

## UPPER PENINSULA ANIMAL WELFARE SHELTER

### BOARD OF DIRECTORS MEETING

Monday, March 25, 2019 / 6 pm. / Community Room / Upper Peninsula Animal Welfare Shelter

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#### Mission:

Our mission is to improve the quality of life and welfare for domestic animals and to provide a safe haven while finding lifelong homes for the animals in our care. We embrace the No Kill\* philosophy, seeking to end the euthanasia of healthy and treatable animals.

#### Vision:

A community where there are no homeless, neglected or abused animals, and where everyone understands and practices the level of commitment and responsibility that pet guardianship entails.

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#### Agenda

1. Call to Order/Attendance
2. Public Comment
3. Approval of Agenda
4. Mission Moment
5. Approval of Minutes
  - a. February 26 - Regular Meeting Minutes
6. Unfinished Business
  - a. DNR Shooting Range Discussion w/ Lori Burford, DNR
  - b. Board Resolution to complete sale of 84 Snowfield Road property
  - c. Dog Park Group - request for Ad-hoc Committee status
  - d. New Shelter Construction update
7. New Business
  - a. Memorandum of Understanding between UPAWS and Sasawin Safe Haven
  - b. Shelter Manager -Application to Host / Attend MI Pet Fund Alliance Conference
  - c. Shelter Manager request to close to the public May 8 & 9 for MI Pet Fund Alliance Conference
8. Communications
9. President's Report
10. Treasurer's Report
11. Capital Campaign Manager's Report
12. Shelter Manager's Report
13. Committee Reports
  - a. Board Development Committee Report (Bob) - Report posted
  - b. Finance Committee Report (Joan) - Meeting set for 3/28
  - c. Fundraising Committee Report (Amber) - Report posted

- d. Strategic Planning Committee Report (Christian) - No report for March
- e. Personnel Committee Report (Kathy) - Report posted
- f. Policy / Bylaw Committee Report (Colleen)
- g. Donor Development (Ad Hoc) (Reva)
- h. Community Room Plan (Ad Hoc) (Alex)

14. Public Comment

15. Board Comment

16. Closed Session

17. Open Session

18. Adjournment

Next Board Meeting Date: April 22, 2019

**UPPER PENINSULA ANIMAL WELFARE SHELTER (UPAWS)**

**BOARD OF DIRECTORS MEETING**

**Tuesday, February 26, 2019**

**UPAWS - Conference Room**

PRESENT: Kathy Leone, President, Dr. Scott Jandron, Vice-President, Joan Mulder, Treasurer, Colleen Whitehead, Secretary, Dr. Karen Duquette, Board Member, Jim Kinnunen, Board Member, Reva Laituri, Board Member, Bob Stephenson, Board Member, Amber Talo, Board Member, Christian Verardi, Board Member, Kori Tossava (Capital Campaign Manager), and Ryan Poupore (Shelter Manager)

ABSENT: Alex Petrin, Board Member (excused)

STAFF: Kaitlyn Keto, Allissa Gahn, DJ Morgan-Heredia

GUESTS: Lynn Andronis, Linda Dionne, Felecia Flack, and Leslie Hurst

- 1) Call to Order/Attendance: Meeting called to order at 6:00 pm
- 2) Public Comment: None
- 3) Approval of Agenda: Joan requested that the update from Bromley Hall be deleted from the agenda, he was unable to attend tonight's meeting. Motion made by Bob, seconded by Scott to accept the February Board Agenda as amended. Motion passed with unanimous consent.
- 4) Mission Moment: None
- 5) Approval of Minutes:
  - a) January 28, 2019 Regular Board Meeting Minutes. Motion made by Joan, seconded by Reva, to approve the January 28<sup>th</sup> Regular meeting minutes as submitted. Motion passed with unanimous consent.
  - b) January 28, 2019 Closed Session Meeting Minutes. Motion made by Joan, seconded by Reva, to approve the January 28<sup>th</sup> Closed Session meeting minutes as submitted. Motion passed with unanimous consent.
  - c) Ratify Board Work Session Vote to Move Insurance Coverage for Van during Board Work Session held on January 14, 2019. Motion made by Bob, seconded by Karen, to ratify the Board recommendation to move the insurance coverage for the van to Iron Range Agency. Motion passed with unanimous consent.
  - d) Ratify E-Vote to Accept Purchase Agreement for 84 Snowfield Road. Motion made by Scott, seconded by Joan, to ratify the February 8<sup>th</sup> - 10<sup>th</sup> E-Vote to accept the purchase agreement as submitted. Motion passed with 9 "Yes" votes and 1 "Abstention" (Reva).

6) Unfinished Business:

a) New Shelter Construction Update:

- i. Board Work Session scheduled for March 5<sup>th</sup> at 6:00 pm at UPAWS with Bromley Hall to review on-going facility issues.
- ii. Joan reported that there continue to be issues with the HVAC system, meetings have been held with the engineers, wiring in the floors was done incorrectly, heat for cat condos has been corrected, now at normal temps, heat for front vestibule and front cat feature room will need to have duct work corrected, boilers will need to be repaired, if they need to be replaced Bromley will cover the cost, garage drain has been fixed, water heaters were having problems with the air intakes/vents being covered with snow. Discussion around Board requesting an action plan from Bromley Hall to address deficiencies. Christian requested to review information first to ensure questions cover relevant issues (such as warranties, certificate of occupancy, manuals, etc.) Kathy will work with Christian and draft email, will forward to Joan to have her send to Bromley in advance of Board Work Session.

b) UPAWS Grand Opening / Ribbon Cutting Ceremony Plans. Kori reported that the event is confirmed for March 9<sup>th</sup>. Ribbon cutting is at 11:45, group tours to follow, food and drinks will be provided, a lot of which was donated, brochures will be available, 15% off retail purchases. Kori will send out a sign up for additional food items, may need help with setting up tables and cleaning bathrooms on Friday around 2:00-3:00, individuals can drop off food on Friday if needed, if available, show up early on Saturday morning to help set up.

c) Recommendation from Personnel Committee – Personnel Flex Time Policy. Motion made by Joan, seconded by Bob, to accept the recommendation by the Personnel Committee to add “Article III. Employee Benefits, Section 17. Flex Time” policy language. Motion passed with unanimous consent.

d) Update on sale of Snowfield Road Property: Kathy stated that the buyer would like to occupy the property upon signing the purchase agreement and assume responsibility for all utilities. Currently waiting on the Marquette County Road Commission response, next step will be the removal of the reverter clause from the warranty deed and then we can move forward with the sale. Sale is on hold until these steps are completed.

7) New Business:

a) Update on Sands Township Planning Commission Meeting – new DNR Proposed Shooting Range: Meeting was held on February 25<sup>th</sup>, 2019, article was published in the Mining Journal, Shooting range to be located off County Road 480 and M-553 and was approved subject to the stipulations outlined by the Commission. Michigan Department of Natural Resources (DNR) representatives were in attendance and passed out business cards, could be contacted to meet with the Board. Needs to be sound testing specific for animals. Scott, Kathy and Bob presented their concerns to the Commission. Bob provide an overview to the Board; proposed range is on Cleveland-Cliffs



property, Baraga Township was mentioned as possible location for an enclosed range, shooting range required to be staffed when open but could use volunteers, the original DNR request conflicted with the Township's Master Plan, concerns were expressed but ignored during the meeting, re-stated the need for sound testing and the possibility of getting the public/supporters involved. Next steps included having Kathy extend an invitation to the DNR to attend the next Board meeting and get assurances on potential impact to UPAWS.

8) Communications:

- a) Non Profit of the Year Award received from Operation Action UP on February 18, 2019. Award was presented by the Upper Peninsula Economic Development Alliance, Kathy and Kori were in attendance.
- b) Email communication received from Mark and Christine Troudt
- c) Card received from Grow & Lead
- d) Amber provided information on the Marquette Artist's Collective "Man's Best Friend", entry fees to be donated to UPAWS, reception to be held on Friday.

9) President's Report: Report was provided and is attached.

10) Treasurer's Report:

- a) Reports submitted for approval for December. Motion to approve the December 2018 financial reports as submitted by Bob, seconded by Colleen. Motion passed with unanimous consent.
- b) Reports submitted for approval for January. Motion to approve the January 2019 financial reports as submitted by Colleen, seconded by Reva. Motion passed with unanimous consent.

11) Capital Campaign Manager's Report: Report was provided and is attached. Kori reviewed donation made by MBank - \$25,000, March 20<sup>th</sup> is scheduled check presentation, includes \$22,000 for shelter operations, \$2,000 towards Platinum Partners, \$1,000 Pledge payment. Kori reviewed the wish list drive items.

- a) Shelter Manager's Report: Report was provided and is attached. Ryan expressed his thanks to Kori for assisting while he was on leave, to Joan for her work on the HVAC, and to staff for stepping up to help. A few good applicants for the Vet Assistant position, closes on the 28<sup>th</sup>, plan to fill by the end of March or early April. Discussion/request to combine Shelter Manager's Report and Volunteer/Community Relations Coordinator's Report for future meetings.
- b) Volunteer/Community Relations Coordinator's Report: Report was provided and is attached.

12) Committee Reports:

- a. Board Development Committee (Bob): Board Committee Listing Submitted.
- b. Finance Committee Report (Joan): February Meeting Report Submitted.

- c. Fundraising Committee Report (Amber): No Report Submitted.
- d. Strategic Planning Committee Report (Karen): No Report Submitted.
- e. Personnel Committee Report (Kathy): Amber requested that information discussed by the attorney in regards to volunteers during the Committee meeting be submitted for the Board meeting minutes, Kathy will follow up and upload revised meeting minutes to include a public report on the meeting with the attorney.
- f. Policy / Bylaw Committee Report (Colleen): No Report Submitted.
- g. Donor Development (Ad Hoc) (Reva): No Report Submitted. Discussion still pending by Fundraising Committee regarding Committee status.
- h. Capital Campaign (Ad Hoc) (Christian): Colleen asked about whether this Committee should be dissolved, being replaced by the Legacy Committee. Motion made by Joan, seconded by Bob, to dissolve the Ad Hoc Capital Campaign Committee. Motion passed with unanimous consent.

13) Public Comment:

- a) Lynn asked about the Personnel Committee meeting minutes not being included in the Board packets, minutes should be public, importance of transparency.
- b) Leslie asked whether the volunteer information presented by the attorney will eventually become part of policy.
- c) Lynn asked if volunteers can (not) work more than 40 hours per week, data entry is 20 hours per week.
- d) Linda stated that she agreed with Lynn, unfortunate when things aren't transparent, becomes a "we" versus "them" situation.

14) Board Comment:

- a) Colleen asked about posting the monthly Board packets to the UPAWS website. Board agreed to post starting with January 2019, Colleen will follow up with Ann to set up a process for posting.
- b) Amber provided information on the March 29<sup>th</sup> "Name a Beer" event and a Facebook post by a terminally ill child asking for handwritten letters from dogs (Emma Mertens, PO Box 230, Hartland, WI 53029 or [emmalovesdogs7@gmail.com](mailto:emmalovesdogs7@gmail.com)), Leslie suggested sending her some Snout Stickers.

15) Adjournment: Joan made the motion to adjourn, seconded by Christian. Meeting adjourned at 7:26 pm.

Next Meeting is March 25, 2019 at 6:00 pm at UPAWS – Community Room.



**Upper Peninsula Animal Welfare Shelter (UPAWS) BOARD OF DIRECTORS  
BOARD RESOLUTION**

At a duly called meeting of the UPAWS Board of Directors, the following Resolution was adopted and binding on UPAWS pursuant to its Bylaws and is made effective March 25, 2019.

The undersigned, constituting a quorum of the Board of Directors of UPAWS, have approved the following:

**RECITALS**

**WHEREAS**, the Board of Directors of UPAWS has accepted a purchase agreement between UPAWS and Terry Gene Bengry pertaining to the sale of 84 Snowfield Road, Marquette, Michigan ("Property"), and

**WHEREAS**, the Board of Directors finds it to be in the best interest of UPAWS to sell the Property on the terms and conditions set forth in the purchase agreement attached hereto, and

**WHEREAS**, per the UPAWS Board of Directors Bylaws, Article 6: BOARD DUTIES AND POWERS (E), Execution of Conveyances, Mortgages and Contracts: The Board of Directors may in any instance designate one or more officers, agents or employees to execute any contract, conveyance, mortgage or other instrument on behalf of UPAWS, and such authority may be general or confined to specific transactions.

**NOW THEREFORE BE IT RESOLVED THAT**, Kathy Leone, President of the Board of UPAWS and Joan Mulder, Treasurer of the Board of UPAWS, acting together, are authorized and empowered for and on behalf of UPAWS to carry out, put into effect, and make operative any portion or portions of this Resolution or of the purchase agreement, including, without limit, closing statements, affidavits, deeds and bills of sale.

## CERTIFICATION

I, the undersigned, as President of the UPAWS Board of Directors, hereby certify that at a duly called meeting held on the 25<sup>th</sup> day of March 2019, the UPAWS Board of Directors approved this Resolution, a quorum being present and that \_\_\_\_ voted for with \_\_\_\_ opposed.

