

**Feline Rescue Board of Directors**

**Meeting Minutes**

**June 19, 2019**

A meeting of the Board of Directors of Feline Rescue, Inc., a Minnesota corporation and 501(c)(3) non-profit, was held at Feline Rescue on June 19, 2019, in St. Paul, Minnesota.

**Directors Present:** Paula Denman,Brad Downey, Alden Drew, Becky Garthofner, Lisa Goddard, Elaine Grittner (chair), Michele Guion and Chuck Selcer.

**Directors Absent**: n/a

**Also Present:**  Tana Baugh, Robin Bliss, Suzie Busch, Julie DeCaro, Bill Gray, Michelle Grosz, Maureen Hirsch, Dr. Lisa Mekka and Renae Oswald-Anderson.

**CALL TO ORDER**

Grittner officially called the meeting to order at 6:28 p.m.

**MINUTES**

A motion was made by Goddard and seconded by Denman to approve the May meeting minutes; the motion was approved.

**FINANCE**

Selcer and Oswald-Anderson presented the May 2019 financial reports. Oswald-Anderson indicated that best practices are for the Board to receive two reports monthly – a Statement of Activity and a Statement of Financial Position (or balance sheet). Baugh is assisting in developing these going forward for the Board. Key points of the this discussion were:

* YTD income was $294,797 versus the budgeted goal of $325,803 (90% of goal). This was due to lower adoption income and lower public support.
* YTD expenses were $387,817 versus the budgeted goal of $369,698 (105% of goal). This was primarily due to higher than budgeted cat care costs.
* Net income was ($93,458) versus the budgeted goal of ($43,895) (-213% of goal) due to higher expenses and lower income.
* Regarding cash flow, cash on hand is $50,500 while accounts payable are $92,120.

Garthofner moved to accept the financial report; it was seconded by Drew and approved.

**DEVELOPMENT REPORT**

Oswald-Anderson enlisted the help of Heather Christopherson, Bill Gray and Susan Rostkowski to draft a 2019 Development Plan. Key items discussed were:

* The goal for 2019 for Event and Individual Donor income is $637,674.
* Initial income estimates by event and by month have been developed.
* Key Messages to be used in all fundraising were reviewed and feedback was provided to Bill Gray for revisions; Bill to work with Development Committee to finalize.
* The Development Committee will be working to finalize plan and to put it into action. Board participation will be critical in executing any plan.

**GOVERNANCE UPDATE**

Drew introduced Grosz as a Board member candidate. Grosz shared her interest in FR and her qualifications to serve. Guion indicated that Rob Norin is interested in joining the Board; Drew to follow-up on this.

Updates on Board Retreat assignments were provided as follows:

* Board Retreat – on hold until new ED hired.
* Board Policies – on hold per Grittner.
* Board Calendar, Manual & Orientation – On hold until Board Policy work complete per Garthofner.
* Bylaws – Garthofner working with Katheryn Boyne; will distribute updated version to be voted on at July meeting (Boyne to join the discussion).

**EXECUTIVE DIRECTOR UPDATE**

Oswald-Anderson and Grittner distributed a written update and highlighted the following focus areas:

* Organizational orientation – learning who does what; one-on-one meetings with staff and key volunteers.
* Fundraising and Development – Oswald-Anderson leading. Developed initial plan and working to understand donors (via DonorSnap). Coordinating upcoming events from leadership perspective.
* Finance – Oswald-Anderson leading, working to transition financials to Baugh.
* Other – Grittner working on benefits, have streamlining email distribution lists, and streamlining Foster program.
* Oswald-Anderson also shared her workplan and critical priorities: spearhead budget balancing strategies, lead ED search, support the work of the BOD and provide stability by leading through change.

**OTHER BUSINESS**

Dr. Mekka provided a Vet Services and cat health update, highlighting the following:

* New kennels are expected soon; actual moving execution will depend on which kennels arrive when.
* The intake bottlenecks discussed at the May Board meeting have lessened/gotten better; a key improvement has been the scheduling of intake appointments.
* There has been a slight change in vet partners – one has been terminated due to inadequate care.
* An update on four sickly cats was given.
* Preliminary program stats for 2019 were shared (through the end of May):
	+ Intake: Foster = 105; Shelter = 181; Total = 286
	+ Adoption: Foster = 117; Shelter = 250; Total = 367
	+ Spay/Neuter = 384

**ADJOURNMENT**

A motion to adjourn the open portion of the Board meeting was made by Drew and seconded by Downey; the motion was approved and the meeting was adjourned at 8:10 p.m.

**EXECUTIVE SESSION**

An Executive Session was conducted.

**RE-CALL TO ORDER OF BOARD MEETING**

The Board Meeting was re-adjourned at 8:31 p.m. A motion was made by the Nominating Committee to invite Michelle Grosz to join the Board; the motion was approved.

**ADJOURNMENT OF BOARD MEETING**

Garthofner moved that the meeting be adjourned; Drew seconded and the meeting was adjourned at 8:32 p.m.

Respectfully submitted,

Becky Garthofner

Secretary, Feline Rescue