

## Minutes of the 4<sup>th</sup> Quarter Meeting of the Directors

Date: 12/02/24

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 4:34 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), SD, LD

Absent: N/A

The following persons were also present at the meeting:

Name	Title
<u>Karla Oliveira</u>	<u>Development Manager</u>
<u>Meredith Berry</u>	<u>Volunteer</u>

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 9/25/24 [ ] were read by the secretary. [ x ] had been distributed prior to the meeting, besides 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: 3<sup>rd</sup> quarter income and expense reports

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Other Business: No "Other" Business

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Old Business:

1. President ECA provided garden updates and discussed the possibility of a soft opening in Spring 2025, depending on how the gardens fair over winter. She discussed having a Hills grounds maintenance day every Friday to keep up with the garden area and Hill's property. The board discussed and agreed to the soft opening and grounds maintenance needs and will implement a plan.
2. President ECA discussed offering long-time volunteer Meredith Berry (MB) a position on the board of directors as Board Wildlife Conservation Director. The board unanimously agreed and will vote MB onto the board as of January 1, 2025.
3. Board Secretary SD presented the previous quarter-to-date income/expense reports and monthly donations per platform report. The board discussed other ways to bring in funds and agreed to create a "Sponsor A Critter" page on the website, where donors can sponsor a specific CCFS resident monthly or yearly. Board Secretary SD and Operations Manager Scott Drost will work on the page and other website updates.
4. Board Interdisciplinary Science Director LD provided an update on the moo-ket survey plans. Thirty-six signs and other items for the survey have all been ordered, and an inventory sheet has been created to keep track of all the items. She also arranged for baked goods for those participating in the survey, and CCFS will provide each survey volunteer with a \$20 per diem for lunch. The board agrees to all these items, and SD will

provide petty cash for the per diems. Operations Manager Scott Drost will build the sign holders.

5. Board Interdisciplinary Science Director LD informed the board that the undergraduate student, Gabby, presented the buffa-babies' preference assessments at UF, which was very well-received.
6. Development Director Karla Oliveira provided the following updates on the farmhouse:
  - a. Demo has officially started, and the projected completion date is late December.
  - b. Volunteer Michael and his wife would like to assist in the farmhouse remodel any way they can.
  - c. Flooring was ordered, and the Home Depot items should be ready soon.
7. Development Director Karla Oliveira discussed the advisory board and its progress:
  - a. Six confirmed members: Simone Reyes, Brandy Jackson, Sophia S., Jeremy, Alana Rooks, and Jackie.
  - b. The yearly terms of the advisory board need to be created and presented.
  - c. Karla Oliveira will be the chair of the board.
  - d. Quarterly meetings should be scheduled, starting with a 1<sup>st</sup> quarter meeting in January.
  - e. The board would like the first task for the advisory board to consist of coming up with ideas to reach diverse communities and utilize CCFS's own networks for fundraising

The board discussed and agreed to appoint Karla Oliveira the chair of the advisory board, and she will work on scheduling the 1<sup>st</sup> quarter meeting.

8. Board Treasurer and Sanctuary Director CJA discussed the Turkey Trot event, and the board agreed to host the event again this year, with a minimum donation of \$2,500, or \$5 per person, whichever is greater. Board Secretary SD will prepare a contract for the event. Karla Oliveira will contact Wild Pie to see if they would like to offer food at the

event. Baked Vegan and Lowbar Coffee are also possible vendors and will be available contacted.

9. Operations Manager Scott Drost discussed the following:
  - a. Bill and Ted: where will they be housed once healed from neuter surgery and out of quarantine?
  - b. Need to push/advertise online merch store on social media platforms and post when new designs and products are added.
  - c. To cut costs, order purple vests for volunteers to wear while volunteering at moo-kets instead of making t-shirts for everyone.
  - d. Need to order new tents for merch booth.
  - e. Don't hide likes on Instagram. This can hurt CCFS in the algorithm. The board agreed to integrate Bill and Ted with Marley's sounder. The board agreed to advertise the merch more consistently on social media, and Karla agreed to stop hiding likes on the posts. The board discussed the option of purple vests vs. making volunteer t-shirts and agreed it would be an excellent way to save time and money. Board Secretary SD will purchase the vests, and Operations Manager Scott Drost will order the tents.
10. The board discussed the impending hurricane and has decided to reschedule the October Moo-ket to the 27<sup>th</sup> in the event we are impacted.

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New Business:

1. Development Manager Karla Oliveira provided an update on the farmhouse renovation. It will not be completed by the end of December, as originally planned. Jacob is working on electricity and coordinating with Ryan as needed. Ryan stated that if he doesn't encounter any more surprises, construction may be completed by the end of January.

- a. Need to set up a volunteer day for painting once the construction is complete.
2. President ECA discussed the need to develop a social media policy concerning posting and interacting on social media. The main and most important points are:
  - a. Must remain apolitical in all posts and interactions.
  - b. Must avoid using copywritten music.

The board agreed and President ECA will create the document in the new year.

3. Executive Director and Treasurer CJA gave the following update on operations at the Creek and Hills facilities:
  - a. Dexter's area at the Hills is almost complete.
  - b. The next project will be completing the vet area construction at Creek.
  - c. Once the vet area is complete, Scott, Chris, and Colin would like to complete work on the office at Creek.
  - d. Scott would like to catch up on equipment maintenance to ensure everything is up to par before starting any new projects.
  - e. Chris, Scott, and Colin would like to start weekly meetings to discuss projects and priorities for the week.
  - f. Begin trail maintenance for hiking and biking trails.
  - g. Weekly Hills grounds maintenance day.
4. Board member LD provided an update on Carly's memorial bench. Carly's family will be visiting on Saturday, December 14<sup>th</sup>. The finishing touches will be added before they arrive.
5. Volunteer Meredith Berry made the following suggestions for the hiking trails once they are finished:
  - a. "Citizen Science" trails: create science-based, educational trails to teach children to respect nature and "Leave No Mark."
  - b. Create educational signs for trails.

The board agrees these are excellent ideas to implement once the trails are completed.

6. President ECA and Development Director Karla Oliveira discussed the Howey in the Hills property. The property owners would like to Zoom to get to know Chris, Erin, and Karla. The board discussed and agreed that the focus should be on animal welfare, nature conservation, and community outreach. President ECA and Executive Director/Treasurer CJA suggested Lily and/or Meredith should be on the call. The board agreed, and Karla will contact Franz to schedule a Zoom meeting.
7. Secretary SD presented the 3<sup>rd</sup> quarter income/expense reports and provided the following website updates:
  - a. Hoodies will be up on the site by next week.
  - b. The sponsorship pages will be completed in the next two weeks.
  - c. SD will begin creating tutorial videos for basic website maintenance and changes.

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There being no further business to come before the meeting, the meeting was adjourned at 5:45 P.M.

*Sheena Drost*

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Sheena Drost, Secretary