\_\_\_\_\_  
Kathy Leone  
UPAWS Board President

### ATTEST:

\_\_\_\_\_  
(Board Member)

\_\_\_\_\_  
(Board Member)

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(Board Member)

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(Board Member)

\_\_\_\_\_  
(Board Member)



## PURCHASE AGREEMENT

Page 1 of 3

Selling Office **SELECT REALTY, INC.**Selling REALTOR, *Paula Crissey*Listing Office *N/A*Listing REALTOR, *Paula Crissey*Buyer(s) Names *Terry Bengy*

(As you wish them to appear on the final documents)

- 1. AGENCY DISCLOSURE** Buyer and Seller agree and understand that Selling Agent is: ( ) Buyers ( ) Sellers ( ) Dual Agent ( ) Designated Agent on an in-house transaction. An Agency Disclosure form has been signed by buyer on \_\_\_\_\_, if Broker/Realtor, is acting as a Dual Agent in this sale, this offer is contingent upon Buyer and Seller signing attached Dual Agency Agreement in regard to this sale before acceptance.
- 2. SELLER'S DISCLOSURE STATEMENT** has been acknowledged by the Buyer on \_\_\_\_\_. If not acknowledged by Buyer, this sale is contingent upon Buyer acknowledging a signed Seller's Disclosure Statement within \_\_\_\_\_ days of Seller's acceptance.
- 3. LEAD BASED PAINT DISCLOSURE** has been acknowledged by Buyer on \_\_\_\_\_. Not Applicable \_\_\_\_\_
- 4. PROPERTY DESCRIPTION** MLS # *N/A* Buyer agrees to buy from Seller the property located at  
*84 Snoufford* *Nagawick* *MSL* State of *Michigan*  
 (street address) (city or township) (county)  
 Legally described as: *Sec 22 48 N ENE 26 W Sec 22 T48N*  
*R26 W 36 24 NE 1/4 of SW 1/4* subject to final title work.  
 The property is purchased subject to zoning ordinances and building codes, and to restrictions, reservations, exceptions, and easements of record.
- 5. PURCHASE PRICE** shall be *Seven thousand* *7000.00*
- 6. HOME SALE CONTINGENCY**  
 ( ) Not Applicable  
 ( ) Home is contingent upon closing of a sale or exchange of Buyer's property located at \_\_\_\_\_ on or before \_\_\_\_\_. A copy of Buyer's accepted Purchase Agreement will be delivered to Seller's agent. If accepted Purchase Agreement is not provided this Agreement will become null and void.  
 ( ) Home is contingent upon the Buyer's ability to sell and close their home located at \_\_\_\_\_ within \_\_\_\_\_ days. The Seller may keep their property on the market for sale and may accept secondary (backup) offers. If another acceptable offer is received, the seller may elect to give the buyer a notice in writing to remove this contingency within 72 hours, with time being of the essence. It is clearly understood that this 72 hour period will begin upon written notice delivered to and acknowledged by buyer or if buyer is unavailable, it will begin 12 hours from execution by seller. If Buyer removes this contingency, they will provide written notice from the lender indicating the buyer is eligible for interim financing. The lender will also establish a closing date at this time not to exceed 30 days. If within the 72 hour period the buyer fails to remove this 72 hour contingency, all earnest money will be returned to buyer and buyer shall be deemed conclusively to have forfeited and released any interest in seller's property.
- 7. METHOD OF PAYMENT** All funds for closing must be paid by cash, certified check, cashier's check, or money order.  
**ALL DISBURSEMENTS SHALL** be at time of closing in accordance with the closing statement as signed by all parties to this transaction. The sale will be completed by the following method:  
 ( ) CASH: Buyer will pay the sales price in cash upon Seller's delivery of a warranty deed conveying marketable title.  
 ( ) NEW MORTGAGE: The full purchase price upon execution and delivery of Warranty Deed conveying marketable title, subject to Buyer's ability to obtain a written \_\_\_\_\_ mortgage commitment with contingencies in the amount of \$ \_\_\_\_\_ within \_\_\_\_\_ days from signed acceptance by Buyer & Seller. Buyer agrees to seek mortgage commitment in good faith and accept promptly if tendered. Buyer to deliver evidence of a final loan approval within \_\_\_\_\_ days of acceptance.  
 ( ) OWNER FINANCING: See Addendum
- 8. EVIDENCE OF TITLE** Seller shall provide to Buyer, at Seller's expense, an owner's policy of title insurance with standard exceptions in the amount of the sales price. Seller will apply for a commitment for title insurance within five (5) days after the Buyer has waived all other contingencies contained in this Agreement. Upon receipt of the commitment, Buyer shall have three (3) days to provide Seller with written notice of any objections. Seller will then have 30 days after receiving written notice to remedy the claimed defects. If Seller is unable to remedy the defects within 30 days, this Agreement shall terminate and any deposit shall be refunded to Buyer.
- 9. CLOSING COSTS** It is agreed that Seller shall pay all State and County transfer taxes and costs required to convey clear title. Buyer shall pay the cost of recording the deed and/or security interests and all mortgage closing costs required by mortgagee.
- 10. FIXTURES & IMPROVEMENTS:** Sale to include all buildings, improvements, carpeting, window shades, drapery or curtain hardware, blinds, screens, storm cash and doors, shrubbery, built-in kitchen appliances, TV antena, plumbing and lighting fixtures, fences, mail box and garage door openers (including transmitters), heating and air conditioning equipment, satellite dish and controls if any, now on the Property. Additions: Refrigerator (yes) (no), oven range (yes) (no), draperies (yes) (no), curtains (yes) (no), water softener (yes) (no), microwave (yes) (no), washer (yes) (no), dryer (yes) (no). Buyer and Seller hereby agree that any personal property included in the sale is to be accepted in an "AS IS" condition at closing and that it has NO MONETARY VALUE that affects the selling price of the property.
- 11. ALL PROPERTY TAXES AND ASSESSMENTS** billed in the year prior to closing and ALL UTILITY BILLS which were incurred prior to date of closing shall be paid by Seller. Taxes billed or to be billed in year of closing shall be prorated so that Seller shall be charged with taxes from the first of year to closing date and purchaser charged with taxes for balance of year. If official bills for taxes prorated hereunder are not yet issued, proration shall be on basis of tax bills for the year (or latest millage rate times latest Taxable Value (TV), whichever is more accurate). Taxes shall be deemed to cover the calendar year in which the taxes are billed.
- 12. PRORATIONS:** Rent, Insurance, if assigned; Interest on any existing land contract, mortgage, or other lien assumed by the Buyer; and other such obligations, if any, and fuel in tanks shall be adjusted to the date of closing of the sale and prorated accordingly.

*84 Snoufford Rd*  
 Subject Property Address

*2/8/19*  
 Date

*1:15 pm*  
 Time

*Parcel A Only*  
*AML*
☒
 TO


Buyer's Initials



Seller's Initials



## PURCHASE AGREEMENT continued Page 2 of 3



13. CLOSING DATE 30 3/1/19  
 ( ) Sale to close within 30 days after signed acceptance by Buyer and Seller.  
 ( ) Within 30 days after removal of home sale contingency.
14. OCCUPANCY Seller will give occupancy as follows: (Buyer and Seller to coordinate the changing of utilities prior to closing)  
 ( ) Immediately after closing.  
 ( ) Within \_\_\_\_\_ days after closing by 5:00 p.m. from the day after closing to the date of vacating, Seller will pay Buyer \$\_\_\_\_\_ per day as an occupancy charge plus utilities. At closing, Seller will deposit \$\_\_\_\_\_ with Listing Broker as escrowed rent. The Listing Broker will use this money for the occupancy charge and then reimburse Seller for any unused days. Buyer shall assume all risk of loss or damage(s) not caused by acts of the Seller from the time of closing.
- 14A. If tenants occupy the property, then ( ) Seller will vacate the tenants before closing.  
 ( ) Buyer will assume responsibility for the tenants at the time of closing. Security deposit, if any, will be transferred and inventory checklist, if any, will be provided by Seller or Seller's agent.
15. SELLER shall be responsible for fire and extended coverage insurance until sale is closed. After the sale has been closed, Buyer shall be responsible for fire and extended coverage insurance.
16. CONDITION OF PROPERTY Between the date of this offer and the closing date, the property, improvements, and any personal property shall be maintained by Seller in the same condition as existed on the date of this offer, ordinary wear and tear excepted. All personal property (and any trash/debris) will be removed by day of occupancy unless otherwise agreed upon. Buyer reserves the right to do final walk-through 24 hours prior to closing.
- The Broker/REALTOR does not warrant the absence of any latent defects in the condition of any real property, buildings or other attachments, fixtures, equipment, or personal property being purchased by the Buyer from the Seller. (This includes the well and water supply as well as the sewer/septic system.)
17. PROPERTY INSPECTION(S)  
 (x) Buyer acknowledges that the benefits of a property inspection have been explained by the Selling Agent and Buyer hereby declines to have said inspection. Buyer has personally inspected the property and accepts it in its AS IS present condition and agrees that there are no additional written or oral understandings, except as otherwise provided in this contract.  
 ( ) Buyer has personally inspected the property and would like an inspection.  
 Purchaser shall have the right, within fourteen (14) calendar days after final acceptance at Purchaser's expense, to engage and complete, qualified individuals to inspect and investigate the property. The inspections that Purchaser may conduct include, but are not limited to: health department evaluations, structural integrity, plumbing, heating, electrical, appliances, roof, soils, foundation, mechanical systems, basement integrity, pest inspection, environmental hazards (such as asbestos, formaldehyde, radon gas, toxic mold, lead-based paint or other substances/products and water quality), surveys, zoning determinations, ordinance compliance checks, determinations of oil and gas rights, or such other studies of the property as Purchaser deems advisable. Purchaser shall keep the property free and clear of any liens, and shall indemnify and hold Seller harmless from any liability, claim, demand, damage or cost, and shall repair all damages to the property arising from the inspections, tests and studies. If Buyer is not satisfied with the results of the inspection, upon written notice from Buyer to Seller within this period, this Agreement shall terminate, and any deposit shall be refunded to Buyer.  
 This condition provides the Purchaser with an opportunity to obtain independent and unbiased information regarding the condition of the property. If the Purchaser fails to have these inspections, studies or tests performed, or fails to raise matters pursuant to this provision, the Purchaser shall be deemed to have accepted the property subject to any material or adverse condition that such inspection, study or test would have disclosed. PURCHASER FURTHER ACKNOWLEDGES THAT IN ENTERING INTO THIS AGREEMENT, PURCHASER IS NOT RELYING UPON ANY REPRESENTATIONS MADE BY ANY REALTOR.
18. DEPOSIT Buyer herewith deposits \$ 8 showing good faith. Buyer also agrees to make an additional earnest money deposit of \$ 1000 upon receipt of Seller's acceptance of this offer. This money, which will be applied to the sales price, will be deposited in the Selling Broker's trust account. If the conditions in this contract cannot be met, the Seller authorizes the Selling Broker to return earnest deposit.
19. DEFAULT If Buyer defaults, Seller may enforce this contract or may cancel the contract, keep the deposit, and pursue legal remedies. If Seller defaults, Buyer may enforce this contract or may demand a refund of the deposit and pursue legal remedies. IF THE SALE is not closed according to the terms, the Selling Broker/REALTOR shall notify Buyer and Seller of Broker/REALTOR's intended disposition of earnest deposit and, unless Broker/REALTOR is notified of a court action pending concerning the state of such real property or disposition of earnest money within thirty (30) days, all parties shall be deemed to have agreed to the disposition of the earnest money deposit.
20. HEIRS AND SUCCESSORS This contract binds Buyer, Seller, their personal representatives and heirs, and anyone succeeding their interest in the property. Buyer shall not assign this contract without Seller's prior written permission.
21. IF TWO OR MORE persons execute this Agreement as Buyer or Seller, their obligations hereunder shall be joint and several.
22. OTHER CONDITIONS All parties agree there is to be no future dog kennel's boarding facilities, in part or in whole on animal shelter on the grounds.  
Buyer requests early occupancy with utilities in his name at final acceptance.
23. Buyer and Seller agree that this is the entire contract and that there are no other written or oral understandings. Execution of a facsimile counterpart of this Agreement shall be deemed execution of the original Agreement. Facsimile transmission of an executed copy of this Agreement shall constitute acceptance of this agreement. Each party agrees to provide an original signed document to the other upon request.

84 Snowfield Rd  
 Subject Property Address

as 2/8/19  
 TB Date

1:15 pm EST  
 Time



Buyer's  
Initials



AMC  
 Seller's  
Initials



# **PURCHASE AGREEMENT** continued Page 3 of 3



24. **ACKNOWLEDGMENTS:** IT IS AGREED BY THE BROKER/REALTOR AND SELLER OR LESSOR, PARTIES TO THIS AGREEMENT, THAT AS REQUIRED BY LAW, DISCRIMINATION BECAUSE OF RELIGION, RACE, COLOR, NATIONAL ORIGIN, AGE, SEX, MARITAL STATUS, FAMILIAL STATUS OR HANDICAP BY SAID PARTIES IN RESPECT TO THE SALE OR LEASE OF THE SUBJECT PROPERTY IS PROHIBITED.

TIME IS of the essence in this Agreement.

THE LISTING BROKER/REALTOR, acting as agent for the seller, shall submit promptly each and every written offer to the Seller. No priority shall be granted any offer. The Seller will ultimately make the final decision as to which offer they accept.

BOTH BUYER AND SELLER ACKNOWLEDGE that neither the listing Broker/REALTOR nor the selling Broker/REALTOR has made any representation or warranties whatsoever as to the present or future value of the real estate being transferred hereunder.

25. This offer will expire 2/11/19 date 5:00 a.m./p.m. EST.

26. **BUYER'S RECEIPT** Buyer has received a copy of this contract.

**DEPOSIT RECEIPT** The selling broker has received from Buyer the deposit in the form of \_\_\_\_\_, by \_\_\_\_\_.

BUYER(S) SIGNATURE(S) \_\_\_\_\_

Signature: Terry Burgoy

Date: 2/8/2019 | 1:00 PM CST

Print Name: \_\_\_\_\_

Home Pfr: \_\_\_\_\_ Work Pfr: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Home Pfr: \_\_\_\_\_ Work Pfr: \_\_\_\_\_

Buyer's Address: \_\_\_\_\_

27. **SELLER'S ACCEPTANCE** Seller accepts the contract as written or with the following changes: \_\_\_\_\_

Parcel A only

28. Seller certifies to Buyer that this property is currently in the same condition as Seller previously disclosed in Seller's Disclosure Statement dated: \_\_\_\_\_. Seller agrees to inform Buyer in writing of any changes in the content of the disclosure statement prior to closing.

This offer shall expire unless a copy hereof with the Buyer's written acceptance is delivered to the Seller(s) or their agent by \_\_\_\_\_ (date) \_\_\_\_\_ (a.m./p.m.). Seller reserves the right to continue to offer the property for sale and to accept any other offer prior to Buyer's written acceptance of this counter offer. Acceptance shall not be effective until received personally by listing agent.

