

Approved
Kootenai Pets for Life
July 16, 2025 Monthly Meeting Minutes
Held at Flathead Community College at 3:30pm

A. Attending: Linda Andreasen, Bonnie Edmundson, Edwina Smith, Leslie Ferguson, Jordan Carlson, Tina Green, Deirdre Ruark, Roberta McCanse and Mark Andreasen. With Sara Sherman via Zoom.

Non-Voting Volunteers: Sindy Filler.

B. Minutes for June 18, 2025:

Motion by Leslie, 2nd by Edwina to accept the Minutes for June 18, 2025.

No discussion

Vote: in favor 8, opposed 0. Motion carried.

Deirdre arrived at 3:35.

C. Treasurer's Report:

We currently have no Treasurer. Linda prepared the report. Total income for June was \$25,699.87 minus the total expenses of \$13,477.64 equals our net income of \$12,222.23. The reported income/expenses numbers may change based on reporting methods and preparers. The rest of the report will be tabled until available.

Discussion: once we find a Treasurer we will move forward with purchasing Quickbooks.

D. Pending bills:

a. **Sindy** presented her final invoice for May for \$450.00.

Motion by Bonnie, 2nd by Jordan to pay Sindy's invoice.

No discussion

Vote: in favor 9, opposed 0. Motion carried.

E. Spay & Neuter report:

Discussion: KPFL had health issues with some of our own animals, so Dr. Hawkins addressed that in June. Spay/neuter donations covered the expenses. One of our cats has FIP and a donor stepped up and donated medicine which is working. Spay/neuter will send the info to the Secretary for a thank you letter.

F. State of the Shelter report:

- a. **Stats:** dogs in house 8, dogs adopted 1, dogs in foster 4. Cats in house 29, cats adopted 4, cats in foster 9.

G. Committee reports:

1. Dogs:

Discussion: we need to work on Hunter's resource guarding. Leslie will write protocols and post them for all to follow. Chewy is nippy. Should we sent to Bailey or have Bailey come here?

Motion by Bonnie, 2nd by Mark to have someone drive Bailey from Trout Creek to KPFL and back home to work with Chewy, then to have Bailey take Chewy home for a week of training.

Vote: in favor 9, opposed 0. Motion carried.

2. Cats: taking some cats to the Farmers Market was a huge success!

The Market does not allow dogs. The cats are being taught leash training. Four kittens were adopted and applications received.

Discussion: Jordan will help with cat adoptions while Deirdre had family in town. Sydney updated cat information files to take to the Market.

3. Employment:

- a. **Shelter Manager:** Megan is resigning. Here schedule is W, TH, F, S from 11-4pm until we find a replacement, or until the end of August.

Discussion: should we divide the position into 2 to better facilitate a replacement? Both should be taught all mechanics of position.

4. IT:

- a. **Policy and Procedure** approval:

Discussion: the Policy is well written.

Motion by Bonnie, 2nd by Roberta to approve the new Policy.

Vote: in favor 9, opposed 0. Motion carried.

Discussion: the Procedure's need more work. Linda recorded the changes and will give to Mark for a rewrite. The corrected Procedure's will be sent out to all attending this meeting before the next meeting for review and approval at the August meeting.

5. Finance:

- a. **CD:** was cashed out from Glacier at \$156,633.48 including our interest of \$6,633.48.

- b. **CD:** a new 1 year CD was opened at LCCU for \$156,633.48 to be renewed on June 25, 2026.

- c. **Our previous bank accounts** at LCCU reflected a Checking and a Savings account for the operating account and a Checking for the Spay/Neuter under a main access umbrella. We opened new separate Checking and Savings accounts for direct management by the Spay/Neuter Committee.

Discussion: Sara mentioned that all financial decisions should be organized and discussed prior to implementation and that all of the bank accounts need to have financial controls in place for safeguarding the assets.

Discussion: should we pay the Clinic a portion of any adoptions?

Discussion: Jordan will provide reports to Sarah for accounting as part of the Treasurer's report. Sara will work with Jordan and the Financial Committee.

- d. **Quickbooks** is on hold.

- e. **Budget:** on hold until we acquire a Treasurer. The Finance Committee will work on the Budget.

- f. **We have** a Treasurer position vacancy.

6. Building Improvement:

- a. **Generator:** should be at the shelter on/by August 15, 2025.

7. Fundraising/Events:

- a. **June 14, 2025** – Big Feelings/Screaming Brain made \$234.00 and sold 2 t-shirts.
- b. **4th of July parade:** we did not participate due to lack of volunteers.
- c. **Aug. 23, Dam Days:** Deirdre needs volunteers to help. The Secretary will send out an email requesting help.

Discussion: on July 26th a Pride Festival will happen at the Memorial Center. We need volunteers to dress up dogs and be present, it will be hot.

Discussion: there will be a Libby Dam Anniversary celebration on August 23rd from 10-1pm. We want to bring animals but need 5 volunteers.

d.

Circle the Swede: KPFL will get 20% of profits. The ride on Saturday September 13th should finish about 1-4pm at J. Neils Park with a band and food trucks. If interested in volunteering to help with ride packet distribution at Cabinet Mtn Brewery on Friday, September 12th from 4-8pm (could do hour shifts) or help with the animals on Saturday September 13th from 1-4pm at J Neil's Park, email Deirdre at kpfladoptions@gmail.com.

Bow Wow Bash: to be held October 11th at the VFW. Randi is in charge. Organization needs to start in August.

- f. **Clash of the Carvers:** Roberta has previously done great at getting donations from the Carvers to donate to our Bow Wow Bash. She will ask again this year.

Tina left at 4:45pm.

8. Policy:

- a. **Articles of Incorporation and the Bylaws** are ready for approval.

Discussion: The Articles are good.

Motion by Roberta, 2nd by Mark to approve the Articles of Incorporation. Cindy will print and leave at the shelter for signatures.

Vote: in favor 8, opposed 0. Motion carried.

Discussion: the Bylaws still need change. A special meeting will be announced for those that want to have input on corrections for the Bylaws.

H. Old business:

1. **Our annual meeting** and elections are on hold until the Bylaws are approved.
2. **Insurance-D & O liability insurance** (Board insurance): our insurance does not provide this. Treva called and will look into this matter. We do not currently have Board coverage.
3. **Dog panels** are up, thank you Mark and David.
4. **Shelves** are put together and totes are loaded in the shed. Thank you, David.

I. New business:

1. **Hydrant** in back yard:

Discussion: should we have 2 hydrants in the back yard? Maybe move one hydrant and extend piping to add another? Leslie will ask for an estimate.

J. Other new business:

None

K. Adjourn

1. Our next monthly meeting will be August 20, 2025 at 3:30 at FVCC.
2. **Motion** by Bonnie, 2nd by Jordan to adjourn at 5:00pm.
Linda declared the meeting adjourned.

Minutes by Bonnie Edmundson, KPFL Secretary