

<b>Date:</b>	8/16/2025	<b>Start Time:</b>	11:11AM	<b>End Time:</b>	2:08 PM
<b>Location:</b>	Zoom and ASAP				

## **Attendance**

### **Online:**

- Talulla Palumbo (Secretary)
- Cecilia De Souza-Dyer (Programs Committee)
- Francis Karani (new Counselor, former Past President)

### **In-person:**

- Erin Vogel song (Awards Chair)
- Julia Krout (President)
- Claudia Moore (Outgoing Programs Chair)
- Rebecca Spangenberg (Education Committee)
- Lauren Duffy (President-Elect)
- Deb Benner (Counselor, 2024–2026)
- Rick Huneke (Counselor, 2024–2026)
- Amy Ingraham (Counselor, 2025–2027)
- Jillian Hash (Treasurer; joined late)

### **Absent/Not Attending:**

- Drew Minenna (Past President, Nominations)
- Melissa Hostrander (Webmaster; vacation)
- Tom Leach (Public Awareness & Regulatory Affairs; vacation)
- Denise DiFrancesco (Publicity & Membership; family commitments)
- Katie (available to call in if needed, but not required)

## **Opening Business**

- Meeting began at 11:11 AM.
- Julia welcomed attendees and noted board changes for 2025–2026.

## **1. Year in Review (2024–2025 Highlights)**

- **Website Launch:**
  - Developed Dec 2024 – June 2025 with support from Penn Creative.
  - Donation: Penn Creative contributed \$18,000 toward development.
  - Branch receives 2 hours/month free technical assistance; additional support billed at approx. \$150/hr.
  - Website hosting platform currently donated. Domain migration to be completed in 2026.
  - Weebly hosting scheduled to be canceled once migration is complete.
- **MembershipWorks Software:**
  - Provides full membership tracking (renewals, past-due accounts, financials).
  - Event registration integrated; system verifies DVB members only.
  - Easy refunds (single card reimbursement).
  - Multiple folders for member categories; event folders available for Programs Committee.

- Admin: Julia Krout, Denise, Lauren, Jillian and Programs have various level of access but Drew is the primary administrator (can only specify one email address at this time)
- **Manuals & File Retention:**
  - Current manual is accessible but not centrally saved.
  - Files are dispersed among individual board members.
  - ACE Community platform currently holds some files but is limited.
  - Action Item: Consider transitioning to Google Workspace for account integrity.
- **Communications & Emails:**
  - Several branch Gmail accounts exist but are inaccessible:
    - delawarevalleybranch@gmail.com (linked to PayPal)
    - DVBAwards@gmail.com
    - Web.dvbaalas@gmail.com
    - DVBNominations@gmail.com
  - **Security Risk Identified:** Loss of access if account holders leave the board.
  - **Penn Creative Recommendation:** Adopt Google Workspace for branch-controlled access. Costs range from \$7–\$14/user per month. Workspace ensures continuity and prevents data loss and loss to integral systems such as membershipworks and stripe finances.
- **Constant Contact:**
  - Still active for remainder of year due to prepaid subscription.
  - Contains historic communications and contact lists that must be migrated to the new website before cancellation.

## 2. Committee Reports

### a. Finance Report (Jillian – attached spreadsheets)

- **QuickBooks Transition:** Still in the works: after 2025 tax filing. Needs checks, stamps, and envelopes (~\$300).
- **Expenses/Revenue Overview:**
  - As of 8/5/25 spent \$6000, pervious year spent \$10,000 for membership projects.
  - There was a surplus for 2024-2025, bringing in \$3,100, (only spending \$2,100. We are projecting the same for 2025-2026.
  - Awards budget will be flexed between \$2,000 to \$4,000 annually. Based on applications and financial status of the board
    - For 2025-2026 projected cost of \$2,000 for JJ Noonan specifically and \$1,000 for other awards.
  - Insurance: reduced to \$1,500 with new policy.
  - Accountant: annual cost \$900 the rest will be the amount for Quickbooks (budgeted \$1,400). Accountant has QuickBooks access for transparency.
  - PSBR dues unpaid — Jillian and Tom to resolve.
  - PayPal fees: will remove budget line (fees deducted automatically).