**SELLER'S RECEIPT** Seller has received a copy of this contract.

SELLER(S) SIGNATURE(S) \_\_\_\_\_

Signature: Kathleen M. Leane

Date: 2/13/19

Print Name: Kathleen M. Leane

Home Pfr: \_\_\_\_\_ Work Pfr: \_\_\_\_\_

Signature: Board President, UPAWS

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Home Pfr: \_\_\_\_\_ Work Pfr: \_\_\_\_\_

Seller's Address: \_\_\_\_\_

29. **BUYER'S RECEIPT AND ACCEPTANCE OF CHANGES** Buyer has received Seller's acceptance of this contract. If the acceptance was subject to changes, Buyer agrees to accept the changes as written and all unchanged items.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**DEPOSIT RECEIPT** The Selling Broker has received from Buyer the deposit in the form of \_\_\_\_\_, by \_\_\_\_\_.

30. **SELLER'S RECEIPT OF BUYER'S ACCEPTANCE** Seller has received Buyer's acceptance of changes in this contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

84 Smaful Rd Ng

Subject Property Address

2/8/19

Date

1:15 pm

Time



## Disclosure Regarding Real Estate Agency Relationships

SELECT REALTY INC.  
1901 W. Ridge Street, Suite 9  
Marquette, MI 49855

Before you disclose confidential information to a real estate licensee regarding a real estate transaction, you should understand what type of agency relationship you have with that licensee. A real estate transaction is a transaction involving the sale or lease of any legal or equitable interest in real estate consisting of not less than 1 or not more than 4 residential dwelling units or consisting of a building site for a residential unit on either a lot as defined in section 102 of the land division act, 1967 PA 288, MCL 560.102, or a condominium unit as defined in section 4 of the condominium act, 1978 PA 59, MCL 559.104.

- (1) An agent providing services under any service provision agreement owes, at a minimum, the following duties to the client:
- (a) The exercise of reasonable care and skill in representing the client and carrying out the responsibilities of the agency relationship.
  - (b) The performance of the terms of service provision agreement.
  - (c) Loyalty to the interest of the client.
  - (d) Compliance with the laws, rules, and regulations of this state and any applicable federal statutes or regulations.
  - (e) Referral of the client to other licensed professionals for expert advice related to material matters that are not within the expertise of the licensed agent.
  - (f) An accounting in a timely manner of all money and property received by the agent in which the client has or may have an interest.
  - (g) Confidentiality of all information obtained within the course of the agency relationship, unless disclosed with the client's permission or as provided by law, including the duty not to disclose confidential information to any licensee who is not an agent of the client.
- (2) A real estate broker or real estate salesperson acting pursuant to a service provision agreement shall provide the following services to his or her client:
- (a) When the real estate broker or real estate salesperson is representing a seller or lessor, the marketing of the client's property in the manner agreed upon in the service provision agreement.
  - (b) Acceptance of delivery and presentation of offers and counteroffers to buy, sell, or lease the client's property or the property the client seeks to purchase or lease.
  - (c) Assistance in developing, communicating, negotiating, and presenting offers, counteroffers, and related documents or notices until a purchase or lease agreement is executed by all parties and all contingencies are satisfied or waived.
  - (d) After execution of a purchase agreement by all parties, assistance as necessary to complete the transaction under the terms specified in the purchase agreement.
  - (e) For a broker or associate broker who is involved at the closing of a real estate or business opportunity transaction, furnishing, or causing to be furnished, to the buyer and seller, a complete and detailed closing statement signed by the broker or associate broker showing each party all receipts and disbursements affecting that party.

Michigan law requires real estate licensees who are acting as agents of sellers or buyers of real property to advise the potential sellers or buyers with whom they work of the nature of their agency relationship.

### SELLER'S AGENTS

A seller's agent, under a listing agreement with the seller, acts solely on behalf of the seller. A seller can authorize a seller's agent to work with subagents, buyer's agents and/or transaction coordinators. A subagent of the seller is one who has agreed to work with the listing agent, and who, like the listing agent, acts solely on behalf of the seller. Seller's agents and their subagents will disclose to the seller known information about the buyer which may be used to the benefit of the seller.

Individual services may be waived by the seller through execution of a limited service agreement. Only those services set forth in paragraph (2)(b), (c), and (d) above may be waived by the execution of a limited service agreement.

### BUYER'S AGENTS

A buyer's agent, under a buyer's agency agreement with the buyer, acts solely on behalf of the buyer. A subagent of the buyer is one who has agreed to work with the buyer's agent with who, like the buyer's agent, acts solely on behalf of the buyer. Buyer's agents and their subagents will disclose to the buyer known information about the seller which may be used to benefit the buyer.

Individual services may be waived by the buyer through execution of a limited service agreement. Only those services set forth in paragraph (2)(b), (c), and (d) above may be waived by the execution of a limited service agreement.

### DUAL AGENTS

A real estate licensee can be the agent of both the seller and the buyer in a transaction, but only with the knowledge and informed consent, in writing, of both the seller and the buyer.

In such a dual agency situation, the licensee will not be able to disclose all known information to either the seller or the buyer. As a dual agent, the licensee will not be able to provide the full range of fiduciary duties to the seller or the buyer.

The obligations of a dual agent are subject to any specific provisions set forth in any agreement between the dual agent, the seller and the buyer.

### TRANSACTION COORDINATOR

A transaction coordinator is a licensee who is not acting as an agent of either the seller or the buyer, yet is providing services to complete a real estate transaction. The transaction coordinator is not an agent for either party and therefore owes no fiduciary duty to either party.

### DESIGNATED AGENCY

A buyer or seller with a designated agency agreement is represented only by agents specifically named in the agreement. Any agents of the firm not named in the agreement do not represent the buyer or seller. The named "designated" agent acts solely on behalf of his or her client and may only share confidential information about the client with the agent's supervisory broker who is also named in the agreement. Other agents in the firm have no duties to the buyer or seller and may act solely on behalf of another party in the transaction.

### LICENSEE DISCLOSURE (Check One)

I hereby disclose that the agency status of the licensee named below is:

- ☒ Seller's agent
- ☐ Seller's agent - limited service agreement
- ☐ Buyer's agent
- ☐ Buyer's agent - limited service agreement
- ☐ Dual agent
- ☐ Transaction coordinator (A licensee who is not acting as an agent of either the seller or the buyer.)
- ☐ None of the above

### AFFILIATED LICENSEE DISCLOSURE (Check One)

☒ Check here if acting as a designated agent. Only the licensee's broker and a named supervisory broker have the same agency relationship as the licensee named below. If the other party in a transaction is represented by an affiliated licensee, then the licensee's broker and all named supervisory brokers shall be considered disclosed consensual dual agents.

☐ Check here if not acting as a designated agent. All affiliated licensees have the same agency relationship as the licensee named below.

Further, this form was provided to the buyer or seller before disclosure of any confidential information.

The undersigned DOES ☒ DOES NOT ☐ have an agency relationship with any other real estate licensee.

If an agency relationship exists, the undersigned is represented as SELLER ☐ BUYER ☐.

\_\_\_\_\_  
Licensee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Licensee

\_\_\_\_\_  
Date

### ACKNOWLEDGMENT

By signing below, the parties acknowledge that they have received and read the information in this agency disclosure statement and acknowledge that this form was provided to them before the disclosure of any confidential information. THIS IS NOT A CONTRACT.

\_\_\_\_\_  
Potential Buyer/Seller (circle one)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Potential Buyer/Seller (circle one)

\_\_\_\_\_  
Date



UPPER PENINSULA ASSOCIATION OF REALTORS®

MULTIPLE LISTING SERVICE (MLS)

NON-PARTICIPATION LISTING CONTRACT ADDENDUM

As the seller(s) of the real estate 84 Snowfield Rd  
Address, full legal or tax ID#

I/We acknowledge the following benefits of MLS participation may include:

- ◆ Exposure to all UPAR members covering the Central & Western Upper Peninsula and their buyers
- ◆ Immediate inclusion on www.upmls.com
- ◆ Immediate inclusion in the Internet Data Exchange and Virtual Office Website between participating offices and their web sites
- ◆ MLS sponsored advertisements
- ◆ Immediate inclusion on Realtor.com

The Above items have been fully explained and I/We hereby request the following:

✓

I have advised my broker or sales agent that I do not want to participate in the Internet Data Exchange.

✓

I have advised my broker or sales agent that I do not want to participate in a Virtual Office Website.

N/A

The listing is not currently ready for marketing and request no MLS participation until \_\_\_\_\_.  
Date

✓

After review of the above listed benefits, there is to be no MLS participation on this listing at all (including but not limited to the Internet Data Exchange and Virtual Office Website).

✓

This contract is for one party only. No MLS participation or marketing. The one party is specified to be: T. Lerap Bursma

\* Amore  
Seller

\* 2/13/19  
Date

Seller

Date



# One Party Agreement



N-1

Contract Date: 2/8/19  
 Brokerage Firm: Select Realty ("Broker")  
 Address of Firm: 1901 W Ridge #9 Mt Pleasant  
 REALTOR®: Andri Boniasz  
 REALTOR®'s Email Address: andri.boniasz24@gmail.com  
 REALTOR®'s Phone # 761-4655 REALTOR®'s Facsimile # 228-2779  
 Seller(s): Upper Peninsula Animal Welfare Center ("Seller")  
 Seller's Home Address: 84 Snowfield Rd - 815 S Hwy 553  
 Seller's Email Address: \_\_\_\_\_  
 Seller's Phone # \_\_\_\_\_ Seller's Facsimile # \_\_\_\_\_

1. **PROPERTY DESCRIPTION:** Seller is the owner of property located in the ☐ Village ☒ Township ☐ City  
 of Negaunee, County of Margate, MI.  
 Street Address: 84 Snowfield Rd  
 Legal Description/Tax Parcel ID: 5210 122 006 10  
 \_\_\_\_\_ (the "Property").

**SELLER WARRANTS THAT THE PROPERTY IS NOT PRESENTLY LISTED WITH A LICENSED REAL ESTATE BROKER OR ANY OTHER PARTY.**

2. **REPRESENTATION:** Broker has a potential buyer ("Buyer") for the Property, the identity of whom will be disclosed upon the execution of this Agreement. (Check one):

☒ Seller hereby appoints Broker as his/her exclusive agent for purposes of marketing the Property to Buyer.

or

☐ Seller acknowledges that Broker will exclusively represent the Buyer in this transaction. Broker is not representing Seller.

3. **TITLE/YEAR BUILT:** Seller represents title to the Property to be good and marketable title. In addition, (check one):

☐ Seller represents and warrants that the Property was built in 1978 or later and that therefore the federally-mandated lead-based paint disclosure regulations do not apply to this Property.

or

☒ Seller represents and warrants that the Property was built before 1978 and that therefore the federally-mandated lead-based paint disclosure regulations do apply to this Property.

4. **COMMISSION:** If within (2) months of the date hereof, Seller sells all or a portion of the Property to Buyer, Seller agrees to pay Broker at closing a fee equal to \$ 8 and a commission equal to 2 % of the sale price.

5. **EXCLUSIVITY:** Seller shall deal exclusively with the Broker for all negotiations with Buyer during the term of this Agreement.

6. **ADVERTISING/SHOWINGS:** Seller acknowledges that Broker will NOT market or advertise the Property for sale. Seller grants Broker permission to show the Property only to the Buyer identified below; all showings to be by appointment only. Seller shall indemnify and hold harmless Broker and Broker's agents from any and all liability for any reason as a result of injury to persons or damage or loss to property arising out of the showing of the Property.

7. **SUBSEQUENT LISTINGS:** Seller's commission obligation hereunder shall apply regardless of whether Seller subsequently lists the Property with another licensed real estate broker or any other party. Seller is advised that if Seller later

enters into a listing agreement to sell the Property with another real estate broker or any other party, Seller should exclude Buyer from said listing agreement. Failure to do so could result in Seller being responsible for two commission payments.

8. **NON-DISCRIMINATION:** It is agreed by the Broker and the Seller, parties to this Agreement, that as required by law, discrimination because of religion, race, color, national origin, age, sex, disability, familial status or marital status by said parties in respect to the sale of the Property is PROHIBITED. Local ordinances may offer protection against additional discrimination.

9. **SELLER DISCLOSURE:** Seller agrees to provide Buyer with a "Seller's Disclosure Statement" prior to accepting a Buy and Sell Agreement from the Buyer, unless the transaction is exempt under Michigan law. Seller agrees to release and hold harmless Broker and its agents from any liability arising as a result of Seller's failure to comply with Seller's disclosure obligations at law, such obligations to include, but not be limited to, reasonable attorneys' fees and costs.

10. **ELECTRONIC COMMUNICATION:** The parties agree that this Agreement, any amendment or modification of this Agreement and/or any written notice or communication in connection with this Agreement may be delivered by electronic mail or by fax via the contact information set forth above. Any such communication shall be deemed delivered at the time it is sent or transmitted. The parties agree that the electronic signatures and initials shall be deemed to be valid and binding upon the parties as if the original signatures or initials were present in the documents in the handwriting of each party.

11. **OTHER:** Seller + buyer agree no dog kennel, no animal facility on Shilder can be there.

12. **CANCELLATION:** This Agreement can be CANCELLED or REVOKED only by mutual consent in writing.

13. **RECEIPT:** Seller has read this agreement and acknowledges receipt of a completed copy of this Agreement.

Accepted by:

Andi Craig  
(REALTOR®)

Kim Leane  
(Seller)

For:

Andi Craig  
(Broker)

Kim Leane / UPAWS  
(Seller)

#### DISCLOSURE OF IDENTITY OF BUYER

Broker and Seller agree that the term "Buyer" as used in the above-referenced Agreement shall mean:

Teamp Bergay

and his/her/their spouse or other immediate family member and any entity in which he/she/they have a controlling interest.

Accepted by:

Andi Craig  
(REALTOR®)

Kim Leane / UPAWS  
(Seller)

For:

Andi Craig  
(Broker)

Kim Leane / UPAWS  
(Seller)

**Disclaimer:** This form is provided as a service of the Michigan Association of REALTORS®. Please review both the form and details of the particular transaction to ensure that each section is appropriate for the transaction. The Michigan Association of REALTORS® is not responsible for use or misuse of the form, for misrepresentation, or for warranties made in connection with the form.

