

Old Orchard Beach Community Animal Watch Committee

Meeting Date: Thursday, January 19, 2012

Location: Old Orchard Beach Police Department

Present: Kim Schwickrath, Chair; Beverly Russell, Vice-Chair; Traci Gikas, Secretary; Arlene Dolgon, Peg Bayles, Michelle Greenlaw, ACO Will Watson

Public Attendees: Lorrie Moore, Shoshana Desjardins, Renette Roach, Lorraine McLaughlin

A QUORUM WAS PRESENT AS THERE ARE CURRENTLY SEVEN APPOINTED COMMITTEE MEMBERS

Meeting called to order at 6:45PM

Presentations: A presentation was made to Jacqui Deveneau to acknowledge her years of devotion to Committee. Presentation was made by Traci Gikas, Secretary.

Peg Bayles presented a donation for \$200.00 to the Committee

Announcements: Lorraine McLaughlin was welcomed and introduced to the group.

Item 1 – Election of Officers

Arlene Dolgon nominated Kim Schwickrath for Chair. Beverly Russell seconded the nomination. Kim Schwickrath was elected by unanimous vote as Chair.

Arlene Dolgon nominated Beverly Russell for Vice-Chair. Kim Schwickrath seconded the nomination. Beverly Russell was elected by unanimous vote as Vice-Chair.

There was a question as to how the Secretary was appointed. Was it an appointment by the Chair or by the Committee as a whole. Traci Gikas read OOB Town Ordinance Chapter 2, Sec 2-234 (e) Powers and Duties. Transcribed here: *The committee shall appoint a secretary from its members, who shall be sworn and who shall be responsible to submit minutes of any meeting to the town clerk within 30 days as well as a copy to the town manager.*

After the reading the Committee unanimously appointed Traci Gikas to the position of Secretary.

At this point Jacqui Deveneau turned the meeting over to Kim Schwickrath and a shortened Agenda was adopted for the meeting.

NO FURTHER ACTION REQUIRED

Item 2 – CAW's Financial Situation

Traci Gikas reported that she had developed a spreadsheet with all of the outstanding receipts which totaled \$582.00 to Arlene Dolgon and \$258 to Traci Gikas. Traci reported that the spreadsheet and all of the receipts would be turned into V. Louise Reid, Asst. Town Manager for reimbursement. It is understood that this will wipe out the committee's funds.

Action Items

A. Traci Gikas will turn in all outstanding receipts to the Asst. Town Mgr, V. Louise Reid.

Item 3 – Need for Subcommittees

There was discussion about the need to reorganize the way the Committee handles day-to-day operations. It was decided that subcommittees would allow a smaller number of people to meet independently to perform day-to-day functions, such as checking feeding stations for feral cats, trapping homeless cats and having them spayed/neutered and returned or resocialized, if possible. It was decided we would have a Fund-raising Subcommittee, Food Bank Subcommittee, Brochure Subcommittee and a Media Subcommittee. Each of these subcommittee would handle the routine functions of the Committee and report back to the Committee as a whole each month. The volunteers for each Subcommittee are listed below:

<u>Fund-raising</u>	<u>Food Bank</u>	<u>Media</u>	<u>Brochure</u>
Peg Bayles	Peg Bayles	Shoshana Desjardins	Traci Gikas
Shoshana Desjardins	Arlene Dolgon	Traci Gikas	
Lorrie Moore	Traci Gikas		
Beverly Russell	Beverly Russell		
Lorraine McLaughlin	Renette Roach		
Michelle Greenlaw	Nancy Tate		
Jacqui Deveneau			
Traci Gikas			

Action Items

- A. *Traci Gikas will speak to V. Louise Reid, Asst. Town Manager about putting a collection box in Town Hall for the Food Bank.*
- B. *Traci Gikas will speak to V. Louise Reid, Asst. Town Manager about the Friends of CAW fundraising program and whether or not we can use a mail slot in Town Hall.*
- C. *Traci Gikas will send out an email within the next couple of days giving the dates and locations of each subcommittee meeting.*
- D. *Beverly Russell will be in touch with the manager of the IGA Store to confirm a date for the Bottle Drive tentatively scheduled for March 11.*
- E. *Peg Bayles will drop off a MMC Therapy Dog brochure to Traci Gikas as an example to use in revising the current brochure.*

Item 4 – Tabling Events

The Committee went thru the first 6 months of the year and listed several different fund-raising opportunities. Tabling events where we can sell baked good and arts and crafts items that have an animal theme.

Action Items

- A. *Traci Gikas will put an online calendar together with all of the tabling events and any other fund-raising or educational opportunities listed.*
- B. *Peg Bayles will be in touch with the manager of Pet Life to confirm a date for a tabling event in their Scarborough Store.*
- C. *Beverly Russell will be in touch with the manger of the OOB Rite-Aid to confirm a date for a tabling event.*

New Business

NO NEW BUSINESS

Good and Welfare

Jacqui Deveneau reported there has been a report of 2 homeless cats on Pinecone Drive. One Calico with a black face and one Orange tabby.

Meeting Adjourned at 8:00PM

Minutes submitted by: L. Traci Gikas