

MSPCA Board of Directors Meeting Minutes - January 5, 2017

This was a follow up meeting to the Special Board meeting of January 5, 2017 called by President Schoonmaker to discuss how best to run the Association in view of the retirement announcement of our Executive Secretary of 35 years, Fred NEIL.

Those actionable items decided upon by the Board on January 5, 2017 were as follows:

1. Establish a Communications Committee to create the newsletter and maintain the Association website
2. Close the P.O. Box and establish a new mailing address
3. Direct the Treasurer to create & distribute event registration notices
4. Move the 800 telephone service from the Executive Secretary's office to a new location
5. Close the Executive Secretary's email address & forward messages to President
6. Establish new email addresses for all the members of the Board at the MPCA website.
7. President Schoonmaker created a Communication Committee and pointed Andrea Brubaker, Josh Kramer, and himself to serve. The first order of business for the committee will be to create the content for the March 1, 2017 newsletter.
8. Treasurer Gonzalez reported that the Association P.O. Box in Maryland, MD has been closed and mail is now being forwarded to 2619 Newton Street Silver Spring, MD which will serve as our permanent address.
9. Allied Representative Karen Frome reported that the March 30, 2017 WDI training registration forms have been created and forwarded to the Treasurer for distribution.
10. President Schoonmaker reported that the 800 phone number has been transferred from the office of the Executive Secretary to that of the Treasurer.
11. President Schoonmaker reported that email address for the Executive Secretary has been closed.
12. Treasurer Gonzalez reported that as of January 19, 2017 he has not been able to set up new email addresses for members of the Board, but he will continue to try.

President Schoonmaker then recommended to Board that its' next meeting be held in Dover Delaware in order to honor retired Executive Secretary Fred Neil. A motion to do so was made, seconded, and unanimously approved.

Having no further business, the meeting was then adjourned