

Kitty Revolution Board of Directors Meeting Minutes, July 13, 2019

The meeting of the Board of Directors of Kitty Revolution, a Minnesota corporation and 501(c)(3) non-profit, was held from 1:00pm – 4:15pm in the community room at the Lunds & Byerlys store in St Louis Park.

DIRECTORS PRESENT: Kelley Leaf, President; Donna Bolte, Secretary; Julie Doherty, Member at Large; Terri Hecimovich, Member at Large; and, Elizabeth Thompson, Member at Large

ALSO PRESENT: Robin Holland, Executive Director; Michelle Levy

DISCUSSION PRIOR TO MEETING:

Discussion arose regarding Selma's replacement assisting Sue Knoblauch with cat claw clipping clinics. Julie or Denise Luke may be willing to do so. Julie also offered to contact Patricia James who may be willing to assist with this particular task.

CALL TO ORDER

Kelley Leaf called the meeting to order at 1:00PM.

APPROVAL OF MINUTES

- Elizabeth motioned that the June 8, 2019 minutes be approved. Julie seconded the motion. All were in favor. The minutes were approved.

FINANCIAL UPDATE

Terri reviewed the financial report.

- As of May 31, Kitty Revolution had \$24,610 in the bank.
- 54 cats are in foster care and funds will be directed to many spay/neuter procedures in the near future.
- Because KRev is sales tax exempt, exemption certificate information is required prior to any purchase. Woody's, Chuck and Don's, Chewy's, ADMC (American Distribution and Manufacturing Company), and Royal Canin already have our tax exempt information.
- The sales tax return had been filed for the 2nd quarter.
- A regular 990 (non-profit federal tax return) will probably need to be filed.
- Terri expressed her desire not to assume the treasurer's position.
 - Elizabeth will speak with her husband re his interest in assuming this role.

EXECUTIVE DIRECTOR UPDATE

Medical Committee

- The medical committee has voted on timeline protocols and these have been sent to Elizabeth for inclusion in the training manual. Dr. Jerri Smith created the majority of these protocols.
- Elizabeth will be conducting foster caregiver training on July 20, 2pm – 3pm, at the St Louis Park Lunds & Byerlys. Manuals will be available.

IT Committee

- Shelly Dahn is endeavoring to have KRev website ownership transferred to her.
- Although Mandy Dwyer remains the owner of the KRev site, she no longer manages it. Donna will email Mandy re transferring ownership of the KRev website, Gmail suite, and PayPal to KRev/Shelly.
- Robin, Terri, and Selma met to discuss what IT issues need to be documented.
 - FR intake policy – we can use part of this and customize to our needs.

OLD BUSINESS

Processes and Policies

- Julie, Robin, and Donna met re the status of policies, and development of most are further along than expected.
- Kelley suggested that as policies are finalized, they should be forwarded Donna for consistent formatting and inclusion in a policies document (table of contents, headings, etc.) to be added to Google Docs.
- Insurance and conflict of interest documents already exist in Google Docs.
- Julie, Kelley, and Elizabeth will form a committee to review and finalize policies. Julie has drafts of 16 – 18 policies.
- Due to her financial background, Terri will be responsible for fleshing out the financial procedures and policies.
- Policies and procedures would be available for donors, new Board members, etc. to review.

Wednesday's Marketing Meeting

- A Marketing Team meeting was held last Wednesday. Participants were Kelley, Donna, Sue Knoblauch, Selma, Michelle, and Shelly.
- Shelly offered suggestions regarding brand creation, i.e., consistency, general look, colors.
 - The suggested red/black/gold are traditional "revolutionary" colors.
- Shelly will submit several options for Board review and approval.

Volunteer Coordinator

- A replacement for Selma is required to fill this role.
- Expectations and job descriptions need to be documented as a priority.
 - Responsibilities include tracking waivers, screening caregivers, and home visits.
 - Data is currently on a spreadsheet and not in ShelterLuv.
 - It's critical for this data to be available for viewing.

NEW BUSINESS

Legacy Donation Program

- Margaret Owen-Thorpe, Robin, and Kelley will meet to discuss the sharing of Margaret's extensive information with KRev.

IT/Website/Emails

- Kevin and Caroline need to be removed from the Board group email list.
 - This will be incorporated in the transfer of Mandy's ownership of the KRev website and Google accounts to Shelly.

