



**Advisory Committee Meeting Minutes
April 14th, 2020 | 10:00 AM – 12:00 PM**

In Virtual Attendance:

Sheri Gustafson
Cary Payton
Michael Cahill
Dr. Martha Smith-Blackmore
Kara Holmquist
David Feldman
Ray West
Laura Marwell
Deanna Gualtieri

Due to Covid-19 Social Distancing restrictions this open meeting was held virtually over the ZOOM platform. Introductions were given, the Mass Animal Fund Advisory Committee welcomed a new committee member, ACO representative, Deanna Gualtieri.

I. Fund Totals and Expenditures

A PowerPoint presentation was shown over ZOOM to all attendees. See attached.

Sheri explained the current Fund's revenue totals. Total intake for donations so far in 2020 was \$160,866. Revenue for CY20 is down \$3,265 compared to this month in CY19. Current numbers reflect that the FY20 is \$4,748 down from where we were at this time in FY19. Sheri believes this reduction in donations is due to the financial hardships being caused by the Covid-19 pandemic.

Sheri explained the Fund's current balance sheet that illustrated all income and expenditures of the Mass Animal Fund since 2017. The balance sheet also contains the proposed spending for CY20. To date In CY20 the Fund received a total of \$160,866 in revenue and has spent \$103,360. To date the Fund's spending was in the following distributions: 71% for veterinary services, 3% for ACO training, 25% for administration, <1% for marketing, and 13% surplus.

Sheri went over the projected CY20 budget of \$485,000, which includes \$385,000 from donations and \$100,000 from the line item. The following budget allocations were previously proposed for CY20: 67% for veterinary services, 2% for ACO training, 30% for administration, <1% for marketing and 0% towards surplus. Sheri stated that the proposed budget was created hoping that the Fund would see a 12% increase in revenue in 2020. To date the Fund has seen a 20% drop in revenue. Sheri said she will be adjusting budget numbers accordingly once we receive the full 2020 tax donation report, which is not expected until August 2020 due to the July 15th tax deadline extension.

II. BUDGET LINE ITEM

Sheri presented how the FY18, FY19, and FY20 \$100,000 budget line items were spent allowing the Fund to perform additional spay/neuter surgeries.

Currently the Massachusetts FY21 Budget is in the Governor's Budget phase.

Kara mentioned that there will most likely be a delay in the budget approval due to the focus on Covid-19 efforts. There is no Mass Animal Fund line item in the Governor's Budget.

III. SPAY/NEUTER VOUCHER PROGRAM

Sheri presented the Spay/Neuter Voucher Program numbers.

In CY20, \$49,635 has been spent on spay/neuter to help 318 dogs and cats, 47 of those animals were in emergency situations. In 2020, the Fund has issued 463 vouchers. Since the Voucher Program's inception in 2014, the Fund has spent \$1,621,645 to help 12,704 Commonwealth cats/dogs.

As of April 14th, 2020, the voucher waitlist is 653 animals, equaling \$114,340.00 in assistance. The largest number of requests were received from Boston, Springfield, and North Adams. There are currently 248 unexpired vouchers outstanding equaling \$39,750. The Fund started 2020 with approximately 800 on waitlist. In January 2020, the distribution rate was 30 vouchers a week. Many of the vouchers disseminated in late February were for ACO requests.

Kara asked if any of the Fund's Providers were still performing spay/neuter during Covid-19 restrictions. Sheri stated that while many high-volume providers have shut down nonemergency spay/neuter, some providers are still performing surgeries but in lower volume due to new social distancing procedures.

In March 2020, Covid-19 efforts started, and the voucher distribution rate was greatly reduced to just ACO animals and emergency cases. The Fund reduced voucher distribution due to reduced 2020 tax donations and reduced veterinary provider surgery slots. The Fund had 4 voucher days scheduled in 2020. Two proceeded as scheduled, one was cancelled, and one was modified. 69 surgeries were completed at the voucher days. Waitlist additions and inquiries, have greatly reduced since start of Covid-19 response.

Municipal Partnership Program was launched in January. To date, applications have been received from 3 municipalities. Contract packages to the municipalities have been delayed due to remote working challenges.

