

Primates Incorporated  
Meeting of the Board of Directors  
January 5th, 2008  
6:30pm-7:30pm

**Call to Order**

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

**Goal of the meeting**

The objective of this meeting is to vote on Board members and discuss our plans for 2008.

We started the meeting with voting on Board members. Jehan Brown resigned from the Board as she said she does not have the time to devote to Primates Incorporated since her and Michael are having twins! Amy asked Kristin, Jehan, and GayeLyn if they had other recommendations for board members. They did not, and so Amy mentioned she would approach local advisory board members to see if they would like to be on the Board of Directors.

**Action Items**

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

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

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

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

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

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

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

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

**Message from the President**

There is a crisis on our hands – primates are being rejected from retirement as most primate sanctuaries are not accepting any more monkeys while researchers who do want to retire monkeys are getting turned away. The CHIMP act was amended in December 2007 and will allow federal funding for chimpanzees to retire from research without the possibility of their getting called back into research. Now that the CHIMP act is more closely aligned with how we would like to obtain funding from the federal government, we should be able to meet with our representatives to tell them about monkey retirement. GayeLyn said she would go with Amy to these meetings with politicians. We all agreed that this time spent lobbying the politicians would be very minor compared to our other work for Primates Inc that we would not violate any nonprofit lobbying laws.

Primates Incorporated has been an official nonprofit for 3.5 years. Although we were unable to obtain land in 2007, we did team up with a farm sanctuary looking to establish themselves on 50 acres of land in southern Wisconsin. They will be able to afford a large piece of land for their cattle while we can still be far away from neighbors and lease 5 acres of land. Our main goals for 2008 are to obtain land by writing inquiry letters for affordable lease-to-buy options, and we can do this in January, 2008.

Our rejection rate for grant inquiry letters is still high and so we need to work to submit more each month and broaden our base to obtain public donations. 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 – Volunteer Duties for Board Members**

How many hours would each board member be willing to volunteer for Primates Incorporated per month?

Amy Kerwin – 80 hours per month

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

GayLyn LaFleur – 12 - 20 hours per month.

Duties: assist in editing grant proposals

Kristin Greene – 2 hours per month

Duties: enter assets and liabilities every three months with Amy, create annual report, maintain tax documents, analyze and assist in creating the budget

### **Paid Duties for Primates Incorporated Board Members**

Is \$10 per hour a reasonable hourly wage? All agreed that it is. Amy said paying the board members for our time to finalize grant proposals and send them off would help us stick to our deadlines and give us good practice for paying people in the future.

Amy Kerwin – 5-10 hours per month

Duties: finalize and submit grant proposals, submit grant inquiry letters

GayLyn LaFleur – 3-5 hours per month

Duties: finalize and submit grant proposals

Kristin Greene – she reiterated that she would continue volunteering her time.

### **Other New Expenses**

- Newsletter and mailer – send out three times per year
- Design and layout of newsletter - \$100 per newsletter
- Cost of mailing newsletters out to 125 people three times per year ~ \$400 (cost of mailing and printing out newsletters)

### **Fundraising Ideas for 2008**

- Online auction
- In-house benefit – rock the monkey
- Three partylite fundraisers
- One pampered chef fundraiser

### **Other fundraising ideas?**

- Secure another martini sale at the local Jade Monkey
- Revisit “movies with meaning”

**Amy passed out a 2008 plan that could help us stick to our fundraising schedule.**

## January

- Board Meeting
- Partylite Fundraiser
- Submit Land Inquiry letters
- Submit 60 inquiry letters
- Ask girl scout groups if they would like to go to a movie and pizza party

## February

- Submit 2 full grant proposals
- Monthly meeting
- Submit inquiry letters for online auction
- Pizza party fundraiser – end of month?
- Create “rock the monkey” t-shirt

## March

- Monthly meeting
- Submit press-releases for online auction and benefit
- Submit 60 inquiry letters
- Prep April newsletter
- Land negotiations
- Send out arbonne invites

## April

- Submit 2 grant proposals
- Monthly meeting
- Send out April newsletter
- Arbonne fundraiser

## May

- Send out invites for pampered chef fundraiser
- Monthly meeting
- Cat's Partylite fundraiser
- Submit 60 inquiry letters

## June

- Submit 2 grant proposals
- Pampered chef fundraiser

- Meet with Aaron about online auction
- Prep merchandise for Atwood festival

## July

- Submit 60 inquiry letters
- Atwood Festival
- FY 2007 ends
- Start preparing for October benefit
- Prep for august newsletter

## August

- Submit 2 grant proposals
- Monthly meeting
- Amy and Kristin meet to create annual report
- Send out newsletter
- Enter online auction data
- Order organic cotton t-shirts

## September

- Online auction
- Monthly meeting
- Submit 60 inquiry letters

## October

- No meeting
- Fall in-house benefit
- Submit 2 grant proposals
- Prep holiday mailer for end of nov.

## November

- Send out holiday newsletter at end of month
- Partylite fundraiser
- Submit 60 inquiry letters
- Monthly meeting

## December

- Send out Online shopping promotion
- Monthly meeting

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