

Furball Farm Cat Sanctuary: Board Meeting Minutes

Date: Sunday, January 19, 2025

Time: 6:30pm

Location: Zoom Meeting & FFCS Sanctuary office

Attendees:

- Julie Marvets
- Brett Johnson
- Crystal Gilson
- Melanie Hernandez
- Hannah Plunkett
- Janis Goehner
- Betsy Phillip
- Leigh Beith
- Debbie Brude
- Karen Reynhout

Agenda

1. Call to Order
2. Attendance & Quorum
3. Resignations
4. New Board Members
5. Elect Officers
6. Treasurer's Report
7. Executive Director's Report
8. Board Business
 - a. Bylaws Update
 - b. Clinic Update
 - c. AG Update
 - d. Other

Minutes

1. Call to Order

The meeting was called to order at 6:30pm by Founder, Executive and Board President Julie Marvets. Julie delegated the running of this meeting to Board Member Crystal Gilson.

2. Attendance & Quorum

Attendance was taken and a quorum was pronounced.

3. Resignations

Resignations on the Board

- Melanie Hernandez, voluntary resignation to focus on being Director of Operations at FFCS
- Janis Goehner, voluntary resignation to focus on being Director of Marketing and Inventory Co-coordinator at FFCS
- Kristine Novotny, voluntary resignation to focus on being Director of Fosters and Inventory Co-coordinator at FFCS
- The Board thanked and recognized Melanie, Janis, and Kris for being willing to serve Furball Farm Cat Sanctuary in various roles while also serving on the Board.

Officer Resignation

- Julie Marvets, voluntary resignation from being President of the board to focus on being Founder & Executive Director
- The Board thanked and recognized Julie for her dedication, time, and passion for serving as President of the Board during these incredible 8 foundational years for FFCS.

4. New Board Members

- Leigh Beith voted in unanimously
- Betsy Phillip voted in unanimously

5. Elect Officers

- New President Crystal Gilson - Julie first motion, Debbie second, voted all in favor
- Added a Vice President role Debbie Brude - Crystal first motion, Brett second, voted all in favor
- New Secretary Hannah Plunkett - Betsy first motion, Debbie second, voted all in favor

6. Treasurer's Report

- Discussed required AG's 2023 accounting audit - looks good, almost complete, and now working through annual 2024 audit, both with the aid of an accounting firm; learning how annual audits show how far/quickly we've grown

- Discussed monthly income and costs of the general care of the sanctuary

7. Executive Director's Report

- Discussed our 'chain of commands' organizational chart - this will make it easier for Julie
- Work on developing job descriptions

8. Board Business

- Bylaws Update
 - i. Went through our Bylaws to get thoughts and feedback - vote on updated bylaws will be at a future board meeting after attorney review
 - 1. work on the meaning of "foster," "staff," "donor," "volunteer"
 - 2. Discussed the structure of the board - smaller board that grew; no longer a "working board" where members had responsibilities in areas of the running of the sanctuary and governance & oversight (GO). Members can now focus on GO.
 - 3. working on finding a rescue ethics policy
 - 4. Discussed roles of directors
- Clinic Update
 - i. discussed many options, but have been facing roadblocks with some due to building structure and property lines
 - ii. discussed the option of purchasing a veterinarian truck (RV) - this will allow us to start performing wellness exams and surgeries to ensure quicker care for our Furballs and start our low/no cost spay/ neuter program sooner - it will also allow us to do on site large spay/ neuter projects
 - iii. Discussed how this will be used as an 'in the meantime' thing and will not stop the future endeavors of building a building for an onsite clinic
 - iv. Discussed plans on parking the RV and how we will have 'office space' for veterinary support staff
 - v. Discussed how this will get us 'ahead of the game' with mission to lower the feral cat population
 - vi. We will be conducting more research on this topic and make use of Electronic Email Meeting per our bylaws to move any action on this forward

- AG Update
 - i. spoke with accountant to discuss the progress on our audit as to why they are asking us the same questions
 - ii. First inquiry is over; new inquiry open about the sale of the property - sent in all answers and documents - this, too, soon will be wrapping up
 - iii. Discussed how these inquiries show how quickly we grew - which benefits the cats!
 - iv. Annual audits will be required per regulations regarding our size; it will help us tell the story to potential donors

- Other
 - i. discussed how we were offered a top of the line veterinary records software at a great price - this will be very beneficial for our sanctuary!

Meeting adjourned 8:15pm

Addendum Wednesday, January 23, 2025

Electronic Email Meeting to discuss and vote on the purchase of a mobile veterinary truck. The purchase was unanimously passed by the Board with all Board Members voting.

Addendum March 4, 2025

Electronic meeting to discuss and vote on the purchase of equipment for the mobile veterinary truck. The purchases were researched by Executive Director Julie Marvets, Administrative Director Dr. Karen Reynhout, and Director of Operations Mel Hernandez while attending a conference, and collectively, the purchase total required board approval. The purchase was unanimously passed by the Board with all Board Members voting.

Addendum March 24, 2025

Via electronic email meetings, on March 23, 2025, ED Julie Marvets presented the board with a proposal to hire Dr. Ashley LeBrun to a full-time position to work and manage the Furball Farm Cat Wellness Center with an effective date of May 4, 2025, and with a start date of May 6, 2025. The title would be Medical Director and Staff Veterinarian, reporting to the Executive Director, with a salary and benefits commensurate with the profession, title, and experience as well as within the

constraints of the operating budget of FFCS. The proposal arose from an analysis that was done by Dr. Karen Reynhout that considered the FFCS budget and current healthcare expenses for the cats that requires the use of several external-to-FFCS veterinarians and animal health facilities. The board discussion included:

- The board doesn't hire specific people to roles within FFCS except for that of the Executive Director, but the compensation package required board approval.
- A good portion of the compensation package could be offset with savings on outside veterinary care expenses.
- The board asked ED Julie Marvets and Dr. Karen Reynhout about Minnesota Statute 319B.09 which "applies to Nonprofit registration with the Board. In a Minnesota professional firm organized under chapter 317A at least ONE individual possessing governance authority must be a veterinarian licensed to practice in Minnesota." The board will vote a veterinarian to the board in our 2nd quarter board meeting.

The board unanimously voted in favor of the compensation package on March 24, 2025.

Prepared and Submitted by Hannah Plunkett and Crystal Gilson

Approved by the board on April 8, 2025, at the board's 2nd quarter meeting.