## QUIT CLAIM DEED

The Grantor, The Board of County Road Commissioners for the County of Marquette, Michigan, whose address is 1610 N. Second St., Ishpeming Michigan 49849, Quit Claims to The Upper Peninsula Animal Welfare Shelter, Inc., a Michigan non-profit corporation, whose address is 815 South M-553, Gwinn, MI 49841, the following described premises situated in the Township of Negaunee, County of Marquette and State of Michigan:

That part of the Northeast Quarter of the Southwest Quarter (NE¼ of SW¼) of Section 22, Town 48 North, Range 26 West, Negaunee Township, Marquette County, Michigan, described as:

Commencing at the Southwest corner of said Section 22; thence N01°04'11"W, 1319.97' along the West line of said Section 22 to a 1/16<sup>th</sup> corner; thence N89°58'26"E, 1316.81' along the South 1/16<sup>th</sup> line of said Section 22 to a 1/16<sup>th</sup> corner; thence N00°16'25"W, 542.54' to the Point of Beginning on the Northeasterly Right-of-way (R/W) line of County Road 'JJO' (66' R/W owned in fee by the Marquette County Road Commission, Dec 2000); thence continuing N00°16'25"W, 165.89' to a point which is 600' South of the East-West Quarter line of said Section 22; thence S89°32'32"E, 663.41' parallel with said East-West Quarter line; thence S00°07'45"W, 453.03' to said Northeasterly R/W line of County Road 'JJO'; thence N65°37'58"W, 619.17' along said Northeasterly R/W line to a Point of Curvature (PC); thence Northwesterly, 104.40' along the arc of a 829.35' radius R/W curve to the left, having a delta angle of 07°12'46" and chord bearing N69°14'21"W, 104.34' to the Point of Beginning. Parcel contains 4.66 Acres.

Subject to the perpetual maintenance of a natural buffer, without improvement, structure or grade modification of any type, on the East fifty feet (E 50') of said parcel.

for the sum of Three Thousand Dollars (\$3,000.00), subject to easements and building and use restrictions of record, and further

The Grantors grant to the Grantee the right to make zero divisions under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967, as amended.

This property may be located within the vicinity of farm land or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right To Farm Act.

Dated this 15th day of March, 2019.

Signed, Sealed and Delivered in the presence of:

Grantor

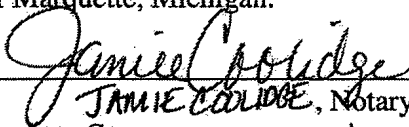
The Board of County Road Commissioners  
for the County of Marquette, Michigan

  
William Luetzow, Chairperson

STATE OF MICHIGAN                    )  
  )ss  
COUNTY OF MARQUETTE            )

On this 15<sup>th</sup> day of March, 2019, before me a Notary Public, in and for said County, personally appeared William Luetzow, to me known to be the same person described in and who executed the foregoing instrument as Chairperson of the Board of County Road Commissioners of the County of Marquette, Michigan, and who acknowledged the same to be the free act and deed of said Board of County Road Commissioners for the County of Marquette, Michigan.

Prepared By:  
William I. McDonald  
115 S. Lakeshore Blvd., Ste. A  
Marquette, MI 49855  
TITLE NOT EXAMINED BY SCRIVENER

  
JAMIE COLLEDGE, Notary Public  
Marquette County  
My Commission Expires: 03/24/2024  
Acting in Marquette County

## WARRANTY DEED

The Grantor, The Upper Peninsula Animal Welfare Shelter, Inc., a Michigan non-profit corporation, whose address is 815 South M-553, Gwinn, MI 49841, CONVEYS AND WARRANTS to Terry Gene Bengry and Melissa Alice Bengry, husband and wife, as tenants by the entirety, whose address is 100 Snowfield Road, Negaunee, MI 49866, the following described premises situated in the Township of Negaunee, County of Marquette and State of Michigan:

That part of the Northeast Quarter of the Southwest Quarter (NE¼ of SW¼) of Section 22, Town 48 North, Range 26 West, Negaunee Township, Marquette County, Michigan, described as:

Commencing at the Southwest corner of said Section 22; thence N01°04'11"W, 1319.97' along the West line of said Section 22 to a 1/16<sup>th</sup> corner; thence N89°58'26"E, 1316.81' along the South 1/16<sup>th</sup> line of said Section 22 to a 1/16<sup>th</sup> corner; thence N00°16'25"W, 542.54' to the Point of Beginning on the Northeasterly Right-of-way (R/W) line of County Road 'JJO' (66' R/W owned in fee by the Marquette County Road Commission, Dec 2000); thence continuing N00°16'25"W, 165.89' to a point which is 600' South of the East-West Quarter line of said Section 22; thence S89°32'32"E, 663.41' parallel with said East-West Quarter line; thence S00°07'45"W, 453.03' to said Northeasterly R/W line of County Road 'JJO'; thence N65°37'58"W, 619.17' along said Northeasterly R/W line to a Point of Curvature (PC); thence Northwesterly, 104.40' along the arc of a 829.35' radius R/W curve to the left, having a delta angle of 07°12'46" and chord bearing N69°14'21"W, 104.34' to the Point of Beginning. Parcel contains 4.66 Acres.

Subject to the perpetual maintenance of a natural buffer, without improvement, structure or grade modification of any type, on the East fifty feet (E 50') of said parcel, and further subject to a prohibition against the use of the premises as an animal shelter or animal impound facility.

for the sum of Seven Thousand Dollars (\$7,000.00), subject to easements and building and use restrictions of record.

The Grantors grant to the Grantee the right to make zero divisions under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967, as amended.

This property may be located within the vicinity of farm land or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right To Farm Act.

Dated this \_\_\_\_ day of March, 2019.

Signed, Sealed and Delivered in the presence of:

Grantor

The Upper Peninsula Animal Welfare Shelter, Inc  
a Michigan non-profit corporation

\_\_\_\_\_  
By: Kathy Leone, President

\_\_\_\_\_  
Attest: Dr. Scott Jandron, Vice President

STATE OF MICHIGAN                    )  
  )ss  
COUNTY OF MARQUETTE            )

On this \_\_\_\_ day of March, 2019, before me a Notary Public, in and for said County, personally appeared Kathy Leone and Dr. Scott Jandron, to me known to be the same persons described in and who executed the foregoing instrument as President and Vice President of the Board of Directors of The Upper Peninsula Animal Welfare Shelter, Inc., and who acknowledged the same to be the free act and deed of said corporation.

Prepared By:  
William I. McDonald  
115 S. Lakeshore Blvd., Ste. A  
Marquette, MI 49855  
TITLE NOT EXAMINED BY SCRIVENER

\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
Marquette County  
My Commission Expires: \_\_\_\_\_  
Acting in Marquette County

March 1, 2019

Bromley Hall  
Tom Hall Contracting, Inc.  
153 West Washington Street  
Marquette, MI 49855

Dear Bromley:

The UPAWS Board of Directors invite you to attend the Board Work Session scheduled for Tuesday, March 5<sup>th</sup> at 6 pm at the Shelter to discuss the issues we are experiencing with the HVAC system performance including:

- Boilers and water heaters shutting down
- Inability to maintain desired temperature in rooms housing animals
- AHU2 freeze stat tripping and shutting off heat to rooms housing animals

Specifically, the Board would like to understand:

- What are the causes of the problems?
- What are all the available options to fix the problems?
- Who is responsible to fix each problem?
- When will each be fixed?

The Board has concerns about the ongoing functionality of the HVAC system and requests:

- An extension of warranty for HVAC system for an additional year to begin after it is working properly.

We understand this is a challenging situation for everyone involved. We look forward to your update and a clear resolution to the HVAC issues.

Sincerely,

Kathy Leone

Kathy Leone  
President  
UPAWS Board of Directors

Cc: UPAWS Board of Directors





P.O. Box 450  
226 W. Superior Street  
Munising, Michigan 49862  
(906) 387-3379  
Fax (906) 387-5985

March 22, 2019

Joan Mulder  
Upper Peninsula Animal Welfare Shelter  
815 M553 South  
Gwinn, MI 48841

RE: Letter of Concern Response

To whom it may concern:

This letter is to follow up in response to the letter dated March 1, 2019, addressing some of the concerns involved with the HVAC system design. Below you will find direct responses to each item listed in the aforementioned letter.

- Water heater and part of the boiler issue was found to be excessive snow. We will have a placard made for direct instructions on which areas to keep clear for following winter seasons.
- Animal rooms appear to be within reason of maintaining desired temperatures since the letter was issued with exception to the cat hold/iso area. Duct coil has been installed by Swick and ACC stated the system will be operational by day end 3/25/19.
- The freeze stat tripping has been corrected as the system has been balanced out. Essentially what was happening was the rooms were overheating due to the in floor not operating properly and was taking in too much outside air trying to cool the space, therefore tripping the freeze stat.
- Swick and Hall have agreed to extend the contractor warranty until 3/25/2020 on all HVAC related Issues. Collectively, between contractors and engineers, we do not feel the balancing issues have compromised the ongoing functionality of the system as a whole.

Please let me know if you need further information.

Thank you,

Bromley Hall  
Project Manager  
Tom Hall Contracting, Inc  
PO Box 450  
Munising, MI 49862  
906-387-3379

**Memorandum of Understanding Between  
Upper Peninsula Animal Welfare Shelter and Sasawin Safe Haven**

The Upper Peninsula Animal Welfare Shelter and Sasawin Safe Haven enter into this memorandum of understanding concerning the boarding of companion animals of residents currently staying at Harbor House of Marquette County or receiving services for domestic violence from the Women's Center of Marquette County. The owner of the animal will hereafter be referred to as Survivor (as in Domestic Violence Survivor). This agreement is contingent on available space at the Upper Peninsula Animal Welfare Shelter (UPAWS).

UPAWS agrees to care for pets that Harbor House is unable to house on-site or that Sasawin Safe Haven is unable to find foster homes for on an immediate basis. Sasawin Safe Haven may transfer animals to UPAWS due to lack of available foster homes, the need for specialized care, or need for large or farm animals. UPAWS reserves the right to assess and deny any animal based on behavioral aggression. During the pets' stay at UPAWS, the following care will be provided at no cost to Sasawin Safe Haven.

- Clean cage and fresh water daily or as needed.
- Feed pet food as provided to other shelter animals.
- Provide a special diet on request and at the expense of Sasawin Safe Haven.
- Dog walking

These additional services will be offered that may require funding or reimbursement to UPAWS:

- If the pet requires emergency medical care, such as casting broken bones, X-rays, treatment of burns or lacerations, etc., the services will be provided and billed by the attending veterinarian to Sasawin Safe Haven according to a pre-determined fee schedule.
- Preventive vaccinations if the pet is not up-to-date, including:
- Dogs and cats 4 months of age and older must be current on a rabies inoculation and, if not, Sasawin Safe Haven is responsible for UPAWS cost of providing the inoculation.
- Dogs must be current on their distemper, parvovirus and coronavirus vaccination and kennel cough vaccination and, if not current, Sasawin Safe Haven is responsible for UPAWS cost of providing the vaccinations.
- Cats 8 weeks of age and older must be current on their FVCRP vaccination and, if not current, Sasawin Safe Haven is responsible for UPAWS cost of providing the vaccination.

To insure the safety of UPAWS staff and animals, the pet(s)' owner may not visit their pets at UPAWS.

Sasawin Safe Haven will have the pet owner execute a Consent and Release form before the pet is transferred to UPAWS. The original will be kept on file at UPAWS with a copy on file at the Women's Center. While the pet is in the care of UPAWS under this agreement, the confidentiality terms of the pet owner's location at the Women's Center will remain in effect and such confidentiality will also remain with the pet(s) in the care of UPAWS. UPAWS is, therefore, not permitted to disclose to anyone under this agreement. This MOU will continue at the agreement of both parties and may be cancelled by either party in writing at any time.

Upper Peninsula Animal Welfare Shelter  
Board President, Shelter Manager

---

The Women's Center (Marquette, MI)  
Executive Director

---

Sasawin Safe Haven  
Director

---

Date:

### Sasawin Safe Haven/UPAWS Intake Form (EXAMPLE)

The questions on this Intake Form are intended to help us better care for you and your pets while you reside in a different location than your pet. This information will not be shared with outside individuals.

Name of Survivor: \_\_\_\_\_

Date of Admission: \_\_\_\_\_

Name of Pet / Species / Breed / Gender / Age. Spayed/Neutered?  
\_\_\_\_\_

Emergency Contact Name/Phone: \_\_\_\_\_

Veterinarian Name/Phone: \_\_\_\_\_

Is it safe for Sasawin Safe Haven or UPAWS staff to contact your veterinary to obtain records on your pet(s)?  
Yes No

Did your abusive partner threaten your pets? Yes No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

If yes, how has this impacted your pets' behavior? \_\_\_\_\_

Did your abusive partner harm your pets? Yes No

If yes, please describe: \_\_\_\_\_

If yes, how has this impacted your pets' behavior? \_\_\_\_\_

Are your pets' vaccinations current? Yes No

If no, list the vaccinations that need updating: \_\_\_\_\_

Have your cats been tested for feline leukemia and FIV? Yes No

Results and date: \_\_\_\_\_

Have your dogs been tested for heartworm? Yes No

Results and date: \_\_\_\_\_

List any behavior issues with your pets (i.e., excessive noise, aggression, fearful of strangers, separation anxiety, etc.): \_\_\_\_\_

Do your pets have any medical conditions? Yes No

If yes, please describe the ailments and current treatment: \_\_\_\_\_

How have your pets been housed at your home (i.e., crate-trained, indoor/outdoor pets, outdoor only pets, etc.)?

---

Have your pets received flea/tick/parasite prevention treatment? Yes No

Are your pets house-trained/litter-box trained? Yes No If no, describe what accommodations are needed:

---

---

Have your pets bitten anyone? Yes No

If yes, describe the circumstances: \_\_\_\_\_

---

Have you brought your pets' food, collars, litter box and/or medication with you? Yes No

If no, what supplies can we provide during your stay? \_\_\_\_\_

---

Emergency Contact Name/Phone: \_\_\_\_\_

Veterinarian Name/Phone: \_\_\_\_\_

Date of Admission: \_\_\_\_\_

Anticipated Length of Housing of Pets: \_\_\_\_\_

UPAWS and Sasawin Safe Haven agree to accept from the above-named Survivor the following pets into the UPAWS for safe housing: Pet Name Species/Breed Age Gender Vaccinated?

