

## Minutes of the Quarterly Meeting of the Directors

Date: 11/20/2020

Location: Critter Hills

Christopher J Amerman (CJA) acted as chairperson, and Jamie Woodrum (JW) acted as secretary of the meeting.

The meeting was called to order at 6:35 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), JW,

Present by conference call: N/A

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Absent: N/A

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

The following persons were also present at the meeting:

Name	Title
<u>Sheena Drost (SD)</u>	<u>Office Manager/Public Relations Director</u>
<u>Manuela Woodrum</u>	<u>Marketing Director</u>

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CRITTER CREEK FARM SANCTUARY, INC.

Proceedings:

Election of Directors:

The following persons were elected directors of the corporation to serve a one-year term.

Sheena Drost (SD), \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

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 7/26/20

[ ] 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 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>Sheena Drost</u>	<u>Secretary</u>	<u>1-year</u>

Election of NON-BOARD Directors:

Jared Camirand, Operations Director

The following reports were presented:

Report: 2019 PF 990 Tax Return and current bookkeeping standard operating procedures to be presented by SD

CRITTER CREEK FARM SANCTUARY, INC.

RESOLUTIONS:

1. Be it resolved that the following amendment to the corporate bylaws replaces the current EXHIBIT A (pg. 21):

Director Name	Address	Phone and Email Address	Term
Christopher Amerman	26118 NW CR 239 Alachua, FL 32615	(813) 313-9720 <a href="mailto:circeamerman@aol.com">circeamerman@aol.com</a>	perpetual
Erin Amerman	26118 NW CR 239 Alachua, FL 32615	(813) 340-4919 <a href="mailto:ecamerman@aol.com">ecamerman@aol.com</a>	perpetual
Jamie Woodrum	4804 Parson Brown Ln Palm Harbor, FL 34684	(727) 480-3711 <a href="mailto:jwoodrum97@gmail.com">jwoodrum97@gmail.com</a>	1-year
Sheena Drost	3606 NW 54 <sup>th</sup> Ln Gainesville, FL 32653	(352) 256-9000 <a href="mailto:sheenadrost@gmail.com">sheenadrost@gmail.com</a>	1-year

**IN WITNESS WHEREOF, the Directors hereby acknowledge they understand and agree to this amendment to the Bylaws and have executed these Bylaws on 11/20/2020.**

Christopher Amerman

11/20/2020

Christopher Amerman

Date

Erin Amerman

11/20/2020

Erin Amerman

Date

CRITTER CREEK FARM SANCTUARY, INC.

Jamie Woodrum

11/20/2020

Jamie Woodrum

Date

Other Business: No "Other" Business

On motion duly made and passed, the following resolutions were adopted or rejected by the votes indicated below:

1. The resolution to amend Exhibit A in the corporate bylaws was adopted unanimously.
2. The resolution to amend Article VII of the Articles of Incorporation was adopted unanimously.
3. The resolution to add newly elected Independent Director Sheena Drost, Secretary to the Corporate signature card with Bank of America was adopted unanimously.

Old Business:

1. Newly appointed Corporate Secretary, Jamie Woodrum, has asked for permission to develop a Google Drive, Virtual Office to assist in our goal of streamlining our Directors meeting and minutes reporting, as well as allowing public transparency. JW will give a report at the 2020 3<sup>rd</sup> Quarterly Directors meeting.
2. President ECA discussed options for dealing with dysfunctional and/or deliberately harmful former office holders. Board agreed to develop a solid stance against bullying CCFS office holders, volunteers, and guests. This discussion was instigated by the recent resignation of the Organization's initial director and Vice President, Andrea Everage. The NDA policy amendment and

associated executable “confidentiality” document were developed to both prevent and protect the interests of the Organization and all Interested Persons.

3. The following goals and plans for the remainder of year 2020 in the face of the Covid-19 pandemic: ECA and CJA will collaborate to write a Covid-19 policy covering small group and private tours of both the “Creek” and the “Hills” facilities.
  - a. The board considered the possibility of hosting private party tours but agreed that these tours should also be bound by a written Covid-19 policy intended to best protect the resident animal staff/volunteers, and guests from viral exposure. It was agreed that private tours would be charged a minimum of \$50 per tour.
4. The board discussed the pursuit of corporate sponsorships and partners. This issue will be readdressed moving forward into 2021.
5. Non-Board Directorships were discussed and approved as they appear at the bottom of page 2 of this document.
6. The board discussed asking Scott Drost about his interest in becoming the CCFS Inc Webmaster.
7. The board discussed expansion of merchandise offered by CCFS as a means to boost fundraising in the absence of live events in 2020.

