

**Animal Charity Evaluators**  
Board of Directors Meeting  
Type of Meeting: Standard Meeting  
Date: 12 December 2021

In attendance:

Chairperson: Allison Smith  
Secretary: Eric Herboso  
Treasurer: Kieran Greig  
Board Member: Jeff Sebo  
Board Member: Zach Freitas-Groff  
Board Member: Daniela Waldhorn  
Board Member: Verónica Díaz Carrai  
Acting Executive Director: Jon Bockman

Absent:

Board Member: Jonas Müller  
Board Member: Galina Hale

Quorum established: yes

1. Call to order
  - a. AS called the meeting to order at 12:05 p.m.
2. Board Votes
  - a. 11/17/21: Approved modification of ACE retirement account administrator.
  - b. 11/24/21: Approved amending ED job posting.
  - c. 11/29/21: Approved introducing new board members.
  - d. 12/3/21: Approved amending ED job posting.
3. Executive Director items
  - a. ACE culture update.
    - i. Discussed ACE staff culture and current extent of required interaction between staff and board vs. ability of ED to act as liaison
    - ii. Agreed to reduce frequency of leads/board meeting by half pending agreement by leads
  - b. ED and staff's extra work hours.
    - i. Discussed acting ED recent extra work hours and handling of similar recent extra hours for other staff members incurred during the busy evaluation season. Acting ED reported providing additional PTO to

- compensate some salaried staff.
  - ii. Formal vote: AS moved to provide Acting ED PTO in the amount of 69 hours, the amount worked over what was expected. Seconded by JS
    - 1. Approved unanimously
- c. Strategic planning
  - i. Discussed timeline and expectations for strategic planning
  - ii. *DW left meeting during this discussion and did not return<sup>1</sup>*
- d. ED Hiring plans
  - i. Discussed outline and next steps for ED hiring
- e. Financials
  - i. ACE met its 2022 operational goal back in Oct, and ACE is significantly under budget this year due to staff departures.
  - ii. Salary model is due for an update, which may increase 2022 costs
  - iii. 2022 budget to be prepared and board approval sought in January.

4. Officer items

- a. Board administrative assistant hiring (AS)
  - i. Discussed hiring and responsibilities of board administrative assistant
  - ii. Formal vote: AS moved to make offer to top candidate for the role. Seconded by EH.
    - 1. Approved unanimously
- b. Reminder: We will vote on officer/committee roles at the first meeting in 2022 (AS)
  - i. Board to prepare for votes with availability/nominations via email between meetings
- c. Financials (KG)
  - i. 2021 Q3 Financials

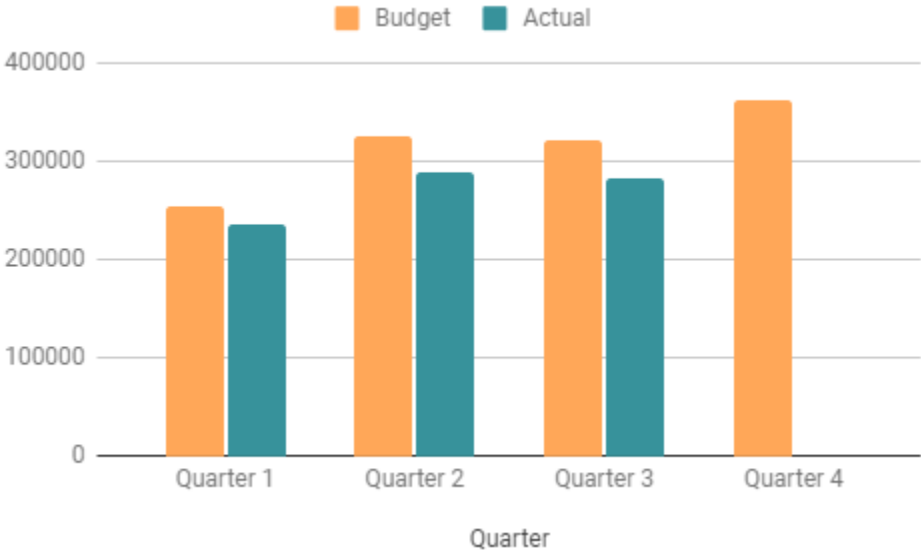
<b>QUARTERLY SUMMARIES—ACCRUAL</b>		
		<b>Q3 2021</b>
Revenue		
	ACE Contributions	\$199,688.30
	Non-ACE Contributions (AARF, Non-ACE restricted programs)	\$0.00
	Supported Charity Contributions (Rec'd charities & Movement Grants)	\$1,260,870.21

<sup>1</sup> DW and VDC joined the board shortly before this scheduled meeting and were invited to attend for the time they respectively had available.

