

Minutes of the Quarterly Meeting of the Directors

Date: 2/12/2021

Location: Virtual Zoom Meeting, Florida

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

The meeting was called to order at 3:06 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: Zoom Meeting

CJA, Erin C Amerman (ECA), JW, SD

Absent: N/A

_____, _____, _____



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

Name

Title

CRITTER CREEK FARM SANCTUARY, INC.

Proceedings:

Election of Directors:

The following directors have been elected to serve on the board for another one-year term.

CJA, Erin C Amerman (ECA), JW, 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 following reports were presented:

Report: 2020 tax/income and expense reports, and 2021 1st quarter and 1-year budget to be presented by SD.

Other Business: No "Other" Business

Old 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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New Business:

1. The board discussed the expanding the monthly farmers market to include 30 vendors, as well as adjusting the times during summer to avoid the heat and rain.
 2. President ECA discussed ways to boost Patreon engagement and donor retention. The board agrees to start posting on Patreon at least three times weekly, focusing on animal photos, as well as behind the scenes activities such as vet and farrier visits, fence repairs, and other building and maintenance.
 3. The board revisited the topic of reinstating open public tours the first Saturday of every month, for a donation of \$10-\$15 per person. It has been decided to postpone public tours until more resources are available.
 4. President ECA discussed new t-shirt designs and the board agrees that we need to incorporate new t-shirt designs and will look into merch featuring Bentley, Eli and Marley, and other sanctuary residents. The board also agrees to revisit the topic of introducing new merch items, such as plush toys and keychains.
 5. President ECA and Vice President JW discussed creating an online video series. The board agrees to start a YouTube channel with videos featuring rescue stories, education regarding farm animals and rescue, as well as plant-based nutritional videos provided by Vice President JW.
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There being no further business to come before the meeting, the meeting was adjourned at 16:03 P.M.

Sheena Drost

Sheena Drost, Secretary



Minutes of the Quarterly Meeting of the Directors

Date: 5/27/2021

Location: Virtual Zoom Meeting, Florida

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

The meeting was called to order at 5:15 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: Zoom Meeting

CJA, Erin C Amerman (ECA), JW, SD

Absent: N/A

_____, _____, _____



The following persons were also present at the meeting:

Name	Title
<u>Gabrielle Turner</u>	<u>Volunteer – Grant Writer</u>

Proceedings:

Election of Directors:

The following directors have been elected to serve on the board for another one-year term.

CJA, Erin C Amerman (ECA), JW, 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 02/21/21

[] 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: N/A

Other Business: No "Other" Business

Old Business:

1. The board discussed the expanding the monthly farmers market to include 30 vendors, as well as adjusting the times during summer to avoid the heat and rain.
2. President ECA discussed ways to boost Patreon engagement and donor retention. The board agrees to start posting on Patreon at least three times weekly, focusing on animal photos, as well as behind the scenes activities such as vet and farrier visits, fence repairs, and other building and maintenance.

3. The board revisited the topic of reinstating open public tours the first Saturday of every month, for a donation of \$10-\$15 per person. It has been decided to postpone public tours until more resources are available.
4. President ECA discussed new t-shirt designs and the board agrees that we need to incorporate new t-shirt designs and will look into merch featuring Bentley, Eli and Marley, and other sanctuary residents. The board also agrees to revisit the topic of introducing new merch items, such as plush toys and keychains.
5. President ECA and Vice President JW discussed creating an online video series. The board agrees to start a YouTube channel with videos featuring rescue stories, education regarding farm animals and rescue, as well as plant-based nutritional videos provided by Vice President JW.

New 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.

There being no further business to come before the meeting, the meeting was adjourned at 19:00 P.M.

Sheena Drost

Sheena Drost, Secretary



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).

CRITTER CREEK FARM SANCTUARY, INC.

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

Minutes of the 4th Quarter Meeting of the Directors

Date: 12/14/2021

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 6:00 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

Stephanie Lobo Animal Caretaker/Volunteer Coordinator/Donor Retention Specialist

Proceedings:

Election of Directors: N/A

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: N/A

The secretary announced that the presence of the directors, including the newly elected directors, represented a quorum.

CRITTER CREEK FARM SANCTUARY, INC.

The minutes from the prior directors' meeting dated 8/4/2021

[] 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: Donor/fundraising totals from Donorbox, PayPal, Venmo, and Patreon

Other Business: N/A

Old 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.

New Business:

1. The board discussed fundraising plans and goals for 2022, including developing a fundraising/grant writing advisory board. All board members and staff attending gave input and discussed the following ideas for fundraising in 2022:
 - a. Sliding-fee scale and electricity fee for moo-ket vendors
 - b. Walk-a-Thon, Swamp Cross (cycling) events and 5K at Critter Creek and/or Critter Hills location where participants pay a donation as a registration fee
 - c. Open House events with vendors and a suggested donation for entry; board to determine event frequency and donation amount
 - d. Reinstating Public Tours with a donation of \$15 per person

The board voted to implement these suggestions in 2022.

2. The board discussed social media strategies and goals for 2022 to increase engagement and reach, including the incorporation of more hands on or “on the farm” posts showing day-to-day operations, as well as interacting more as ourselves (as individuals) on posts. Stephanie Lobo suggested looking into Clubhouse as another social media avenue. Board motions to increase social media engagement and will research other social media avenues such as the Clubhouse platform.
 3. The board and Donor Retention Specialist Stephanie Lobo discussed strategies for donor acquisition and retention, including sending thank you emails when someone donates, yearly thank you postcards/letters, and special gifts for larger donors, as well as hosting events at local businesses to connect with possible donors in the Gainesville area.
 4. The board discussed and voted on the development of monthly newsletters to be created and sent to donors and those opted in to receiving CCFS emails. Secretary SD and Donor Retention Specialist Stephanie Lobo appointed to create and send newsletters.
 5. The board discussed the YoPower/YoMagination summer camp program and voted to opt out, as CCFS does not have the facilities available that will be needed to host the program.
 6. Founder and President ECA proposed the creation of a sanctuary coalition where, in the event CCFS was to receive large/substantial donations, CCFS would “share the wealth” and donate portions of donations to other sanctuaries in the area. The board agrees to the creation of a sanctuary coalition and will discuss further.
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There being no further business to come before the meeting, the meeting was adjourned at 7:40 P.M.

Sheena Drost

Sheena Drost, Secretary