---

---

The pets listed above are allowed to stay at no cost at UPAWS for \_\_\_\_\_ days. Vaccinations and a medical examination will be provided to Survivor's pets free of charge to the Survivor during the pet's stay. If a pet requires immediate medical care upon entry to the UPAWS, or during their stay, due to injury or illness, as long as an agreement is in place with Sasawin Safe Haven for foster care for your pet, Sasawin Safe Haven will cover the cost of services that the veterinarian will provide.

Please be advised that UPAWS may be required to report animal abuse to the appropriate law enforcement authorities, including providing any veterinary records supplied or produced as a result of a Survivor's pet staying at UPAWS. These records may be provided to law enforcement or to the prosecutor's office for use in court, if animal cruelty charges arise. In exchange for UPAWS providing care to resident's pet, the Survivor agrees to release and discharge UPAWS and Sasawin Safe Haven, its successors and assigns from any and all actions, causes of action, claims and demands for, upon or by reason of any damages, loss or injury which may be sustained in consequence of the receipt of boarding and medical services under this program. This release extends and applies to all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability and the consequences of them. This release, however, does not extend to violations of the law and any injuries or suffering the Survivor's pet receives as a direct consequence of a violation of law.

Survivor and Pet's Name(s) \_\_\_\_\_

Signature, Date \_\_\_\_\_

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**Consent and Release for Boarding at the Upper Peninsula Animal Welfare Shelter (Example)**

Name: \_\_\_\_\_

Phone Number Where We Can Contact You: \_\_\_\_\_

Emergency Contact Name/Phone Number: \_\_\_\_\_

Pet Name: \_\_\_\_\_

Gender: \_\_\_\_\_ Species/Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_

Special Needs: \_\_\_\_\_

Date of Last Vaccinations: \_\_\_\_\_

Current Veterinarian Name/Phone: \_\_\_\_\_

Date That Pet Will Be Retrieved by the Owner: \_\_\_\_\_

I am the owner, or agent for the owner, of the animal listed above and have the authority to give this consent. I understand that my pet will be cared for at the Upper Peninsula Animal Welfare Shelter (UPAWS) through the Sasawin Safe Haven, so long as I am a resident at the Women's Center. When I leave the Women's Center, I must make arrangements within 24 hours to retrieve my pet.

If I fail to retrieve my pet by the date established in this contract and have failed to make arrangements for an extended stay, then I agree that the pet has been relinquished to UPAWS and that UPAWS may place my pet for adoption, rescue, or transfer, or other disposition (which may include humane euthanasia). I agree that UPAWS will update any vaccinations for my pet, at my cost, and that if unforeseen emergency medical care is required, my pet will receive that treatment and I will be responsible for the costs. If my pet is on medication for an existing condition, I agree to provide the medication to UPAWS.

In exchange for UPAWS providing care to my pet, I agree to release and discharge the Upper Peninsula Animal Welfare Shelter, the Women's Center, and Sasawin Safe Haven, its successors and assigns from any and all actions, causes of action, claims and demands for, upon or by reason of any damages, loss or injury which may be sustained in consequence of the receipt of boarding and medical services under this program. This release extends and applies to all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability and the consequences of them. This release, however, does not extend to violations of the law and any injuries or suffering my pet receives as a direct consequence of a violation of law.

\_\_\_\_\_  
Pet Owner's Signature

\_\_\_\_\_  
Date

**Sasawin Safe Haven/UPAWS Contract (Example)**

Name of Survivor: \_\_\_\_\_

New Address/Phone: \_\_\_\_\_

Emergency Contact Name/Phone: \_\_\_\_\_

Veterinarian Name/Phone: \_\_\_\_\_

Date Leaving the Shelter: \_\_\_\_\_

Anticipated Length of Extended Care Housing of Pets: \_\_\_\_\_

Sasawin Safe Haven agrees to continue housing the following pets at the shelter as part of the Extended Care program:

_____	_____	_____	_____	Pet Name Species/Breed Age Gender
_____	_____	_____	_____	Pet Name Species/Breed Age Gender
_____	_____	_____	_____	Pet Name Species/Breed Age Gender

The pets listed above are allowed to stay at the Upper Peninsula Animal Welfare Shelter at no cost for an extended period of \_\_\_\_\_ days while the above-named resident locates permanent or transitional pet-friendly housing. If the pet(s) require immediate medical care during their stay, resident will be responsible for the financial costs that the veterinarian will provide. If Resident's pets are on medication or special food, she will leave those provisions behind when she leaves the Shelter and/or will provide a sufficient quantity of those items before leaving. If resident fails to retrieve her pets by the expiration of this contract, she agrees that the pets have been relinquished and Shelter may place the pets for adoption, foster, rescue, transfer, or other disposition and that resident forfeits all legal rights to the pets.

In exchange for UPAWS providing care to resident's pets, resident agrees to release and discharge UPAWS and Sasawin Safe Haven, its successors and assigns from any and all actions, causes of action, claims and demands for, upon or by reason of any damages, loss or injury which may be sustained in consequence of the receipt of boarding and medical services under this program. This release extends and applies to all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability and the consequences of them. This release, however, does not extend to violations of the law and any injuries or suffering resident's pets receive as a direct consequence of a violation of law.

Shelter Resident signature \_\_\_\_\_ Date \_\_\_\_\_

Sasawin Safe Haven Director signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX I

### UPPER PENINSULA ANIMAL WELFARE SHELTER

#### **Application for Attendance to Work-Related Conference**

EMPLOYEE NAME: Ryan Poupore on behalf of all staff JOB TITLE: Shelter Manager

EMPLOYEE'S DATE OF HIRE: 7/3/17 HOME PHONE NO.: 362-6268

EMPLOYMENT STATUS: ☒ Full Time ☐ Part Time

NAME OF CONFERENCE: Michigan Pet Fund Alliance Training and Assessment Program

CONFERENCE TO BE HELD IN: UPAWS Community Room, Gwinn, MI  
City State

DATES: From: 5/8/19 To: 5/9/19

ORGANIZATION SPONSORING CONFERENCE: Michigan Pet Fund Alliance

HAS THE EMPLOYEE ATTENDED OTHER WORK-RELATED CONFERENCES IN THE PAST 12 MONTHS?

☒ YES ☐ NO If yes, list the conferences attended:

<u>Getting to the Goal</u>	<u>Kalamazoo, MI</u>	<u>9/27-19 to 9/28/19</u>	
Conference Name	Location	Date	Paid by: <input checked="" type="checkbox"/> UPAWS <input type="checkbox"/> Employee

Conference Name	Location	Date	Paid by: <input type="checkbox"/> UPAWS <input type="checkbox"/> Employee
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HOW WILL THIS CONFERENCE AID IN WORK PERFORMANCE, CONTRIBUTE TO, OR SERVE THE NEEDS OF UPAWS:

This program is designed to have experts visit a shelter and do on-site training. The program specifically addresses dog behavior and covers several topics including canine body language, force free training, safe and humane handling and stress reduction. The second day would also include a learning module related to improving volunteer programs. This would be a great option to provide UPAWS employees a conference program experience within our own shelter. I hope that this program will provide animals an improved overall experience when at the shelter, and that it will also provide our staff with additional tools and improved levels of safety.

CONFERENCE REGISTRATION COST: \$600 for 10 students with an additional \$20 per day for each additional student.

CHECK FOR THIS AMOUNT SHOULD BE MAILED TO: \_\_\_\_\_

ESTIMATED TRAVEL/FOOD/LODGING COSTS: TRAVEL \$0 FOOD \$0

LODGING \$0 OTHER (SPECIFY) Employee registration \$600 for 10 employees with \$20 additional TOTAL \$600.00

I UNDERSTAND THAT SHOULD I RESIGN MY EMPLOYMENT TO UPAWS WITHIN SIX MONTHS OF ATTENDING THE CONFERENCE, I WILL BE RESPONSIBLE FOR FULL REIMBURSEMENT TO UPAWS OF ALL SUBSIDIZED COSTS ASSOCIATED WITH THIS CONFERENCE. FURTHER, I UNDERSTAND I MAY BE REQUIRED BY THE BOARD OF DIRECTORS TO MAKE AN INITIAL REPORT ON THE CONFERENCE AS WELL AS UPDATES ADVISING THE BOARD OF THE MANNER IN WHICH THE TRAINING IS OR HAS BEEN USED TO BENEFIT UPAWS. I ALSO UNDERSTAND THAT ANY WRITTEN, VIDEO, OR AUDIO MATERIALS OBTAINED AT THE CONFERENCE WILL REMAIN THE PROPERTY OF UPAWS.

SIGNATURE OF APPLICANT: [Signature] DATE: 3-20-19

I RECOMMEND THIS CONFERENCE BE APPROVED:

[Signature] 3-20-19  
Shelter Manager Date

APPROVED BY THE BOARD OF DIRECTORS (if over \$500):

# **UPAWS Board of Directors**

## **President's Report**

**March 25, 2019**

### **Highlights of UPAWS Business Activity**

- Wrote and emailed correspondence to Lori Burford of MI DNR requesting her presence at a UPAWS Board Meeting 3/1/19. Received reply from Lori that she would consult her calendar and respond soon.
- Call with Kurt Taavola of Mqt Co Road Commission to receive clarification on 2/27/19 email regarding required MCRC deed restrictions and next steps. 2/29/19.
- Notified UPAWS Board of Mqt Co Road Commission deed restriction requirements via forwarded email 2/27/19.
- Contacted T. Benry to inform him of MCRC deed restrictions. T. Bengry agreed to restrictions. 3/3/19
- Assist with animal feeding /neglect case. 3/3/19
- Contacted Wm McDonald to review Mqt Co Rd Commission deed restriction requests. Wm to prepare Quit Claim Deed from the County to UPAWS and Warranty Deed from UPAWS to T. Bengry. 3/4/19
- UPAWS Board Work Session - meet w/ Bromley Hall of Hall Contracting regarding outstanding construction issues with HVAC system. 3/5/19
- Personnel Committee Meeting. 3/6/19
- Contacted realtor Andi Goriesky to extend purchase agreement for 84 Snowfield Road property to end of March. 3/7/19
- Attended Wells Fargo Advisors meeting with Joan and Bob for a review of UPAWS Endowment Fund portfolio performance. 3/7/19
- Contacted 6 ED Position applicants selected for interviews and set interview schedule 3/7/19
- Assist with prep for Grand Opening /Open House 3/8/19
- Ribbon Cutting Ceremony and Grand Opening 3/9/19
- Personnel Committee - ED Position Interviews 3/13/19 and 3/20/19
- Pet Gazette Newsletter article 3/18/19
- Met with Ryan and Kori along with Scott to discuss and obtain input on March Board Meeting agenda 3/20/19
- Personnel Committee Meeting - ED Finalist Selection 3/21/19

Respectfully submitted by:

Kathy Leone  
UPAWS Board President



Upper Peninsula Animal Welfare Shelter, Inc.

**Balance Sheet**

As of February 28, 2019

**ASSETS**

**Current Assets**

**Checking/Savings**

1010 · mBank Checking	28,523.85
1011 · mBank General Savings	236,313.25
1012 · mBank Sally's Fund Savings	16,109.29
1013 · mBank Capital Campaign Checking	167,890.70
1016 · mBank Capital Campaign Savings	5.38

**Total Checking/Savings** 448,842.47

**Accounts Receivable**

1200 · *Accounts Receivable	3,599.00
1524 · Capital Campaign Pledges	116,500.00

**Total Accounts Receivable** 120,099.00

**Other Current Assets**

1080 · Petty Cash	400.00
1528 · N.S. Constuction in Progress	3,516,381.90
1540 · Allowance for Uncol Promises	-19,955.00
1550 · Discount-CC Pledges Receivable	-6,000.00

**Total Other Current Assets** 3,490,826.90

**Total Current Assets** 4,059,768.37

**Fixed Assets**

1610 · Land - 84 Snowfield Road	9,800.00
1611 · Land - County Rd 553	20,586.75
1615 · Buildings	188,544.32
1645 · Office & Kennel Equipment	10,683.36
1650 · New Shelter-Furniture & Equip	86,611.94
1665 · Vehicles	21,643.00
1670 · Accumulated Depreciation	-213,806.54

**Total Fixed Assets** 124,062.83

**Other Assets**

1074 · WF Endowment Fund Investments	228,318.02
1700 · Beneficial Interest in MCCF	103,514.00
1702 · Beneficial Interest-Dixon Trust	631,095.62

**Total Other Assets** 962,927.64

**TOTAL ASSETS** 5,146,758.84

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

2001 · *Accounts Payable	7,142.30
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**Total Accounts Payable** 7,142.30

**Other Current Liabilities**

2002 · AP-New Shelter Retainage	335,943.62
2025 · Accrued Benefits	5,492.91
2100 · Payroll Liabilities	-2,338.66

**Total Other Current Liabilities** 339,097.87

Upper Peninsula Animal Welfare Shelter, Inc.