David requested that a Municipal Program update be included in the next AC meeting as well.

Sheri will continue to check in with the MDAR contracts department to see if progress has been made.

IV. PROMOTIONS/EVENTS

Sheri discussed that tax season donation promotions have been greatly affected by the Covid-19 Pandemic.

Tax promotions that did take place:

- Billboards ran from January-April thanks to the partnership with MassDOT.
- Posters were mailed out to all veterinary providers and ACOs in December.
- Social media ads started in December and will continue through July.

Tax promotions that the Fund was not able to complete:

- Boston Flower Show /pet safe pets' promotion- due to Covid-19 restrictions, the Fund was unable to attend the Boston Flower Show in person, instead an unmanned booth was set up, but very low attendance seen, and the event ended early.
- Voucher day promotions- only 2 voucher days have been completed in 2020 and due to Covid-19 restrictions the Fund's staff was unable to attend.
- Voucher program promotions- during tax season the Fund highlights the voucher program, however, due to Covid-19 most spay/neuter providers are currently not performing routine, spay/neuter.

Sheri went over some additional promotional ideas for after tax season, including exploring grant funding to help meet spay/neuter needed after Covid-19, social media push extended through July, and push for direct online donations.

V. ANIMAL CONTROL OFFICER PROGRAM UPDATES

Sheri discussed the ACO training program. 42 Municipalities still need to submit ACO designation forms. The 2020 designation forms have captured information on 279 ACO holding facilities, 97 facilities are municipal run, 64 are shared regional, and 118 are private facilities.

Currently there are 454 ACOs employed across 351 municipalities, 8 ACOs need to retake core training (2%), 63 need to take Core Training for first time. (14%). 31 of the 63 are ACOs employed for less than 18 months. (7%). 19 of ACOs have already been employed 10+ years (4%). Given the lower number of ACOs that need to take Core Training in 2020 the following was proposed: having only two locations in Westborough and Springfield, each location would have only 2 trainers, so the cost of training would be roughly \$57 an ACO with the total cost being under \$4,000.

Laura suggested that we explore online or virtual options in case Covid-19 efforts extend into the Fall. Mike agreed. Sheri will explore options for live webinars, or recorded sessions and will report back.

Sheri reported that 208 ACOs still need to complete 2019 requirements, and approx. 200 ACOs have already started logging CE credits for 2020. Online CEs are being encouraged at this time. There are over 100 pre-approved online training options currently available on website. 208 ACOs still need to complete 2019 requirements.

Deanna mentioned additional sources for CE training and will pass information on for approval.

Next Meeting Proposed

Tuesday, June 23rd, 2020
10:00 AM- 12:00 PM
Conference Room
251 Causeway Street Suite 500
Boston, MA 02114



ADVISORY COMMITTEE MEETING

4.14.20 *at home edition*



AGENDA



I. Fund Totals and Expenditures

- a. Review of Balance Sheet Budget

II. Budget Line Item

- III. Spay/Neuter Voucher Program
 - a. Numbers
 - b. Wait List
 - d. Municipal Partner Update

