

Approved

Kootenai Pets for Life

January 22, 2025 Special Meeting Minutes

The Kootenai Pets for Life special meeting took place at the Country Inn in Libby, MT at 1:00pm. The single item on the agenda was discussing KPFL Main and KPFL Extension.

Board members attending: Linda Andreasen, Marge Sullivan, Bonnie Edmundson, Edwina Smith, Teanne Johnson, Deirdre Ruark, Randi Birdsell and Leslie Ferguson.

Voting members attending: Sara Sherman, Elaine Hammer and Mark Andreasen.

Non-voting members: Roberta McCanse

Volunteer/Other: Sindy Filler

Linda called the meeting to order. Discussion regarding how KPFL and the Extension have not been working together. This meeting was scheduled to decide about possible separation and guidelines for doing so.

Absent are Juli and Toni. They did not come to this meeting because they are not ready to discuss terms. They sent an email saying they will have information to share on Sunday January 26, 2025, at which time they will contact KPFL via email to give an update.

Discussion regarding how the contract with the County came about. An email was found in June addressed to Faith Lee, the previous president, asking KPFL to help with the county shelter. Tobacco Valley Animal Shelter was the previous manager of the county shelter. They left on July 3, 2024. Linda, Juli and Toni met with the County and began a monthly contract for KPFL to manage the Extension. Copies of the contract signed by Linda, Juli and Toni on July 5, 2024 were available for the attendees to review.

The Memorandum of Agreement made by KPFL and the county was read. Discussion about the terms of the contract regarding kennel capacity, the facts that there were no cats when KPFL took over the contract, and reimbursable expenses and funding for the repairs at the Extension.

Discussion regarding lack of bids for the repairs and possible conflict of interest by Juli hiring her renters to complete repairs at both buildings.

The next area concern is item II.b. This states provide care for up to 16 dogs which means a full kennel. There have been multiple times when the Extension exceeded kennel capacity.

Linda already called Kathy Hopper regarding the contract with the County and told her that no single individual is authorized to discuss the contract with the County. She stated that the KPFL Board of 11 will handle all official business.

Informal show of hands to keep the contract with the County or to separate. Keep 0, separate 12.

Discussion regarding concerns for the animals' welfare: would they be put down? Discussion about giving the County as much notice as possible and ensuring that there is a transition period to transfer the care of the animals safely and responsibly. The County will step in if KPFL terminates the current contract. Notice needs to be at least 30 days.

Discussion regarding concerns that there are no accurate financial statements to evaluate if the Extension is an asset or a liability. There has not been a detailed report of the amounts of donations, adoption fees or expenses for the Extension. Discussion regarding the terms of separation and possible case scenarios. For example, donations received by KPFL during the contract with the County should be the property of KPFL.

The accountant agrees. She still is unsure about what has been donated because the Treasurer's reports have not separated KPFL and the Extension.

There are concerns about donations that happen once the separation is announced and after.

Discussion about access to digital accounts and passwords after the termination of the contract with the County.

Motion by Roberta, 2nd by Bonnie to send a letter from the Board and membership of KPFL to the County notifying them that KPFL will terminate the current contract as of February 28, 2025 at 5:00pm.

No additional discussion.

Voting: in favor 10, abstain 2, opposed 0. Motion carried.

Discussion regarding notifying Juli and Toni. This meeting was set up and announced 3 weeks ago on January 2, 2025 at the special meeting at the Ponderosa Room. Both Toni and Juli were present when the meeting was scheduled and in fact Toni is the person that made the reservation to use the meeting room at the County Inn for this meeting.

Email communications sent by Toni and Juli were read where they stated they were not attending this meeting.

Juli sent an Extension update at 1:40pm today via email stating there are 24 cats/kittens at the Extension.

Discussion regarding drafting the letter to the county, sending copies of letter to Juli and Toni and notify the staff that upon termination of the contract Chris and Tyler will no longer be KPFL employees.

Discussion regarding all donations/payments and the need for clear disclosure of accounting. The donated laptop can remain at the county location. All accounts must be digitally transferred back to KPFL. They are not authorized to use those accounts after the contract end date.

Questions about the spending of KPFL and the Extension. There is no separation of accounts in the Treasurer's report. We need records of cash donations made to KPFL.

Discussion regarding the Extension report made on December 9, 2024 by Chris Boothman. Questions about who decided about Heidi working at the Extension. Juli decided. Questions about what “Finances Apx” means in that report. ? How can finances be approximate? “Approximate” figures, is not acceptable, the accountant agrees. The Extension report is disputable. Suggestion that KPFL needs a 3rd party to audit.

Today, January 22, 2025 at 1:00pm was the deadline for Juli to give Linda the logins/passwords to all accounts, it did not happen.

On the letter informing Toni that she was removed as Secretary there was a deadline to personally hand over the Secretarial paperwork to Bonnie on this day, January 22, 2025 by 4:30pm, that did not happen. Toni left some documents at the KPFL office, Bonnie will need to review and inventory what was left there.

The accountant states she still does not have the source documents and bank statements from Juli for totals for taxes. Accounting gaps do not provide details of KPFL and the Extension.

Discussion regarding the lack of compliance and cooperation by Juli and Toni. Their disregard for requests, timelines. They are not following procedure or demands made by the Board of KPFL.

Discussion about unauthorized use of the name, the logo and the address of KPFL by other people or entities.

Motion by Teanne, 2nd by Deirdre to adjourn at 2:45pm

Voting: no opposition.

Motion carried.

Minutes by Bonnie Edmundson, Secretary