

TOWN OF BRANFORD

DAN COSGROVE ANIMAL COMMISSION MINUTES

June 19 , 2018

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Present: Commission Members: Marilyn Vailette, Eunice Lasala, Stephanie Malkin, Mary Mellows, Gretchen Dale, Melodie O'Connor

Absent: Laurie Van Wilgen

Guest: Laura Burban, DCAS Director

The Meeting was called to order at 6:00 by Marilyn Vailette

MINUTES FROM THE LAST MONTHLY MEETING: There were no minutes from the last meeting as the last meeting was cancelled.

MONTHLY REPORTS: Melodie O'Connor made a motion to approve the monthly reports. Stephanie Malkin seconded the motion.

SHELTER REFURBISHMENT/CAPITAL CAMPAIGN

Laura reviewed her discussion with Craig McAlister regarding an email he sent to Tom Cherry and Laura just got the day before regarding his comments on what was needed for cats. It was apparent from his letter that Craig had never received the initial new plans drawn up by Joe Sepot incorporating the new cat rooms and the meeting room expansions. We had asked for Craig McAlister's thoughts and comments on those plans by 21st. At this point we are not sure if Craig ever received these plans or not.

ACTION POINTS:

1. Laura will contact Craig McAllister and confirm he now has those plans and that we urgently need his comments and thoughts on them by June 27th so that we can plan to sit down with Jamie Cosgrove and Joe Sepot and move this forward.
2. Laura will advise Craig McAllister that she must be the main contact for him on this project and then Laura will keep the full commission in the loop.
3. Laura will advise Craig about the moving of the door in the kitten room, the addition of a main hallway door to block off the kitten area from the meeting room and that the meeting room should be full soundproofed
4. Laura will discuss the HVAC systems required for the new kitten rooms and the back dog kennel with him and find out how best to translate this to Joe Sepot and his staff.

5. Marilyn will contact Jamie Cosgrove and Joe Sepot and see if she can get a meeting set up the 2nd week of July to review these final plans
6. Once reviewed and approved we need to ask Joe Sepot for 3-D drawings to begin the Capital Campaign

FUTURE FUNDRAISERS:

Art Gallery Event- this is a repeat of an event we did last year and while not very productive only requires one person to attend the event. Stephanie Malkin volunteered to do it again this year.

Painting Night at the Chowder Pot-is sold out

Dog yoga night-Based on the success of the Cat Yogi Night we will be doing a Dog version soon.

Rabies Clinic- July 14, 10-12. – Laura needs volunteers all of the commission said they were able to help. Laura will advise specifics as we get closer.

Woofstock –Is well underway with all major sponsorships sold and all vendor places sold. We had a discussion of how to manage and organize the booth including how to handle the cash boxes, the donation jar, and getting back in stock on sizes on our best selling items like “I kissed a dog “ t-shirt. Gretchen Dale volunteered to provide clean plastic shopping bags to be used at the event.

CAPITAL CAMPAIGN

A brief discussion was held on getting some traction on the capital campaign including the 3-D rendering, letters to be sent out for the commissioners to our donors etc. It was decided to hold a separate meeting on this.

ANNUAL REPORT

The annual DCAS report is due soon. Marilyn asked for volunteers. Marry Mellows will be the lead on this as in previous years along with Marilyn Valette and Stephanie Malkin volunteered to help.

Melodie O’connor made a motion to adjourn the meeting, Eunice LaSala seconded the motion. The meeting was adjourned at 7:15 PM.

Respectfully submitted,

Gretchen Dale

Secretary

DCAS Commission