

Minutes of the 3<sup>rd</sup> Quarter Meeting of the Directors

Date: 9/12/23

Location: San Felasco Tech City – Lily’s Office Boardroom

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

The meeting was called to order at 4:45 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: CJA, Erin C Amerman (ECA, SD, LD

Present by conference call: N/A

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 4/23/23

[ ] 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:

Secretary SD presented expense reports for the second quarter and the third quarter to date.

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Old Business:

1. The board discussed and agreed to the documentation of the termination of independent contractors Jeff Harris and Jennifer Petermann. The board discussed and voted to elect Lily Darnell (LD) to the Board of Directors.
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 worker's compensation insurance
  - c. All hours and descriptions 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:

- c. \$5 per car
  - i. Boxes at entry points or volunteers to collect donation/fee as cars enter parking area.
- d. 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:
  - e. CCFS farm truck
  - f. Tools
  - g. Larger trailer for hay transport

- h. Horse trailer
- i. 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:

- j. Lloyd Clark 5K
- k. Paid parking during cycling events
- l. Camping charge for cyclists wanting to camp during cycling events

The board agreed to discuss these fundraising ideas further.

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New Business:

1. President ECA presented the new board manual, risk management outline, and impact reports for voting. The board unanimously approved.
2. Board member LD discussed animal behavior research protocols for preference assessment and stress reduction. The following protocols were presented:
  - a. Preference assessment
    - i. Present Wally, Elder, and Artie with food items such as fruits and vegetables to see which they prefer
    - ii. Present Wally, Elder, and Artie with non-food items such as brushes and jolly balls for enrichment to see which they prefer
  - b. Stress reduction
    - i. Observe animals for stress, particularly new intakes, to determine the best methods of alleviating any possible stressors
    - ii. See what makes the animals feel safest and happiest

The reason for this research is to assess animal behavior from the time they arrive at the sanctuary to see how we can make the transition and rescue

process easier and less stressful for the animals. The research will provide us with different enrichment items and activities the animals enjoy so that we can provide them with a stimulating and enriching environment. It will also provide qualitative data to further prove that farmed animals are sentient beings.

3. Director and Treasurer CJA and Secretary SD revisited the topic of the need for new equipment. The following items were discussed:
  - a. New tractor for Critter Creek
  - b. Critter Creek truck for hauling hay and equipment
  - c. New trailer for hauling hay and equipment

The board agrees that this equipment is needed for the day-to-day operations of the sanctuary and voted to fundraise to purchase the needed equipment.

4. President ECA discussed the creation and implementation of a fundraising plan for the organization. The board agreed this plan is needed, and President ECA will draft the plan to present at the fourth quarter meeting.
5. Secretary SD presented expense reports for the second quarter and current quarter to date. The board reviewed the documents.
6. Secretary SD discussed the need for a new accountant to cut costs and the board agreed to being looking for a new CPA or accounting firm.

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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