy called the meeting to order.

In attendance were:

Yvette Savoy
Robin Perkins
Melissa Yuchniuk
Jeffrey Nixon
Michael Glidden
Diane Amburn
Toni Bingham
Paul Loomis

Absent members:

Lee Carpenter (alternate)

2. Approval of Minutes:

Yvette Savoy motioned to approve the minutes of November 7, 2011. Lt. Jeffrey Nixon seconded the motion. Motion passed unanimously with no discussion.

3. Treasurer's Report:

The Treasurer's Report will only be presented at the first meeting of each month to correspond with the finance department's practice of record keeping.

4. Old Business:

A. The Day Update / Fundraiser Flyers

Robin Perkins provided information to Chris Browning at The Day. Melissa Yuchniuk obtained this information from Robert Yuchniuk, ACO, who placed a comment on FACEBOOK requesting any of these misprinted or torn up flyers to be turned into the shelter. At

this time, the number of reported omissions of the flyer (approx. 20 responses received) is not enough proof for The Day. Robin Perkins will discuss with Chris Browning the proper way to obtain the information that The Day is requesting. Robin Perkins may at this time go above Chris Browning to try to obtain a more amicable response.

B. Update on East Lyme Line Item for Animal Control Fund

- a. Toni Bingham is currently working with the finance department to get the fund set up appropriately. She will obtain the wording for the account from the Waterford Finance Department to ensure that the account is specified for the use intended.
- b. A motion was made by Yvette Savoy to name Toni Bingham as Treasurer for East Lyme funds and financial transactions. Toni Bingham is to coordinate the East Lyme Treasurer's report to be given at the meeting at the same time as the Waterford report, which will continue to be given by Diane Amburn. Robin Perkins seconded this motion which passed unanimously with no discussion.

C. Update on use of the school's electronic boards & public access channels for fundraising

- a. Robin Perkins looked into contacting the appropriate person as to advertising on the school electronic signs, she has obtained the email contact for both. It was agreed that the message for donations to the shelter fund should be short. Notification of progress on this can be circulated via email.
- b. Robin Perkins also obtained information from Mary Jane Richards who is the contact for the public access channel. The committee discussed posting a flyer like the Park & Recs ad in the scroll and possibly doing an actual mock interview to play on the channel. This will be further discussed. Toni Bingham is looking into getting the information placed in the scroll for the East Lyme Public Access Channel.

D. Update on Fundraiser Barometer

Toni Bingham stated that permission was given by Paul Formica to place a barometer at the Town Hall in East Lyme and Lt Jeffrey Nixon will discuss with the Chief of Police if a barometer can be placed at the shelter. Paul Loomis offered to build the barometer and Melissa Yuchniuk is going to email everyone a barometer that was made in Microsoft Publisher. Melissa

Yuchniuk also gave Yvette Savoy information from research that was done on the internet to purchase barometer banners.

E. Update on Site Assessment Regarding Sewer Issues

Mike Glidden is continuing the research on all the potential possibilities for sewer tie-ins to existing access, or placement of improved septic system.

F. East Lyme Report

Toni Bingham is working on a meeting room for the Ad Hoc committee to hold alternate meetings at the East Lyme Town Hall (further discussion regarding this will be had in New Business in regards to the 2012 Committee Calendar). Toni Bingham is also working on recruiting new members from East Lyme to join the committee.

G. Fundraising

- a. Melissa Yuchniuk reported over \$6,000.00 was raised for the Comedy Adventure Tour held on November 19, 2011. A total of 279 Tickets were sold, which profited \$3,487.50. An additional \$2,257.00 was earned thru the silent auction. \$160.00 was profited from the sales of Christmas Ornaments and additional funds were from the sales of T-shirts.
- b. Melissa Yuchniuk will be delivering Certificates of Appreciation to the Port & Starboard, Funny Guy Productions, and a few other contributors. Lt. Jeffrey Nixon will be providing frames for these certificates.
- c. December 3rd Bus Trip to NYC is being organized by ACO, Robert Yuchniuk and a volunteer from the shelter and is sold out.
- d. Christmas ornaments were received and are available thru the shelter for \$10.00 each.
- e. Winter Fest in East Lyme is being held December 11, 2011 and will be a community outreach project, more than a fundraising effort. Melissa Yuchniuk will have a table with door prizes, and sell our ornaments as well as our t-shirts. The animal shelter will be providing a basket to the door prize raffle to the Winter Fest committee.

5. New Business:

A. 2012 Committee Calendar

Yvette Savoy submitted a calendar draft for approval. Mike Glidden made a motion to accept this Calendar as drafted. Robin Perkins seconded this motion. A discussion was had in regards to the fact that meetings will now alternate between Waterford and East Lyme Town Halls. Toni Bingham obtained an East Lyme Meeting Hosting Request Form. This form was turned over to Yvette Savoy to be filled out and then filed appropriately as to obtain a meeting room assignment within the East Lyme Town Hall. The motion to accept the calendar passed unanimously. Mike Glidden was asked to file the calendar with the appropriate department at the Waterford Town Hall.

B. Renovation Report

Lt. Jeffrey Nixon was asked to compile a Priority Renovations Draft Report so that immediate needs of the shelter can be made available for consideration by the appropriate Waterford and East Lyme selectman, boards and other essential parties.

C. Communication

Yvette Savoy made a request that all members check email on a daily basis. With scheduled meetings going to every other week we need to ensure that communication efforts are effective. Yvette Savoy asked for the committee members to review the contact information and update if need be.

D. December Meetings

Melissa Yuchniuk made a motion to skip the December 5, 2011 meeting and have the December 12, 2011 meeting to be the last meeting held for this calendar year. This motion was seconded by Toni Bingham and passed unanimously.

6. Adjournment

Motion to adjourn was made by Yvette Savoy at 6:54 p.m. and was seconded by Paul Loomis. Motion passed unanimously.

Respectfully submitted,
Melissa Yuchniuk
Secretary