IV. Promotions/ Events/ Marketing

- a. 2020 Tax Season
- b. Off-Season Promotions

V. Animal Control Officers

- a. 2020 Core Training
- b. CE Training

FUND TOTALS AND EXPENDITURES



Unexpended balance as of 4/13/20 : \$2993,121.02

CY =down -\$3,265.87

FY = down -\$4,748.78

2017		2018		2019		2020	
Month	Amount	Month	Amount	Month	Amount	Month	Amount
January	\$ 99.91	January	\$ 980.41	January	\$ 660.69	January	\$ 281.02
February	\$ 85,641.77	February	\$ 100,044.82	February	\$ 105,865.33	February	\$ 99,393.50
March	\$ 55,433.72	March	\$ 60,802.84	March	\$ 57,606.74	March	\$ 61,192.37
April	\$ 99,251.34	April	\$ 112,920.47	April	\$ 132,044.09	April	
May	\$ 27,610.56	May	\$ 24,252.73	May	\$ 25,097.61	May	
June	\$ 17,221.42	June	\$ 16,271.65	June	\$ 3,024.81	June	
July	\$ 4,296.05	July	\$ 1,463.67	July	\$ 1,022.10	July	
August	\$ 23,856.37	August	\$ 2,927.10	August	\$ 2,961.49	August	
September	\$ 5,549.12	September	\$ 3,690.01	September	\$ 2,089.32	September	
October	\$ 7,374.04	October	\$ 10,330.31	October	\$ 10,576.62	October	
November	\$ 2,817.30	November	\$ 1,048.47	November	\$ 1,228.56	November	
December	\$ 2,760.05	December	\$ 257.86	December	\$ 356.42	December	
TOTAL:	\$ 331,911.65	TOTAL:	\$ 334,990.34	TOTAL:	\$ 342,533.78	TOTAL:	\$ 160,866.89
Line Item	\$ 100,000.00	Line Item	\$ 100,000.00	Line Item	\$ 100,000.00	Line Item	\$
Tax Season:	\$ 240,426.74	Tax Season:	\$ 274,748.54	Tax Season:	\$ 296,176.85	Tax Season:	\$ 160,866.89
% of Income:	72.24%	% of Income:	82.00%	% of Income:	86.46%	% of Income:	

FY17		FY18		FY19		FY20	
Month	Amount	Month	Amount	Month	Amount	Month	Amount
July	\$ 51,785.76	July	\$ 4,296.05	July	\$ 1,463.67	July	\$ 1,022.10
August	\$ 8,243.42	August	\$ 23,856.37	August	\$ 2,927.10	August	\$ 2,961.49
September	\$ 9,370.53	September	\$ 5,549.12	September	\$ 3,690.01	September	\$ 2,089.32
October	\$ 8,111.33	October	\$ 7,374.04	October	\$ 10,330.31	October	\$ 10,576.62
November	\$ 1,668.86	November	\$ 2,817.30	November	\$ 1,048.47	November	\$ 1,228.56
December	\$ 1,064.23	December	\$ 2,760.05	December	\$ 257.86	December	\$ 356.42
January	\$ 99.91	January	\$ 980.41	January	\$ 660.69	January	\$ 281.02
February	\$ 85,641.77	February	\$ 100,044.82	February	\$ 105,865.33	February	\$ 99,393.50
March	\$ 55,433.72	March	\$ 60,826.19	March	\$ 57,606.74	March	\$ 61,192.37
April	\$ 99,251.34	April	\$ 112,920.47	April	\$ 132,044.09	April	
May	\$ 27,610.56	May	\$ 24,252.73	May	\$ 25,097.61	May	
June	\$ 17,221.42	June	\$ 16,271.65	June	\$ 3,024.81	June	
TOTAL:	\$ 365,507.85	TOTAL:	\$ 361,925.85	TOTAL:	\$ 344,016.69	TOTAL:	\$ 179,101.40
			\$ 100,000.00		\$ 100,000.00		\$ 100,000.00

Revenue to date: \$2,581,707.29

year	tax donations	online/grants	interest	line item
2013	\$ 260,670.55	59	0	
2014	\$ 235,995.38	62091	378.73	
2015	\$ 247,689.33	12613.73	289.6	
2016	\$ 284,828.37	6665.79	123.15	
2017	\$ 322,220.04	9465.63	225.98	\$ 100,000.00
2018	\$ 334,290.90	300	399.44	\$ 100,000.00
2019	\$ 340,150.72	1914	469.06	\$ 100,000.00
2020	\$ 160,784.41	0	82.48	
total	\$ 2,186,629.70	\$ 93,109.15	\$ 1,968.44	\$ 300,000.00
	85%	4%	<.0001%	12%

