

**KOOTENAI PETS FOR LIFE  
AGENDA FOR MONTHLY MEETING  
JUNE 18, 2025, at 3:30pm at FVCC**

**A.** Attendance: Board members, members and others present.

**B.** Approval of Meeting Minutes for May 21, 2025 (Attachment)

**C.** Approval of Treasurer’s report. – Accounting Update

**D.** Pending Bills:

a. Sindy-

b. Sara-August 1-December 31=\$487.39

January 1-31=\$708.00

February 1-28=\$1,131.00

March 1-31= \$570.00

April 1-30= \$729.00

May 1-31= \$816.00           TOTAL= \$4,441.39

**E.** Spay & Neuter Report:

a. Dr Hawkins-May-Jordan

b. Spay MT –recap, numbers, expenses and income breakdown -Jordan

**F.** State of the Shelter Report

a. Stats

**G.** Committees Reports:

**1. Dog**

**2. Cat**

### **3. Employment**

- a. Shelter Manager and Shelter Attendant Job Descriptions forms (Attachments)
- b. New employee

### **4. IT**

- a. Approve IT Policy and Procedures (Attachment)
- b. Update on Ziply account (Attachment)
- c. Andrew-letter (Attachment)

### **5. Finance**

- a. CD & Checking account
- b. Quickbooks update
- c. Donation funds used update-pics and thank you
- d. Budget

### **6. Building Improvement – Grounds and Maintenance**

- a. Generator

### **7. Fundraising / Events**

- a. Freedom Riders-Run for Pets--\$3,025 plus dog food, minus expenses
- b. June 14 – Big Feelings
- c. 4<sup>th</sup> of July Parade
- d. Circle the Swede
- e. BOW WOW BASH- October

**8. Policy**

- a. Membership form (FYI-Attachment)
- b. Articles of incorporation and bylaws

**OLD BUSINESS – Pending from prior meetings**

- 1. Annual Meeting and Elections
- 2. Insurance-D&O liability insurance (board insurance)

**NEW BUSINESS**

- 1. Dr Burt Vouchers
- 2. Dog Panels
- 3. Shed- Shelves/totes

**Other new business:**

**Adjourn**

- 1. Next monthly meeting \_\_\_\_\_
- 2. Adjourn meeting

## **Kootenai Pets For Life Meeting Rules**

1. Pay attention and listen carefully.
2. Do not interrupt.
3. Agenda items will be presented by the President.
4. If you want to speak raise your hand and wait until you are called to speak.
5. The President will give permission to speak.
6. To act on an item, motions need to be proposed and seconded. Discussion will follow.
7. State your name and limit your comments to the agenda item that is being discussed to 2 minutes or less.
8. Only one person speaks at a time.
9. Speak addressing the group, not an individual person.
10. Use only polite and respectful communication.
11. If a person is not abiding by these rules that person may be asked to leave the meeting until they can control themselves, and they are willing and able to follow these rules.