



**Advisory Committee Meeting Minutes  
September 1st, 2020 | 10:00 AM – 12:00 PM**

In Attendance:

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

Due to Covid-19 Social Distancing restrictions, this open meeting was held virtually over the ZOOM platform.

**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. The total intake for donations so far in 2020 is \$347,443.92. This is the highest tax donation season for a calendar year to date. Revenue for CY20 is up \$22,122.55 compared to this month in CY19. Current numbers reflect that FY21 is up \$74,182.02 compared to this time in FY20. FY20 finished \$53,542.38 down compared to FY19. To date, the Fund has taken in \$2,768,284.32 in revenue.

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 \$347,443.92 in revenue and has spent \$186,724.00. To date (start of the program) the Fund's spending was in the following distributions: 61% for veterinary services, 3% for ACO training, 23% for administration, <1% for marketing, and 12% surplus.

After seeing a 20% drop in revenue in April, the Fund proposed a CY20 budget based on projected revenue of \$275,000 received from tax donations, grant funding, online donations, and interest. Sheri also proposed utilizing 25% (\$60,000) of past surplus to create a working budget of \$335,000. The previously proposed CY20 Budget had the following allocations: 54% for veterinary services, 2% for ACO training, 45% for administration, less than 1% for marketing. This proposal was tabled until after the total tax donations had been reported. Sheri proposed a newly adjusted budget based on a 12% increase in tax time donations. The new proposed CY20 Budget is based on projected revenue of \$360,000 received from tax donations, grant funding, online donations, and interest. The Proposed CY20 Budget has the following allocations: 59% for veterinary services, <1% for ACO training, 41% for administration, less than 1% for marketing, and 0% towards surplus.

The Advisory Committee discussed the proposed budget changes and agreed on the updated proposed budget.

**II. BUDGET LINE ITEM**

Sheri mentioned that the MDAR Chief Financial Officer, Cullen Roberts, received word that ANF was looking at the Homeless Animal Prevention and Care Trust for a partial sweep of \$30,000 to help balance the state budget. MDAR responded to the potential sweep stating that it would be very detrimental to the fund and could reduce future public donations and trust. Cullen has received no further mention of a potential sweep but will keep the Fund informed. 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. Sheri stated that the proposed budget adjustments do not include a possible line item.

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

Sheri presented the Spay/Neuter Voucher Program numbers. In CY20, \$88,960.00 has been spent on spay/neuter to help 561 dogs and cats. In 2020, the Fund has issued 845 vouchers. Since the Voucher Program's inception in 2014, the Fund has spent \$1,660,970.04 to help 12,947 Commonwealth cats/dogs.

As of August 28, 2020, the voucher waitlist is 532 animals, equaling \$99,400 in assistance. There are currently 223 unexpired vouchers outstanding equaling \$35,650. In 2020, 245 vouchers issued have since expired totaling \$39,100 which is roughly a 30% unused rate. The voucher distribution rate is currently 40 vouchers a week for the next 6 weeks, then readjust accordingly to roughly 15 a week. If the proposed CY20 budget is approved voucher distribution would be between 16-20 weekly.

The Fund received a grant from the Community Foundation of North Central Massachusetts for \$8,050 half of which has been spent. The Fund applied for a SpayTogether grant as well but the proposal was not accepted.

Sheri stated the Fund currently has four Voucher Days scheduled and is planning to schedule a couple more for the Fall. Sheri reported that two Municipal Program contracts are being sent out today.

### **IV. PROMOTIONS/EVENTS**

Sheri stated that the Fund is working on 2021 tax season billboards. Pinterest was added to the Fund's social media pages for educational infographics and the Fund is developing a YouTube channel for training and promotion.

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

Sheri stated that the 2020 Core Competencies Training has been postponed until the Spring of 2021 with specific dates still to be determined.

In the next Core Training cycle, 8 ACOs need to retake the training, and 63 ACOs need to take the Core for the first time. Roughly half of the ACOs that need to take the Core for the first time are ACOs that have been employed in the field for less than 18 months.

Sheri reported that a Zoom meeting series proposal was given to MDAR Animal Health. Proposal for MAF/MDAR to host a series of 7 (1.5 hours) Zoom meetings for ACOs and Animal Inspectors.

ACO CE letter mailing is in progress. 67 ACOs have already completed 2020 CE requirements.

**Next Meeting date was set for**

**Tuesday, November 10th, 2020  
1:00 PM- 3:00 PM  
Zoom Platform**