		2017	2018	2019	2020	Total Program to date	2020
Total Income		\$100,000.00	\$100,000.00	\$100,000.00			\$100,000.00
		\$333,911.65	\$334,990.34	\$342,533.78			\$385,500.00
Org Expenses	Identifier	2017	2018	2019	2020	Total Program to date	2020
A01 Total	State Employee Payroll	\$57,471.68	\$49,420.06	\$58,150.37	\$11,418.00	\$128,946.17	\$112,500.00
AA1 Total	Supplemental Salaries		\$6,095.40	\$6,163.34		\$12,258.74	
CA4 Total	Contract Employee Payroll	\$1,595.00				\$76,448.68	
CA3 Total	Contract Employee Payroll		\$3,525.00	\$20,148.90		\$23,673.90	
CA5 Total	Contract Student Intern		\$443.50			\$443.50	
CA9 Total	Fringe Benefits/Tax	\$17,438.79	\$28,052.84	\$22,839.23	\$15,313.00	\$117,493.06	\$36,500.00
CA6 Total	Temporary Staffing		\$5,310.52			\$9,040.22	
E16 Total	Indirect Costs					\$9,044.47	
B11 Total	Commuter Rail	\$4.50	\$6.00			\$45.00	\$40.00
B01 Total	Contract travel out of State			\$6.00		\$52.00	\$60.00
B02 Total	Travel in State	\$1,823.91	\$973.93	\$2,788.79	\$139.00	\$7,416.01	\$2,300.00
C98 Total	Contract Employee Travel	\$63.00	\$31.50			\$3,223.75	
B10 Total	Employee Reimbursements	\$176.35	\$310.00			\$3,805.83	
L27 Total	Car Rental			\$36.00		\$36.00	
B05 Total	Conference	\$156.00				\$196.00	
E19 Total	Air Ex Travel		\$0.54	\$3.23		\$241.02	
E11 Total	Advertising					\$475.00	\$500.00
E01 Total	Office Supplies			\$247.78		\$543.38	\$600.00
H03 Total	Webpage	\$2,225.00				\$2,575.00	
E12 Total	Media webpage					\$1,195.00	
UD4 Total	Information Technology				\$90.00	\$90.00	
J10 Total	Online Processing		\$104.49	\$109.51		\$216.00	
E14 Total	Logo	\$219.00				\$441.00	
L11 Total	Graphics					\$1,650.00	
F19 Total	Marketing		\$294.00			\$294.56	\$1,000.00
E02 Total	Printing	\$5,390.52	\$944.00	\$151.10		\$37,208.85	\$0.00
B01 Total	Travel out of State	\$1,764.99				\$2,378.12	
IS0 Total	Trainers	\$4,500.00	\$7,701.00	\$14,760.00	\$1,100.00	\$37,461.00	\$12,000.00
I12 Total	Veterinary Costs	\$162,205.00	\$124,000.00	\$308,700.52	\$55,300.00	\$1,311,824.06	\$220,000.00
Line Item	Veterinary costs	\$25,175.00	\$174,825.00	\$100,000.00		\$380,000.00	\$100,000.00
Total Expenses		\$280,588.74	\$422,217.78	\$534,099.17	\$103,960.00	\$2,289,076.32	\$730,000.00
Total after Expenses		\$151,322.91	\$12,752.56	(\$91,565.39)	\$235,124.08	\$292,630.97	\$90.00
Overage carry over		\$162,614.00	\$113,936.91	\$126,689.47	\$235,124.08	\$292,630.97	\$192,630.97
Total in Fund		\$313,936.91	\$326,689.47	\$255,124.08	\$292,630.97	\$292,630.97	\$392,630.97

20% down in donations so far in 2020.

Proposed budget for 2020 was based on a 12% increase in donations and line item. Total=\$485,500

If we consider 20% down, 2020 budget of \$355,000
(with line item)

From Program Start	Percentage of Spent	Actual Expenses TD
Veterinary	71%	\$1,611,824.06
ACD Training	3%	\$77,047.97
Administration	25%	\$577,548.74
Marketing	<1%	\$22,655.55
Surplus to date	19%	\$292,630.97

FY20	Percentage of Proposed	Proposed Expenses FY20
Veterinary	67%	\$328,000.00
ACD Training	2%	\$12,000.00
Administration	30%	\$194,000.00
Marketing	<1%	\$4,500.00
Surplus	0%	\$0.00

2019	Percentage of Spent	Actual Expenses
Veterinary	29%	\$408,700.92
ACD Training	3%	\$14,911.19
Administration	19%	\$107,301.84
Marketing	<1%	\$5,185.31
Surplus Utilized	22%	(\$97,565.97)

2018	% of Spent	Actual Expenses
Veterinary	71%	\$298,825.00
ACD Training	2%	\$8,645.00
Administration	27%	\$113,047.52
Marketing	<01%	\$1,728.46
Surplus	3%	\$12,752.56

