

Kitty Revolution Board of Directors Meeting Minutes January 12, 2019

The meeting of the Board of Directors of Kitty Revolution, a Minnesota corporation and 501(c)(3) non-profit, was held on January 12, 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

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ALSO PRESENT: Robin Holland, Executive Director; Michelle Levy, Feline Rescue foster caregiver

CALL TO ORDER: Kelley Leaf called the meeting to order

NEW BUSINESS:

Approval of minutes

Julie motioned that the minutes of the previous meeting be approved.

Caroline seconded this motion.

Documents

Kelley advised that documents from the drop box have now been transferred Google to Drive which Mandy Dwyer has set up to which she is the administrator.

Documents on the Kitty Revolution secret Facebook page need to be moved to Google Drive.

Adoption Lead

Julie proposed posting a job description on the website but also reaching out to Selma Saba to ascertain if she's interested in this role.

Kelley plans to meet with Mary Thrall regarding handling adoption phone calls, but not acting as the adoption lead.

Part of the responsibility of this role will be training foster caregivers and adoption screeners, and coordinating contracts:

- Elizabeth is to set up foster training.
- People have already come forward who have expressed interest in fostering.

Spay/Neuter/Community Cats

We need to determine how much of our budget to spend on this program.

Robin needs to set up a group up for administering this program.

Once we have sufficient funds, we need to contact Molly Rosenberg.

Cats will come from different streams.

We have MNSNAP approval.

Julie, Caroline, and Michelle Levy, Rebel TNR Facebook page, are to discuss partnering with Rebel.

Online waivers

All Board members need to sign volunteer and foster waivers.

Robin is to track foster waivers.

Kelley is to track volunteer waivers.

Grief and Loss Group

Kelley is creating a grief and loss group. Information regarding this group will be placed on the website

Medical Procedures

Members of the Medical Committee are Robin Holland, Elizabeth Thompson, and there should be a non-Board member.

Robin has been setting up medical procedures and will form a group to review processes.

Article 6.8

All Board members signed Conflict of Interest Disclosure forms and submitted to Donna for retention.

Response to Donors

Terri is responding to donors at the moment. If the donation is via Facebook, she can message donors to acknowledge the donation and request their address in order to send a thank you note.

Terri has also developed a spreadsheet to record donor information and track whether an acknowledgment has been sent.

Articles of Incorporation

Julie motioned that we approve "Restated Articles of Incorporation" with the below changes:

- It won't include the number of directors.
- The second of the two options in Article 8 was selected.

Limits to be placed on Executive Director

Under the Carver model, the Executive Director is responsible for the operation of the organization and the Board steps back.

Kevin and Terri are to discuss the dollar amount of any check which will require 2 signatures. They will be the signatories.

FINANCIAL REPORT

Finance Report

Terri submitted the Report through December 31:

| | |
|-------|--------------------|
| In | \$9,338, donations |
| | \$ 550, adoptions |
| Total | <u>\$9,888</u> |

There were 2 bills totaling \$458; a vet bill and distemper vaccinations, and \$519 for calendars.

Funds yet to be deposited: \$2,700 - \$2,800

Julie motioned that Terry distribute the financial report to Board members for approval on a monthly basis.

Elizabeth seconded the motion.

Financial Threshold

\$10,000 was suggested as the financial threshold to commence spending and the ability to take in cats, with the proviso that if our bank account drops below \$9,000, spending needs to cease and the Board determine what action to take.

Robin and Dr. Jerri are developing relationships with vets with whom we may liaise financially.

Financial procedures need to be developed, probably by Robin, Kevin, and Terri.

A financial control system also needs to be established, i.e., how much the Executive Director can spend without Board approval.

Julie suggested that if the amount was under \$1,000, Robin, as Executive Director, could be allowed to spend without Board approval, if more than \$1,000, she would need to email Board members for approval. Four responses would be required for a quorum and a majority of 3 approvals for spending to go ahead. Board members need to check Board emails once/day. If an emergency occurs which requires Board approval, Robin will text.

Quickbooks

Kevin and Terri are to discuss the purchase of Quickbooks, which costs about \$8 - \$15/month. A non-profit version of Quickbooks is available.

Liability Insurance:

Terri has conducted research on insurance companies. Trusted Insurance Agency offers liability insurance for \$1,589/pa, and she has contacted Kolnhafer agency for a quote. This insurance covers Board member's individual liability.

Kelley asked that Terri report back to the Board when her research is complete.

Julie suggested finding a donor to pay for our membership in the MN Council of Non-Profits and suggested referring to their website regarding Board responsibilities, which are basically to ensure dollars are being spent to further the mission of Kitty Revolution.

Fundraising

Fundraising suggestions; Chip and Clip program and a Giving Tree at Chuck & Dons; kitten showers; brew cards; 12 Day of Christmas; and participation in Give to the Max day.

Kelley advised that the fundraising committee has been separated into an Events team and an Online Fund Raising team.

Donna advised that she would like to be involved in grant writing. The Minneapolis Central Library has a grant writing department that can offer assistance.

OTHER COMMITTEE REPORTS

Kelley advised that committee reports need to be on the agenda every month. Committees are:

- Ad Hoc Committee
- Adoption
- Executive Director
- Finance
- Intake
- Marketing/Fundraising
- Medical
- Nominating
- Operations
- Standing Committee

AGENDA ITEMS

Donna will send an email calling for agenda items one week before next meeting.

The agenda and meeting minutes are to be posted on our website.

Board meeting dates – the 2nd Saturday of each month – need to be published on our website.

Kelley motioned that, if absent, Board members are allowed to call into meeting to participate.

Donna seconded the motion.

Caroline offered to book the St Louis Park Lunds & Byerlys committee room every second Saturday of the month, 12:30 PM – 3:30 PM.

NEXT MEETING

The next meeting is scheduled for Saturday, February 9, 1:00 PM – 4:00 PM.

Caroline offered to book the St Louis Park Lunds & Byerlys committee room every second Saturday of the month, 1:00 PM – 4:00 PM.

ADJOURN

Elizabeth motioned to adjourn the meeting.

Terri seconded this motion.

Kelley adjourned meeting.

Respectfully submitted,

Donna Bolte, Secretary