

**Animal Charity Evaluators**  
Board of Directors Meeting  
Type of Meeting: Standard Meeting  
Date: 27 February 2022

In attendance:

Chairperson: Allison Smith  
Secretary: Eric Herboso  
Treasurer: Kieran Greig  
Board Member: Zach Freitas-Groff  
Board Member: Galina Hale  
Board Member: Daniela Waldhorn  
Board Member: Verónica Díaz Carrai  
Acting Executive Director: Jon Bockman  
Board Administrative Assistant: Eyren Semper

Quorum established: Yes

1. Call to order
  - a. AS called the meeting to order at 12:04 p.m. EST
2. Board Votes
  - a. Updates to bylaws approved via email on 14 February 2022.
  - b. Previous minutes were approved via email on 07 March 2022.
  - c. Updates to the board's role in decision making approved via email 21 February 2022.
3. Executive Director items
  - a. Executive Director
    - i. Succession planning is occurring
    - ii. Hiring for new ED is progressing
    - iii. Contingency plan has been established if new ED is not in place prior to interim ED leaving
  - b. Budget/Wage model
    - i. 2022 Budget Draft Review - vote will take place including updates via email
    - ii. Discussion of updating wage model
      1. Review of current wage model
        - a. Motion to move forward with new wage model by KG
        - b. Seconded by AS
        - c. Vote was unanimous
      2. Discussed possible retention bonus for staff

- c. Acquisition or merger discussion
  - i. Discussed possible scenarios and the impact to ACE.
  - ii. More review and discussion required.
- d. Strategic planning
  - i. The latest version of the plan was shared with all staff and board on Feb 24.
  - ii. Meeting with Board and ED to be scheduled week of March 14 to discuss 2022 strategic plan after review
- e. Board's role in decision making
  - i. Documents shared with staff
  - ii. GH from Board to attend an all staff meeting to present
- f. Clarification on process for engaging externally
  - i. Discussed ACE's communication policy.
- g. Update on ACE capacity.
  - i. Hiring for Director of Research (currently live) and Evaluation Program Manager (going live next week).
  - ii. Three current employees have changed roles within the organization.

#### 4. Officer items

- a. Chair
  - i. Officer roles (voting)
    - 1. Chair
      - a. Motion by AS for VC as Chair
      - b. Seconded by ZFG
      - c. Vote was unanimous for VC as Board Chair
    - 2. Treasurer
      - a. Motion by AS for KG as Treasurer
      - b. Seconded by GH
      - c. Vote was unanimous for KG as Board Treasurer
    - 3. Secretary
      - a. Motion by AS for GH as Secretary
      - b. Seconded by EH
      - c. Vote was unanimous for GH as Board Secretary
    - 4. Vice Chair
      - a. Motion by AS for ZFG as Vice-Chair
      - b. Seconded by VC
      - c. Vote was unanimous for ZFG as Board Vice-Chair
  - ii. Committee assignments and other roles (voting)
    - 1. Dissolving the Research Committee
      - a. Motion put forward by AS to dissolve Research Committee
      - b. Seconded by GH
      - c. Vote was unanimous (two abstentions)
    - 2. RITW Representative/Staff Liaison
      - a. Vote not required as GH continues in the position

3. Research Liaison
  - a. Motion put forward by AS for GH as Research Liaison
  - b. Seconded by ZFG
  - c. Vote was unanimous
4. Recruitment Committee
  - a. Motion by GH for KG as Recruitment Committee Lead with ZFG and AS as committee members
  - b. Seconded by ZFG
  - c. Vote was unanimous
    - i. KG to lead ED recruitment
    - ii. ZFG to lead Board recruitment
5. Evaluation Committee
  - a. Motion by AS for AS as Evaluation Committee Lead with GH as committee member
  - b. Seconded by GH
  - c. Vote was unanimous
- iii. Audit
  1. Audit is continuing Board will review when final reporting is received
- b. Finances
  - i. 2021 Q4 Financials

<b>QUARTERLY SUMMARIES—ACCRUAL</b>		
		<b>Q4 2021</b>
Revenue		
	ACE Contributions	\$568,093.32
	Non-ACE Contributions (AARF, Non-ACE restricted programs)	\$0.00
	Supported Charity Contributions (Rec'd charities & Movement Grants)	\$2,342,300.56
	Other Income (incl. savings account interest)	\$251,022.31
	<b>Total income</b>	<b>\$3,161,416.19</b>

Expenses		
	ACE expenses (non-AARF)	\$579,017.38
	AARF grants & expenses, Non-ACE restricted programs	\$55,530.68
	Supported Charity Donation fees	\$9,814.88
	Supported Charity Disbursements	\$1,647,859.83
	<b>Total expenses</b>	<b>\$2,292,222.77</b>
Investment account gain (loss)		\$40,525.46
<b>Net income/loss</b>		
	ACE's income - loss	\$280,623.71
	Supported charities & Non-ACE income - loss	\$629,095.17
	<b>Total net income/loss</b>	<b>\$909,718.88</b>
Assets		
	Total Balance at end of month (cash)	\$4,897,600.61
	Receivable	\$846,441.81
Liabilities		
	Accounts payable	\$1,715,417.54
	Allocated for Supported Charities	\$2,035,098.23
	Allocated for AARF & other Non-ACE programs	\$73,531.14

<b>Net assets (ACE)</b>		<b>\$1,919,995.51</b>
	Investment balance	\$504,508.31
	Months of Operating Expenses (total)	18.0
	Months of Operating Expenses (uninvested)	13.2
Property & Equipment assets whose total is > \$1,000		Laptops, printer

Below are our expenses vs budget for 2021:



<b>ACE Expenses Chart</b>		
<b>Quarter</b>	<b>Budget</b>	<b>Actual</b>
Quarter 1	254,747	239,967.68
Quarter 2	325,117	288,804.09
Quarter 3	321,657	282,405.97
Quarter 4	361,152	328,041.27

**5. Committee/RITW Representative items**

- a. Evaluation Committee
  - i. Board evaluation - invitation to participate in evaluations will be sent to Board and staff members
- b. ED hiring
  - i. In progress - candidate review is ongoing
- c. Board recruitment
  - i. Open call for Board members

**6. Staff items**

- a. Discussed staff items relating to communication and the ED recruitment process

**7. New business**

- a. Reminder to complete fundraising survey if you have not yet done so - AS
- b. DW resigning from board as of March 17: Some of the responsibilities at current employer are a conflict of interest with being an ACE board member.
- c. Staff representative on Board?
  - i. Discussed benefits of having a staff representative on the Board

**8. Closed session**

**9. Next scheduled meeting**

- a. \_\_\_\_ To be scheduled via email \_\_\_\_

**10. Adjournment**

- a. Meeting adjourned at 3:00 p.m. EST on 27 February 2022 by AS.

Submitted by:

Eric Herboso, Board Secretary

Allison Smith, Board Chair

## Slack Announcement on #req-meeting-notes

*This section should not be posted on the public website. Instead, this text should be posted on the internal #req-meeting-notes channel.*

### **Board Meeting: [February 27]**

The public minutes lists all topics the board discussed and official votes cast during the open meeting, but it does not give context on which topics we spent the most time discussing. Below is a list of topics that the board discussed relatively more in depth:

- ED Hire
- New wage formula
- Strategic Planning
- Board Officer elections
- Board member recruitment