2017	% of Spent	Actual Expenses
Veterinary	67%	\$187,380.00
ACD Training	4%	\$11,625.51
Administration	27%	\$76,505.47
Marketing	0.01%	\$5,067.76
Surplus	35%	\$111,327.91

2016	% of Spent	Actual Expenses
Veterinary	62%	\$125,493.54
ACD Training	14%	\$28,145.82
Administration	21%	\$42,344.83
Marketing	3%	\$5,220.18
Surplus	35%	\$90,502.94

2015	% of Spent	Actual Expenses
Veterinary	79%	\$473,399.60
ACD Training	1%	\$8,332.33
Administration	19%	\$113,140.03
Marketing	<01%	\$2,843.04
Surplus utilized	82%	(\$337,122.34)

2014	% of Spent	Actual Expenses
Veterinary	42%	\$62,725.00
ACD Training	3%	\$4,278.21
Administration	52%	\$78,578.25
Marketing	3%	\$4,379.80
Surplus	50%	\$148,503.85

2013	% of Spent	Actual Expenses
Veterinary		\$0.00
ACD Training		\$0.00
Administration		\$0.00
Marketing		\$0.00
Surplus	100%	\$260,729.55

BUDGET LINE ITEM



Massachusetts FY 2021 Budget currently in:

Governor's Budget

Line Item 18	\$	100,000.00	Line Item 19	\$	100,000.00	Vouchers	Line Item 20	\$	100,000.00	Vouchers
17-Nov	\$	11,675.00	18-Jul	\$	12,700.00	87	19-Jul	\$	12,120.00	69
17-Dec	\$	13,500.00	18-Aug	\$	30,700.00	208	19-Aug	\$	18,360.00	113
18-Jan	\$	13,950.00	18-Sep	\$	24,525.00	169	19-Sep	\$	11,500.00	76
efund	\$	2,475.00	18-Oct	\$	22,600.00	176	19-Oct	\$	25,720.00	165
18-Feb	\$	22,775.00	efund	\$	9,475.00	72	19-Nov	\$	17,790.00	123
18-Mar	\$	35,625.00					19-Dec	\$	14,510.00	104
Spent	\$	100,000.00	Spent	\$	100,000.00	712	Spent	\$	100,000.00	650

SPAY NEUTER VOUCHER PROGRAM



Jan-19	36	168	1	50	55	57	43	205	\$	32,950.00
Feb-19	32	156	5	52	48	45	48	193	\$	31,580.00
Mar-19	22	198	0	50	65	56	49	220	\$	36,690.00
Apr-19	24	182	0	43	58	53	52	206	\$	35,340.00
May-19	30	222	0	65	77	51	59	252	\$	40,280.00
Jun-19	39	209	3	65	76	47	63	251	\$	40,670.00
Jul-19	92	139	6	56	75	47	59	237	\$	38,645.00
Aug-19	32	224	1	67	77	45	68	257	\$	42,565.00
Sep-19	43	117	0	44	49	34	33	160	\$	25,805.00
Oct-19	37	133	2	49	53	32	38	172	\$	26,695.00
Nov-19	45	101	0	54	53	12	27	146	\$	21,575.00
Dec-19	26	138	0	57	55	31	21	164	\$	23,955.00
2019	458	1987	18	652	741	510	560	2463	\$	396,750.00
Jan-20	45	27	0	24	24	13	11	72	\$	10,610.00
Feb-20	25	66	5	23	31	20	22	96	\$	16,300.00
Mar-20	28	36	0	19	21	17	8	64	\$	9,605.00
April-20	2	84	0	25	22	21	18	86	\$	13,120.00
2020	100	213	5	91	98	71	59	318	\$	49,635.00
totals	2209	7995	1019	3016	3500	2377	2340	11232	\$	1,558,078.00

SPAY NEUTER VOUCHER PROGRAM



2020 Voucher Program

- Current waitlist: 653 = \$114,340.00, biggest number of requests from Boston, Springfield, and North Adams
- Current unexpired vouchers/e fund outstanding: 248 = \$39,750.00
- Started 2020 with around 800 on waitlist, rate of distribution jumped to 30 a week in Jan through 3rd week in Feb. End of Feb big uptick in ACCO requests, then in early March Covid-19.
- Municipal Partnership was launched in January. Three Applications received. Contracts is working on getting packages out.

