

## Minutes of the 2<sup>nd</sup> Quarter Meeting of the Directors

Date: 4/24/23

Location: Virtual Meeting via Zoom

Christopher J Amerman (CJA) acted as chairperson, and Sheena Drost (SD) acted as secretary of the meeting.

The meeting was called to order at 4:30 P.M.

The secretary announced that the meeting was held pursuant to notice properly given or that notice had been waived by directors entitled to receive notice.

The secretary announced that the following directors, constituting a quorum, were present at the meeting:

Present in person: N/A

Present by conference call:

CJA, Erin C Amerman (ECA), JW, SD, LD

Absent: N/A

The following persons were also present at the meeting: N/A

Name	Title
_____	_____

Proceedings:

The secretary announced that the presence of the directors, including the newly elected directors, represented a quorum.

The minutes from the prior directors' meeting dated 12/21/22

[ ] were read by the secretary.

[ x ] had been distributed prior to the meeting and a reading was dispensed with.

After discussion, a motion to approve the minutes was made by ECA; seconded and approved.

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The following reports were presented:

N/A

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Old Business:

1. The board discussed and voted upon the termination of employee, Jared Camirand, due to failure to complete daily job duties, time theft via being on the clock and while not working, and insubordination. Full report can be found in the attached **Directors Letter to CCFS**.
2. The board discussed and voted to elect Lily Darnell (LD) to the Board of Directors.
3. The Board, along with Animal Caretaker/Garden Manager Erin Walsh, discussed and agreed upon conducting a volunteer orientation every other month. Volunteer days were also discussed and agreed upon, starting out once a month and gradually working up to every 2 weeks.
4. Secretary SD discussed donor retention and “rewards” ideas. The Board discussed and agreed upon creating a monthly volunteer newsletter and continuing with automated “thank you” emails from Donorbox, as well as the addition of an annual gift for donors who donated \$25+ a month.
5. Animal Caretaker/Garden Manager Erin Walsh discussed implementing “Buy a Plank” at CCFS’s farmers moo-kets, where guests can donate \$50 to have their named placed on a wood fence plank, which will then be used to build more fencing at Critter Creek. The Board discussed and agreed that this would be implemented in the near future.

6. Newly elected Board member, LD, discussed plaques placed at the sanctuary for donors who make one-time donations of \$500+. The Board discussed and agreed to instead implement a sponsorship program for larger donors, where their donation is used to sponsor specific projects, with recognition given to the donor.
7. Vice President JW discussed increasing the vendor fee for CCFS's monthly farmers moo-ket. The Board discussed and agreed to increase the vendor fee from \$15 to \$25 for artists/craftspeople, and implement a sliding scale for food vendors as follows:
  - \$0-\$500 in sales: \$50 fee
  - \$500-\$1000 in sales: \$75 fee
  - \$1000+ in sales: \$100 feeThere will continue to be an additional \$10 fee for vendors needing electricity.
8. Animal Caretaker/Garden Manager Erin Walsh discussed the addition of paid activities (donation-based)/pre-registration events during CCFS's monthly farmers moo-kets, such as a Tie Dye event for the Easter moo-ket, where guests can purchase CCFS merchandise to tie dye or bring their own items from home (within reason, i.e., no blankets or larger items). The Board discussed and agreed to look into implementing such events.
9. Secretary SD discussed hosting school field trips at CCFS due to an increase in requests. The Board discussed and agreed to come up with a field trip plan, including pricing, max number of students and chaperones, and other activities.
10. The board discussed and agreed that any live-in/on-site caretaker at CCFS will be a salaried vs. hourly employee.
11. Animal Caretaker/Garden Manager Erin Walsh and newly elected Board member LD discussed creating a community garden at CCFS to increase community

outreach and involvement, as well as creating a vocational garden program for adults with developmental disabilities. The Board agreed to discuss this plan further in the future.

12. Newly elected Board member Lily Darnell discussed setting up a meeting with Dr. Dory from UF to discuss hosting Dr. Dory's applied animal behavior class at CCFS. The Board agreed to revisit this topic when more information is available.