	Other Income (incl. savings account interest)	\$107,771.60
	<b>Total income</b>	<b>\$1,568,330.11</b>
Expenses		
	ACE expenses (non-AARF)	\$282,405.97
	AARF grants & expenses, Non-ACE restricted programs	\$22,646.65
	Supported Charity Donation fees	\$7,125.54
	Supported Charity Disbursements	\$1,797,021.58
	<b>Total expenses</b>	<b>\$2,109,199.74</b>
Investment account gain (loss)		-\$11,275.08
<b>Net income/loss</b>		
	ACE's income - loss	\$13,778.85
	Supported charities & Non-ACE income - loss	-\$565,923.56
	<b>Total net income/loss</b>	<b>-\$552,144.71</b>
Assets		
	Total Balance at end of month (cash)	\$3,070,654.73
	Receivable	\$51,465.67
Liabilities		
	Accounts payable	\$3,568.56
	Allocated for Supported Charities	\$1,349,034.33
	Allocated for AARF & other Non-ACE programs	\$146,397.92
<b>Net assets (ACE)</b>		<b>\$1,623,119.59</b>

	Investment balance	\$490,441.37
	Months of Operating Expenses (total)	14.3
	Months of Operating Expenses (uninvested)	10.0
Property & Equipment assets whose total is > \$1,000		laptops, printer, office chair

Budgeted vs Actual Expenses:



- ii. 2021 Financial Summaries for Board
- iii. 2021 YTD vs Budget
- d. Changing of fiscal year from the calendar year to Apr 1 - Mar 31 (KG)
  - i. We can set up a budget before the fiscal year actually starts, since we'll have a good idea of amount of \$ we have, v. our current practice of doing budgeting in Jan-March, after the year's already started
  - ii. Director of Finance and Impact and ED are in favor of this change
  - iii. Formal vote: Kieran moves to change fiscal year as described, seconded by AS
    - 1. Approved
- e. Being more explicit about what our recommendations mean (EH)
  - i. Discussed perception of ACE within EA community and need to clarify meaning of ACE's charity recommendations
- f. Quick notes for special board meetings (EH)
  - i. Discussed request for staff to be notified of every board meeting even if a

- quorum is not present
  - ii. Decided to notify staff of meetings where a quorum is present, unless there is a confidentiality reason not to do so
- g. New board members should update their Team Directory entry (EH)
- h. Discussed legal matters
- i. Thanks & Goodbye to departing members

## 5. Committee/RITW Representative items

- a. Research update
  - i. Charity recommendations
  - ii. Research team
  - iii. Culture in evaluations
- b. Board recruitment (GH)
  - i. Welcome new members
    - 1. *VDC left meeting during this discussion and did not return*
  - ii. Two additional candidates
    - 1. Formal vote: GH moves to contact one of two candidates.  
Seconded by AS
      - a. Approved
  - iii. Discussed the possibility/desirability of an open call for board recruitment going forward, with org help from staff liaison we are hiring and ACE staff

## 6. Staff items

- a. Request for documentation on what specific types of communications require board approval v. ones the board would like to give feedback on v. ones that the board doesn't want to be involved in?
  - i. Discussed that this should be covered by board role in decision making documentation and staff can comment there with questions or direct to ED
- b. Request for clarity on board member introductions to staff
  - i. Board and staff onboarding steps for new board members got out of sync due to changed board member onboarding process

## 7. New business

- a. 2021 board year in review
  - i. Agreed to schedule separate meeting for this purpose
- b. Request for single board point of contact that can reliably respond in 24-48 hrs (from staff member)
  - i. Discussed request. Agreed ED should triage urgent issues for the board, and board feedback will generally take more than 48 hrs
- c. FYI: if asked to give feedback on a doc, staff prefer feedback to be directly on the doc (comments and suggestions)
- d. Meeting end times (ZG)

- i. Discussed that board meetings should end on schedule
- 8. Closed session
- 9. Next scheduled meeting
  - a. Will schedule via email due to absences
- 10. Adjournment
  - a. Meeting adjourned at 3:05 p.m. on 12/12/21 by AS

Submitted by:

Eric Herboso, Board Secretary  
Allison Smith, Board Chair