

Minutes of the Quarterly Meeting of the Directors

Date: 8/4/21

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 4:05 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

Absent: N/A

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

Name	Title
_____	_____

Proceedings:

Election of Directors:

The following directors, having been elected to serve on the board for another 1-year term by the members at an annual meeting of members held on August 4, 2021, accepted their positions on the board: Jamie Woodrum (JW).

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 5/27/21

[] 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.

The following reports were presented:

Report: Monthly budgets for 2nd Quarter and donation reports to be presented by SD.

Other Business: The next item of business was the appointment of committee members and others to positions in service to the corporation. After discussion, the following persons were appointed to serve on the following committees or in the service of the corporation in other capacities for the term indicated below:

Name	Committee or Role	Term
<u>Christopher J Amerman</u>	<u>Sanctuary Director</u>	<u>1-year</u>

Old Business:

1. Gabrielle Turner joined meeting from 5:15-5:45PM to discuss assisting CCFS with fundraising and grant writing as a volunteer (unpaid) position. Gabrielle discussed her plan for fundraising, including helping to create infrastructure and building a stronger fundraising program. The Board agrees to provide Gabrielle with 1–5-year budget plans, as well as provide a list of needs for the sanctuary.
2. President ECA discussed media interviews and not having one “face” represent all of CCFS. The Board agrees to introduce more of the CCFS Board members and

staff/contractors via interviews and live feeds (Instagram and Facebook), as well as having guest appearances once a month on live feeds, such as other sanctuaries, veterinarians, farriers, etc. President ECA and Vice President JW also discussed including nutritional and education videos, as well as behind-the-scenes activities at CCFS.

3. The Board discussed short and long-term goals for CCFS and agreed upon the following:

Short Term	Long Term
Live cameras and streaming around both the Critter Creek and Critter Hills properties	Develop animal agriculture advocacy program to help farms transition to plant-based farming
Air B&B at Critter Creek location (1 within the next year)	Wedding venue property (build a “wedding barn”)
Switch from 1099 independent contractors to W2 employees and offer benefits	VIP Volunteer to act as volunteer and event coordinator.
Construct Paula’s Pavillion	Benefit concerts

4. President ECA discussed formalizing a hiring and firing process, as well as raises and performance reviews. The Board agrees that all new hires will be put on a 90-day paid probationary period, and at the end of 90-days, a performance review will be conducted to determine continued employment. Current contractors and board members will also be subjected to performance reviews. The board will discuss further and decide how often performance reviews will be conducted. The Board discussed implementing yearly raises based on performance and will discuss further the dollar amount raises. The Board agrees

that new animal care hires will be interviewed by Sam and Abby, our animal wellness team.

5. Treasurer and Chair CJA, and Secretary SD, verbally presented the new liability and property insurance for CCFS to the Board. SD will upload the complete policy to the CCFS Drive once it is received.

New Business:

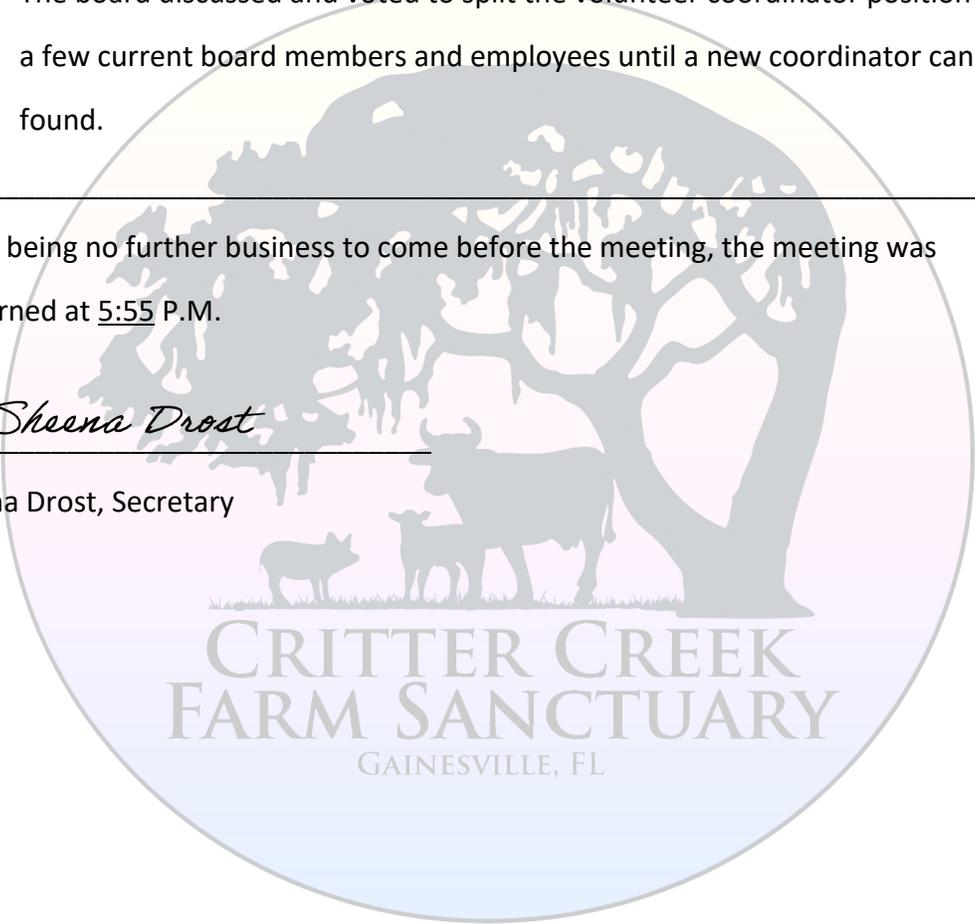
1. The board discussed and voted upon the termination of independent contractor, Abigail "Abby" Waldhauer due to misconduct, time theft via falsified timesheets, and insubordination. Full report can be found in the attached **Directors Letter to CCFS**.
2. The board discussed and voted to approve Treasurer/Chair/Sanctuary Director CJA and Secretary SD researching options/companies to begin the switch from 1099 independent contractors to W2 employees, which will include payroll/time keeping, workers comp., employee tax filing and other HR services, as well as having current contactors fill out paperwork including an employment application, NDA and NDA Addendum, and Whistleblower Policy.
3. The board discussed and voted to have Treasurer/Chair/Sanctuary Director CJA, and Secretary SD create a purchase order system and work order system (list of chores needing completion at both locations for each week) to prioritize fund expenditure and work/chores to be completed.
4. The board discussed and agreed to the creation of employee and volunteer handbooks, to be completed by Secretary SD.
5. The board discussed and agreed to the importance of the creation of incident reports.

6. The board revisited the topic of performance reviews and has voted to implement quarterly employee and board performance reviews.
7. The board has revisited the topic of creating a formal hiring process and has voted to implement the use of employee applications and waivers, as well as checking references and conducting formal employee interviews.
8. The board discussed and voted to split the volunteer coordinator position among a few current board members and employees until a new coordinator can be found.

There being no further business to come before the meeting, the meeting was adjourned at 5:55 P.M.

Sheena Drost

Sheena Drost, Secretary



CRITTER CREEK
FARM SANCTUARY
GAINESVILLE, FL