**Balance Sheet**

As of February 28, 2019

Total Current Liabilities	346,240.17
Long Term Liabilities	
2300 · Mortgage-New Shelter	763,704.50
Total Long Term Liabilities	<u>763,704.50</u>
Total Liabilities	1,109,944.67
Equity	
3001 · Beg Net Assets Temp Restricted	1,230,388.00
3002 · Beg net Assets Perm Restricted	294,517.00
3040 · Beg net Assets Unrestricted	95,970.45
3900 · Retained Earnings	2,386,279.62
Net Income	<u>29,659.10</u>
Total Equity	<u>4,036,814.17</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,146,758.84</u></u>

Upper Peninsula Animal Welfare Shelter, Inc.  
**Profit & Loss Budget Performance**  
February 2019

Ordinary Income/Expense

Income

4000 · SHELTER REVENUE

	Actual Feb'19	Budget Feb'19	Actual Jan- Feb'19	Budget Jan-Feb'19	Annual Budget
4005 · Pet Adoptions	5,086.00	7,500.00	7,341.00	15,000.00	90,000.00
4010 · Redeemed Animals	0.00	333.00	135.00	666.00	4,000.00
4016 · Spay Day	309.00	0.00	576.00	0.00	3,000.00
4017 · Dog Park	0.00	0.00	0.00	0.00	7,050.00
4018 · Rentals	0.00	42.00	0.00	84.00	500.00
4020 · Government Contracted Services	895.50	916.00	1,909.50	1,832.00	11,000.00
4025 · Restitutions/Investigations	0.00	0.00	0.00	0.00	0.00
4030 · Dog License Income	0.00	83.00	0.00	166.00	1,000.00
4031 · Microchipping	100.00	83.00	100.00	166.00	1,000.00
4032 · Nail Clipping	60.00	100.00	70.00	200.00	1,200.00
4033 · Community Spay/Neuter	0.00	208.00	50.00	416.00	2,500.00
4050 · Miscellaneous Services	281.50	50.00	311.50	100.00	600.00
4112 · Kids Club	0.00	466.00	0.00	932.00	5,600.00
<b>Total 4000 · SHELTER REVENUE</b>	<b>6,732.00</b>	<b>9,781.00</b>	<b>10,493.00</b>	<b>19,562.00</b>	<b>127,450.00</b>

4100 · DIRECT PUBLIC SUPPORT

4006 · Pet Care Sponsorship	205.00	833.00	1,647.00	1,666.00	10,000.00
4008 · Pet Promotion Sponsorship	35.00	216.00	35.00	432.00	2,600.00
4105 · Business Memberships	1,000.00	416.00	1,000.00	832.00	5,000.00
4109 · Pink Lady	435.00	583.00	590.00	1,166.00	7,000.00
4110 · Donations	4,658.78	5,833.00	21,561.36	11,666.00	70,000.00
4120 · Special Gifts	483.00	875.00	4,083.00	1,750.00	10,500.00
4123 · Memorial Bricks/Tiles	39.00	1,250.00	39.00	2,500.00	15,000.00
4125 · Donated Services/Materials	876.70	0.00	1,225.20	0.00	0.00
4130 · Memorials/Honorariums	1,775.00	4,166.00	6,652.06	8,332.00	50,000.00
4132 · Deb's Dog Revenue	150.00	100.00	150.00	200.00	1,200.00
4135 · Bequests	0.00	0.00	0.00	0.00	0.00
4152 · Direct Solicitations	405.00	5,934.00	2,035.00	11,868.00	71,200.00
<b>Total 4100 · DIRECT PUBLIC SUPPORT</b>	<b>10,062.48</b>	<b>20,206.00</b>	<b>39,017.62</b>	<b>40,412.00</b>	<b>242,500.00</b>

4156 · GRANT REVENUE

4157 · General Grants	5,000.00	4,166.00	5,000.00	8,332.00	50,000.00
<b>Total 4156 · GRANT REVENUE</b>	<b>5,000.00</b>	<b>4,166.00</b>	<b>5,000.00</b>	<b>8,332.00</b>	<b>50,000.00</b>

4200 · FUNDRAISING REVENUE

4127 · Wash & Wag	0.00	0.00	0.00	0.00	1,800.00
4128 · Misc/3rd Party Fundraisers	0.00	1,109.00	0.00	2,218.00	13,313.00
4140 · Canisters	729.32	791.00	1,597.19	1,582.00	9,492.00
4143 · Econo Receipts Revenue	0.00	0.00	0.00	0.00	5,500.00
4144 · Cause for Paws Revenue	0.00	0.00	3,800.00	0.00	25,100.00
4146 · Rummage Sale	0.00	0.00	0.00	0.00	0.00
4147 · Strut Your Mutt	0.00	0.00	1,513.00	0.00	22,000.00
4151 · Raise The Woof	170.00	0.00	4,829.00	7,350.00	7,350.00
4170 · Golf Outing Revenue	0.00	0.00	1,500.00	0.00	19,400.00

Upper Peninsula Animal Welfare Shelter, Inc.  
**Profit & Loss Budget Performance**

February 2019

	Actual Feb'19	Budget Feb'19	Actual Feb'19	Jan- Feb'19	Budget Jan-Feb'19	Annual Budget
4183 · Raffle	0.00	416.00	125.00	832.00	5,000.00	
4185 · Lights of Love Revenue	0.00	0.00	43.75	0.00	2,350.00	
4197 · Calendar	15.00	0.00	784.95	0.00	12,300.00	
4204 · MZD Pics W/Santa	0.00	0.00	0.00	0.00	3,080.00	
<b>Total 4200 · FUNDRAISING REVENUE</b>	<b>914.32</b>	<b>2,316.00</b>	<b>14,192.89</b>	<b>11,982.00</b>	<b>126,685.00</b>	
<b>4500 · OTHER INCOME</b>						
4201 · Home2Home	10.00	15.00	10.00	30.00	180.00	
4205 · Resale Items Revenue	1,336.47	3,500.00	2,267.71	7,000.00	42,000.00	
4215 · Interest Revenue	71.84	4.00	149.13	8.00	48.00	
4220 · Miscellaneous Revenue	0.00	0.00	236.05	0.00	0.00	
4221 · Endowment Fund Earnings	0.00	0.00	0.00	0.00	5,000.00	
4223 · MCCF B.Reider Fund Distribution	0.00	0.00	0.00	0.00	6,500.00	
4239 · Legacy Fundraising Income	0.00	10,778.00	0.00	21,556.00	129,597.00	
<b>Total 4500 · OTHER INCOME</b>	<b>1,418.31</b>	<b>14,297.00</b>	<b>2,662.89</b>	<b>28,594.00</b>	<b>183,325.00</b>	
<b>Total Income</b>	<b>24,127.11</b>	<b>50,766.00</b>	<b>71,366.40</b>	<b>108,882.00</b>	<b>729,960.00</b>	
<b>Gross Profit</b>	<b>24,127.11</b>	<b>50,766.00</b>	<b>71,366.40</b>	<b>108,882.00</b>	<b>729,960.00</b>	
<b>Expense</b>						
<b>5000 · EMPLOYEE EXPENSE</b>						
5200 · Payroll Expenses	20,429.12	21,875.53	40,399.97	44,315.06	290,462.00	
5225 · Simple Plan Employer	0.00	344.03	360.89	688.06	4,488.40	
5230 · MESC	372.86	0.00	746.31	500.00	4,156.00	
5235 · Employer Social Security	1,261.62	1,356.28	2,494.79	2,747.53	18,008.66	
5240 · Employer Medicare	295.06	317.20	583.46	642.57	4,211.70	
5245 · Worker's Compensation	295.00	279.00	590.00	558.00	3,345.00	
<b>Total 5000 · EMPLOYEE EXPENSE</b>	<b>22,653.66</b>	<b>24,172.04</b>	<b>45,175.42</b>	<b>49,451.22</b>	<b>324,671.76</b>	
<b>5500 · OPERATING EXPENSE</b>						
5009 · Phone/Network Access	143.42	194.00	390.29	388.00	2,328.00	
5010 · NSF Checks	0.00	0.00	0.00	0.00	0.00	
5011 · Merchant Service Fees	280.00	491.00	776.19	982.00	5,900.00	
5012 · Bank Service Charges	5.00	0.00	5.00	0.00	0.00	
5050 · Utilities	3,896.68	5,000.00	5,735.62	10,000.00	60,000.00	
5100 · Cleaning Supplies	161.19	300.00	424.88	600.00	3,600.00	
5102 · Animal Supplies	306.74	166.00	539.57	332.00	2,000.00	
5105 · Repairs/Maintenance	213.58	470.00	489.50	940.00	5,651.00	
5106 · Garbage/Snow Removal	1,652.57	1,100.00	2,817.17	2,200.00	7,553.00	
5110 · Small Tools	0.00		382.77			
5115 · Office Supplies	1,214.31	362.00	2,059.36	724.00	4,350.00	
5116 · Postage	241.80	183.00	371.80	366.00	2,196.00	
5117 · Community Spay/Neuter	0.00	333.00	342.00	666.00	3,996.00	
5120 · Building/Auto Insurance	0.00	0.00	7,128.00	8,000.00	9,739.00	
5125 · Food	260.66	500.00	429.61	1,000.00	6,000.00	
5127 · Microchips	0.00	458.00	3,212.50	916.00	5,500.00	
5130 · Medical Supplies	42.31	1,250.00	1,108.73	2,500.00	15,000.00	
5135 · Vet Care	2,871.72	5,416.00	5,596.63	10,832.00	65,000.00	

Upper Peninsula Animal Welfare Shelter, Inc.

**Profit & Loss Budget Performance**

February 2019

	Actual Feb'19	Budget Feb'19	Actual Feb'19	Jan- Feb'19	Budget Jan-Feb'19	Annual Budget
5137 · Vaccines	0.00	375.00	475.96	750.00	4,500.00	
5139 · Spay Day Expense	278.00	0.00	350.00	0.00	3,000.00	
5140 · Spay & Neuter Program	1,429.00	1,833.00	1,826.00	3,666.00	22,000.00	
5141 · Animal Equipment	82.66	50.00	82.66	100.00	600.00	
5145 · Vehicle	38.22	200.00	95.36	400.00	2,400.00	
5146 · Dog License Expense	0.00	16.00	24.00	32.00	200.00	
5150 · Mileage	27.22	41.00	153.58	82.00	500.00	
5160 · Depreciation	0.00	0.00	0.00	0.00	0.00	
5180 · Donated Services/Materials	876.70	0.00	1,225.20	0.00	0.00	
5183 · Deb's Dog Expense	43.00	100.00	79.00	200.00	1,200.00	
6523 · Kids Club	73.14	213.00	691.29	426.00	2,560.00	
6524 · Dog Park	0.00	0.00	0.00	0.00	4,264.00	
6528 · Rentals	0.00	8.00	0.00	16.00	100.00	
<b>Total 5500 · OPERATING EXPENSE</b>	<b>14,137.92</b>	<b>19,059.00</b>	<b>36,812.67</b>	<b>46,118.00</b>	<b>240,137.00</b>	
<b>5550 · GRANT EXPENSE</b>						
5551 · General Grants	733.30	1,041.00	903.25	2,082.00	12,500.00	
<b>Total 5550 · GRANT EXPENSE</b>	<b>733.30</b>	<b>1,041.00</b>	<b>903.25</b>	<b>2,082.00</b>	<b>12,500.00</b>	
<b>5600 · FUNDRAISING EXPENSE</b>						
5603 · MZD Pics W/Santa	0.00	0.00	0.00	0.00	580.00	
6307 · Calendar	0.00	0.00	0.00	0.00	3,025.00	
6308 · Wash & Wag	0.00	0.00	0.00	0.00	455.00	
6311 · Cause for Paws	0.00	0.00	0.00	0.00	5,213.00	
6312 · Rummage Sale	0.00	0.00	0.00	0.00	0.00	
6315 · Misc/3rd Party Fundraisers	0.00	146.00	0.00	292.00	1,760.00	
6317 · Raise The Woof	0.00	0.00	2,181.05	3,705.00	3,705.00	
6322 · Raffle Expense	168.32	191.00	168.32	382.00	2,300.00	
6324 · Miscellaneous Expenses	45.95	12.00	331.28	24.00	150.00	
6330 · Golf Outing Expense	0.00	0.00	0.00	0.00	5,515.00	
6355 · Lights of Love	0.00	0.00	39.81	0.00	155.00	
6550 · Strut Your Mutt	-250.00	0.00	-250.00	0.00	4,910.00	
6551 · Canisters	0.00	4.00	0.00	8.00	50.00	
<b>Total 5600 · FUNDRAISING EXPENSE</b>	<b>-35.73</b>	<b>353.00</b>	<b>2,470.46</b>	<b>4,411.00</b>	<b>27,818.00</b>	
<b>6000 · OTHER EXPENSE</b>						
5142 · Volunteer Program	243.83	166.00	312.34	332.00	2,000.00	
6313 · Direct Solicitations	0.00	800.00	0.00	1,600.00	9,600.00	
6503 · Community Outreach	71.06	125.00	71.06	250.00	1,500.00	
6504 · Memorial Bricks/Tiles	0.00	275.00	0.00	550.00	3,300.00	
6505 · Professional Fees	0.00	0.00	0.00	0.00	13,750.00	
6510 · Publications	37.06	0.00	37.06	0.00	11,000.00	
6511 · Pet Promotion Expense	202.03	216.00	220.03	432.00	2,600.00	
6512 · Legacy Fundraising Expense	20.50	1,943.00	20.50	3,886.00	23,325.00	
6515 · Promotions	70.65	230.00	80.34	460.00	2,761.00	
6525 · Resale Items Expense	2,526.37	1,458.00	9,536.68	2,916.00	17,500.00	
6526 · MI Sales Tax	-80.23	250.00	986.17	500.00	3,000.00	

Upper Peninsula Animal Welfare Shelter, Inc.