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New Business:

1. The board discussed appointing 1099 Independent Contractor, Abigail Waldhauer, as the new Volunteer Coordinator.

2. The board discussed possible fundraising ideas for Thanksgiving and Christmas. JW will create Thanksgiving fundraising campaign on social media, with donors receiving a Thanksgiving e-card via email.
3. The board discussed reinstating open public tours and events once Covid-19 policies and guidelines are in place. This topic will be revisited in 2021.
4. The board discussed the possible construction of Paula's Pavilion at the "Creek," where guests will have a covered picnic area during events. The board agrees that a fundraiser for the pavilion will need to be put in place and will seek volunteers/builders to assist with its construction.

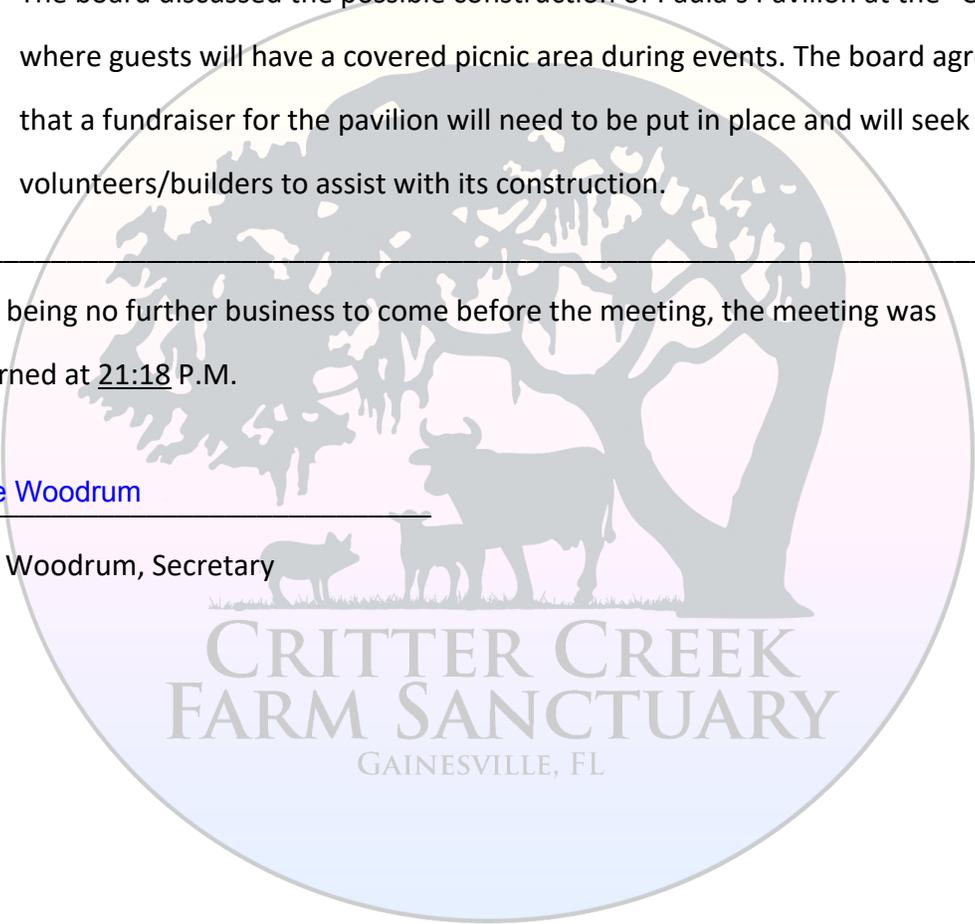
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There being no further business to come before the meeting, the meeting was adjourned at 21:18 P.M.

[Jamie Woodrum](#)

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Jamie Woodrum, Secretary



CRITTER CREEK  
FARM SANCTUARY  
GAINESVILLE, FL