

Approved
Kootenai Pets for Life
December 11, 2024 Monthly Meeting Minutes
At Flathead Valley Community College

A. **Attending:** Linda Andreasen, Marge Sullivan, Tina Green, Toni Crace, Sara Sherman, Megan Hall, Mark Andreasen, Lynn Hagarty, Edwina Smith, Teanne Ungren, Shelly Sighting and Roberta McCanse

Non-voting members: Cindy Filler

Late Arrivals: Elaine Hammer, Dr. Hawkins and Todd Sines.

B. Minutes approval:

1. **Motion** by Marge, 2nd by Teanne to approve Board meeting Minutes from October 15, 2024 meeting. Motion carried.
2. **Motion** by Toni, 2nd by Heidi to approve Special meeting Minutes from November 8, 2024 meeting. Motion carried.
3. **Motion** by Marge, 2nd by Heidi to approve Board meeting Minutes from November 13, 2024 meeting. Motion carried.
4. **Discussion:** table approvals until next monthly meeting so we can prove voting ability per attendance.
5. **Discussion:** when Minutes are produced by Secretary they should be marked Draft and posted.

C. Treasurer's Report:

- 1. Discussion:** no report provided. Bylaws read regarding Treasurer duties. Sara, the previous Treasurer, stated she always provided a monthly report. Majority request monthly report.

Motion by Mark, 2nd by Megan, that financial reports be available prior Sunday to monthly Board meetings. Motion carried.

Motion by Megan, 2nd by Heidi to move the monthly Board meeting to the 3rd week of the month. Motion carried.

Motion by Linda, 2nd by Megan that shelter stats, Treasurer report and agenda be emailed to the Board the Sunday prior to the monthly meeting by 7:00pm. Motion carried.

Discussion: proposal to table Treasurer report until Juli is available to present and explain. There should be balances of accounts on the monthly report , all income and expenses should be broken down and shown what it is and where it came from.

Discussion: regarding the \$50,000.00 donation for payroll, how long will it last? It should be monitored. The President should be updated on the remaining balance.

Discussion: in preparation for the annual budget, we need to have a finance committee.

D. Shelter reports:

1. Megan's shelter report should have been sent to the Board by Monday December 9 at 7pm.
2. Chris 's shelter report should have been sent to the Board by Monday December 9 at 7pm.

Discussion: if Board members are not fulfilling their duties, they need to be removed. Sindy stated she doesn't think at this time that anyone should be removed. She continued that when she was first contacted KPFL had a Secretary that couldn't produce Minutes, a President that couldn't do meetings and a Treasurer that couldn't do reports. We can't afford to lose any more people. The Treasurer and the Accountant should work together.

Discussion: Sara stated all accounting/bookkeeping was up to date when it was given to Juli in June. Sara has repeatedly requested reports to prepare for tax season and received nothing. She stated Juli said it wouldn't take more than 16 billable hours to update. Sara stated books haven't been updated since the 2nd week of June. She requests the reports by the end of January 2025.

Discussion: the Treasurer and the Accountant need access to all accounts. Sara gave all her access to Juli in June. Juli removed Sara so Sara cannot oversee. Mark and Sindy worked on Paypal so Treasurer has access for a month now.

Discussion: the version of Quickbooks has been discontinued. Juli reports the cost for Quickbooks would be \$351 yearly or \$29.25 month with a one-time fee of \$750.00. It allows 3 users. Juli reports Gusto is cheaper.

Discussion: we need to require the Treasurer and the Accountant to work together. Treasurer to give Accountant documents from June

through 1-1-2025. Treasurer to produce progress report by 1-15-2025. The deadline for all reports is February 19, 2025.

Motion by Mark, 2nd by Megan to restore all access to the financial information to Sara within one week.

Discussion: the Secretary will send an email to Juli and Sara regarding all the deadlines discussed.

Motion by Marge, 2nd by Heidi to purchase Quickbooks with a \$1200.00 cap. Motion carried. Sara will look into the 2025 release.

Motion by Mark, 2nd by Megan to purchase 2 laptops and 1 black and white laser printer. Motion carried.

Motion by Marge, 2nd by Teanne to ask the LOR Foundation for money for a new shed, etc. Mark will put together a wish list. Motion carried.

Motion by Megan, 2nd by Heidi to purchase door chimes for the main shelter. Motion carried.

Motion by Teanne, 2nd by Mark to remove Juli as Treasurer and give back to Sara, but Juli can remain on the Board. Motion failed.

Discussion: regarding paid memberships. The Secretary says she has not been updated of new/paid members/volunteers.

Motion by Toni, 2nd by Heidi to approve the new Adoption Policy. Motion carried.

Motion by Teanne, 2nd by Mark to approve the new Adoption Procedures. Motion carried.

Motion by Mark, 2nd by Todd to approve KPFL Main Adoption Committees.

New Committees are:

1. Dog Committee: Deirdre, Megan and Leslie
2. Cat Committee: Deirdre, Becky and Heidi
3. Extension Dog Committee: Juli, Chris and Tyler
4. Extension Cat Committee: Juli Chris and Toni

Motion by Mark, 2nd by Marge to appoint Deidre as the adoption coordinator for the main shelter. Motion carried.

Discussion: Heidi states she should be on both committees because she is the primary care provider. When asked which committee she would prefer, she stated cats. But it's agreed that her opinion matters on both.

Dr. Kathryn Hawkins, DVM

Dr. Hawkins read policy from the Bylaws. She feels there should be an amendment. She believes the input of caregivers regarding decisions on pet health care including euthanasia/treatment should include the President, shelter manager and Dr. Two out of 3 must agree. Dr. Hawkins gave us a handout on the Humane Society's euthanasia policy. This will be reviewed and voted on in the January meeting.

Discussion: Toni stated she thinks there should be more spent on training and behaviorists instead of medication.

Motion by Linda, 2nd by Tina for an amendment to the Bylaws to include a Pet Health Committee of Dr. Hawkins, Linda and Megan regarding the caregiving of animals. Two opposing. Motion carried. Sindy will draft and the policy will be reviewed at the next Board meeting before being implemented.

Toni, the Secretary, left about 9:30pm. She asked Heidi to record the rest of the meeting.

Motion by Linda, 2nd by Mark to pay a \$100. bonus to each one of the 4 employees of KPFL. Motion carried.

Sindy reported a breakdown of our finances. If the county is paying KPFL \$4000.00 a month and the Extension payroll is \$3751.00, not including workman's comp fees, etc. (additional \$500. per employee), we are in the hole \$250. each month and have no money left over to pay for food, vet care or other supplies and/or expenses. We need to renegotiate the contract if the relationship is going to work for KPFL as a whole.

Discussion: Liability. Does our current insurance policy cover the Extension? Linda will look into this. If not, what is the cost to add the Extension to our policy. We would need to add that into County bill. Linda will report at the January meeting.

Discussion: the capacity of the buildings regarding animals. Originally the Extension was not to include taking in of cats. There are 32 cats there now. They have 16 dog kennels. It was brought up that if the sheriff calls the Extension and wants to bring in a dog, but we are at capacity, he must find another shelter to house it at, i.e. Tobacco Valley in Eureka.

Meeting adjourned at 10:15pm

Original Minutes by Unknown

Minutes revised by Bonnie Edmundson KPFL Secretary

With notes from Linda Andreasen, Deirdre Ruark and Sindy Filler