

**MINUTES**  
**AMENDED 2/3/13**

Oxford Animal Shelter Committee  
Regular Meeting

Tuesday, March 5, 2013

**Present:**

Michelle Cohen  
Karen Fisher  
Sharon Morton  
Kristi Novin  
Joan Truax

Late Arrival: Ginger Mullin at 7:22 p.m.

**Absent:**

Lori Pokladowski  
Jen Waterbury

**Open Meeting**

Kristi Novin opened meeting at 7:04 p.m.

**Approve Minutes From 2/5/13 Meeting**

Joan Truax made a motion to accept the 2/5/13 Regular Meeting Minutes. Seconded by Karen Fisher. All Aye. Motion carries.

**Old Business**

- Discuss new event tentatively scheduled for March, 2014

Karen Fisher made a motion to table the discussion regarding this event. Seconded by Sharon Morton. All Aye. Motion carries.

- New Building Update

Kristi Novin advised that the Board of Selectmen has demanded that the Animal Shelter Committee contribute \$20,000 toward the proposed new Shelter Building (and believes that they would request the same amount from the Animal Shelter) and stated that without this contribution, the project would not be approved. A contribution of this size would leave the Committee with approximately \$5,000 which would not be sufficient to fund large fund raising events (e.g., Dog Days). The Committee discussed what other funding options were available and will look into whether we are able to receive funds directly from the Board of Finance.

- Planning For 2013 Dog Days Event
  - Review documents for Vendor Mailing

Kristi Novin provided copies of the vendor documents used last year and Committee Members will send suggested revisions/changes to Kristi. Final documents will be reviewed at the April meeting with actual mailing to place then, or shortly thereafter.

- Other

Kristi laid out a preliminary schedule for certain elements of the event:

March:

- Create list of Advertising media (e.g., Voices, Patch, etc.)
- Website Development      Joan Truax advised her daughter may be able to assist with this item.
- Update Facebook Page

April:

- Vendor Mailing/Emailing
- Recruit additional vendors (eg., WICC, etc.)
  - Committee members will send additional suggestions to Kristi who will compile a comprehensive list to send to all members.

May:

- Consider which Demonstrations to include in the event
- Secure a DJ
- Contact Grocery Stores for donations
- Seek "Big Ticket" prizes

June:

- Solicit Basket Raffles

July:

- Call for Volunteers

Aug:

- Mail packets to Vendors
- Finalize signage
- Start advertising

Sept:

- Volunteer Meeting
- Advertising

Throughout the course of planning, all individual stations/sections will be evaluated based on 2012 results and updated/improved/changed as deemed appropriate.

### **Adjournment**

A motion was made by Karen Fisher to adjourn at 8:21 p.m. Michelle Cohen seconded the motion. All Aye. Motion carries.

Minutes filed subject to approval.

Respectfully submitted by,

Sharon Morton  
Committee Recording Secretary

13 MAY -6 PM 4:53  
TOWN OF OXFORD, CT  
*Sharon Morton*  
TOWN CLERK