

Kitty Revolution Board of Directors Meeting Minutes, July 16, 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

- Selma motioned that the June 18, 2020 minutes be approved. Julie seconded the motion. All were in favor. The minutes were approved.

EXECUTIVE DIRECTOR UPDATE

Cat Status Update

- To date in 2020, Kitty Revolution has taken in 108 cats. Eighty six adoptions have taken place although four of these adopted cats have been returned. Eight cats or kittens have passed away. Twenty kittens have been born while in our care. Currently, the rescue has 102 cats and kittens.

Mentor Program Update

- An issue currently under review is how to match current fosters who are very experienced with a less experienced volunteer mentor.

Medical Update

- Janet Olstad will speak with Midway Animal Hospital re Dr Julie becoming our veterinarian.
 - Robin will review invoices to advise Midway of our approximate spending levels.
- The first distemper clinic took place on July 3.
 - The clinic took place in Robin's house, appointments were necessary and the number of people were restricted to Robin and the shot-givers including Kevia our vet tech.
- Dr Jerri remains willing to assist Kitty Revolution when possible.
- One of Robin's co-workers will be logging medical procedure data.

Cat Profile

- Robin reviewed the profile of Remo, one of our special kittens.
 - Remo's health remains unstable perhaps as a result of food allergies. At times he has been lethargic, needed fluids and syringe feedings, and has had diarrhea.

OTHER COMMITTEE REPORTS

Marketing update

- The first Bonfire T-shirt sale ended on July 15. We made \$313 in sales and \$125 in donations. We paid \$1/shirt to Tess, the artist who created the design.
- No Kitty Revolution jewelry has been sold - work continues on the website.
- Alyssa is making Kitty Revolution window clings which will be available at the garage sale on July 25.

- Last Saturday's Chip N Clip session was poorly promoted by the new manager at the Highland Park Chuck and Don's. As a result, it was poorly attended. The next Chip N Clip is scheduled for August 8.
- Photos for the 2021 calendar are required by the end of September.
- The in-person Cat Video Festival has been cancelled. A virtual version will be held on August 20.

Grant writing update

- KRev is now registered on Best Friends' Strut Your Mutt website where donations can be made.
 - Donna will speak with a mentor re the most effective methods of fundraising for a first year participant.
 - An email including the website link will be sent to volunteers and members.
 - Although fund raising can take place now, the virtual event takes place in October.
- Donna is completing the Rescue Bank application suggested by numerous high quality cat food companies as the best option to receive occasional deliveries of very low priced cat food.
 - Because Purina is now recommending an approach to Rescue Bank as a food donation partner, it appears KRev no longer needs to display their logo on its website. As such, it does not need to display logos for high quality cat food on its website either.
 - Donna to follow up with Nulo re delivery of a free donation basket for internal use or fund raising.

FINANCIAL UPDATE

- Don reviewed the financial report for June.
 - Cash at the beginning of the month was \$11, 265.20.
 - \$14,280.56 was accumulated during the month.
 - There were \$2,516.47 in costs during June.
 - The month ended with a \$23,029.29 balance.
- Julie queried whether using a credit union instead of a bank had been investigated in order to avoid bank fees. Don offered to investigate.
- Selma has 3 checks which can be picked up by Elizabeth or Don during the garage sale, or she can send them by mail.

OLD BUSINESS

Policy Update

- Julie confirmed that approved policies can be posted on the Kitty Revolution website and in Google Drive.
- Newer Board members confirmed that they had signed Conflict of Interest waivers.
 - It was determined that Conflict of Interest waivers need to be signed by all Board members on a yearly basis.
 - Elizabeth to send this waiver to all Board members who will subsequently sign and email to her prior to the August meeting. Elizabeth will post the signed waivers on Google Drive.
- Policies under review are: Whistleblower; Record Retention; Financial Management; External Audit; and Internal Audit.
 - These will be posted on Google Drive and Board members can update/make comments on their copy for review at the next meeting.
 - Elizabeth to send reminder email re which policies need to be reviewed for August Board meeting.

RACI update

- RACI defines who owns the ultimate decision on an issue, who's accountable, who needs to be consulted, who needs to be informed, as well as the timing for decision making.
- The Executive Director Limitations document includes the policy on the dollar amount the Executive Director can approve.
 - Form to be reviewed at August Board meeting.
- We need a document that contains the financial aspects of internal controls, i.e., who has a right to be on the bank account, who has the right to write checks.

- The question was raised if policies and the Executive Director Limitations document should be reviewed on a yearly basis.
- A budget may be developed for 2021 using 2020 as a guide.

OTHER

- Volunteer recognition
 - It was suggested that a volunteer be invited to, and acknowledged, at each Board meeting with recognition on Facebook and our website.

ADJOURN

Donna 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, August 20, 6:00 PM – 8:00 PM, currently via Zoom. Donna to ascertain if in-person meetings are now possible and book a space accordingly.

Respectfully submitted,

Donna Bolte, Secretary