Profit & Loss Budget Performance

February 2019

	Actual Feb'19	Budget Feb'19	Actual Feb'19	Jan- Feb'19	Budget Jan-Feb'19	Annual Budget
6530 · Conferences	0.00	166.00	0.00	332.00	2,000.00	
6532 · Donor Development	0.00	500.00	62.30	1,000.00	6,000.00	
6535 · Licenses, Dues, Permits & Fees	300.00	525.00	363.59	525.00	1,550.00	
6539 · Computer Equip/Network Access	300.00	300.00	974.02	600.00	3,600.00	
6540 · Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	
6547 · Business Memberships	0.00	83.00	0.00	166.00	998.00	
6561 · Investment Expense	0.00	0.00	530.12	0.00	0.00	
6590 · Mortgage Fees/Interest	2,238.05	2,704.00	3,338.12	5,408.00	31,546.98	
<b>Total 6000 · OTHER EXPENSE</b>	<b>5,929.32</b>	<b>9,741.00</b>	<b>16,532.33</b>	<b>18,957.00</b>	<b>136,030.98</b>	
<b>Total Expense</b>	<b>43,418.47</b>	<b>54,366.04</b>	<b>101,894.13</b>	<b>121,019.22</b>	<b>741,157.74</b>	
<b>Net Ordinary Income</b>	<b>-19,291.36</b>	<b>-3,600.04</b>	<b>-30,527.73</b>	<b>-12,137.22</b>	<b>-11,197.74</b>	
<b>Other Income/Expense</b>						
<b>Other Income</b>						
4222 · Investment Interest Revenue	215.17		324.81			
4226 · Change in Value-Dixon Trust	10,714.62		35,388.30			
4227 · Distribtution from Dixon Estate	0.00	0.00	1,951.15	0.00	11,200.00	
4300 · Unrealized Gain/Loss	4,651.03		16,471.63			
<b>4400 · RESTRICTED REVENUE</b>						
<b>7300 · New Shelter</b>						
4219 · New Shelter Revenue	3,800.00		3,800.00			
6536 · New Shelter Expense	2,634.18		2,250.94			
<b>Total 7300 · New Shelter</b>	<b>6,434.18</b>		<b>6,050.94</b>			
<b>7400 · SALLY'S FUND</b>						
4218 · Sally's Fund Revenue	0.00	0.00	0.00	0.00	4,800.00	
6518 · Sally's Fund Expense	0.00	0.00	0.00	0.00	-350.00	
<b>Total 7400 · SALLY'S FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,450.00</b>	
<b>Total 4400 · RESTRICTED REVENUE</b>	<b>6,434.18</b>	<b>0.00</b>	<b>6,050.94</b>	<b>0.00</b>	<b>4,450.00</b>	
<b>Total Other Income</b>	<b>22,015.00</b>	<b>0.00</b>	<b>60,186.83</b>	<b>0.00</b>	<b>15,650.00</b>	
<b>Net Other Income</b>	<b>22,015.00</b>	<b>0.00</b>	<b>60,186.83</b>	<b>0.00</b>	<b>15,650.00</b>	
<b>Net Income</b>	<b>2,723.64</b>	<b>-3,600.04</b>	<b>29,659.10</b>	<b>-12,137.22</b>	<b>4,452.26</b>	

Upper Peninsula Animal Welfare Shelter, Inc.  
**Profit & Loss Prev Year Comparison**  
February 2019

	Feb'19	Feb'18
Ordinary Income/Expense		
Income		
4000 · SHELTER REVENUE		
4005 · Pet Adoptions	5,086.00	4,415.50
4010 · Redeemed Animals	0.00	280.00
4016 · Spay Day	309.00	881.00
4020 · Government Contracted Services	895.50	497.19
4031 · Microchipping	100.00	80.00
4032 · Nail Clipping	60.00	150.00
4050 · Miscellaneous Services	281.50	295.00
Total 4000 · SHELTER REVENUE	6,732.00	6,598.69
4100 · DIRECT PUBLIC SUPPORT		
4006 · Pet Care Sponsorship	205.00	420.00
4008 · Pet Promotion Sponsorship	35.00	0.00
4105 · Business Memberships	1,000.00	0.00
4109 · Pink Lady	435.00	45.00
4110 · Donations	4,658.78	3,720.20
4120 · Special Gifts	483.00	1,090.82
4123 · Memorial Bricks/Tiles	39.00	0.00
4125 · Donated Services/Materials	876.70	959.50
4130 · Memorials/Honorariums	1,775.00	3,405.00
4132 · Deb's Dog Revenue	150.00	0.00
4152 · Direct Solicitations	405.00	530.00
Total 4100 · DIRECT PUBLIC SUPPORT	10,062.48	10,170.52
4156 · GRANT REVENUE		
4157 · General Grants	5,000.00	2,125.00
Total 4156 · GRANT REVENUE	5,000.00	2,125.00
4200 · FUNDRAISING REVENUE		
4128 · Misc/3rd Party Fundraisers	0.00	2,203.00
4140 · Canisters	729.32	549.81
4144 · Cause for Paws Revenue	0.00	725.00
4147 · Strut Your Mutt	0.00	500.00
4151 · Raise The Woof	170.00	500.00
4170 · Golf Outing Revenue	0.00	500.00
4196 · Chili Cook Off	0.00	302.78
4197 · Calendar	15.00	0.00
Total 4200 · FUNDRAISING REVENUE	914.32	5,280.59
4500 · OTHER INCOME		
4201 · Home2Home	10.00	15.00
4205 · Resale Items Revenue	1,336.47	172.00
4215 · Interest Revenue	71.84	2,902.91
Total 4500 · OTHER INCOME	1,418.31	3,089.91
Total Income	24,127.11	27,264.71
Gross Profit	24,127.11	27,264.71

Upper Peninsula Animal Welfare Shelter, Inc.  
**Profit & Loss Prev Year Comparison**  
February 2019

Expense	Feb'19	Feb'18
<b>5000 · EMPLOYEE EXPENSE</b>		
5200 · Payroll Expenses	20,429.12	19,191.42
5225 · Simple Plan Employer	0.00	77.28
5230 · MESC	372.86	404.93
5235 · Employer Social Security	1,261.62	1,184.87
5240 · Employer Medicare	295.06	277.10
5245 · Worker's Compensation	295.00	271.00
<b>Total 5000 · EMPLOYEE EXPENSE</b>	<b>22,653.66</b>	<b>21,406.60</b>
<b>5500 · OPERATING EXPENSE</b>		
5009 · Phone/Network Access	143.42	199.95
5011 · Merchant Service Fees	280.00	270.05
5012 · Bank Service Charges	5.00	0.00
5050 · Utilities	3,896.68	1,757.70
5100 · Cleaning Supplies	161.19	220.67
5102 · Animal Supplies	306.74	22.46
5105 · Repairs/Maintenance	213.58	223.52
5106 · Garbage/Snow Removal	1,652.57	604.46
5115 · Office Supplies	1,214.31	33.24
5116 · Postage	241.80	0.89
5125 · Food	260.66	405.55
5127 · Microchips	0.00	9.70
5130 · Medical Supplies	42.31	576.07
5135 · Vet Care	2,871.72	2,271.91
5139 · Spay Day Expense	278.00	1,526.50
5140 · Spay & Neuter Program	1,429.00	1,097.00
5141 · Animal Equipment	82.66	0.00
5145 · Vehicle	38.22	135.40
5146 · Dog License Expense	0.00	14.00
5150 · Mileage	27.22	37.26
5180 · Donated Services/Materials	876.70	959.50
5183 · Deb's Dog Expense	43.00	68.00
6523 · Kids Club	73.14	0.00
<b>Total 5500 · OPERATING EXPENSE</b>	<b>14,137.92</b>	<b>10,433.83</b>
<b>5550 · GRANT EXPENSE</b>		
5551 · General Grants	733.30	0.00
<b>Total 5550 · GRANT EXPENSE</b>	<b>733.30</b>	<b>0.00</b>
<b>5600 · FUNDRAISING EXPENSE</b>		
5604 · Chili Cook Off	0.00	0.41
6308 · Wash & Wag	0.00	140.00
6315 · Misc/3rd Party Fundraisers	0.00	59.72
6317 · Raise The Woof	0.00	221.53
6322 · Raffle Expense	168.32	0.00
6324 · Miscellaneous Expenses	45.95	669.72



Upper Peninsula Animal Welfare Shelter, Inc.  
**Profit & Loss Prev Year Comparison**  
February 2019

	Feb'19	Feb'18
6550 · Strut Your Mutt	-250.00	0.00
6551 · Canisters	0.00	9.99
<b>Total 5600 · FUNDRAISING EXPENSE</b>	<b>-35.73</b>	<b>1,101.37</b>
<b>6000 · OTHER EXPENSE</b>		
5142 · Volunteer Program	243.83	146.21
6503 · Community Outreach	71.06	57.96
6510 · Publications	37.06	0.00
6511 · Pet Promotion Expense	202.03	247.74
6512 · Legacy Fundraising Expense	20.50	0.00
6515 · Promotions	70.65	155.19
6525 · Resale Items Expense	2,526.37	-5.00
6526 · MI Sales Tax	-80.23	-9.12
6535 · Licenses, Dues, Permits & Fees	300.00	190.80
6539 · Computer Equip/Network Access	300.00	300.00
6590 · Mortgage Fees/Interest	2,238.05	0.00
<b>Total 6000 · OTHER EXPENSE</b>	<b>5,929.32</b>	<b>1,083.78</b>
<b>Total Expense</b>	<b>43,418.47</b>	<b>34,025.58</b>
<b>Net Ordinary Income</b>	<b>-19,291.36</b>	<b>-6,760.87</b>
<b>Other Income/Expense</b>		
<b>Other Income</b>		
4222 · Investment Interest Revenue	215.17	191.25
4226 · Change in Value-Dixon Trust	10,714.62	-16,903.19
4300 · Unrealized Gain/Loss	4,651.03	-6,185.15
<b>4400 · RESTRICTED REVENUE</b>		
<b>7300 · New Shelter</b>		
4219 · New Shelter Revenue	3,800.00	5,000.00
6536 · New Shelter Expense	2,634.18	-228.94
<b>Total 7300 · New Shelter</b>	<b>6,434.18</b>	<b>4,771.06</b>
<b>Total 4400 · RESTRICTED REVENUE</b>	<b>6,434.18</b>	<b>4,771.06</b>
<b>Total Other Income</b>	<b>22,015.00</b>	<b>-18,126.03</b>
<b>Net Other Income</b>	<b>22,015.00</b>	<b>-18,126.03</b>
<b>Net Income</b>	<b>2,723.64</b>	<b>-24,886.90</b>

## UPAWS

## Days Cash On Hand

	2012	2013	2014	2015	2016	2017	2018	Jan-19	Feb-19
Cash Less Restricted Funds	\$147,882.00	\$146,529.00	\$191,970.00	\$152,858.00	201,661.55	215,192.09	311,797.49	292,267.05	268,836.10
Total annual expense	\$451,620.63	\$431,923.23	\$520,354.25	\$576,669.00	\$602,450.00	\$536,174.67	\$521,136.55	\$741,159.72	\$741,159.72
Daily expense	\$1,237.32	\$1,183.35	\$1,425.63	\$1,579.92	\$1,650.55	\$1,468.97	\$1,427.77	\$2,030.57	\$2,030.57
Days cash on hand for shelter expenses (cash & equiv. less restricted for Sally's Fund and Capital Campaign / daily expense)	120	124	135	97	122	146	218	144	132

May 31 FYE Internal Statements 2012-2016

Budgeted annual expense for 2017

Budgeted annual expense for 2018

Budgeted annual expense for 2019

<b>UPAWS Capital Campaign</b>			
<b>Reconciliation</b>			
<b>As of: November 30, 2018</b>			
1		Cash Raised to Date	\$ 2,861,086
		Project Expenses Paid:	
2	2009	Expenses Paid	\$ -
3	2010	Expenses Paid	\$ -
4	2011	Expenses Paid	\$ -
5	2012	Expenses Paid	\$ 4,622
6	2013	Expenses Paid	\$ 250
7	2014	Expenses Paid	\$ 17,994
8	2015	Expenses Paid	\$ 77,808
9	2016	Expenses Paid	\$ 49,687
10	2017	Expenses Paid	\$ 490,655
11	2018	Expenses Paid	\$ 2,538,116
13		Subtotal Project Expenses	\$ 3,179,133
14		Remaining Cash (1 minus 13)	\$ (318,048)
15		Remaining Est. Expenses	\$ 786,855
16		Shortfall - borrow (15 minus 14)	\$(1,104,903)
17		Total Cost of Project (13 plus 15)	\$ 3,965,988
18		Pledges Receivable	\$ 130,100 Undiscounted
19		Balance to Raise (16 minus 18)	\$ (974,803)

**UPAWS Capital Campaign****Reconciliation****As of: December 31, 2018**

1	Cash Raised to Date		\$ 2,877,206
	Project Expenses Paid:		
2	2009 Expenses Paid	\$ -	
3	2010 Expenses Paid	\$ -	
4	2011 Expenses Paid	\$ -	
5	2012 Expenses Paid	\$ 4,622	
6	2013 Expenses Paid	\$ 250	
7	2014 Expenses Paid	\$ 17,994	
8	2015 Expenses Paid	\$ 77,808	
9	2016 Expenses Paid	\$ 49,687	
10	2017 Expenses Paid	\$ 490,655	
11	2018 Expenses Paid	\$ 2,546,453	
13	Subtotal Project Expenses	\$ 3,187,471	
14	Remaining Cash (1 minus 13)		\$ (310,264)
15	Remaining Est. Expenses	\$ 782,747	
16	Shortfall - borrow (15 minus 14)		\$(1,093,011)
17	Total Cost of Project (13 plus 15)	\$ 3,970,218	
18	Pledges Receivable		\$ 124,850 Undiscounted
19	Balance to Raise (16 minus 18)		\$ (968,161)

UPAWS Campaign Manager  
Report to the Board – March 2019  
**Campaign Manager-**

First Quarter Plan Summary-

Goal : \$35,000 - This goal is based on the historical numbers from the last two years for the quarter- the average of each month divided by 2 to come to this quarter. I believe this can be attained by:

- mBank Partnership
- Business Membership launch
- Memorial/Tribute Brick Advertising
- Naming Opportunities
- Grand Opening Activities - Recommend some small activities (tours for GEMS, etc) leading up to March 9 Ribbon Cutting and Grand Opening.
- Budget to Actual Attached Separately

Second Quarter - Goal & Plan estimations in development

Updates:

**Legacy Plan-**

- Completed all brochures in tri-fold form (Naming, Bricks, Businesses, general donations) in the new template with Fear Free Colors. These were completed and placed in our new brochure rack for the Grand Opening.
- Launching to Business Membership- Grand Opening + 2 TV interviews regarding new sponsor opportunities. Direct letters and calls end of March/beginning of April
- Touch Track updated. Prospects currently being identified to include- currently businesses as priority - continue to develop.
- mBank Completion check presentation - \$25,000. \$22,000 for the new shelter, \$2,000 for Platinum Partner, \$1,000 for this year's pledge. They will maintain an A/R for their remaining pledge of \$2,000 for 2020 & 2021

**Grand Opening-**

- Completed- THANK YOU for your assistance
- Representation from LSCP, GINCC, MCC, Gov. Whitmer's Office, Congressman Bergman's Office, 2 County Commissioners
- Large media exposure with MJ article, TV interviews
- Thank yous completed for food donations, volunteers, etc.
- Housewarming Wish List: combination of materials still needed for new shelter and items for ongoing operations (i.e. cleaner, grooming supplies, etc).

**Grants- (Grant Spreadsheet Attached)**

- Red Rover Grant - Sasawin Safe Haven collaboration - continued. On agenda for review of MOU and boarding contract by board. Developed by Kori and Ryan and approved by Sasawin in language form, so that they may submit the grant. Grant can be up to \$20,000. Sasawin will compile the remaining information in April and submit by May 15 deadline.
- 2019 Grant Calendar developed with Ryan and Ann.

