

Royal Oak Animal Shelter Committee
Royal Oak Animal Shelter
Minutes
August 29, 2019 at 7 PM

The meeting was called to order at 7:03pm by committee Chair I. Krupa.

Roll Call: Chair: Ilene Krupa; Vice-Chair: Elizabeth Rivard-Weston; Trevis Moore; Ashley Jericho; Commissioner Randy LeVasseur; Deputy Chief Mike Frazier

Absent: Dawne Ripinski; Andrew Steffes

Guest Attendance: Jodie Ellison, Manager of Royal Oak Animal Shelter

Public Comment:

Dana Daley: expressed concerns about the shelter manager and volunteer relations. Recommended a reduction in the number of kittens per enclosure and an increase in the number of daily feedings. She recommended that volunteers be allowed to operate the shelter when paid staff are unavailable.

Victoria Schunck: expressed concerns about shelter priorities and dismissed volunteers. Questioned if the manager was brought in to close the shelter, as opposed to growing it. Asked for the shelter manager to resign.

Rosemarie Gancer: longtime sponsor/donor to the shelter. Expressed concerns about a shelter cat that is not available for adoption and shared that she has contacted the Department of Agriculture to investigate.

Keith Wissman: expressed concerns about communication of information to volunteers and the overall shelter volunteer program. Suggested the creation/implantation of an email notification system.

Pamela Lindell: expressed concerns about when kittens become available for adoption, Stanly's lack of a foster home, new shelter hours, and use of social media/website to advertise available animals and to promote lost animal reunification.

Caren Purslow: expressed concerns about volunteer dismissal and suggested that shelter transition into a non-profit.

Mike Schunck: requested that committee discuss the recent changes.

Debbie Campbell: requested that volunteers are issued keys to the shelter. Expressed concerns about interested volunteers not receiving responses to their applications, overall volunteer treatment, and Horton, the farrel cat's, house.

Katie Supanich: shelter employee. Commented that she has not witnessed neglect and recommended that employees communicate concerns directly.

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Approval of the Minutes:

Motion to approve July 18, 2019 minutes was made by T. Moore and seconded by R. LeVasseur. Motion passed unanimously.

Unfinished Business:

- Shelter Report: July 2019 - Filed
 - Discussion:
 - August animal count
 - The vetting required prior to when kittens become available for adoption
 - All animals from the shelter are now microchipped
 - Stanly - no adopter or foster family has been identified
 - Cami, the office cat, has been adopted but the adopter has made arrangements for Cami to stay at the shelter.
 - One dog was transferred to Oakland County, was not thriving in the Royal Oak Animal Shelter (ROAS) environment.
 - Detroit Animal Care and Control have been transferring vetted dogs to the ROAS since before the manager started. Transfers into the shelter will be tracked and reported. When transfers are adopted, the ROAS retains the adoption fee.
 - Roger has been at the ROAS since April
 - Posting available animals on website and social media. Facebook – the quality of the photo is important and a professional photographer sometimes volunteers and posts photos. It was decided that animals would not be posted to the website due to the constant change in availability.
- Shelter Financial Report: July 2019 report not filed due to errors. DC Fraizer will discuss with the city for clarification.
- Review of Article IX. 39-50 – Statement of purpose of the Animal Shelter Committee.
- Volunteer Report: July 2019 report not filed.
- Donations and Fundraising Report:
 - Donation Boxes: July 2019 - \$120.11
 - Vegan and Vodka: donation not yet received
 - Texas Roadhouse: \$451.27
 - Farmers Market/Market Way: total raised and deposited from participation throughout June and July is \$779.19
 - Motion to continue having a table at the Market Way event at the Royal Oak Farmers Market was made by A. Jericho and seconded by E. Rivard-Weston. Motion passed unanimously.
 - Oakland County Football Club: \$21
 - Woodward Dream Cruise Parking donation from Royal Oak Golf Course: total unknown, will be reported at the September 2019 meeting.
- Events:
 - Barktober Fest: Discussed having a promotional/fundraising table at the event. I. Krupa may be participating.

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- 9/14/19 Dog Walk: 29 shirt tickets were sold and over \$400 was raised in donations. The volunteer coordinator is recruiting volunteers and more details about the event will be shared on the Facebook event page. D. Ripinski and E. Rivard-Weston will continue to finalize the remaining details and communicate with the committee.
- ROAMHome: discussed event and how the shelter might be involved.
- Fundraiser Planning:
 - Sponsor a Cage: I. Krupa sole one sponsorship during Market Way event. Form/flyer needs to be updated. E. Rivard-Weston will make an e-introduction to Judy Davids, Community Engagement Specialist for assistance.
 - Drew Steffes Presentation – tabled.
 - Pet Prom/Fur Ball:
 - I. Krupa talked with the Royal Oak Farmers Market, the cost would be \$3,000. R. LeVasseur will look into how the city can partner on this.
 - I. Krupa met with Mike Ridley's Comedy Castle, cost is \$3,000 and includes a comedian and a cash bar. The venue would print tickets. We would need to sell at least 100 tickets. Would need a caterer. Discussed making this its own event as opposed to merging this with the original large event idea.
 - Discussed a sponsorship strategy.
 - T-Shirt: no activity due to recent city t-shirt fundraiser that benefited the ROAS, the shirt tickets for the upcoming dog walk, and the test run I. Krupa printed.
 - Donation Acknowledgements: DC Fraizer will look into communication flow of when donations are made from outside the shelter. Manager has been writing letters for donations she is aware of.

New Business:

- Hour changes and public reaction:
 - Hours were changed temporarily until new staff person is hired.
 - Monday and Tuesdays are historically slow days, but appointments can be made for adoptions and reunification.
 - Volunteers are to be supervised by a staff member and not be alone in the shelter.
 - Volunteer applications can be submitted in the shelter. Once submitted they are turned over to DC Fraizer for a background check. Many applications are incomplete; therefore, the background check can not be conducted. If an applicant is not contacted, they are encouraged to contact DC Fraizer for explanation. The manager is only notified when an applicant passes the background check and is an approved volunteer.
- Planned Giving with Royal Oak Magazine Insert: price per insert is \$0.30. The representative from the magazine will be providing more information on alternative ways to promote the ROAS in the magazine.
- Volunteer Recruitment and Retention: was discussed with the hour changes, not independently.

Next Meeting: September 19, 2019 at 7pm at the Royal Oak Police Department Conference Room.

Motion to adjourn at 9:00pm was made by A. Jericho and seconded by T. Moore.