Social Media

- A replacement for Selma is required to fill this role.
- Robin, Shelly, Angela Scaletti, and an intern, if used, will develop a strategy to ensure all external media is consistent. Shelly is to contact intern.

Board Meeting Locations

- It was resolved that we should keep the current location of the community room at the Lunds & Byerly's in St Louis Park.
- Meeting information needs to be added to the website.
- Donna is to schedule future meetings

In-kind Donation Tracking

- Donated supplies count as income on the 990 form, as such, may need to be reported on 990.
- Julie will speak with Randy, Tom, and Mary (FR) re the reporting of donations for non-profits and report back to the Board.

Spay/neuter

- Julie reviewed the spay/neuter trip she made to Barron County where 21 farm cats were fixed.
- Vickie Lachelt and Nancy Behrens are working with an 84 -year old man who has 30 cats in his home.

- Molly Rosenberg is working on a project in Inver Grove Heights.
- Cassidy is trapping a St Croix County colony.
- Vickie plans to ask FR the price of newly-purchased traps. Julie is willing to purchase for KRev. Robin, Kelley, and Michelle also have traps.
- A process regarding spaying/neutering needs to be established.
- The AHS will spay/neuter for free if community cats are brought in traps.
- Discussion has taken place with Bill Thomas re creating an assessment program. Bill could also work with shy cats.

Meet and Greets

- Donna reviewed the 3 she's working; Pet Supplies Plus, Bone Marche, and PetSmart.
- A digital photo frame will be purchased from Amazon Smile for meet 'n greet and other events.

Events

- Discussion ensued re how to keep kittens safe at the Lake Monster brewing "Kitten Therapy" fundraiser on August 15.
 - Shelly has a fence for people and a playpen for the kittens.
- Selma is organizing participation in the agency fair for Wells Fargo employees on September 5.
 - Selma, Michelle, and Donna will man a KRev table.
- Janet Olsted's neighborhood garage sale will be held on September 14.
 - Kelley will discuss the drop off location and event with Janet.
 - The September Board meeting date needs to be rescheduled due to this conflict. ??
- Four volunteer show stewards are required for the Cat Fanciers Show. These volunteers will be paid \$100/each to be donated to KRev.
 - Selma is negotiating a no-cost fee for an information table where KRev items can be sold.
- Cat Video Festival
 - Kelley is coordinating participation in this event. KRev has been allocated a 6 ft. table in the free rescue group section where small items can be sold.
 - Krev received 4 free passes and 4 vendor passes.
 - Four volunteers are required from 4pm – 6pm.
- Julie suggested working with Molly R. and Sue K. on a Community Cat Day event building outdoor housing for the winter.
- Control of PayPal needs to be transferred from Mandy to KRev and software needs to be updated. Kelley will action.

ShelterLuv

- Robin is to research a new database to replace the tracking spreadsheet currently in use. There are many alternatives to ShelterLuv such as Track a Beast and I Shelter.
- System needs: Ability to export data, enter data quickly, and manipulate data for multiple uses.
- Elizabeth is to research what kind of information gets tracked in ShelterLuv.
- At the moment, Peggy Summers is responsible for intake data and Caia Johnson is responsible for inputting medical records. Donna also offered to assist with data entry. Robin will set up training.

KRev Website

- Discussion ensued regarding the use of the term "no kill" on our list of rescue organizations. A disclaimer is needed regarding the wide variations of the term "no kill", and a definition needs to be drafted before listing no kill rescues on our website.
- The Board is to vote on the use of handouts, i.e., Nancy's food flyer, others.

Special Needs Cats

- Discussion ensued on the position of Tasha, an elderly cat caregiver, Jen, is fostering. It was determined that Tasha would remain a forever foster as a result of information that Jen was given. However, a sponsorship program needs to be established for elderly cats based on the belief that every cat is adoptable.
- Discussion also ensued re financial support for Felv cats.

August Agenda

- A Values discussion will be added to the August agenda
 - How we represent what we believe
 - Food
 - Philosophical issues with regard to end of life or medical issues re Felv

ADJOURN

Julie motioned to adjourn the meeting. Elizabeth seconded this motion. All were in favor. The meeting was adjourned at 4:15PM.

NEXT MEETING

The next meeting is scheduled for Saturday, August 10, 1:00 PM – 4:00 PM, at Lunds & Byerlys, St. Louis Park

Respectfully submitted,

Donna Bolte, Secretary