

Kitty Revolution Board of Directors Meeting Minutes, May 21, 2020

The meeting of the Board of Directors of Kitty Revolution, a Minnesota corporation and 501(c)(3) non-profit, was held from 6:00 PM – 8:00 PM via Zoom virtual meeting space.

DIRECTORS PRESENT: Elizabeth Thompson, President; Don Stende, Treasurer; Donna Bolte, Secretary; Julie Doherty, Member at Large; Charlotte Elva, Member at Large; Michelle Robison, Member at Large; and Selma Saba, Member at Large

ALSO PRESENT: Robin Holland, Executive Director

CALL TO ORDER

Elizabeth called the meeting to order at 6:00 PM

APPROVAL OF MINUTES

- Don motioned that the April 25, 2020 minutes be approved. Charlotte seconded the motion. All were in favor. The minutes were approved.

FINANCIAL UPDATE

Although financials had not yet been provided, Don pulled current data from our bank records for review.

- The balance at the beginning of the month was \$17,442.
- Our current cash balance is \$12,000, and our threshold is \$9,000.

EXECUTIVE DIRECTOR UPDATE

Robin reviewed the Executive Director's report

- Our website domain recently had to be renewed because it was expiring.
 - It was transferred, host files were changed, and because our email was associated with the website domain, it too, had to be transferred. This created communication issues for a short time.
- Maddie's Fund sent a survey to Robin which she then forwarded to caregivers for response. To date, there have been 5 responses.
- Discussion arose regarding the continued need for a medical coordinator and veterinarian.
 - Julie suggested contacting the U of M vet school for suggestions or possible posting.
 - The MN Council of Non-profits does post volunteer opportunities on their website, and if a member, we could post on that website.
 - Dr. Jerri's association with Kitty Revolution ends in June.
- A volunteer mentor program needs to be initiated and leader appointed.
- Robin will be distributing a volunteer newsletter every two weeks.
- A temporary emergency foster caregiver is needed. Currently emergency fosters are cared for by Robin and this is becoming untenable.
 - Janet Olstad may be an option due to her interest for short-term/medical-need cats/no interaction with potential adopter situations, or Molly Rosenberg.
 - It was suggested that a list of several emergency caregivers be developed.
 - The role of emergency caregiver will be added to volunteer orientations.
 - Michelle offered to assume this role.
- MNSNAP has resumed operation for spay/neutering cats only.

OTHER COMITTEEE REPORTS

Marketing Committee

Selma reviewed the Marketing Report

- The sale of 78 candles did not reach the hoped-for goal of 150 which would have entitled us to free shipping. We made approximately \$500 on this endeavor.
- Kitty Revolution themed jewelry should be available on our website and Facebook sites next week.
 - Selma ordered 10 of each item; 1 necklace and 2 sizes of earrings.
- For T-shirt sales, Selma has sourced a local artist who can use her designs and incorporate the KRev logo. She is also researching Bonfire and other T-shirt makers.
- It was suggested that a “sale” site be added to our website with KRev-themed items.
- Events have had to be cancelled due to the continuing COVID-19 virus. Hopefully, participation in future events such as the Cat Video Festival and Paws on Grand will be possible.
- Michelle offered to paint cat and dog-themed coasters as a fundraiser.
- The organization, Crafts 4 Cats, makes masks, toys, and quilts to sell as fundraisers for rescue organizations. They forwarded KRev a check in the amount of \$300 from recent sales. They’re also prepared to provide items to sell at our events.
- Charlotte also offered to make necklaces and bracelets to sell at events.

NEW BUSINESS

- Donna reviewed grant writing endeavors to date.
 - Michelle offered to assist with grant writing.
- Donna broached the topic of standardized Board meeting agendas.
 - These will continue to include the Finance Report, Marketing Report, New Business, Old Business, and the Executive Director’s report. The latter will include an update of cats in our care.
- Donna broached the topic of becoming a partner in a Purina program in which Purina would send periodic shipments of approved cat food to KRev in exchange for their logo to be added to our website and social media sites.
 - Numerous emails had been sent prior to the Board meeting re this subject and significant discussion ensued. A vote was taken and the end result was that we would partner with Purina on this program and include their logo on our website and social media sites if we could also display the logos of 3 high-quality cat food companies on our website as well regardless of whether or not these companies offered grants.
 - Donna and Elizabeth to contact high quality cat food providers.

OLD BUSINESS

- Outstanding policies which need to be updated have not been completed. However, these updates are not critical to the running of the organization. Julie will advise when complete.
- Discussion regarding RACI, a decision making tool to assign ownership and responsibilities within organizations, will be allocated to the June agenda.
 - Michelle will lead a smaller group comprising Charlotte and Donna to review this tool. Elizabeth offered the use of her Zoom account.
- Robin will give Don access to the Board’s Google Drive.
 - Utilizing Microsoft Teams may be a better option than the Google Drive.
 - Michelle to research utilizing “Teams” for Board use.
- Robin requires headshots and bios for all Board members for the KRev website. Name and title are also required.
- The following volunteer roles need to be filled: Web Administrator, Volunteer Mentor, Veterinarian, Medical Coordinator, Newsletter Editor.

- To date, there has been no response to fill these roles from Robin's more recent newsletter. These will again be added to her next newsletter.

ADJOURN

Don motioned that the meeting be adjourned. Michelle seconded the motion. All approved and the meeting was adjourned at 8:00 PM.

NEXT MEETING

The next meeting is scheduled for Thursday, June 18, via Zoom, 6:00 PM – 8:00 PM.

Respectfully submitted,

Donna Bolte, Secretary