

Approved
Kootenai Pets for Life
April 16, 2025 Monthly Meeting Minutes
Held at Flathead Valley Community College

A. **Attending:** Linda Andreasen, Bonnie Edmundson, Deirdre Ruark, Edwina Smith, Tina Green, Leslie Ferguson, Randi Birdsell (4:10pm), Teanne Johnson (4:45pm), Anna Dlack, Elaine Hammer, Robert Edmundson, Roberta McCanse, Sara Sherman via zoom, Mark Andreasen via zoom.

Non-Voting volunteers: Pam Martens and Sindy Filler

Guests: Marchette Cunningham and Vanessa Rowton.

B. **Housekeeping:**

- a. Rules: be respectful.
- b. Time keeping - we now have a timer .
- c. Moderator: Sindy

C. **Approval** of meeting Minutes for March 19, 2025.

Motion by Robert, 2nd by Deirdre to approve the Monthly Minutes for March.

No discussion.

Vote: in favor 11, opposed 0. Motion carried.

- a. The procedure for the meeting minutes is: draft made, draft sent to all attendees with date for responses for corrections or comments, corrections/comments recorded, unapproved draft sent to Mark to be posted on the website within 1 week of the meeting. At the next monthly meeting the Minutes get presented for approval.

D. Approval of the Treasurer's report.

Sara reported that she did not have a print out at this time due to the tax deadline yesterday. The total income for March was \$61,663.00. Included in that amount was \$50,000.00 from our donor who pays our employee's salaries. The expenses for March were \$21,350.00 which included \$6000.00 for our new generator. We had a decrease in salaries for March of \$3300.00 due to not paying for the Extension employees anymore. Sara has not purchased the Quickbooks yet, she plans to meet with Randi to discuss categories.

- a. Procedure for the Treasurer's report to be tabled until next month.

D. Pending bills to be tabled until next month.

E. Spay and Neuter report:

- a. The new phone number for the spay/neuter clinic is 406-334-7338. This number will be on the main shelter's voicemail to direct people to the correct number.
- b. A/C unit is due at the end of the week.
- c. Portable anesthetic Machine for the vet room is ordered. Pam will pick it up in Billings to save on shipping costs.
- d. Spay MT June 7-8 will be held at Libby High School. A local hotel has offered rooms for the vets and techs coming. Members met with Spay MT via zoom. They asked that we start getting volunteers, please turn the names into Megan. Volunteering is best for all day, either day or both. Once names are collected, the volunteers will be contacted 2 weeks before the event to schedule.

F. Shelter report:

- a. Stats: Dogs 8 neuters, 5 spays. Cats 12 neuters, 12 spays. Exams 8, dentals 2 and 34 vaccines. Dogs in house are 10. Dogs adopted were 6. No dogs in foster. Cats in house are 31. Cats adopted were 2. Cat in foster is 1.

- b. Cat Committee: there is an upper respiratory infection in the cat room. Treatment is in process.
- c. Dog Committee: Leslie will follow up with the Akita rescue again about Zena.

G. Committee reports:

Sindy suggests to create a Spay/Neuter Committee to give a report on finances and budget. Pam will talk to Spay/Neuter and then to Treasurer. The Spay/Neuter used to be reported by the Treasurer. This will get tabled until next month. A Volunteer and Community Service Committee was also suggested. It was discussed that we change the name of the Fundraising Committee to Fundraising and Events Committee.

1. **Employment Committee:** Ashley and Megan will now work Tuesday through Saturday. Meg will work Sunday and Monday.

2. **IT Committee:**

- a. Distribution of duties: on May 1st there will be a meeting for the committee at 4:30pm.
- b. Old computers and printers: discussion about if we can receive revenue from these. Suggestions that they go in our Yard Sale. Or donate to a school. Maybe discuss it with the Fundraising Committee.
- c. Shelter management software options, create a database? Andrew is looking into the Shelter Buddy program.
- d. 365 teams and calendar: Sindy and Mark are working on documents for the committees.

3. **Finance Committee:**

- a. CD and Checking account: Randi has now been added to these accounts as Treasurer and Juli Hopfer has been removed.
- b. Quickbooks update: this has not been started. It will be purchased when ready to use.

c. Donation funds used update: we have now received everything we asked for except the kennel panels, they are coming.

4. Building Improvement - grounds and maintenance:

a. Generator - will be delivered the end of the month.

b. New shed – will be delivered the end of the month.

c. Gravel for kennels – will be delivered the end of the month.

d. Cans – Crusher – the new can crusher did not work out, it has been sent back. A replacement has been ordered for the old can crusher. Austin and Megan have been stomping cans. We have been averaging \$300.00 a load when crushed.

5. Fundraising – Events:

a. April 26 – Run for Pets- Linda will inquire about a Thank You banner from Frames Unlimited. Teanne will look into a Thank You poster. Megan will need to be authorized for overtime for this event.

b. June 14 – Big Feelings – Teanne – no discussion.

c. Other 2025 Events – Randi will inquire at Flash 56 to see if we can have T-shirts ready in time for the Run for Pets event. She'll also ask about bandanas.

d. Yard Sale – in order to have a Yard Sale we need a place to store items beforehand.

e. Circles the Swede – will be held at J Neils Park on September 13, 2025.

Elaine Hammer left at 5:10pm.

6. Policy

a. Membership form: discussion about putting on the form that it can be terminated at any time. Also discussed is what age do we consider a “minor”. Agreed that a minor is under 16 years of age.

Robert Edmundson left at 5:15pm.

- b. Articles of Incorporation and Bylaws. The AOI were reviewed and agreed upon. They will now be sent to our attorney. We began discussion on the Bylaws, but decided to table until a Special Meeting can be called. The meeting will be Monday April 21, 2025 at 3:30pm at Flathead Valley Community College. The Secretary will send out an email to all members and must receive RSVP's.
- c.

Adjournment

1. Our next monthly meeting will be held Wednesday May 21, 2025 at 3:30 pm at Flathead Valley Community College.
2. **Motion** by Bonnie, 2nd by Teanne to adjourn the meeting at 6:13pm

Vote: in favor 10, opposed 0. Motion carried.

Minutes by Bonnie Edmundson, KPFL Secretary