

Approved
Kootenai Pets for Life
September 17, 2025 Monthly Meeting Minutes
Held at the Country Inn at 3:30pm

A. Attending: Linda Andreason, Marge Sullivan, Bonnie Edmundson, Deirdre Ruark, Edwina Smith, Leslie Ferguson, Jordan Carlson and Sara Sherman.

B. Approval for Minutes for August 20, 2025:

Motion by Marge, 2nd by Bonnie to accept the Minutes for August 20th.

No discussion.

Vote: in favor 6, opposed 0. Motion carried.

C. Treasurer's Report:

Discussion: this report will now be known as a financial report until we acquire a new Treasurer.

Our Accountant reports that for August our total income was \$5,827.24 minus our total expenses of \$11,465.56 for a Net Loss of \$5,638.32.

Discussion: Sara will send Linda the financial report to be sent out 5 days before each meeting. Linda will then send the report and all other documents on Saturday to all Members/Volunteers to be reviewed. If there are questions they need to be sent to Linda by Sunday in order for Sara to be given time to prepare responses.

Discussion: Sara is preparing a budget for 2026 using 2023 and 2024 figures.

Bobbi McCanse, Tina Green and Ben Brosius arrived at 3:40pm.

D. Pending bills:

Motion by Bonnie, 2nd by Jordan to pay the bills for Sara for June, July and August 2025 for Accountant services. From now on we will be billed monthly.

E. Clinic report/Spay and neuter report:

Jordan reports the Clinic performed 1 in-house cat spay and 1 in-house cat neuter. Dr. K also examined 16 in-house cats. For the public there were 6 dogs neutered, 3 dog spayed, 4 cats neutered and 11 cats spayed.

Discussion: Dr. K wants to only do Spay/Neuter from now on. No more public exams. Spay/Neuter and vaccines and some euthanasia ok.

Jordan gave the financial report for July: clinic had a total income of \$1,496.00 and expenses of \$1,916.33.

For August the total income was \$1,943.00 and total expenses were \$3,473.70.

F. State of the Shelter report:

Linda states that at the end of August we had 7 dogs in house, 3 dogs adopted and 4 dogs in foster. Cats in house were 28, cats adopted were 7 and cats in foster were 5.

G. Committee reports:

1. **Dog:** Leslie reported on the dog adoptions and care of our dogs.
2. **Cat:** Jordan reported the cats health issues have improved. The outings have helped with cat adoptions.

Non-Voting volunteer Sydney Davis arrived at 4:15pm.

3. **Employment:** needs to work on Policies.

4. **IT:** Linda says Mark is working on backing up the Shelter Manager and clinic laptops.

5. Finance:

1. Treasurer position vacancy is still open.

H. Building Improvement-Grounds and Maintenance: nothing to report.

I. Fundraising / Events:

1. **Dam Days:** Jordan says this was a success. Adoptions were approved.
2. **Circle the Swede:** Deirdre says this was a success. She had 10 volunteers and received pet applications. She also found a grant writer who is willing to help us.
3. **Bow Wow Bash** is October 11th. Randi has received donations but needs more!

J. Policy / Procedure:

- a. **Intake Procedure:** Linda and Jordan wrote up the Intake Procedure. It will be in the Procedure Book.

K. Old Business:

1. **Elections:** our annual elections will be in November. The Secretary will send out an email to all members/volunteers advising. Nominations will be in October, voting in November. We are looking for a President, Vice President and a Treasurer.
2. **Insurance-**D&O liability insurance is still being researched by Treva. Our current policy does not have Board coverage.
3. **Hydrant:** Leslie reports Bruce will be working on the gate first when he has time.

4. **Gravel:** Noble gave a bid of \$195.00 for 12 yards of ¾” crushed and Cohenour bid is \$220.00 for 10 yards. After we have used the pile we have we will reconsider how much we need. Maybe this should be put on our Wish List.

L. New Business:

1. **Ridoc:** his foster-to-adopt home would like to adopt him, but want KPFL to help with his recurring hygromas expenses once adopted.
Discussion: Jordan says Dr. K has been monitoring them. They seem to be reabsorbed at about 3 week intervals. There is the potential for anti-inflammatory and/or surgery expense. Do we want to move forward with the adoption? We agree no labs and Dr. K is willing to continue seeing him for these hygromas.
Motion by Bonnie, 2nd by Deirdre to have Jordan write up an agreement per our discussion and send it via email for approval from the Board by September 27, 2025.
Vote: in favor 10, opposed 0. Motion carried.
2. **Board positions available:**
Discussion: President, Vice President and Treasurer are open for nominations in October.
3. **Cleaning Day:** this Sunday, September 21st at 10:00am we are doing our annual deep cleaning of the shelter. There will be 2 pressure washers on site. An email has been sent asking for help from volunteers/members.

M. Other new business:

- Discussion:** Edwina would like to enclose an outdoor area with 18’ of fencing and a gate for another dog pen. We think we have enough fencing and a gate.
- Discussion:** we need a Policy that defines a member vs a volunteer due to the fact that Sindy Filler, who is currently a volunteer because of her

previous employment by KPFL, has called meetings. Should this be only done by Board members or members? Since Sindy is no longer employed by us due to guiding us with our Bylaws and Articles, Linda will talk with her and ask if she will become a member.

Discussion: Linda asks that we support Sydney, Ashley and Jeanette in their duties and responsibilities.

Our next meeting will be Wednesday October 15, 2025 at 3:30pm.

Motion to adjourn by Bonnie, 2nd by Marge at 5:05pm. Motion carried.