

**Approved**  
**Kootenai Pets for Life**  
**February 19, 2025 Monthly Meeting Minutes**  
**Held at Flathead Valley Community College**

- A. **Attending** were Linda Andreasen, Marge Sullivan, Bonnie Edmundson, Sara Sherman, Teanne Johnson, Edwina Smith, Deirdre Ruark, Tina Green, Randi Birdsell, Leslie Ferguson, Katie Tingey, Lynn Hagarty, Bobbi McCanse, Mark Andreasen, Gary Armstrong and Megan Hall.

**Volunteer** present was Sindy Filler.

**Guest** present was Bill Tingey

**B. Housekeeping**

Robert's Rules of Order-Simplified are to be enforced.

Timekeeping is to be done by Lynn Hagarty.

Moderator is Sindy Filler.

**C. Approval of Meeting Minutes**

- a. Amended Minutes for November 22, 2024 Special Meeting were reviewed.

**Motion** by Katie, 2<sup>nd</sup> by Mark to approve the Minutes.

**No** discussion.

**Vote:** in favor 13, opposed 0, abstain 1. Motion carried.

- b. Amended Minutes for December 11, 2024 Monthly Meeting were reviewed.

**Motion** by Katie, 2<sup>nd</sup> by Mark to approve the Minutes.

**No** discussion.

**Vote:** in favor 14, opposed 0. Motion carried.

- c. Amended Minutes for January 2, 2025 Special Meeting were reviewed.

**Motion** by Katie, 2<sup>nd</sup> by Mark to approve the Minutes.

**Discussion:** Leslie Ferguson says she was at the meeting and would like her name added as an attendee.

**Vote:** in favor 15, opposed 0. Motion carried.

- d. Monthly Meeting Minutes held January 15, 2025 were reviewed.

**Motion** by Marge, 2<sup>nd</sup> by Deirdre to approve the Minutes.

**No** discussion.

**Vote:** in favor 15, opposed 0. Motion carried.

- e. Special Meeting Minutes held January 22, 2025 were reviewed.

**Motion** by Katie, 2<sup>nd</sup> by Deirdre to approve the Minutes.

**No** discussion.

**Vote:** in favor 15, opposed 0. Motion carried.

- f. Special Meeting Minutes held February 12, 2025 were reviewed.

**Motion** by Katie, 2<sup>nd</sup> by Mark to approve the Minutes.

**No** discussion.

**Vote:** in favor 15, opposed 0. Motion carried.

#### **D. Approval of Treasurer's Report**

**Discussion:** A Statement of Financial Position was presented and explained by Sara.

**Discussion:** A Statement of Activity Prev Year Comparison was presented and explained by Sara. As of December 2024 we have a net loss of \$7,046.39. In comparison for year 2023 we had a net income of \$82,028.57. For the year 2022 we had a net income of \$28,942.10.

**Motion** by Katie, 2<sup>nd</sup> by Megan to have Sara separate KPFL from the Extension numbers to provide a general idea of finances.

**Discussion:** Sara should separate, as much as possible, the receipts and expenditures of KPFL vs the Extension to try to present more answers for the numbers. If there are any discrepancies she will present them to the Board. She will also work on general operating income/expenses and spay/neuter income/expenses. The report is due at the next monthly meeting and is to include finances thru February, 2025.

**Vote:** in favor 15, opposed 0. Motion carried.

**Discussion:** when sending the County the final February bill, we should reserve the right to present for reimbursement past food bills and expenditures. Sara will track.

#### **E. Shelter Report/Stats**

- a. As of January 31, 2025 KPFL had 7 dogs in house, 2 dogs adopted and 2 dogs in foster. We also had 26 cats in house, 10 cats adopted and 2 in foster.

**Motion** by Katie, 2<sup>nd</sup> by Mark to remove Titty Tat from KPFL foster care program and permanently placed with foster Juli Hopfer.

**Discussion:** this kitten has never been in the care of KPFL. Other than paperwork it has only been in the care of the foster.

**Vote:** in favor 15, opposed 0. Motion carried.

#### **b. Spay and Neuter report**

**Discussion:** table this until March when a report for January and for February will be presented.

**Discussion:** we need a computer program to easily pull up an animals information.

**Motion** by Katie, 2<sup>nd</sup> by Deirdre to form an IT committee.

**No** discussion.

**Vote:** in favor 15, opposed 0. Motion carried.

**IT Committee** members are:

Mark Andreassen (will contact Becky Monroe and Andrew DeLask)

Megan Hall

Bobbi McCanse

Marge Sullivan

Lexa Blacken

**c. Extension stats and transition report**

**Discussion:** we need to pick up and return to KPFL the Nations Cage, live animal traps and miscellaneous paperwork. We also need a count on animals at the Extension.

**F. Secretary Update**

- a. The transfer of files from Toni Crace to Bonnie Edmundson did not happen as instructed. Toni left a pile of files at KPFL instead of personally handing them over to Bonnie. Known missing from this pile is the list of donors.
- b. The newest membership list is to be emailed to Linda.
- c. Clarifying when/how to post Minutes. Once unapproved Minutes are completed, they will be sent to all members present at the meeting. Within 4-5 days of the meeting, responses of corrections should be returned to the Secretary. Then the Secretary will correct and send the unapproved Minutes to the IT person to post on our website. At the next monthly meeting the Minutes will be reviewed and approved, then posted as approved.

