



## MINUTES

### Oxford Animal Shelter Committee Regular Meeting

Tuesday, May 7, 2013

**Present:**

Michelle Cohen  
Karen Fisher  
Sharon Morton  
Ginger Mullin  
Kristi Novin  
Joan Truax  
Jen Waterbury

**Absent:**

Lori Pokladowski

**Open Meeting** - Kristi Novin opened meeting at 7:12 p.m.

### **Approve Minutes From 4/2/13 Meeting**

Sharon Morton made a motion to accept the 4/2/13 Regular Meeting Minutes. Seconded by Karen Fisher. All Aye. Motion carries.

### **Old Business**

- **New Building Update**

Kristi Novin advised the Committee that CL&P has moved the electrical pole and the Public Works department has completed the breaking of the rock at the building site. The building blocks are in place and work will be conducted as volunteers/time allows.

The project will need additional volunteers during the various construction phases and Committee Members were asked to seek volunteers from among their contacts.

- **Planning For 2013 Dog Days Event**

Kristi Novin provided Committee Members with a copy of an April 4 Memo from the Selectmen's Office regarding a new Resolution regarding Fund Raising Activity. This Resolution requires *"written approval from the Board of Selectmen or the First Selectman for any and all fund raisers prior to the event, prior to entering into any contracts or prior to the expenditure of funds for such fund raiser."*

Since planning for our Dog Days of Oxford event has already been underway for several months, the Committee does not believe this written approval will be required for this event.

A recently incorporated non-profit 501(c) 3 organization, OASIS, has expressed interested in co-sponsoring the Dog Days event with the Committee. OASIS is willing to front monies for some expenses for the event. The Committee has been concerned that after the deduction of \$20,000 from its account for the Animal Shelter Building, that there would not be sufficient funds available to pay the upfront expenses for the event. The Selectmen's Office indicated it would be willing to "loan" monies to the Committee for these expenses, with the funds being reimbursed to the town after the event. However, the Committee has some reservations about using taxpayer funds in this manner. The additional funds that OASIS is willing to lend to the event would reduce the need for using town funds. Committee Members would also seek to secure favorable payment terms from any vendors from whom purchases would need to be made prior to the event to further reduce the total expenditures required prior to the event.

Ginger Mullin voiced her concern regarding whether the Selectmen's Office would approve of having a co-sponsor for the event. Given the fact that OASIS would bring additional resources to the event, the other Committee Members do not believe it should pose a problem.

Karen Fisher made a motion to agree to co-sponsor the Dog Days of Oxford event with OASIS. Joan Truax seconded the motion. Michelle Cohen, Sharon Morton, Kristi Novin and Jen Waterbury voted Aye. Ginger Mullin abstained. Motion carries.

- Review documents for Vendor Mailing

Kristi Novin provided copies of the vendor documents used last year that have been updated with 2013 dates. The OASIS logo will be added to the letterhead and any other necessary changes made. Pricing for Program Book Ads was reviewed and updated as follows: Back Cover @ \$200; Inside Front/Back Covers @ \$150 each; Full page ad @ \$100; Half page ad @ \$75 and One-Quarter page ad @ \$50.

A Special Meeting is tentatively scheduled for Tuesday, May 21 at 4:00 p.m. to collate and prepare a mailing to potential vendors. The list of contacts obtained during the 2012 event will also sent the "vendor package" via email.

**Adjournment**

A motion was made by Sharon Morton to adjourn at 8:50 p.m. Ginger Mullin seconded the motion. All Aye. Motion carries.

Minutes filed subject to approval.

Respectfully submitted by,

Sharon Morton

Committee Recording Secretary

13 MAY 13 PM 2:32  
TOWN OF OXFORD, CT  
Sharon Morton  
TOWN CLERK