SPAY NEUTER VOUCHER PROGRAM



2020 Voucher Program

- We already had 4 voucher days scheduled. Two proceeded as scheduled, One was cancelled, and one was modified.
- 69 surgeries have been completed at the voucher days. In the 2nd week of March we scaled back to just ACCO animals and emergency cases.
- 32 vouchers have been issued since reduction, all have been for ACCO animals and high priority situations.
- Waitlist additions and inquires, greatly reduced since start of Covid-19 response.

PROMOTIONS/EVENTS



2020 tax promotions (able to complete)

- Billboards running from January-April through our partnership with MassDOT
- Posters mailed out to all veterinary providers and ACCOs in December
- Social media push: started in December continuing through July.

PROMOTIONS/EVENTS



2020 tax promotions (unable to complete)

- Flower show: due to Covid-19 restrictions, unable to attend. Booth was set up, very low attendance seen, event ended early.
- Voucher Day promotions: only 2 voucher days completed in 2020, due to Covid-19 restrictions unable to attend.
- Typically during tax season we highlight the voucher program, during Covid-19 most spay/neuter providers are currently not performing routine spay/neuter

PROMOTIONS/EVENTS



2020 tax promotions (off season ideas)

- Exploring grant funding to help meet spay/neuter needed after Covid-19. (the Fund has only received grants for ACCO training and staff training in past)
- Tax social media push extended through July.
- Off season push for direct online donations.

ACCO TRAINING



ACCO Designation Forms:

- 42 Municipalities need to report, data now captured for 279 ACCO holding facilities.
- 97 facilities are municipal run,
- 64 are shared regional, 118 are private facilities.

Aquinnah	Gosnold	Newbury	Stoneham	Whitman
Ashby	Hardwick	Palmer	Sunderland	Worthington
Berkley	Harvard	Pelham	Tolland	
Blandford	Leverett	Pembroke	Townsend	
Boxford	Lynn	Plympton	Ware	
Canton	Marlborough	Richmond	Watertown	
Cheshire	Medford	Royalston	West Bridgewater	
Clarksburg	Monson	Sandisfield	West Brookfield	
Florida	Mount Washington	Saugus	West Stockbridge	
Goshen	New Marlborough	Shirley	Westhampton	

