

Royal Oak Animal Shelter Committee  
Royal Oak Animal Shelter  
Minutes  
May 16, 2019 at 7 PM

The meeting was called to order at 7:00pm by committee Chair Ilene Krupa.

**Roll Call:** Chair: Ilene Krupa; Vice-Chair: Elizabeth Rivard-Weston; Trevis Moore; Dawne Ripinski; Ashley Jericho; Commissioner Randy LeVasseur; Deputy Chief Mike Frazier

**Guest Attendance:** Jodie Ellison, Manager of Royal Oak Animal Shelter

**Public Comment:** None

**Approval of the Minutes:** Motion to approve April 2019 minutes was made by T. Moore and seconded by D. Ripinski. Motion passed unanimously.

**Unfinished Business:**

- Shelter Report: Filed
  - Updates:
    - Doors have been fixed – new hinges and new dog room door with a window
    - New cleaning protocols – hydrogen peroxide based product will be implemented and continued use will be determined after product test run
    - Signage – no updates
    - Increased number of cats being admitted; not many kittens currently
    - Discussed procedures for kitten adoptions and possible expedited process for adoptions; desire to have kittens fully vetted and spayed/neutered prior to adoption must be considered vs. adopters' desire to adopt kittens earlier; J. Ellison to research comparative costs of adopting kittens at 8 vs. 12 weeks
    - Database – on hold for now; researching possibility of using existing city technology to create a database; discussed online adoption application; researching possibility of working with city to create an online application
- Shelter Financial Report: Filed
  - Shelter will be running out of money June 2020. Committee will be tasked with assisting the shelter in becoming financially viable through fundraising efforts.
  - Discussed issues raised at city budget meeting concerning future viability based on current financial projections; discussed options for funding, including potential mileage, city contributions, increased adoption fees, and contributions from other cities served by shelter; discussed need for additional fundraising efforts and cuts to expenses; discussed potential for credit card and/or paypal adoption fee payments and ability to request additional donations upon payment of adoption fees
- Volunteer Report: April 2019 hours – 121 hours
- Fundraising Report:
  - Donation Boxes: April: \$150.80
  - John Allen/Canadian Legion event: \$992.00 was raised, as well as some in-kind donations

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- Discussed whether lack of advertisement of this event through the animal shelter caused a decrease in attendance/contributions from previous events
- Discussed new policy for advertisement of events for benefit of the animal shelter, but not hosted by the animal shelter; animal shelter manager (J. Ellison) has discretion to approve advertisement of these events, with the advice of M. Frazier when necessary
- Events:
  - Shelter Open House: On hold until 2020
  - Volunteer recognition event: On hold; possibility of holding something in fall 2019
  - 5/12/19 Royal Oak in Bloom: \$486.95 brought in from the event; many t-shirts were sold, but sales were stalled due to lack of smaller sizes
  - 5/27/19 Memorial Day Parade: Application to participate was accepted; we have 4 volunteers, but need 2 more for walking dogs and carrying the banner
  - 7/13/19 Oakland County Football Club event: will be advertised via facebook (I. Krupa to draft post) and flyers at shelter/other community locations
  - Dog Walk Event: Destination will be Barktoberfest; E. Rivard-Weston and D. Ripinski will plan the event
  - Barktoberfest: Shelter will have a table
  - Parking Lot Fundraisers:
    - Arts, Eats, & Beats: Discussed potential businesses to approach (I. Krupa to follow-up with R.O. Farmers' Market re: old fish market lot) and potential use of a parking deck (J. Ellison to speak to G. Rassel)
    - Woodward Dreamcruise: Discussed follow-up re: potential lots
  - Strolling Happy Hour: T. Moore was referred to Restaurant Association and will reach out to C. O'Neal.
- Fundraising:
  - Sponsor a Cage: No new sponsorships; discussed promotion for the program
  - T-Shirt: T. Moore to follow-up with J. Davids re: design and will provide a proof for review; discussed need to stay on brand with approved logos
  - Other Activities:
    - 2020 Calendar: On hold; discussion re: police officer volunteers to offset lack of firefighters willing to participate
- Misc. Activities:
  - ROAS Leaflet: E. Rivard-Weston will be meeting with J. Davids, RO Community Engagement Manager, to discuss ideas and execution

**New Business:**

- Justine Bennett presented re: Oliver's Foundation Launch Party; Oliver's Foundation is a non-profit focusing on prevention programs to keep animals out of shelters; Launch Party being held June 15, 2019 at Urbanrest Brewery in Ferndale from 12-4pm; discussed possibility of bringing adoptable dogs to the event to meet pre-vetted applicants (J. Ellison to follow-up on whether

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this will be possible); proceeds from the event to go to spay/neuter groups, but may include a contribution to the shelter

- M. Frazier raised issue of focusing on large fundraisers vs. many smaller fundraisers; discussed potential for a black-tie event, including appetizers, drinks, and a silent auction/vendors; discussed possibility of seeking out an event planner to donate time to plan the event

**Next Meeting:** June 20, 2019 at 7pm at the Royal Oak Police Department Conference Room.

Motion to adjourn at 8:52pm was made by T. Moore and seconded by E. Rivard-Weston