13. Treasurer and Sanctuary Director CJA and Animal Caretaker/Garden Manager Erin Walsh discussed creating a monthly membership program for use of CCFS grounds, such as the trails for hiking and biking, for a set donation amount. The Board agreed to look into this matter further and come up with a plan in the future.

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New Business:

1. The board discussed and agreed to the documentation of the termination of independent contractors Jeff Harris and Jennifer Petermann.
2. Board Secretary Sheena Drost discussed implementing the following changes when hiring independent contractors:
  - a. W9 and contract required before job starts
  - b. All independent contractors must have and provide proof of their own workers compensations insurance
  - c. All hours and description of work completed must be provided to CCFS by independent contractors in order to be paid.
    - i. CCFS founders and/or staff must sign off on work completed
  - d. A list of all tools/materials to be purchased to complete a job must be provided by independent contractors to CCFS and will be purchased by CCFS.

- i. In the event an independent contractor purchases tools/materials for a job, said independent contractor must get purchase approved by CCFS and provide receipts for reimbursement.
- e. Independent contractors will be paid upon completion of job unless other terms are agreed upon and approved by CCFS.

The board discussed and agreed to implement the rules above for independent contractors from this day forward.

- 3. President ECA discussed donating the Critter Woods house and property to CCFS and suggested the following options as a means of revenue for CCFS:
  - a. Renting Critter Woods (lease required) and donating the funds to CCFS
  - b. Turning Critter Woods into an Airbnb property with funds going to CCFS

The board agreed to discuss the matter further.

- 4. President ECA discussed implementing a donation/entry fee for farmers moo-kets as means of additional revenue for CCFS. The board discussed the following points:
  - a. \$5 per car
    - i. Boxes at entry points or volunteers to collect donation/fee as cars enter parking area.
  - b. Vice President JW voiced concerns that people will be less likely to shop/patron moo-ket vendors and the CCFS merch table due to an entry fee.
    - i. Suggested revisiting donation stations idea instead

The board agreed to discuss the matter further.

- 5. President ECA presented the CCFS Strategic Plan to the board for a vote and the board unanimously voted to implement the CCFS Strategic Plan.

6. Newly elected board member LD discussed the following donation/fundraising options:

a. Estate giving/donations – donors including CCFS in their wills/estates

i. Trusts

ii. Land

iii. Real estate

b. Applying for microgrants

i. Smaller grants but gets CCFS's name out there and looks good when applying for larger grants

The board agreed to discuss these ideas further and has ask LD to investigate estate giving and create a plan to present for voting at CCFS's 3<sup>rd</sup> quarter meeting. The board discussed and agreed to LD applying for microgrants.

7. Newly elected board member LD discussed implementing a behavior program to access animals' response to rescue and quality of life in a sanctuary setting, with focus on environmental enrichment, in order to quantify benefits of animal rescues and sanctuaries. The board agreed to discuss the matter and has asked LD to create a presentation to be presented at CCFS's 3<sup>rd</sup> quarter meeting.

8. The board discussed and voted unanimously to hire Scott Drost as a part-time caretaker, with pay beginning at \$16 an hour.

9. Board Secretary SD discussed the option of salaried employees, with the following being presented:

a. SD, in capacity/position of office manager, to be switched from hourly to salary, with all paid duties falling under her title as office manager (salary will not apply to position as Board Secretary)

b. Animal caretaker and garden manager Erin Walsh to be switched from hourly to salary position

- c. Part-time and under to stay at hourly pay

The board discussed these options and asked SD, in capacity of office manager, to present a salary and hourly pay request to be voted on at a later date.

10. The board discussed the need for the following equipment:

- a. CCFS farm truck
- b. Tools
- c. Larger trailer for hay transport
- d. Horse trailer
- e. New tractor for Critter Creek

The board agrees the above equipment is needed and will look into fundraising for the items.

11. Treasurer/Chairperson CJA discussed the following fundraising event ideas:

- a. Lloyd Clark 5K
- b. Paid parking during cycling events
- c. Camping charge for cyclists wanting to camp during cycling events

The board agreed to discuss these fundraising ideas further.

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There being no further business to come before the meeting, the meeting was adjourned at 6:00 P.M.

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Sheena Drost, Secretary