ACCO TRAINING



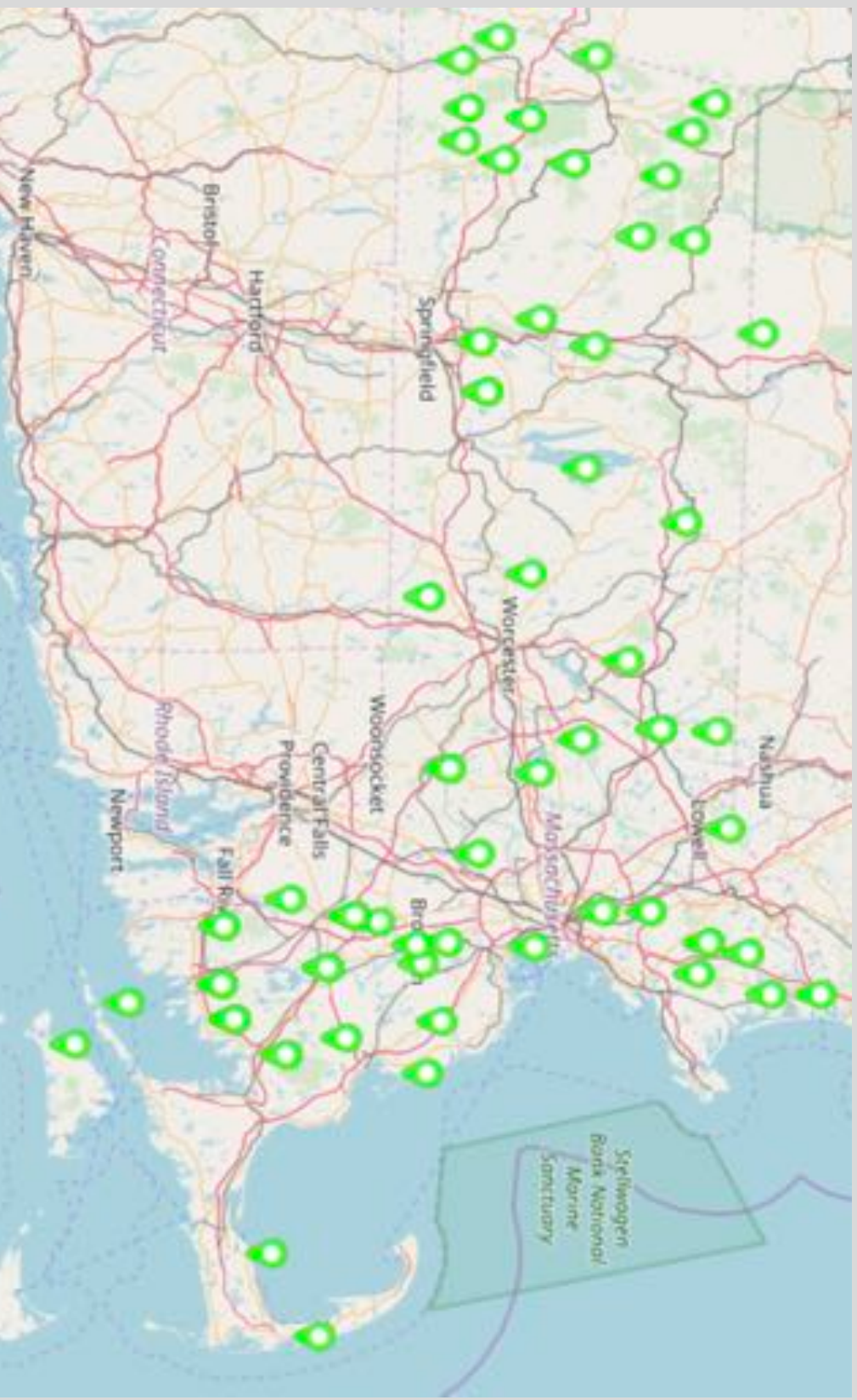
ACCO Training: Core Training

- Currently 454 ACCOs employed across 351 municipalities,
- 8 ACCOs need to retake core training (2%)
- 63 need to take Core Training for first time. (14%)
- Approx. 31 of the 63 are ACCOs employed for less than 18 months. (7%)
- 19 of ACCOs have already been employed 10+ years (4%)

ACO TRAINING



ACOs needing Core Training



ACCO TRAINING



Core needed:
2 locations?

Westborough,
Springfield?

2 trainers each.

Less than \$4,000
In cost. \$57 per ACCO

Online option?

Alford	Duxbury	Lakeville	Newburyport	Taunton
Ashland	East Bridgewater	Lakeville	Otis	Taunton
Becket	Eastham	Leyden	Pembroke	Taunton
Bellingham	Easthampton	Lowell	Phillipston	Tyringham
Bellingham	Egremont	Ludlow	Quincy	Walpole
Boxford	Fairhaven	Ludlow	Raynham	Wareham
Brockton	Fairhaven	Marlborough	Richmond	Wareham
Carver	Gosnold	Mattapoisett	Rowley	West Bridgewater
Cheshire	Groton	Mattapoisett	Sandisfield	Westport
Chicopee	Hardwick	Mattapoisett	Sheffield	Westport
Chilmark	Harvard	Mattapoisett	Somerset	Windsor
Cummington	Harvard	Middleton	Somerville	
Danvers	Hatfield	Middleton	Spencer	
Dennis	Hawley	New Ashford	Sterling	
Dudley	Lakeville	Marlborough	Stoneham	

ACCO TRAINING



CE Training:

- Approx. 200 ACCOs have already started logging credits for 2020
- Collectively they have completed over 1,000 CE credits.
- Online CEs are being encouraged at this time.
- Over 100 pre-approved online training options currently available on website.
- 208 ACCOs still need to complete 2019 requirements.

NEXT MEETING?



JUNE?