

Minutes of Animal Control Facility Study Ad Hoc Committee

1. Call to Order:

The Animal Control Facility Study Ad Hoc Committee held its weekly meeting at the Waterford Town Hall on **November 7, 2011** at 5:30 PM
Co-Chair Yvette Savoy called the meeting to order.

In attendance were:

Yvette Savoy
Melissa Yuchniuk
Robin Perkins
Jeffrey Nixon
Michael Glidden
Diane Amburn

Absent members:

Toni Bingham
Paul Loomis (who at the 10/24 meeting stated that he would be away)
Edna Silva (who has respectfully resigned from the committee)
Lee Carpenter (alternate)

2. Approval of Minutes:

Lt. Jeffrey Nixon motioned to approve the minutes of October 24, 2011.
Michael Glidden seconded the motion. Motion passed unanimously with no discussion.

3. Treasurer's Report:

As of November 7, 2011 Treasurer D. Amburn reported that the total in the new ACF fund is \$22,210.50. A motion was made by Mike Glidden to accept the Treasurer's Report as read and seconded by Robin Perkins. It was also noted by Melissa Yuchniuk that the total received in donations from The Day Flyer as of November 4, 2011, included in the ACF total fund, is \$3,843.00. (The Treasure's Report will only be presented at the first meeting of each month to correspond with the finance department's practice of record keeping.) Motion to accept treasure's report was passed unanimously after above discussion.

4. Old Business:

A. The Day Update / Fundraiser Flyers

Robin Perkins provided information that was obtained from Chris Browning at The Day. The Day requires pieces of the misprinted or torn flyers for proof that there was a problem with the distribution and names of subscribers who did not receive the flyer in their papers. A request will be made by Melissa Yuchniuk to Robert Yuchniuk, ACO, to place a comment on FACEBOOK requesting any of these misprinted or torn up flyers to be turned into the shelter and for those who did not receive flyers, to please let us know. At this time, once proof is obtained, Robin Perkins will discuss with Chris Browning the possibility of a refund, reprint, future advertising discount, or other compensation.

B. Update on Park & Rec Ad

Robin Perkins obtained the information for placing the ad in both the Town of Waterford and Town of East Lyme's Parks and Recreation booklets. This ad was presented so the committee could review it. The ad has been placed in both books and now includes the fundraising goal of \$100,000 that Robin Perkins was able to obtain from First Selectman Dan Steward.

C. East Lyme Report

- a. Both Toni Bingham and Paul Loomis were absent from this meeting and therefore any further discussion or update in regards to the community outreach in East Lyme was tabled for future discussion.
- b. The committee is waiting for a response from First Selectman Dan Steward who was to speak with First Selectman Paul Formica in regards to the East Lyme Finance Department adding a line item for fundraising. This request was to add an ease of convenience and comfort for our East Lyme donors.

D. Fundraising

- a. Melissa Yuchniuk reported over \$200.00 was raised for October 29th Spooktacular fundraiser. Melissa also took this opportunity to state a Thank You for those who were able to assist with the fundraiser. Including Toni Bingham who was able to obtain baby white pumpkins as treats for the children and Yvette Savoy who helped in setting up and organizing the day of the event.

- b. Melissa Yuchniuk reported that the tickets for the November 19th Comedy Event are selling with just under 250 tickets sold and donations for silent auction baskets are coming in. Efforts are being made to continue promoting this event. Signs were received from the production company and are going up this week. Assistance is still needed for this event including: running the silent auction table, taking tickets/greeting guests, as well as seating guests as they arrive.
- c. December 3rd Bus Trip to NYC is being organized by ACO, Robert Yuchniuk and a volunteer from the shelter and has been receiving enthusiastic feedback. The trip will cost \$40, with a donation to the shelter. Melissa Yuchniuk reported that the bus was paid for and the tip for the driver has been set aside and any additional sales will result in profit for the shelter. There are currently only 7 seats available.
- d. Christmas ornaments were received and are available thru the shelter for \$10.00 each.
- e. Melissa Yuchniuk brought in a sample canvas bag. This canvas bag can be printed with a logo to serve as a future fundraiser. Michael Glidden provided information for checking prices with another company. Melissa Yuchniuk will look into this and report back to the committee.
- f. Yvette Savoy brought up discussion of creating a fundraiser planning subcommittee to branch out with some additional assistance.
- g. Yvette Savoy brought up discussion for placement of Fundraising Barometers. Toni Bingham is to be asked about placement 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.
- h. Yvette Savoy suggested that the committee explore the possibility of using the electronic announcement boards in front of Waterford High School and Clark Lane Middle School as another option for posting our fundraiser barometer and finding out about posting our fundraiser ad on the Waterford and East Lyme public access channels. Robin Perkins will look into

contacting the appropriate persons as to advertising on the school electronic signs as well as the possibility of getting the flyer recreated for public access television.

5. New Business:

A. Committee Membership Announcement

Yvette Savoy announced Edna Silva had respectfully resigned from the committee. A discussion proceeded in regards to new members and retention of members.

B. Executive Session

Michael Glidden made a motion for the committee to go into an executive session. Robin Perkins seconded the motion. Motion was unanimously approved.

Michael Glidden made a motion to come out of executive session and Yvette Savoy seconded the motion.

C. New Calendar/Schedule for 2012 meetings

Michael Glidden stated that a new calendar for the Ad-Hoc Committee Meetings would need to be submitted by December 1, 2011. Yvette Savoy will work out a draft calendar and the committee will vote on a schedule at the November 21, 2011 meeting. The discussion included that meetings would be held 1-2 meetings per month. Once there is a vote on the new schedule it will be respectfully submitted appropriately

6. Adjournment

Motion to adjourn was made by Lt. Jeffrey Nixon at 6:38 p.m. and was seconded by Michael Glidden. Motion passed unanimously.

Respectfully submitted,
Melissa Yuchniuk
Secretary