

## **Kitty Revolution Board of Directors Meeting Minutes, February 18, 2021**

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 – 7:25 PM via Zoom virtual meeting space.

**DIRECTORS PRESENT:** Elizabeth Thompson, President; 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; Terri Hecimovich, Treasurer (left the meeting following the financial report), and Janet Olstad

### **CALL TO ORDER**

Elizabeth called the meeting to order at 6:00 PM

### **APPROVAL OF MINUTES**

• Julie moved that the January minutes be approved with the following changes; 1) The phrase “Julie attended a seminar on the importance of annual reports offered by the Better Business Bureau’s (BBB) Wise Giving Alliance” will be replaced by “Julie attended the Chronicle of Philanthropy seminar, Robin attended the Petco seminar”, and Selma attended the Petco an Chronicle of Philanthropy seminars, and; 2) The phrase“(with the exception of Elizabeth’s aunt)” will be removed. Elizabeth seconded the motion. All were in favor and the revised minutes were approved.

### **FINANCIAL UPDATE**

Terri reviewed the financial report for December.

- The rescue is in good financial shape. The month commenced with \$39,652.46 and ended with \$27,760.77

in the bank. The major expense was veterinarian services.

- This month’s high veterinary bills are due to lengthy clinic stays by several cats as well as a couple of

surgeries.

- Terri will contact US Bank regarding two analysis charges that have been incurred.
- One donor has donated \$300 followed by a second \$200 donation.
- A major expense for Willow’s surgery has yet to be incurred.
- An anticipated expense will be a biopsy for Bruce.
- The high food expense this month is the result of a large order. Large orders are placed periodically to

reduce cost, i.e., delivery charges. Food is not ordered on a monthly basis.

- Sales tax is paid on items such as merchandise sales, adoptions, purchase of microchips, calendar sales,

catnip cubes, etc.. Sales tax is due quarterly. The sales tax on January's financial report is for the period October – December 2020.

### **EXECUTIVE DIRECTOR UPDATE**

There is no Executive Director's report for January.

- Cat profiles

- Willow underwent surgery. When a baby, Willow experienced trauma to her jaw which resulted in the inability to open her jaw wide. To rectify this problem, fat was removed from her tummy

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when she underwent spay surgery and was added to her jaws so they wouldn't grow together as she aged. She is fine following this surgery.

### **COMMITTEE REPORTS**

Selma reviewed the Marketing Report

- A fundraiser was held at the Malt Shop near 50<sup>th</sup> and France in which 15% of all sales between 4.00pm –

9.30pm was donated to Kitty Revolution.

- A shoe drive is planned for the spring.
- Another Butterbraid and T-shirt sale are being considered.
- One of our adopters has 10 years' experience in non-profit fundraising with a focus on sponsorship and

may be interested in volunteering with Kitty Revolution.

- Julie has an acquaintance who is retired and has run capital campaigns who could prove a resource.
- Chip & Clip sessions continue to be a source of funds.

### **NEW BUSINESS**

Board Member Applications

- Robin will create a form in the ShelterLuv database to enable applications to be sent directly to Board

members.

- A question regarding interest in volunteering can be added to the adoption form from which people

interested in Board work may be sourced.

- Michelle will contact a former employee with ties to the dog world re possible interested contacts.

### **OLD BUSINESS**

990 Form

- Randy Helgeson is willing to assist with our 990 form. Someone is needed to review the previous

template completed by Don Stende and work with Teri Hecimovich to complete the current year's

form, which Randy will subsequently review.

- Deadline for submission is May 15, 2021 although an extension to August can be requested.
- Someone to do data entry is needed.
- Charlotte is not allowed to work on Kitty Revolution's taxes..

Annual General Meeting

- The upcoming AGM will again be a virtual meeting and will need to be held by March 31.
- Following discussion, Friday, March 19, at 6pm was decided upon as the meeting date and time.
- The annual report will be presented at this meeting.
- Julie and Donna's 2-year terms are up in March and applicants will be voted on prior to the meeting.
  - DonnatoadviseJulierethesequenceofpastBoardmembers.
- The March Board Meeting will directly follow the AGM.

### **LAST MINUTE ITEMS NOT COVERED ABOVE**

- Charlotte queried whether or not Chewy offers grants. ○ Donnatoinvestigate.

**ADJOURN**

Donna motioned that the meeting be adjourned. Michelle seconded the motion. All approved and the meeting was adjourned at 7:15 PM.

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**NEXT MEETING**

The next meeting is scheduled for Friday, March 19 following the AGM, currently via Zoom. Respectfully submitted,

Donna Bolte, Secretary

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