

Royal Oak Animal Shelter Meeting Minutes

January 19, 2023

Present: Dawne Ripinski, Liz Revard-Weston, Nora Lessnau, Amy Brien, Keith Spencer, Jodie Ellison, Rose Peruski, Monica Hunt

- 1) **Call to Order** - Call to order at 7:01 pm
- 2) **Appointment of Temporary Chair** - Motion by L. Revard-Weston to appoint D. Ripinski as temporary chair seconded by N. Lessnau. Motion carried unanimously.
- 3) **Approval of Agenda** - Motion by N. Lessnau to approve the agenda as amended to add approval of December minutes seconded by A. Brien. Motion carried unanimously.
- 4) **Approval of Minutes** - Motion by L. Revard-Weston seconded by A. Brien to approve December meeting minutes. Motion carried unanimously.
- 5) **Election of Officers for Royal Oak Animal Shelter Committee** - the Committee discussed the need to appoint Officers in light of future changes to the Committee. Until any further changes are implemented Officers were appointed.
 - a. **Chair** - Motion by A. Brien to appoint N. Lessnau as Chair seconded by L. Revard-Weston. Motion carried unanimously.
 - b. **Vice Chair** - Motion by A. Brien to appoint D. Ripinski as Vice Chair seconded by L. Revard-Weston. Motion carried unanimously.
 - c. **Secretary** - Motion by M. Hunt to appoint R. Peruski as Secretary seconded by N. Lessnau. Motion carried unanimously.
 - d. **Treasurer** - Motion by L. Revard-Weston to appoint A. Brien as Treasurer seconded by N. Lessnau. Motion carried unanimously.
- 6) **Public Comment** - None
- 7) **Staff reports** -
 - a. **Shelter Report** - J. Ellison reported that the shelter is doing great with more animals leaving than coming up. See attached Monthly Tabulation of Animals Report. There is a foster that helps to rotate out cats that need a break from the shelter. No update on a new shelter. J. Ellison discussed donation boxes at various locations around the city. Boxes are old and not well utilized, recently \$4.80 was collected from the location at Pet Supplies Plus. Boxes to be located and removed by K. Spencer.
 - b. **Financials and Police Department** - K. Spencer went over the financials identifying that the shelter recently had a puppy with parvo that required expensive medication. Discussed donations - \$6,700 received in total including a donation from Meijer.
- 8) **Unfinished business** -

- a. **Virtual Auction** - The Committee discussed the feasibility of a virtual auction at this time and the status of items already collected for such a fundraiser including donating or keeping for a future event. Moved to the Parking Lot for future discussion. K. Spencer confirmed that the items can remain at the Police Department in the interim.

9) **New business** -

- a. **Donation Letters** - D. Ripinski discussed that a donor received a thank you letter that did not specify the Animal Shelter and suggested the money went to the Civic Foundation. The Committee discussed how this could confuse donors. D. Ripinski stated that Susan Barkman has requested a copy of the letter to further investigate.

10) **Adjournment** - Motion by L. Rivard-Weston, supported by N. Lessnau, to adjourn the meeting at 8:37 pm. Motion carried unanimously.

Upcoming Meetings:

- a. February 16th, 2023
- b. March 16th, 2023
- c. April 20th, 2023