

**Approved**  
**Kootenai Pets for Life**  
**June 18, 2025 Monthly Meeting Minutes**  
**Held at Flathead Community College at 3:30pm**

**A. Attending:** Linda Andreasen, Marge Sullivan, Bonnie Edmundson, Edwina Smith, Tina Green, Jordan Carlson, Bobbi McCanse, Andrew Dask and Mark Andreasen. Sara Sherman joined via phone at 4:30pm through 4:50pm.

**B. Minutes** for April 21, 2025

**Motion** by Edwina, 2<sup>nd</sup> by Bobbi to approve the Minutes from April 21, 2025 special meeting.

**No** discussion.

**Vote:** in favor 8. Opposed 0. Motion carried.

**Minutes** for May 21, 2025

**Motion** by Marge, 2<sup>nd</sup> by Jordan to approve the Minutes for May 21, 2025.

**No** discussion.

**Vote:** in favor 8. Opposed 0. Motion carried.

**C. Treasurer's report:** (given at 4:30pm when Sara called) shelter income for May was \$2993.95. Total shelter expenses for May were \$18,470.48 for a net loss of \$15,476.53.

**D. Pending bills**

a. **Sindy's** bill for May has not been received. Previous bills have been paid.

- b. **The** accountant's bills from August 2024 thru May 2025 equal \$4441.39.

**Motion** by Bonnie, 2<sup>nd</sup> by Jordan to pay these bills.

**Discussion:** we need to pay.

**Vote:** in favor 8. Opposed 0. Motion carried.

#### **E. Spay & Neuter report**

- a. **Dr. Hawkins** did Spay/Neuter in May for KPFL animals only.

- b. **Spay MT**

**Discussion:** the total bill was \$9480, minus \$4000.00 the County agreed to pay, equals \$5480.00 for KPFL to pay. Cash received was \$6740.00 and \$172.00 in food for a profit of \$899.00. There were 84 cats and 63 dogs spayed or neutered. There were 76 annual vaccines/rabies given, 19 rabies only given, 9 annual vaccines only given and 13 microchips. Spay MT was pleased with the professionalism and organization of the clinic. They would like to come back in November. One vet expressed they would like to possibly return and help KPFL with spay/neuter of some of Libby's cat colonies.

**Discussion:** we had 5 families with IOU's that reconciled in May.

#### **F. Shelter report**

- a. **Stats:** dogs in house 8, dogs adopted 4, dogs in foster 5. Cats in house 32, cats adopted 3, cats in foster 2.

#### **G. Committee reports**

1. **Dog:** Hunter has gone to Bailey for training. We received some applications for dogs from the Screaming Brain event.
2. **Cat:** the committee should have the procedures put together to present at our next meeting.

### 3. Employment:

- a. **Shelter** manager and shelter attendant job descriptions are complete.
- b. **A** new employee has been hired.

### 4. IT:

- a. **Policies and procedures** are still in the process of being written to everyone's satisfaction. Next month they should be ready.
- b. **Our monthly** Ziply bill is about \$219.40. Once fiber optics are available, hopefully July-August, the price should be reduced to \$113-120. Customer service will give KPFL a \$10.00 per month discount for 3 months until fiber optics becomes available.
- c. **Andrew's** letter was discussed. We should be using our executive office's emails thru Microsoft. At this time we are using 4: President, Secretary, Treasurer and Adoptions. Our 3 paid employees should also get their own. Mark will inquire from Microsoft regarding when we will have access to 10 executive emails. The IT Committee will meet to discuss additional people on 365.

### 5. Finance:

- a. **Our** CD is up for renewal this June 25th. Glacier Bank interest rates went down to 3.85% from 4.6%. Lincoln County Credit Union offers a 12 month CD with 4.5% interest.  
**Motion** by Mark, 2<sup>nd</sup> by Bonnie to move our CD to LCCU for 1 year.  
**Discussion:** there are online investment opportunities. Tina will investigate and we will discuss our options in the future for our CD when she has more information.  
**Discussion:** Sara does not have access to our CD information. Linda will add Sara to the account.  
**Vote:** in favor 7. Opposed 0. Abstain 1. Motion carried.
- b. **Quickbooks** has not been purchased yet.
- c. **Mark** will take pictures of the items purchased with our donor's funds. The Secretary will send out a thank you with pics included.

- d. **The accountant** has started to finalize the budget. Randi wants to step down from the Treasurer position.

## **6. Building Improvement**

- a. **The generator** we ordered has been damaged in shipping. We are waiting for a response from Generac.

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

- a. **Freedom Riders**-Run for Pets was a success! We received \$3025.00 plus dog food donations. Expenses were not recorded.
- b. **June 14-Big Feelings:** Megan and Jordan took dogs to the event. They did great! We received \$274.00 for shirts and stickers plus some dog applications.
- c. **4<sup>th</sup> of July** parade: Randi offered her truck and trailer. Deirdre offered her van.
- d. **Circle the Swede:** no new information for this September bike ride.
- e. **Bow Wow Bash:** The VFW is available October 11 or 25. In the past the Bash has been the 3<sup>rd</sup> weekend which would be October 18-19. Linda will not be available that weekend. Cindy has volunteered to be auctioneer, we need a second one also. Maybe Teske?

## **8. Policy:**

- a. **Marge** redid the membership form. Edwina says we need to have information on the form about age of minors and under 16 need adult present.
- b. **Articles** of Incorporation and Bylaws are not completed yet.

## **Old Business**

- 1. **Our** annual meeting and elections must wait until the Bylaws are approved.
- 2. **Insurance**-D&O insurance for the Board members. An estimate of \$500-750.00 per year would be added onto our \$5000.00 insurance policy .

**Discussion:** we have never had D&O insurance since the beginning of KPFL. We will table this until we have more information.

3. **The phone** for Spay/Neuter is \$75.00 per year for 2000 minutes. As of June 1<sup>st</sup> we have 744 minutes left. There is another plan available for \$12.00 a month for 500 minutes or \$144.00 a year.

**Discussion:** the phone is used for voicemails, the return calls are made on the KPFL phone.

## New Business

1. **Dr. Burt** is willing to accept vouchers from KPFL again.

**Discussion:** the accounting was difficult. This will be discussed later with Spay/Neuter.

2. **Dog panels** need volunteers to install them. Mark and Jordan volunteered.
3. **Shed-shelves/totes:** Linda would like to purchase totes and shelving for the new shed.

**Discussion:** it was suggested that she buy clear totes for better viewing. The black/yellow totes are sturdier. A label can be placed on the tote for identification.

**Motion** by Bonnie, 2<sup>nd</sup> by Jordan to purchase totes and shelves for the shed.

**Vote:** in favor 8. Opposed 0. Motion carried.

4. **We** still need to schedule and plan for our potluck for all volunteers, members and employees. Linda will ask about reservations for Riverfront Park and if there is a fee.

## Adjourn

1. **Next** monthly meeting will be on July 16<sup>th</sup>, 2025 at 3:30 pm.
2. **Motion** by Marge, 2<sup>nd</sup> by Bonnie to adjourn at 5:03pm  
Vote: in favor 8. Opposed 0. Motion carried.

Minutes by Bonnie Edmundson, KPFL Secretary

