



**Advisory Committee Meeting Minutes  
October 8, 2019 | 10:00 AM – 12:00 PM**

In Attendance:

Michael Cahill  
Sheri Gustafson  
Cary Payton  
Dr. Martha Smith-Blackmore  
Kara Holmquist  
David Feldman  
Ray West  
Cheryl Traversi  
Samantha Finke  
Allie Blank

**I. STAFF UPDATE**

Sheri announced that the Fund hired a FTE Community Liaison, Cary Payton. Cary previously was the Spay/Neuter Outreach Coordinator at the MSPCA and has a Master's Degree in Animal Policy from Tufts University. Cary started working for the Fund on October 5, 2019, and her main responsibility with the Fund will be managing the Spay/Neuter Voucher Program.

**II. FUND TOTALS, BUDGET LINE ITEM AND EXPENDITURES**

The Fund's Revenue Document was distributed to attendees.

Sheri went over Fund totals. FY19 total intake for donations was \$344,016.69. In FY19 the Fund experienced a 4% reduction in tax donations compared to FY18. For FY20 the Fund has received \$4,046.91 in donations. Sheri stated that the Fund receives low donation numbers historically during the months of July- December. Current numbers reflect that the FY20 is \$343.86 down from where we were at this time in FY19, but for the 2019 calendar year the Fund is \$8,682.49 up from this time in 2018. Currently there is \$289,244.19 unexpended in the Fund.

An Income and Expenditures Balance sheet was distributed to attendees.

Sheri explained that the balance sheet illustrated all income and expenditures of the Mass Animal Fund since the beginning of the program in 2013. The balance sheet also contains the proposed spending for the rest of FY20. In FY 19 the Fund received a total of \$444,016.69 in revenue (including the \$100,000 budget line item) and spent \$452,572.00, utilizing \$8,555.31 from surplus. The FY19 spending were in the following distributions: 76% for veterinary services, 3% for ACO training, <1% for marketing, 22% for administration, and -2% surplus.

Sheri went over the adjusted FY20 budget. Based on a projected budget of \$490,000, which includes \$390,000 from donations and \$100,000 from FY20 line item, the following allocations were proposed: 67% for veterinary services, 3%

for ACO training, 30% for administration, <1% for marketing and 0% towards surplus. Sheri explained that the increase in administration allocation was due to the second FTE position.

### **III. BUDGET LINE ITEM**

The Fund received a \$100,000 line item in the FY20 state budget. Sheri stated that MDAR's Chief Financial Officer, Cullen Roberts, is working with the Fund as allotments are released. To date, the Fund has spent \$16,600 of the line item for 103 spay/neuter surgeries.

### **IV. SPAY/NEUTER VOUCHER PROGRAM**

The Mass Animal Fund Spay/Neuter Voucher and Emergency Fund Total Sheet was distributed to attendees.

Sheri shared that since the Voucher Program's inception over 11,711 vouchers /assistance have been redeemed.

In FY19, \$376,405.00 was spent on spay/neuter to help 2,815 dogs/ cats across the Commonwealth. In FY20 the Fund has already spent \$79,070 to assist 488 local animals.

Sheri reported that as of October 2, 2019, the Fund has 744 animals on the waitlist equaling approximately \$123,590. This is the largest wait list since the start of the program. The approximate wait time for new requests is around 5 months. During the summer months the Fund saw a huge upturn in emergency cases and priority cases, which substantially increased the wait time for non-priority requests. From 5/1/19 through 8/31/19 the fund distributed 412 vouchers for emergency, priority and urgent matters. Situations assisted were: animal hoarding cases, relinquishment prevention due to sudden homelessness, animals in ACO care, and urgent pyometra/dystocia situations. Over one third of all vouchers distributed during the summer months were for these high priority matters.

On average we are sending out 52 vouchers per week. Current unexpired vouchers are roughly 348, equaling \$51,625.00.

Sheri stated that the Fund completed 28 Voucher Days in 2019 and has 7 additional scheduled.

Sheri stated that the Fund lost 5 veterinary provider contracts during the contract renewal in 2019. This is the first year providers were required to submit bids through the CommBuys system which is believed to be the reason.

David asked for the status of the Municipal Partnership Program. Sheri responded that the roll out has been postponed due to challenges getting municipal veterinary providers through the CommBuys system, but is hoping to still get the program started. Sheri will touch base with the contracts department to see if changes need to be made.

### **V. Promotions/Events**

Sheri presented the 4 new tax promotion billboard drafts to the committee. Over the last 3 years the Fund has received free advertising space on over 220 billboards across the Commonwealth. The new billboards will be sent to MassDOT in October for approval.

Sheri said she will also be creating new flyers/posters to send out to all municipalities and providers over the next couple of weeks. Additional marketing ideas will be presented at the next AC meeting.

### **VI. ANIMAL CONTROL OFFICER PROGRAM UPDATES**

An ACO Training handout was distributed to all attendees.

Sheri stated that the 2019 Core Competencies Classes have completed. 71 officers attended the training. The Fund had 3 ACO trainers instructing, Emmanuel Maciel, Kelly Flynn and Josh Kimball. In total the training cost \$4,703.00. The Fund paid \$4,275.00 for ACO trainers, and \$428.00 in printing and travel costs.

Sheri mentioned that all ACOs who attended the course will receive results letters by the end of Oct. Continuing Education letters will be mailed out to all municipal ACOs soon after. Sheri will have ACO training compliance numbers at the next AC meeting.

### **Next Meeting**

**Tuesday, January 14th, 2020**  
**10:00 AM- 12:00 PM**  
**Conference Room**  
**251 Causeway Street Suite 500**  
**Boston, MA 02114**