UnApproved

Kootenai Pets for Life

October 15, 2025 Monthly Meeting Minutes

Held at the Country Inn at 3:30pm

A. Attending: Linda Andreasen, Bonnie Edmundson, Katie Tingey, Edwina Smith, Tina Green, Sydney Davis, Sara Sherman, Leslie Ferguson, Ben Brosius, Joe Taylor, Jordan Carlson. At 4:00pm Deirdre attended via phone.

B. Approval of Minutes for September 17, 2025:
Motion by Katie, 2nd by Edwina to accept the Minutes for September 17, 2025.
No discussion.
Vote: in favor 10, opposed 0. Motion carried.

C. Financial report:
Our Accountant reports that for September we had a total income of $8,876.21 and our expenses were $12,406.96 for a net loss of $3,530.75.
Discussion: a reminder that if there are questions regarding the financial report after the President posts the documents for agenda the Saturday before our monthly meeting, they need to be sent to our Accountant Sara Sherman and/or our President. If additional investigation is needed the response will be at the following months meeting.
Discussion: from now on our report will show 6 months of totals instead of the current year.

D. Pending bills:
Motion by Bonnie, 2nd by Jordan to approve our September bill from our Accountant for $900.00.
No discussion.
Vote: in favor 10, opposed 0. Motion carried.

E. Clinic report / Spay and Neuter report:
Jordan reports that the clinic was September 25-27. Dogs: 4 neuters and 4 spays. Cats: 11 neuters and 12 spays. Microchips 9. Vaccines 32.

Discussion: the budget for KPFL and the Clinic are separate. KPFL will pay for services on our own animals to the clinic. Adoption money goes to KPFL. The Clinic will not remove any S/N appointments from the list to add new KPFL intakes.

F. State of the Shelter report:

Sydney reports that at the end of September we had 5 dogs in house, 2 dogs adopted and 2 dogs in foster. Cats in house were 30, cats adopted were 11 and cats in foster are 7.

G. Committee reports:

1. **Dog:** discussion about animal adoptions. Tilly is going on a trial run adoption for the weekend. Cinnamon has an application.

Deirdre called in to the meeting.

2. **Marble** is losing weight, getting thinner with muscle loss. She is on medication. She is too frail for surgery.
   Discussion: we need to socialize the cats more. They need practice with harnesses to make events and adoptions easier.
3. **Employment:** we are hiring a part-time shelter assistant/sub. We have some applications, but need more. Interviews will be scheduled.
4. **IT:** no discussion.
5. **Finance:** Jordan made a form for Accounts payable/receiving. The budget was discussed.
   Discussion: Sara thinks a new Treasurer can be a risk to our organization. We need accountability, a background check and more. Interested parties need to become involved first with KPFL as a volunteer. Tina will contact a friend who is interested.

H. Building Improvement-grounds and maintenance:

1. **Septic system/drain field pump:** procedure outlined. Bruce will give estimates.
2. **Chain link fence**: we received an estimate for $1,066.99.
   Discussion: it's more than we expected. We will revisit this for more discussion.

I. **Fundraising / Events:**
   1. **Bow Wow Bash**: dinner tickets sold were 92. We broke even with the caterer. One hundred people attended. The Bash was competing with other events. The live/silent auction made approximately $10,050.00. Donations were approximately $3,020.00 for a total of $13,217.67.
   2. **Halloween Event:**
      Discussion: we are organizing a Trick or Treat event at the kennel. Fliers will be put at the elementary school. There are no other events that day/evening. Shy cats to be put away and door monitored for no escapes. Late afternoon seems best.

J. **Policy/Procedure:**
   1. **Youth volunteer Policy and Procedure:**
      Discussion: this document was made up to support and regulate youth volunteers. It will be posted at the shelter. Comments or suggestions can be made. Next month it will be presented for approval.

K. **Old business:**
   1. **Insurance:** our provider is still investigating about Board insurance. Our policy is transferring to a specialty company.
   2. **Hydrant:** Bruce will fix the gate first. Then the drain field location is needed.
   3. **Ridoc:** has been officially adopted. The contract regarding his hygromas has been signed.
   4. **Advertisement breakdown:** Sara investigated the advertising cost for July. The expenses were T-shirts and a banner..
      Discussion: we need more stickers for KPFl. Also T-shirts and sweatshirts along with possible bumper stickers. Linda will let Marge know.
   5. **Intake Procedures and Policy:**
      Motion by Bonnie, 2nd by Tina to approve the Intake Procedures and Policy.
      No discussion.
      Vote: in favor 11, opposed 0. Motion carried.

L. **New business:**
   1. **Nominations:**
      Discussion: Marge is retiring from the Board.

Motion by Bonnie, 2nd by Katie to nominate Jordan Carlson for President.
Motion by Leslie, 2nd by Bonnie to nominate Linda Andreason for Vice President.
Motion by Jordan, 2nd by Tina to nominate Katie Tingey for Secretary.
Motion by Katie, 2nd by Jordan to nominate Bonnie Edmundson for Treasurer. (Is accepting on a trial basis)

Motion by Jordan, 2nd by Deirdre to nominate Joe Taylor for Board Member.
Motion by Jordan, 2nd by Edwina to nominate Ben Brosius for Board Member.
Motion by Bonnie, 2nd by Jordan to nominate Katie Tingey for Board Member.
Motion by Bonnie, 2nd by Katie to nominate Leslie Ferguson for Board Member.
Motion by Bonnie, 2nd by Jordan to nominate Edwina Smith for Board Member.
Motion by Bonnie, 2nd by Edwina to nominate Linda Andreasen for Board Member.
Motion by Bonnie, 2nd by Edwina to nominate Tina Green for Board Member.
Motion by Katie, 2nd by Bonnie to nominate Randi Birdsell for Board Member.
Motion by Jordan, 2nd by Katie to nominate Deirdre Ruark for Board Member.
Motion by Jordan, 2nd by Tina to nominate Bonnie Edmundson for Board Member.
Motion by Bonnie, 2nd by Edwina to nominate Jordan Carlson for Board Member.

2. **Volunteer vs member:**
   Discussion: needs to be ironed out to fit our organization.
   Discussion: on how to advertise for volunteers/members. It is agreed that we should set up open houses.

M. **Next monthly meeting** will be November 19, 2025 at 3:30pm at the Country Inn.

Motion by Tina, 2nd by Katie to adjourn at 5:45pm. Motion carried.

Minutes by Bonnie Edmundson, KPFL Secretary