

**Pennsylvania State Animal Response Team
Board of Directors Meeting
Tuesday, October 11, 2005
11:00 p.m.-2:00 p.m.
Hershey Convention Center, Cocoa Suite 5
Hershey, PA**

In Attendance

- Dr. Nanette Hanshaw-Roberts, **Board Chairperson**, Emergency Planning Coordinator, Bureau of Animal Health and Diagnostic Services, Pennsylvania Department of Agriculture
- Ms. Charlene Wandzilak, **Board Vice-Chairperson**, Executive Director, Pennsylvania Veterinary Medical Association
- Ms. Anne Irwin, **Board Secretary**, Executive Director, Bucks County SPCA and Past President, Federated Humane Societies of Pennsylvania
- Mr. Norm Conrad, **Board Treasurer**, Senior Extension Educator, Union County Cooperative Extension, Mifflinburg, PA
- Mr. Norris Bennis, Esq.
- Mr. Charles Bruckner, Volunteer
- Mr. Darin Cox, PA Federation of Dog Clubs
- Sheila Borne for Dr. John Ellis, PA Society for Biomedical Research
- Dr. Charles Newton, University of Penn, School of Veterinary Medicine
- Mr. Joseph Roberge, PEMA
- Julia Groom-Thompson, Susquehanna Valley Red Cross
- Troy Stump. ZooAmerica
- Dr. Karen Martin, PVMA
- Dr. Don McLean, USDA
- Dr. Michael Wooten, USDA, Technical Advisor
- Ms. Karen Critchfield, Training Director, PASART
- Mr. Joel Hersh, Ex-Officio, Executive Director, PASART

Absent

- Mr. James Simpson, Hanover Shoe Farms
- Barbara Dyer, The Humane Society of the United States(HSUS)

Minutes

Topic of Discussion	Main Points of Discussion	Action Items or Next Steps
Approval of the Minutes	<p>The following minutes were presented for the Boards approval:</p> <ul style="list-style-type: none"> ▪ July 12, 2005 Board of Directors Meeting minutes 	<p>Motion: To approve the minutes of the following meetings as presented:</p> <ul style="list-style-type: none"> ▪ July 12, 2005 Board of Directors Meeting minutes <p>- APPROVED.</p>
Introduction of Board members	Each Board member introduced themselves.	No further action needed.
Election of New Board Member	Presentation of Julia Groom-Thompson, Executive Director of Red Cross of Susquehanna Valley for Board membership	<p>Motion: To elect Ms. Groom-Thompson as a member of the PASART Board.</p> <p>-APPROVED</p>
Insurance and liability Issues	Executive director provided Board with update on issues raised by volunteers which have been submitted to the Insurance Company for review.	No further action needed.
Draft Donations Policy	Redraft based on discussion of July 12 th meeting presented to the Board	<p>Motion: To approve revised policy as presented.</p> <p>-APPROVED</p>
Draft Leave Policy	Discussion on components of policy. Holidays to be same as state employee schedule. Comp time will not be earned by Exec. Dir. ED to vary schedule to allow for continuity of operations while also having appropriate time off. Part time staff receives benefits prorated only after 26 weeks of continuous work at 50% level.	<p>Motion: To approve leave policy as discussed by Board.</p> <p>-APPROVED pending confirmation by Board through email to Board Chair</p>
Status of Non Profit application	Report to the Board by Charlene Wandzilak, Vice-Chair that application has been filed with Department of State.	No further action needed.
Five Year Plan	Discussion Tabled until next meeting.	Agenda item for next Board Meeting.

Katrina Update	Presentation by Joseph Buttito and Connie Rinker, Bradford County CART on their volunteer deployment to LA.	No further action needed.
Executive Director's Report	<p>Funding Initiatives: Board was advised that ODP funding of 200k will be available for PASART.</p> <p>Board was advised that additional CDC funding through PADOH was requested.</p> <p>Activities Report: Mr. Hersh presented the Board with a listing of activities completed from 7-11-05 through 10-10-05.</p>	<p>No further action needed</p> <p>No further action at this time.</p> <p>No further action at this time.</p>
Pubic Outreach and Training Directors Report	Revised training policy presented to the Board as per discussion at Board Meeting of July 12, 2005	<p>Motion: To accept revised policy as presented to the Board.</p> <p>-APPROVED</p>
Next Meeting	Next Board meeting to occur on January 5, 2006 from 11:00am to 2:00pm at Hershey Motor Lodge	No further action at this time.
Adjournment	There being nothing further to discuss, the meeting was adjourned at 2:15 PM	<p>Motion: To adjourn the October 11, 2005 meeting of the Board.</p> <p>- APPROVED.</p>