- d. Donations received in 2025. All donations given to the new Secretary since January 15, 2025 have been sent thank you letters.

## **G. Old Business**

1. CD investment. Our share certificate is at Glacier Bank. It's a 3-month certificate at 4.1%. Interest earned is \$1,816.00. The date to renew is March 25, 2025. Lincoln County Credit Union has a 1-year certificate that earns 4.5%.

**Discussion** that we should wait until we have more financial information on our current finances before we make any long term decisions about investing

**Motion** by Mark, 2<sup>nd</sup> by Katie to form a finance committee.

**No** discussion.

**Vote:** in favor 15, opposed 0. Motion carried.

**Finance Committee** members are:

Mark Andreasen

Tina Green

Sara Sherman

2. Update on Insurance payment paid.
3. Fence toppers done.
4. Zply-we request Sara to audit the Zply payments for 2024. Tina states she pays much less for her business expense with Zply. Once Sara does the audit, Mark, if needed, will contact Zply.
5. Recycling- we have collected \$1000. for recycling aluminum cans. With more still needing to be taken in!

6. Generator-our current back-up generator is not sufficient. We are testing now to see how much more power we need a generator to provide.

**Motion** by Katie, 2<sup>nd</sup> by Megan to create a Building Improvements Committee.

**Discussion:** besides a new generator we have other big projects in mind. The Building Improvements Committee should prioritize with a timeline for items. Also, they should meet with the Finance Committee to be sure on budgeting and cash flow.

**Vote:** in favor 14, opposed 1. Bobbi would like a new Nations Cage to be added to the list. Motion carried.

Building Improvements Committee members are:

Roberta McCanse

Megan Hall

Leslie Ferguson

**Discussion:** our Wish List includes:

Security-locks system

Locking file cabinet

Upgrade generator electrical

Generator

2<sup>nd</sup> laptop

Laser printer

Quickbooks

Kennel dividers

7. Kennel dividers will be added to our Wish List. T-shirts and hoodies will be tabled until later citing discussion over a new logo.

**Discussion:** Linda asked to be reimbursed for the wheels she bought for the towers. The cost is \$155. BKB Construction will sponsor the cost! Thank you BKB Construction.

8. Mark has updated our Microsoft 365 software to include up to 10 people. Most Board members will have their own email through this program. One new computer is in KPFL now, with progress being made in usage.
9. Quickbooks update – we have not yet purchased. Sara will look into the best program for us and request an accountant discount. She will let Mark know by Friday, February 21, 2025.

## **H. Committees**

1. We have received multiple employment applications to date. Closing date for applications is February 28, 2025. The Employment Committee will meet Friday February 28 at Sindys' office to discuss details. They will also begin interviews.
2. **Code of Conduct.** Sindy will send her Bylaws proposal to the new Policy Committee.

Policy Committee members are:

Roberta McCanse

Deirdre Ruark

Robert Edmundson

Sindy Filler

3. The membership form and fees will be overseen by the Policy Committee.

4. The Bylaws changes will be overseen by the Policy Committee.
5. Roberta McCanse is now on the Cat Adoption Committee replacing Heidi McBride.  
Edwina Smith is now on the Dog Adoption Committee replacing Megan Hall.

#### **I. New business**

1. Treasurer position vacancy due to Juli Hopfer stepping down and starting a new business.  
**Motion** by Deirdre, 2<sup>nd</sup> by Katie for Randi to become the new Treasurer.  
**Discussion:** since Sara is currently working on organizing last years income and expenses in preparation for taxes, the new Treasurer should be slowly incorporated into the position.  
**Vote:** in favor 15, opposed 0. Motion carried.
2. Keys and locks discussed earlier in G.6.
3. Wish list discussion earlier in G.6.
4. **Property transfer** from Extension. Linda, Deirdre and Randi will meet Friday to go to Extension and pick up our property. Discussed earlier in E.c. We also need to find out who paid for their microchips and pick them up if ours.
5. **Upcoming events.**  
**Discussion:** Run for Pets Poker Run is April 26<sup>th</sup>. Igniters Car Club and Freedom Riders are hosting with donations to go toward pet



food. Someone will come to our next meeting with more information. We need volunteers to bring dogs to the event between 4:30-5:30pm.

**Discussion:** Spay Montana is June 7-8<sup>th</sup>. We need as many people as possible to help!

**Motion** by Katie, 2<sup>nd</sup> by Bonnie to create a Fundraising Committee.

**No** discussion.

**Vote:** in favor 15, opposed 0. Motion carried.

**Fundraising Committee** members are:

Tina Green

Deirdre Ruark

Linda Andreasen

Marge Sullivan

Katie Tingey

Randi Birdsell

6. **Our Annual Meeting** will be held Wednesday April 16, 2025 at 3:30pm. Location to be announced.

**Adjourn**

1. Our next monthly meeting will be Wednesday March 19, 2025 at 3:30pm.

**Motion** by Marge, 2<sup>nd</sup> by Bonnie to adjourn at 5:50pm.

**Vote:** in favor 15, opposed 0. Motion carried.

Minutes by

Bonnie Edmundson

KPFL Secretary

