

**ANIMAL LIFELINE OF IOWA, INC.
MINUTES**

**Board of Directors
Monthly Meeting Page 1**

**Monday, January 16, 2012, 6:00 p.m.
Thrift Shop – 3304 SW 9th**

Members Present: Linda Dorr, Darcy Emehiser, Stacie Garmon, Doug Garnett, Dr. Danielle Kness, Colleen Kelly Powell, Brian Rosenow. **Absent:** Missy David-Juehring. Also Present: Martha Wittkowski, Consultant/Director

- I. **Call to Order** –President Garmon called the meeting to order at 6:10 pm
Introductions were made.
- II. **Approval of December 19, 2011 Meeting Minutes – MOTION** (Rosenow/Garnett) to approve minutes as previously distributed. MOTION CARRIED UNANIMOUSLY.
- III. **Approval of November 2011 & December Preliminary Year End Financial Statements and Reports – MOTION** (Dorr/Garnett) to approve financial statements and reports as previously distributed. MOTION CARRIED UNANIMOUSLY.
- IV. **Directors Update (Includes Thrift Shop/Loft) – Wittkowski**
Wittkowski reported that the 2011 W-2's and 1099's have been distributed and she has been busy with 2011 year end work and reports and working on the 2012 budget. Thrift Shop did a phenomenal job in 2011 and exceeded sales goals by \$20,000. Millie's Loft report was distributed via e-mail. She also reported that we received a large amount of holiday gifts during December and had lots of visitors bringing gifts in for the animals and the shelter. Wittkowski updated the board on the new animals that have arrived or will be arriving in the next couple of days.
- V. **Committee Reports**
 - a. **Volunteer and Board Recruitment Committee**
 - 1) Reminder that we all need to be thinking about potential board members. Wittkowski reported that a current volunteer has expressed an interest and she has forwarded the Board Member requirement guide and application.
 - b. **Events Committee.**
 1. **Auction Update** – Will be sending e-mail recruiting members for the auction. Auction formation committee meeting will be March 1st. We will be purchasing Save the Date magnets that can be used as all of our upcoming events. Volunteer Stephanie Hunter is already at work on graphic design for print material for auction. Banes has added over 300 new contacts to the mailing list. If you know of a business that would be a good to have on the list, please let us know and we will get them added to the list. Tentative mailing date is the week of April 9th. Colleen is going to contact the Ellen Show to see about free tickets and will contact Rachel Ray show about ticket.
 2. **Pup Crawl Night Dog Walk** – The event will be held on April 21 on the lighted Center Street Bridge. This event is "modeled" after a Pup Crawl on the Brooklyn Bridge in NYC. We have a volunteer that is chairing this event and Banes will be assisting. Our hope is that this event is well received and will be an annual fund raiser. Letters of request will be mailed this week and Jett and Monkey Dog Shoppe has committed to being the Leader of the Pack Sponsor for \$500.
 3. We are looking at putting together an **Easter Egg Hunt** for dogs and hosting it at Rovers Ranch.
 4. **Dog Wash** – preliminary work is beginning on this event and we will include a microchip clinic as well.
 - c. **New Opportunities and Growth Committee**
 1. **Masonic Lodge presentation** – Wittkowski reported that new board member Kness would be willing to help on this presentation. Rosenow indicated he could lead the presentation on February 8th. Wittkowski will contact the Lodge representative and confirm.
 - d. **Operations and Board Governance** - (President Chairs and officers serve as members).
Nothing to report
- VI. **Old Business – None**

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VII. New Business –

a. 2012 Budget – Wittkowski distributed the preliminary 2012 budget. Projected Income is \$466,550.00 and projected expenses are \$465,905.00 for a projected net income of \$645.00. Most revenue and expenses in the 2012 budget were based on actual 2011 performance and then increases or decrease. The budget includes the elimination of the two shelter coordinators positions and developing a new position of Outreach and Event Coordinator, an exempt position. Wittkowski answered specific questions regarding specific line items. MOTION (Powell/Emehiser) to approve 2012 Budget as presented. MOTION CARRIED UNANIMOUSLY.
MOTION (Garnett/Powell) to approve the new position of Outreach and Event Coordinator. MOTION CARRIED UNANIMOUSLY.

b. Conflict of Interest Policy – Wittkowski distributed a Conflict of Interest policy for the board to review. She explained that all non-profits should have a Conflict of Interest policy and it is a question that is asked on the annual 990 tax return. Following review MOTION (Dorr/Emehiser) to adopt Conflict of Interest Policy as presented. MOTION CARRIED UNANIMOUSLY. Board members each signed and returned a Conflict of Interest Policy Acknowledgement Form. This will be reviewed on an annual basis.

c. Board Meeting Schedule – Discussion was held regarding continuing to hold the board meetings every other month (on even months). It was the consensus that the 2012 board meetings will be held in February, April, June, August, October and December. President Garmon reminded the members to answer e-mails quickly when necessary.

VIII. Adjournment – There being no further business, the meeting adjourned at 7:35 pm.

Next Regular Board meeting is Monday, February 20, 2012 at 6pm location to be determined.

Respectfully submitted,

Martha Wittkowski
Recording Secretary