- Quad 2026: budgeted \$2,000; prior year actual \$1,600. Budget maintained due to rising travel costs.
- Donation line item reduced due to non-participation this year.
- **Membership Fees:** Remain at \$20/year. Discussion deferred on possible increase.
- **Banking:** Exploring options for CDs or higher-interest savings accounts. Wells Fargo will be maintained for simplicity, but others may be considered for better yields.
- **Motions:**
  - Motion to approve 2025–26 budget by Rick; seconded by Amy.
  - Vote: unanimous approval. Final adoption in September 2025 meeting.

**b. Programs Committee (Claudia – outgoing chair)**

- Spreadsheet provided (attached).
- Events secured through June 2025.
- September 10 (ASAP) and October 8 confirmed.
- February & April 2026 locations secured.
- Summer 2026 Social: considering axe-throwing venue.
- Vet & Tech Night: speakers still being finalized.

**c. Legislative & Regulatory Affairs (Tom – written report attached)**

- **PA Senate Bill 381:**
  - Amendments approved August 12.
  - Positive outcomes: removal of devocalization prohibition, adjusted adoption language, removal of IACUC name reporting.
  - Concerns: prohibition of state funds for D/E category dog/cat research, additional reporting burdens, mandated alternatives in consumer testing.
  - Bill referred to Appropriations Committee; no further action expected this summer.
  - Continued outreach planned with Senate staff and stakeholder organizations.

**d. Networking (Rebecca)**

- **Next Event:** March 19, 2026 – Conshohocken Brewing (KOP).
- Backup co-organizer identified: Christine Tate.
- Sponsorship structure under review:
  - Bronze \$250, Silver \$350, Gold \$500 tiers (see attachment).
  - Debate over tier vs. flat sponsorship amount; decision postponed.

**e. Awards Committee (Erin)**

- **Records:** Historical winner/nominee files inaccessible since Lewis' departure. Need archival retrieval (via newsletters, website, or Melissa's records).
- **JJ Noonan Award:** will now be a certificate rather than a plaque.
- **Online Degree Eligibility:** Discussion raised on whether to include online programs. Decision postponed to 2026.
- **Plaques Purchased:** Plaques purchased by Erin (is being reimbursed) for Dr. Henry Schneider award (Pam).

**3. Governance/Bylaws & Unfinished Business**

- **Counselor Requirements:** Currently requires 8 years DVB membership. Proposal: reduce requirement and include mentorship program. To be discussed at next meeting.
- **Sponsor Presentations:** Proposal: sponsors may give 3–5 minute talks (limit 2 talks per event). To be discussed further.
- **Canva Purchase:** Request to purchase Canva for Programs, Education, and Awards Committees (pricing reviewed).
- **Commercial Advertising:** Drew, Denise, and Melissa tasked with updating options for commercial partners.
- **File Retention:** Julia and Erin reviewing AALAS ACE Community as possible solution.
- **Foundation Donations:** \$320 from 50/50 fund approved; no additional contributions.
- **Manual & C&BL Updates (to be voted at Sept meeting):**
  - Chapter IV: increase budget allocation from \$500 → \$1,000.
  - Create new Chapter V for Counselors (separated from Members).
  - Chapter V revision: committee membership requirement moved to Chapter X #1.
  - Chapter X #3: add “Education & Networking Committees.”

#### **4. New Business**

- Julia received donation (monkey with baby statue) for AALAS Foundation Silent Auction at National AALAS.
- Discussion on allowing sponsors to promote at meetings via tables or slides — tabled for further discussion.
- Quad 2026 participation confirmed; two representatives will attend.

#### **Adjournment**

- Motion to adjourn: Amy (first), Jillian (second).
- Meeting adjourned at 2:08 PM.