

Approved
Kootenai Pets for Life
May 21, 2025 Monthly Meeting Minutes
Held at Flathead Valley Community College at 3:30pm

- A. **Attending:** Linda Andreasen, Marge Sullivan, Bonnie Edmundson, Randi Birdsell, Andrew Dlask, Mark Andreasen, Edwina Smith, Deirdre Ruark, Roberta McCanse, Leslie Ferguson, Jordan Carlson and Sara Sherman (at 3:50pm).

Non-voting volunteers: Cindy Filler.

B. Housekeeping:

- a. **Rules:** new guidelines to approve
- b. **Time keeping** – Marge will keep time on speakers
- c. **Moderator** – Cindy

C. **Minutes** from April 16, 2025

Motion by Mark, 2nd by Deidre to approve the Minutes from last month's monthly meeting.

No discussion.

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

- D. **Treasurer's Report:** shelter income for April was \$1959.51 plus spay/neuter income of \$2733.00 equals a total of \$4692.51. Total expenses were \$19,788.08 including \$472.00 to service the anesthesia machine, which came out of the spay/neuter fund, for a net loss of \$15,095.57.

Motion by Bonnie, 2nd by Marge to approve the Treasurer's Report

No discussion

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

E. **Pending bills:**

- a. The moderator's bill for \$450 was paid by Randi.
- b. Sara does not yet have an invoice for KPFL for 2025 services. She agrees to have it ready for next month's meeting. She also hopes to provide a budget by June/July.

Discussion: should we have the Treasurer pay regular bills and emergency bills and only present bills that are new?

F. **Spay and Neuter** report:

- a. Phone number 406-334-7338

b. **Spay MT June 7 & 8**

Discussion: there will be 3 vet teams which include the vet, vet technician and assistants at a cost of \$2600. each team. Kathi Hooper is providing \$4000. through the County in exchange for 60 dogs and 45 cats from the County being in the program. KPFL will cover the remaining balance of approximately \$4000.00 to cover cost and expenses.

Discussion: we will spay/neuter our own animals on May 30th or at the July clinic.

Discussion: there will be a Zoom meeting on Thursday June 5th at 7:00pm for Spay MT volunteers. If volunteers would like to see the facilities they may come to the High School then. Deirdre will contact other volunteers.

G. Shelter report

a. **Stats:** Dogs in house 9. Dogs adopted 2, dogs in foster 3. Cats in house 28. Cats adopted 4, cats in foster 1.

b. **Cat Committee:** discussion to meet to make guidelines. Both Cleo and Soy Sauce have mobility issues and a potential adopter.

c. **Dog Committee:**

1. **Zena** is on Petfinder.

2. **Hunter** has a potential adopter. Bailey Patton (our dog trainer) can take Hunter the week of June 16-22 for training at \$40.00 a day which is \$280.00 for the week.

Motion by Deirdre, 2nd by Bonnie to approve Hunter going to Bailey for a week.

No discussion.

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

H. Committee's reports

1. **Employment:** there will be evaluations next week for scheduling volunteers and staff. Megan has been removed from probation.

2. **IT:** policy and procedure is likely to be available by June. Andrew reports that software management for the shelter would be: Shelter Buddy \$2640.00 a year, Pet Point \$3025.00 a year with microchips included at the current amount we use, and Shelter boss \$100.00 a month.

Motion by Marge, 2nd by Bonnie to continue with the current programs we use for shelter management.

Discussion: Roberta would like to move forward with a program that anyone in shelter can access and that would give information quickly.

Vote: in favor 10, opposed 0, abstain 1. Motion carried.

Discussion: there needs to be clarity on who is director of IT. Mark would like the position.

Motion by Bonnie, 2nd by Marge to make Mark the director of IT.

No discussion.

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

Discussion: what should we use/buy to use as a defender on the computers.

Mark says the Microsoft Defender works for windows 11, which we have, and it's free.

Andrew handed out a letter he wrote that he would like to add to the Agenda for June.

3. Finance

- a. **CD & checking:** nothing is different. It was renewed in February and is due again in June.
- b. **Quickbooks:** not purchased yet. Sara and Randi plan on training together in June to be able to make the transition.
- c. **Donation** funds used: the shed is now here.
- d. **Budget:** none yet. At this time Sara says she's 75% in control of producing a budget at the June meeting which will include policy and procedure for advertising.

4. Building Improvement-Grounds and Maintenance

- a. **Generator:** is coming.
- b. **New shed:** is here.

5. Fundraising/Events

- a. **June 14-Big Feelings:** table until Todd can provide information.

6. Policy

a. Membership form

Discussion: we like the logo on the form. Marge will update and be sure all the information is on the new form. She will present it at the June meeting.

b. Meeting rules

Motion by Bonnie, 2nd by Randi to accept the meeting rules.

Discussion: to use the word guidelines instead of rules. The Secretary will rewrite and keep on file and send a copy to the President to be sent out monthly with the Agenda.

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

c. Articles of Incorporation and Bylaws

Discussion: the draft is at the lawyers. We need to check if our insurance policy has Board coverage. If not, we need a quote to add Board members. Linda will call.

Discussion: the lawyer should have a conflict of interest clause for us by June or July. Cindy will inquire next week or the Policy committee will follow through.

Sindy and Andrew left the meeting at 5:10pm.

Old Business-pending from prior meetings

1. **Annual** meeting and elections: we are waiting for our Bylaws to be returned.
2. **Run for Pets:** Linda is meeting with the Poker Run crew at 7:00pm tonight to receive a check! No one kept track of expenses.
3. **Volunteer** hours: if your hours are not posted at the shelter, please message Marge at each month's end with your volunteer hours.

New Business

1. **SANDS Grant:** the money for the Grant has been applied to our Spay/Neuter fund.
2. **MT State Funds Audit:** Sara worked with the auditor regarding our Worker's Comp. and we came out clear!
3. **Teanne's resignation** letter: Bonnie read the letter for all.
Motion by Mark, 2nd by Marge to nominate Jordan to fill the vacancy.
No discussion.
Vote: in favor 10, opposed 0. Motion carried.
4. **Light post** in dog yard: has been replaced
5. **Cat room** faucet replaced: done.
6. **Dog panels:** are still waiting to be installed.

Adjourn

1. **Next** monthly meeting: June 18, 2025 at 3:30pm
Deirdre will not be able to attend.
2. **Motion** by Bonnie, 2nd by Linda to adjourn the meeting at 5:30pm
Vote: in favor 10, opposed 0. Motion carried

Minutes by Bonnie Edmundson, KPFL Secretary