

December 5, 2020

Meeting was called to order at 10:00am by Mark Meyers.

Voting members present were: Mark Meyers, Amy Meyers, Dr. John Roueche, Debbie Foley, Josh Meyers, Jake Meyers, Jack Yanez and Scott Jewett via ZOOM.

Senior staff members present: Kim Lambright, Kyle Nealey, Randall Parker, Jacob Caniglia, Madison Nealey, Jamie-lynn Hertzog, Matti Koester, Kimberly Clark and Lori Larkin as acting secretary taking minutes with the absence of Michele Halfmann.

Mark Meyers made the motion to skip reading the minutes from the previous meeting held in July. Motion was seconded and carried.

Standard Operation Procedures: The quarantine protocol was changed a bit. Mark Meyers made the motion to approve for the next two years. Jack Yanez seconded the motion. Motion was carried.

Mark Meyers stated that everyone in the room would be welcome to join in the discussions, that it was not only open to Executive Staff and Trustees. This was approved.

Mark Meyers stated that since Kevin Elliott was unable to attend the meeting, Kevin had given Mark his votes on all the established motions. Kevin did state that he would support any majority vote.

Discussion was held at length regarding the companies policy of marijuana usage. Mark Meyers indicated that at the company is no longer DOT certified, so it is not required that we comply anymore. Discussion was held that due to COVID and taxes being down, states are discussing legalizing it to bring in revenue. Mark stated he was on the fence about this. John Roueche stated that a lot of people are using CBD for pain relief, which is legal and has no psychotropic "high" effects, but it will show up as a positive on a drug test. There are no official ways of testing strictly CBD vs. THC. It was discussed that Texas is a right to work state and anyone could be fired for any reason. Jake Meyers stated that proving impairment due to marijuana would be difficult to prove. Josh Meyers stated that there is no cause/reason to terminate, doing a bad job would justify termination. Amy Meyers stated that an employee could have the same impairment on the job from prescription drugs. The drug testing

policy was discussed. All new employees are tested. Amy stated there needed to be a written policy that no cigarettes or marijuana would be allowed to be smoked in company vehicles and marijuana should not be allowed on the property even if employees were living on the ranch. Discussion was at length because many states are legalizing marijuana. Madison Nealey stated that it is legal in Arizona. If someone were in an accident with a company truck, mandatory drug testing should be done. Motion was made to wait to finalize anything until marijuana is officially legal. John Roueche stated that this would be difficult to put this on paper as many states have different regulations. Mark Meyers made the motion not to change the drug policy at this time; to drug test new employees and anyone randomly, if they come up positive, retest them in 2 weeks and carry on from there. Mark stated that Kevin Elliott's vote was completely against changing the PVDR drug policy as it might encourage drug usage and that would not help PVDR. Scott Jewett stated that you could tell a lot about the conduct from an employee from being around them and if they were clear and lucid to do their job. Debbie Foley stated that employees would get really hurt being impaired with working around donkeys. Mark Meyers stated to not change the drug policy at this time, drug test as written, council and retest if necessary. There was no motion.

#### Insurance:

Mark Meyers reported that Liability on Buildings/Operations is \$19,284/year with no claims; Liability on Donkeys is \$22,722/year; Worker's Comp is \$54,100/year which money will be received back if there are no accidents claimed and Trucks/Trailers is \$18,951/year.

#### Budget:

Mark Meyers reported that there was no official budget prepared. There is no way to predict what the future will hold. There could be another Olancho rescue that would be unexpected costs. Costs were reported from October 1, 2019 through September 30, 2020 for all locations: Medical \$599,907; Hay/Feed \$817,109; Payroll \$398,910; Insurances \$120,613; Sanctuary \$228,659; Professional Fees \$15,711; Transportation \$213,361; Wild Burro Project \$296,927; Fundraising \$869,403. Mark explained that Professional Fees were from audits and attorneys; transportation was from gas/hotel which were done from last year and Wild Burro Projects costs were down this year. Hay/Feed costs could increase in case of a drought and we had to buy hay from Canada. Based on these numbers, Mark Meyers will have a budget by the end of the year.

Mark introduced Jacob Caniglia as the new Sanctuary Manager. Mark asked if there was enough Quality Control with Jack Yanez helping out. Jack felt that the communication with the sanctuaries was better and he felt comfortable with how things are currently set up.

#### Purchases:

Mark stated that a bumper pull flatbed has been purchased since the July meeting in the amount of \$9,200. This falls below the established \$25,000 that the Executive Director can spend without pre-approval. The Trustees acknowledged the purchased as necessary. They also confirmed their support for the existing Executive Director's ability to make these purchases without preauthorization.

#### Wild Burro Project:

Kyle Nealey reported that to date, 572 donkeys have been caught. Mark stated there has been absolutely no help from Death Valley's National Park Service. They will not even allow drones. Fort Irwin and NASA are easy to work with. The radio tracking study is still active. PVDR has received 340 BLM Sale Burros to date.

We have a lot of Death Valley Donkeys. Mark stated he was creating an incentive program to get these donkeys adopted out. He want plaques to go out with all these adoptions

#### Adoptions:

Mark did not have the total number of adoptions for 2019, but stated there were 374 for 2020. He reported that PVDR has a new adoption software called Shelter Track; there were too many data errors in Lightspoke. Shelter Track can let adopters search by photos and locations. He reported that the system is clunky and a bit difficult to work. The application is submitted to our Central Headquarters, once completed, our office is assigning them over to the Regional Managers and the RM will assign to the appropriate Satellite Adoption Center. Mark reported that we have 25 active SAC's and would like to bring more on in the future. He stated adoption fees are no longer tax deductible and are being reported as Earned Income on 990's confirmed by our attorney.

