

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 **April 7, 2014** at 5:40 PM. Co-Chair Yvette Savoy called the meeting to order.

In attendance were:

Yvette Savoy
Melissa Yuchniuk
Robin Perkins
Toni Bingham

Absent Members:

Lee Carpenter (alternate)

Also in attendance, Ruth Beers, Director of Finance, Town of Waterford

2. Approval of Minutes:

Melissa Yuchniuk motioned to approve the minutes of February 10th, 2014. Robin Perkins seconded the motion, which was passed unanimously.

3. Treasurer's Report:

Toni Bingham, Treasurer reports the New Building Fund Balance to be \$149,671.82 as of February 28, 2014.

Melissa Yuchniuk, Head of Fundraising, gave Toni Bingham \$3,465.00 to be deposited as soon as possible, as this deposit contained late checks dated from *February*, from an in memoriam "in lieu of flowers" donation and the checks were placed in our possession for deposit in *March*.

4. Old Business:

A. East Lyme Report

Toni Bingham stated the East Lyme was getting ready for Celebrate East Lyme Days.

B. Fundraising Update

Melissa Yuchniuk reports that The Drunken Palette Fundraiser held on March 15, 2014 raised \$1550.00. The check, which is included in this deposit, was received on Saturday April 5, 2014.

Pupstravaganza has been scheduled and included in the Waterford Week Events for August 16, 2014 from 10-2. Items are being collected for the silent auction, and vendor registration forms are being sent out and received. To receive information contact Melissa Yuchniuk by email kan0424ml@yahoo.com or call 860-608-4860.

5. New Business:

A. Deposit Guidelines, Ruth Beers, Director of Finance, Town of Waterford

Ruth Beers, Director of Finance, explained the importance of ensuring that money raised should be deposited in the same month in which the fundraiser was held. This is important for the auditing process and internal control.

Melissa Yuchniuk explained that often the dates on checks and the dates received are beyond the control of the committee. Often fundraisers such as 'in lieu of birthday presents', bequeathments, etc, are held without the committee's knowledge until the actual money raised is brought to the shelter or committee member. While we do encourage individuals to bring money to the finance department directly, they often bring it to us.

It is not the committee's policy, nor do we feel it would be reasonable, to turn these donations away if dated in a prior month.

Ruth Beers also discussed the importance of officially naming an alternate to assist with deposits when Treasurer, Toni Bingham is unavailable. This request should be placed in writing and sent the Department of Finance.

The committee held a discussion naming Robin Perkins, Co-Chair as the designated Alternate Treasurer. She will send an email request to the Department of Finance outlining this designation.

As always, donations can be mailed directly to the Town of Waterford, Department of Finance 15 Rope Ferry Road Waterford, CT 06385

B. Progress on New Building Planning

The Town Attorney is looking into the planning and agreements necessary for regionalization of the animal shelter. The model for the Communications Department is the current base for the new plan, and how it will apply to the animal control officers and facility. Regionalization would accomplish a great savings of operating costs for the towns involved. Meetings need to be held with the State Attorneys as well.

6. Adjournment

Motion to adjourn was made by co-chair Robin Perkins at 6:34p.m. The motion was seconded by Yvette Savoy. Motion passed unanimously.

Respectfully submitted,

Melissa Yuchniuk, Waterford East Lyme Animal Control Ad-Hoc Committee Secretary

Approved by, before signing this document, I verified that the content is accurate.

Yvette Savoy, Waterford East Lyme Animal Control Ad-Hoc Committee Co-Chair