

Primates Incorporated  
Meeting of the Board of Directors  
January 7, 2007  
5:30pm-6:30pm

**Call to Order**

Amy Kerwin (President), GayeLyn LaFleur (Secretary), and Kristin Greene (Treasurer) were present at the meeting. Jehan Brown (Vice President) was in Milwaukee, but was able to speak with us by phone.

**Goal of the meeting**

Vote on Board members and discuss our plans for 2007.

**Action Items**

Shall Amy Kerwin remain President of Primates Incorporated (Y/N)?

Amy:  Y/N                      Jehan:  Y/N                      GayeLyn:  Y/N                      Kristin:  Y/N

Shall Jehan Brown remain Vice President of Primates Incorporated(Y/N)?

Amy:  Y/N                      Jehan:  Y/N                      GayeLyn:  Y/N                      Kristin:  Y/N

Shall GayeLyn LaFleur remain Secretary of Primates Incorporated(Y/N)?

Amy:  Y/N                      Jehan:  Y/N                      GayeLyn:  Y/N                      Kristin:  Y/N

Shall Kristin Greene remain Treasurer of Primates Incorporated(Y/N)?

Amy:  Y/N                      Jehan:  Y/N                      GayeLyn:  Y/N                      Kristin:  Y/N

**Message from the President**

The organization has been an official nonprofit for 2.5 years. We have gotten a lot of networking and research accomplished in that time. Our main goals for 2007 are to obtain funding and to find land. We know how primates should be enriched and treated, we have the advisors, and our plans are in place - all we need is the money and the land. Despite the lack of support for retirement of monkeys from the University, I know we will be retiring monkeys from elsewhere as two sanctuary directors told me to get established so we can retire monkeys. A researcher from Michigan also contacted me, looking to retire two rhesus monkeys. An advisory board member/former researcher recently told me that he would have retired more monkeys while in the lab, but there weren't places to retire them (i.e. sanctuaries were full or unwilling to accommodate without funding). [GayeLyn mentioned monkeys arriving at the sanctuary will be the least of our worries and that we should compile all of the requests we get to retire monkeys to show other people that there is a need for primate retirement.]

In order to increase our funding success, we need to be submitting more inquiry letters since the rejection rate is so high. A grant writer for the state recently told me to expect 11/12 rejections – our rejection rate is likely higher since we are a relatively new and unknown nonprofit. To increase the amount of grants and inquiry letters we produce, I am asking the Board members to help me more with grant writing and research.

**Time Investment for Primates Incorporated**

How many hours would each board member be willing to put into Primates Incorporated per week?

Amy Kerwin – 25-30 hours per week

Duties: lead monthly meetings, coordinate fundraisers, work with building contractors to develop sanctuary, coordinate building effort at the sanctuary, prepare and submit grant proposals, work with volunteers, and network with sanctuary directors.

Jehan Brown – 1-2 hours per week

Duties: assist in researching grants and editing grant proposal.

GayLyn LaFleur – 1-2 hours per week.  
Duties: assist in creating and editing grant proposals

Kristin Greene – 3-4 hours per month  
Duties: create annual report, maintain tax documents, analyze and assist in creating the budget

To increase our grant reviewing efficiency, Jehan suggested that we have 3 reviewers, a primary, a secondary, and then a tertiary. That way each reviewer can see the previous reviewers edits.

Basic Timeline:

Wks 1-2 prep grant

Wks 3-4 edit grant

Wk 4 submit grant

### **Building Plans**

Amy showed the Board the building plans and discussed the details. She raised the importance of providing quality care to the monkeys and said that we should not be focused on taking in as many as we can accommodate. Rather, we need to determine a rate of acceptance in the future and ensure that we have the funds and the volunteer resources to cover each monkey we may accept. The Board agreed. The most important feature of the building is creating enclosures of various sizes that can be adapted based on the type and amount of monkeys arriving.

### **T-shirt Fundraising ideas**

Amy showed the Board the t-shirt designs, and suggested we approach sponsors to pay for the t-shirt. Jehan suggested having kids sizes as well in order to appeal to parents. Other fundraising ideas will be discussed at future PI meetings.

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**\*\*Primates Incorporated is a 501(c)(3) nonprofit organization. Donations are tax-deductible as charitable contributions. Donations can be sent to Primates Incorporated, PO Box 7384, Madison, WI 53707**