Matti Koester, of Lost Meadows Mule Refuge (LMMR) currently has 144 mules. She has obtained her own TX corporation and has received her tax ID number. She is in the process of receiving her own 501(c)(3) for LMMR. Once received, LMMR will be a stand alone entity. LMMR is officially a client of Eberle, the fundraising company. Mark made the motion that Matti Koester will be covering her own expenses starting 1/1/21 not including payroll and insurance. Debbie Foley seconded, there was no discussion, motion carried.

#### Fleet Management by Enterprise:

Mark reported that there was a 2020 Chevy 1500 and (3) 2020 Chevy 3500 trucks purchased to date. These were not exactly what was ordered since most of the plants have been shut down. Pending purchases are (2) Chevy 2500 gasoline pickups, the existing two gasoline trucks will be traded in.

Mark Meyers made the motion that the two pending gasoline pickups be transferred to our Eastern States Regional Office. Scott Jewett seconded. The motion carried.

Kyle Nealey stated that the 2008 Dodge was in the shop and may be too costly to repair. He asked for a new truck to replace it. He wanted a single cab diesel to use in the desert. Jake Meyers made the motion to purchase a new truck through Enterprise if the repairs were more than \$5,000 on the Dodge. Debbie Foley seconded. During discussion, Mark Meyers pointed out that for six months, during the times it is too hot to trap donkeys, of the year West would have four trucks with two of them not being used. Kyle made the argument that we needed to view the Wild Burro Project and West as two different regions. The motion carried with only Mark Meyers voting no and as this was a new motion Kevin abstained.

If East is taking the two new gasoline trucks, this would leave West without a transport truck. Jake Meyers made the motion to purchase a new one ton, crewcut pickup, same specs as the other three, to be used at West. Amy Meyers seconded. The motion carried unanimously.

New trailers were discussed. There are no longer DOT trailers. WBP has one trailer, Madison Nealey in the West has (1) 24 foot trailer and a bumper pull. San Angelo has a 28 foot trailer and a 24 foot trailer. Kimberly Clark in the East has a 30 foot trailer and a 16 foot bumper pull. Kimberly Clark requested a dump trailer to manage manure. Motion was made by Mark to purchase a dump trailer

for the East. Jake Meyers seconded the motion. Motion passed with no further discussion. It was approved for Kimberly to purchase that now. Kevin abstained.

#### Equipment:

Arizona has a skid steer and a large tractor. Texas has a skid steer and a large tractor. Virginia has one large and one small tractor and LMMR has a small tractor. Kimberly Clark made the motion to purchase a 4 wheel drive gator. Jack Yanez seconded the motion, none opposed, motion carried.

#### Texas Facility Improvements:

Mark Meyers reported he is wanting to create new pen space, adding more shelters; he wants a new home for Jobe & Jed due to their special needs and wants a nursery with wire that would keep predators out but be able to have visitors interact with the babies. We have contract welders and we would purchase the material. No one had an issue with this, so it was decided unanimously to proceed.

Madison Nealey stated Arizona needed better perimeter fencing, stating the fencing was falling and needing repairs with pipes and panels. Mark told Madi to get a quote and submit it.

Kimberly Clark stated Virginia also needed to replace fencing as it was falling down. She stated her estimated cost would be approximately \$5000. This was approved without discussion.

Reche Canyon/Moreno Valley has reached out to PVDR regarding equine flu including UC Davis. We hope to get involved in that study.

We will receive the first load from the US Forestry Service in Utah. Mark stated he will be picking up this load in a week from the New Mexico side.

2020 Average Populations: West 220, Central 865\*, East 109 - \*does not include the 200 coming from BLM. All jacks still no plan on castration.

The RONA: Donations are up this year despite the virus. Mark stated he lost a lot of CNN Hero opportunities throughout the year because there are so many travel restrictions in the lower 48. There still is no Caribbean travel.

Gate Keepers of Donkey History: Mark requested that everyone actively start looking for collective donkey memorabilia (vintage photos, cast statues, etc).

Mark reported that as of 1/4/20 the PVDR logo will be trademarked.

PVDR's Future: Mark made the motion that the Edward Jones stock account now be considered endowment money and can not be touched without an unanimous vote by the Trustee's. Jake Meyers seconded the motion. Scott Jewett requested to amend the motion that no Board Member be removed 6 months before any major financial decisions were to be made regarding this account. Motion was seconded by Mark, motion was passed and carried.

Discussion was held about the future of the PVDR structure. When there is a new Executive Director, that person will not have a vote on the Board. Executive Officers will not have a vote on the Board. Discussion was held on recruiting passionate people. The Donkey Sanctuary UK Executive Director was an accountant. They lost their mission. Mark asked how we keep that from happening to PVDR. Josh reminded everyone that we had a mission statement. We don't want someone that will only look at the dollar amount and lose the passion. Trustees will eventually replace the officers. There is a 2 year term in our bylaws but Trustees can succeed themselves. The Board will choose the Executive Director. Someone asked how we would scout for a new Executive Director. Mark stated Catch A Fire can help with this process, or it could be someone from within the company. Mark doesn't manage the people, he manages the money. Executive Director is someone in charge of the fundraising and managing the organization as a whole.

The Fredericksburg Leadership meeting that was held in October was discussed. Everyone really enjoyed this meeting. Kimberly Clark suggested that it be a yearly event and possibly with different speakers.

Next meeting should be rescheduled for the spring, but since it's the end of the year...it would suggested at having a meeting sometime in June.

It was suggested that it would be beneficial for all the Regional Managers visit each others location's. There is already great team spirit going on and that would just enhance it.

Meeting adjourned at noon.

Submitted by Acting Secretary

Lori Larkin