

Approved
Kootenai Pets for Life
November 22, 2024 Special Meeting Minutes
At the Country Inn

The items on the agenda are adoptions and employment for KPFL and the Extension

Attending: Linda Andreasen, Juli Hopfer, Tina Green, Toni Crace, Mark Andreasen, Megan Hall and Heidi McBride.

Non-voting members: Sindy Filler and Chris Boothman.

Adoptions

Juli read policy vs. procedure. Policy is a general standard in which an institution manages affairs to ensure compliance with laws and regulations. Procedure is a description of operational processes necessary to implement policy.

Sindy presented possible drafts for policy and procedure.

Discussion: a second draft will be presented for adoption in the December Board meeting. Copies will be placed at KPFL and the Extension.

Discussion: procedure to replace a committee member. The Board will designate, replace, recruit, remove, or approve a member for each committee plus a coordinator.

Discussion: the procedure for foster and adopter should be the same. Applications will be given to coordinators and made policy.

Discussion: adoption fees need to be updated quarterly.

Discussion: changes in manual of adoption procedures. If cash is taken for adoption, seal envelope and sign over seal, then remove from being active in files. Remind adopters that KPFL is the contact if help is needed.

Discussion: adopters need to be educated in getting a primary veterinarian.

Discussion: Heidi should be on the dog and cat committee.

Chris talked about her previous shelter operations. Adoption committees were the primary caregivers and coordinators. Volunteers gave input when asked/needed.

Employment

Discussion: drafts postponed.

KPFL Extension

Discussion: in September we adopted the Special Meeting notes from August.

Discussion: regarding how KPFL became involved with the County. An email was found asking KPFL to step in and take over. Tobacco Valley Animal Shelter gave notice to vacate on July 5, 2024. Linda sent an outline to Kathy Hooper outlining what KPFL could provide. The County contract was signed by Linda, Juli and Toni.

Discussion: Dogs that can be admitted: strays, cruelty cases and owner turn ins. Aside from cruelty cases, all others require a 72-hour hold. They then go through the same process as any KPFL intake.

Discussion: cats may be taken at the Extension. If brought in by animal control they are the responsibility of the county for healthcare, etc. until the hold is relinquished or 72 hours is up. There is no contract with the County for cats, but it has been discussed. Cats may be acquired under the same protocol as KPFL.

Discussion: the County will contact Chris when an animal is coming into the Extension. Juli is fostering 2 puppies. We do have a say in whether to accept a pet or not.

Discussion: positives for the Extension. We are helping the community and pets by more than doubling the number of animals, making more money, more opportunity for educating the public, reaching more people, more community support and involvement.

Discussion: expenses for the Extension are calculated separately and donations are noted. According to Juli the Extension is not costing KPFL anything.

Discussion: are Extension animals a problem for spay and neuter because so many animals are on the list for clinics? Policy is KPFL pets come first.

The County received \$10,000. from LOR for outdoor dog runs. The Extension has a meeting to discuss runs and weatherization with Dustin.

Discussion: there are several issues that are not covered in the contract with the County. Any animal brought to the Extension needing healthcare is reimbursed to KPFL by verbal agreement, needs to be in the contract. Also, reimbursement for transportation of Extension animals for vet care needs to be in the contract.

Discussion: the County pays for all facility maintenance at the Extension. Accounting for KPFL and the Extension are kept separate. Shelter reports for each facility need to be the same. Send an example to Sindy.

Discussion: how to split donations? If they are split equally, what if one facility has more dogs/cats? How does the County determine the amount of food to bring? Juli bought food 1 time and was reimbursed by the County.

Discussion: a report of Extension expenses has been requested. Juli replies she has been providing them. Juli states she just learned KPFL has Quickbooks.

Discussion: marketing of Extension pets is done thru Pet Connection.

Discussion: the Extension needs a new computer. Juli will donate hers.

Discussion: what are the disadvantages of the Extension? No discussion.

Discussion: changes need to be made on the Volunteer/Member form regarding choice of becoming member, voting member and/or volunteer.

Discussion: details need to be established regarding KPFL and the Extension. Submit suggestions to the Board. This topic will be discussed again in the New Year.

Discussion: do the Bylaws reflect the Articles of Incorporation?

Discussion: the Bylaws regarding each Board duty were read.

Meeting adjourned

Original Minutes by Unknown

Revised by Bonnie Edmunson

KPFL Secretary