

Friends of Animal Care & Control  
Montgomery County-EPC Meeting  
May 11, 2006 4 pm

Present:

Ron Bonnema  
Steve Phillips  
Carol Edmonds  
Ray Helmick

Sanjiv Parikh  
Jason Shelton  
Rachael Herman

I. Shelter Software & Volunteer Program

Montgomery County attorney had lots of questions and changes regarding the software contract and Virginia/Nevada law. Clay needs to sign the papers and the purchase order can be submitted.

The County will keep FACC up to date on when installation/training/setup/customization will be taking place. San will be taking over for Beverly in the shelter software setup.

II. FACC Log-on for Shelter Computer

FACC volunteers will need to sign a computer usage policy before allowing them to use the computer(s). San will work with FACC to establish different levels of access to the computer. Volunteers will not be allowed to access the internet, except for the Shelter Connection and FACC domain.

III. ACO Door Hang Tags – Printing FACC Information

Steve will provide FACC with the measurements for the backside of the ACO door hang tags. FACC will provide information to be included on the tags. Stickers with the information will be printed for the tags. When the ACOs are out of tags the new tags will be printed with FACC information.

IV. Vaccines & Reimbursements

Ray has been put in charge of ordering the vaccines from Jeffers. Rachael will email Ray a past invoice as a reference. Steve will assist Ray with the first order the ACO will be placing.

V. Spay/Neuter Program

FACC is currently working out the confusion between the cost for a S/N using the coupons provided at adoption.

VI. May Day for Mutts

Montgomery County will pay and provide the materials necessary for fixing the fences at the shelter. FACC will provide the labor force to complete this task.

VII. Incorporation of Montgomery County Friends of Animal Care & Control

FACC has submitted the Incorporation forms to SCC and is waiting for the incorporation letter. \*Note that FACC received incorporated status as of May 15, 2006!!

VIII. New Domain Name for FACC <http://www.mcfacc.org>

A blurb on the county website with this link.

IX. Housekeeping Staff Update

The shelter currently has one housekeeper. They are currently looking for another one.

X. Volunteer Identification

Volunteers will have ID tags with first names, similar to the County issued ones for employees. Steve will inquire about getting uniforms/scrubs for the volunteers. Volunteers will change into uniforms at the shelter and a laundering service will clean and return them.