

Kitty Revolution Board of Directors Meeting Minutes February 9, 2019

The meeting of the Board of Directors of Kitty Revolution, a Minnesota corporation and 501(c)(3) non-profit, was held on Saturday, February 9, 2019, at Lunds & Byerly's, St Louis Park, Minnesota.

DIRECTORS PRESENT: Donna Bolte, Secretary; Caroline Dahle, Member at Large; Kevin Dahle, Treasurer; Julie Doherty, Member at Large; Teri Hecimovich, Member at Large; Kelley Leaf, President; and Elizabeth Thompson, Member at Large

ALSO PRESENT: Robin Holland, Executive Director; Peggy Summers; and Selma Saba

CALL TO ORDER

Kelley Leaf called the meeting to order and introductions were made. Kelley also established rules surrounding Board meetings.

- A meeting schedule for the year needs to be established. Donna had hard copies available and distributed them.
- We need the ability to call into meetings when unable to attend. Kelley and Donna to investigate conference call options.
- Because Board meetings are published and greater formality is required, our goal is to stick to agenda items.

APPROVAL OF MINUTES

Elizabeth motioned to approve the January 12, 2019 minutes. Terri seconded the motion.

FINANCIAL UPDATE

- As at January 31, 2019, Kitty Revolution had just over \$11,300 in the bank plus a few expenses.
- Julie motioned that the January Financial Report be approved. Caroline seconded this motion.
- It was decided that the Financial Report be included in the minutes of each meeting.
- Julie proposed Board members give some thought to posting financials on the website.
- Insurance
 - Julie motioned we contract with American Family for an annual premium of under \$1,500 covering both liability and DNO, and if their premium surpasses this amount, Terri will advise. Kevin seconded this motion.
 - Terri is to reach out to Best Friends and local rescues to ascertain which insurance company they use, and investigate other options in case we decide to use a different carrier in the future.
 - All volunteers who drive must sign the volunteer waiver as well as have proof of car insurance.

EXECUTIVE DIRECTOR UPDATE

Robin noted that she has been working on a budget and also reviewed committee activities:

- **Medical** - has interviewed two veterinary offices to ascertain if they are willing to work financially with us. Also, Dr. Jerri Smith is working on the following protocols: Vaccination, intake, Felv testing, microchipping, deworming, spay/neuter, supplies and storage, and holding vet visits at her home rather than at the homes of foster caregivers.
- **Adoption** – Several of Sam's kittens have been adopted.
- **Intake** – There's been a halt on any intake due to cost limitations. Also, new caregiver training needs to be established.
- **Marketing** – Discussion arose regarding the marketing budget of \$350 for the year and the approximate cost of \$300 to have a logo created.

- Kelley motioned that the Board authorize the Marketing Committee to spend up to \$300 for a logo design, i.e., the committee doesn't have to spend \$300 but are authorized to do so, and if the cost is over \$300, will need to come back to the Board. Elizabeth seconded this motion.
- Kelley and Julie offered to pay the \$300 cost of the logo as a restricted donation.

NEW BUSINESS

Legacy: Because some of our largest donations will be via legacies, the procedure for establishing legacies needs to be posted on our website. Kelley and Julie will contact Margaret Owen Thorpe who worked extensively on this issue for Feline Rescue.

IT: Although no problems exist with the administration of KR's website and Facebook page, these responsibilities are becoming so extensive that delegation needs to be reviewed. Also, a Board member should coordinate IT issues.

- Kelley motioned that an Ad Hoc Committee be established to investigate IT procedures and issues. Julie seconded the motion.
 - It was determined that Caroline chair the committee. Other members will include Robin Holland, Selma Saba, Karen Dulski, and Mandy Dwyer.

Governance and Policy: Kelley motioned that an Ad Hoc Committee be established to formalize KR's governance and policy procedures. Donna seconded the motion.

- It was determined that Kelley, Julie, and Robin form this committee.

HR/Personnel: Julie proposed that a meeting be scheduled on February 23 to discuss HR and personnel issues that are currently taking place. Invitations will be sent to appropriate participants.

ADJOURN

Julie motioned to adjourn the meeting
Caroline seconded this motion
Kelley adjourned meeting

NEXT MEETING

The next meeting is scheduled for Saturday, March 9, 1:00 PM – 4:00 PM, at Lunds & Byerlys, St. Louis Park

Respectfully submitted,

Donna Bolte, Secretary