**Program Development -**

- Field Trip Aspen Ridge Elementary 3 Graders - Concluded. March 2. Over 50 students broken up into 4 Centers- Body Language (by TacoMo Dog Training), Tour (by Kori), Craft Making (with teachers), Read to your Shelter Pet (Ann & Maddie). The event went well and we got a lot of great photos and a stack of thank yous (for review at board meeting). As our first

field trip it went pretty smooth, we will make adjustments in the future for likely only 1 class at a time, maybe 2. By the end of the day, the animals that were being read to were getting over stimulated even though the children were very good. 4 different sections of reading seems to be too high- we will limit the number of children in attendance (this was a special case as this was the grade behind the Oreo the Fluffy Bunny Story) and celebration for the room naming. If we limit it to 30, we can still have 'centers' but the reading will be more manageable. (Photo shared on google drive).

**Public Relations -**

- Mining Journal Weekly Superior Pets
- Grand Opening Week Tours-
- Grand Opening/Ribbon Cutting - Mining Journal (3.10), TV6 (3.9 & 3.11), ABC (3.10) Local 3 (3.12),
- Business Sponsorship Interviews - TV 6 (3.19) & ABC 5 & 10 (3.20)
- Economic Club of Marquette County
- Lake Superior Community Partnership - TV 6 Business After Hours
- Advertisement created- Mining Journal Progress Edition

**Misc -**

- Platinum Partners increased to 4, following up with 5th prospect (should know by end of March). Budget sent to fundraising and event chairs.

## 2019 Legacy Budget

LEGACY FUNDRAISING	Date	Budgeted Income	Budgeted Expense	Budgeted Net
Major Donors	Ongoing	\$ 81,839.00	\$ 11,662.50	\$ 70,176.50
Individual Giving	Ongoing	\$ 47,500.00	\$ 11,662.50	\$ 35,837.50
<b>TOTAL</b>		<b><u>\$ 129,339.00</u></b>	<b><u>\$ 23,325.00</u></b>	<b><u>\$ 106,014.00</u></b>

MISC. FUNDRAISERS	Date	Budgeted Income	Budgeted Expense	Budgeted Net
Rescue Raffle	July-December	\$ 7,500.00	\$ 2,500.00	\$ 5,000.00
Rainbow Bridge Memorial Walk	May	\$ 7,500.00	\$ 2,500.00	\$ 5,000.00
<b>TOTAL</b>		<b><u>\$ 15,000.00</u></b>	<b><u>\$ 5,000.00</u></b>	<b><u>\$ 10,000.00</u></b>

2019 OTHER BUDGET ACCOUNTS		Income	Expense	Net
Memorial/Tribute Bricks	Ongoing	\$ 15,000.00	\$ 3,300.00	\$ 11,700.00
Grants	Ongoing	\$ 50,000.00	\$ 12,500.00	\$ 37,500.00
Business Members	Jan - Apr	\$ 5,000.00	\$ 1,000.00	\$ 4,000.00
<b>TOTAL</b>		<b><u>\$ 70,000.00</u></b>	<b><u>\$ 16,800.00</u></b>	<b><u>\$ 53,200.00</u></b>

MISCELLANEOUS LEGACY EXPENSES			Expense	Used
<b>TOTAL Misc.</b>			<b><u>\$ -</u></b>	<b><u>\$ -</u></b>

## 2019 Actual (3.21.2019)

<b>LEGACY FUNDRAISING</b>	<b><u>Date</u></b>	<b><u>Rev.</u></b>	<b><u>Exp.</u></b>	<b><u>Net Rev.</u></b>
Major Donors	Ongoing	\$ 30,100.00	\$ 73.99	\$ 30,026.01
Individual Giving	Ongoing	\$ 1,470.00		\$ 1,470.00
<b>TOTAL</b>		<b><u>\$ 31,570.00</u></b>	<b><u>\$ 73.99</u></b>	<b><u>\$ 31,496.01</u></b>

<b>MISC Fundraisers</b>	<b><u>Date</u></b>	<b><u>Rev.</u></b>	<b><u>Exp.</u></b>	<b><u>Net Rev.</u></b>
Rescue Raffle	July-Dec			
Rainbow Bridge Memorial Walk	May			
<b>TOTAL</b>		<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>

2019 OTHER BUDGET ACCOUNTS			Exp.	Net Rev.
Memorial/Tribute Bricks	Ongoing	\$ 2,250.00	\$ 19.90	\$ 2,230.10
Grants	Ongoing	\$0.00	\$ 99.00	\$ (99.00)
Business Members	Jan-Apr	\$1,000.00	\$ 31.85	\$ 968.15
<b>TOTAL</b>		<b>\$ 3,250.00</b>	<b>\$ 150.75</b>	<b>\$ 3,099.25</b>

	<b>Goal</b>	<b>Actual</b>	<b>Total</b>	\$ 34,820.00	\$ 224.74	\$ 34,595.26
Quarter 1	35000	34595.3				



Date	Name	Project	Requested	Granted	Product	Req. by	A/D	Funds Rec'd
Jan-18	Maddie's Fund Innovation	Treatment Center Equip	\$ 3,900			Kori Tossava		

Feb-18

## Manager's Report

March 21<sup>st</sup>, 2019

### **Animals**

Transfers in: 3/1/19- 2 Dogs- HATS

3/7/19- 15 Cats- HATS

3/9/19- 1 Dog- Copper Country Humane Society

3/10/19-10 Dogs- HATS

Transfers out: 3/16/19-1 Dog- Non-Coalition Partner

Total adoptions since January 1<sup>st</sup>, 2019: 192

### **Other Animal-Related Happenings:**

-We have adopted out all of the transfer animals we had accepted at the beginning of the month. We will assess when to accept another transfer, which I believe should be more cats.

-We have been scheduled to participate in a training program through the Michigan Pet Fund Alliance. The program is designed to teach shelter staff many topics to include canine body language, enrichment, and improving volunteer programs. I have submitted a request for the funding of the conference. The training is scheduled for May 8<sup>th</sup> and 9<sup>th</sup>.

### **Maintenance**

- The melting snow has allowed access to a portion of our outside dog runs. The puppies we transferred in were some of the first dogs to experience the enclosures.

- Swick has inspected all of the floor drains in the shelter. All drains should now be working properly.

- The grand opening served as a good stress test in relation to the cleaning of the new shelter. The addition of several new pieces of equipment, such as vacuums and floor scrubbers, should improve cleanliness and also reduce the amount of time spent cleaning.

### **Stats**

-February, 2019 stats completed and sent to Kori. ASC Data Matrix information has been submitted for February, 2019.

### **Other**

- County and municipal bills completed and mailed.

- Two Walmart pick-ups have been completed this month.

## **Volunteer Coordinator & Community Outreach Report – February 2019**

**Unfortunately, I was sick for 10 days and mostly out of work. February 10 – 20.**

### **VOLUNTEER**

Volunteer Computer: Kindle and security bracket is set up for volunteers to log in.

Active Volunteer Training: For the last two weeks, I have been utilizing Sign Up Genius to start training active volunteers. We are starting with what I will call Essential Volunteers. We will be doing this in stages and utilizing Sign Up Genius to sign up for times. We don't have everything complete (Handbook changes, job description updates) – but we still wanted to get training started.

Some changes moving forward:

- New Color System
- Dog walkers age minimum is now 18 years old.
- Minimum of 16 years of age to work with cats / small critters independently (with parental written consent). Future Youth programs will be separate from shelter staff assisting positions.

I am starting to train this week with what we will call Essential Shelter Help - Cat / Small Animal Care.

### **RESPONSIBILITIES**

These tasks include assisting staff with:

- Feeding and watering the cat / small critters.
- Cleaning and sanitizing cat / small critters kennels.
- Laundering bedding and washing dishes.
- Preparing kennels for new animals.

Youth at UPAWS: March 1<sup>st</sup>. Assisted with over 50 third graders on a field trip. Youth rotated from tours, to TacoMo teaching our RUFUS dog safety program, to making bookmarkers to reading to the animals. All-in-all was a nice day. However, that large of a number of youths at one time rotating in and out was getting to be stressful on the animals – so I recommend smaller groups at one time.

## **COMMUNITY OUTREACH**

TOURS: Grand Opening week – assisted with some tours.

On 3/21 did a tour for the Helping Hands Youth 4H Club.

Grants: Applied for adoption event grant from Petfinder's Foundation – Purina New Year New Pet grant. Unfortunately, I did not get this grant.,

Transfers: Coordinated 15 cats from HATS 3/7/19 (all adopted in 6 days). Helped coordinated transfer of 18 puppies from HATS. Puppies all adopted – right now our census is low.

Spread Goodness Day: Paige Spisak, TV6 reporter and Sarah Blakely, the TV6 morning news anchor, donated their time to help UPAWS in honor of Spread Goodness Day! They took a new shelter tour and then helped social two little puppies.

Pet Gazette: Working on Spring edition. Taking extra time as I am redesigning the newsletter to give it a fresh updated look. Look for it to be in homes by mid-April.

## **OTHER:**

ReTail: Reordering sold out items. Help make sales as I can!! 🐾

Grand Opening: Spent good amount of time helping to get facility ready for March 9<sup>th</sup> Grand Opening.

## **Daily, Weekly Responsibilities**

Maintain/coordinate UPAWS website with all needed updates, upkeep for fundraisers and content.

Pets for adoption - photograph and write the pet bios for our UPAWS pets. Videos as I have time.

Deb's Dog of the Month – contact for UPAWS with Mikki Danielson and coordinate each month.

Household Appliances with Art Van Furniture – contact for UPAWS for monthly pet sponsorships

First of the month sponsorships – maintain monthly.

Pet Adoption Portal site – maintain and oversee. The Pet Adoption Portal allows to only enter the pet and bio once and from there the portal automatically sends the animal data and pictures to a long list of web sites (including Petfinder.com). I update only one pet list, and the other web sites get updated.

Social Media – compose, coordinate, maintain daily content & schedule for all UPAWS social media presence.

Various other media – compose and coordinate weekly as follows:

- Action Shopper – Sunday evening
- ABC10 Pet of the Week – Sunday evening
- Mining Journal Pet Page – Tuesday evening
- Marquette Monthly – volunteer Laura Farwell handling with content provided.

EMMA Enews mailings.

Monitor and answer (or forward to appropriate person to answer) [info@upaws.org](mailto:info@upaws.org)

Help on floor and counter at UPAWS as needed – I especially assist with customer relations and showing and promoting the pets for adoption and assisting potential adopters and visitors.

Sincerely,

Ann Brownell

<6 mos. <6 mos.

Feb-19		DOGS	PUPS	CATS	KITS	OTHER	TOTAL	YTD
<b>INTAKE</b>								
Owner Surrender		13	0	12	0	5	30	60
Returned Adoption		1	0	0	0	0	1	6
Stray (from Police, Public and Shelter Pickup)		2	0	5	0	0	7	18
Seized/Custody		5	0	4	1	0	10	15
Transferred from Other Shelters		1	0	18	0	0	19	36
<b>Total Intake</b>		22	0	39	1	5	67	135
<b>Total Intake YTD by Species</b>		39	0	80	6	10	135	135
<b>OUTCOMES</b>								
Adoptions (shelter, foster home or special event)		18	0	47	2	7	74	123
<b>Total Adoptions YTD per species</b>		27	0	81	3	12	123	
Returned to Owner		6	0	0	0	0	6	11
Transferred to Rescue Groups/Shelters		1	0	0	0	0	1	1
<b>EUTHANIZED/DEATHS/MISSING/STOLEN</b>								
Dangerous		1	0	0	0	0	1	2
Dying		1	0	0	0	0	1	2
Animal's Name and Reason	Lizzie-Dying, cancer, Mukwa-Aggression							
<b>TOTAL ANIMALS EUTHANIZED</b>		2	0	0	0	0	2	4
Died at shelter/foster home - Unknown		0	0	0	0	0	0	0
Missing/Stolen/Escaped		0	0	0	0	0	0	0
Animal's Name and Reason								
<b>SAVE RATE (Intake- Euthanasia Outcome) / Intake</b>								97.04%
<b>ASPCA Live Release Rate (Live Outcomes / Intake)</b>								100.00%
<b>OTHER INFO</b>		Dogs	Cats	Other				
Avg. Length of Stay		9.2	8.6					
Monthly Return Rate		6%	0%					

Feb-19

	<6 mos.		<6 mos.		<6 mos.			
	DOGS	PUPS	CATS	KITS	OTHER	TOTAL	YTD	
CLINIC SERVICES								
Owner Requested Euthanasia	1		1			2	2	
Bite Hold (for Owner)						0	0	
Spay/Day	2		3			5	11	
Community Spay/Neuter (Spay It Forward)						0	4	
Targeted Spay/Neuter						0	0	
Clinic-Other			1			1	2	
Service						0	0	
Microchipping	4		1			5	9	
Domestic Violence						0	0	
Pending Investigation						0	0	
Boarding						0	0	
Cruelty						0	0	
Home 2 Home						0	5	
Total	7	0	6	0	0	13	33	

# **Board Development Committee Meeting Minutes**

**March 12, 2019**

**6:30 p.m., Border Grill, Negaunee**

**Present: Bob Stephenson (Chair), Linda Roncaglione, Lynn Andronis, Crystal Swanson, and Reva Laituri, Scott Jandron, Karen Duquette, Kathi Fosburg**

**Guest: Austin J Loehr, Board Applicant**

- 1) Call to Order:** Meeting was called to order at 6:30 pm.
- 2) Agenda:** Interview of Board applicant, Austin Loehr; Leslie Hurst application; Continuing Education; Annual Board Evaluation; Nomination and Election Process; 2019 Board member term expirations.
- 3) Interview** of Austin Loehr, NMU marketing major and employee of Radio Results Network, was approximately 30 minutes in length. Crystal and Linda will contact Austin's references and arrange a tour of the shelter with Austin. He was invited to the March Board meeting.
- 4) Application** of Leslie Hurst was briefly reviewed and discussed by those on the Committee familiar with Leslie's past volunteer history with UPAWS. Lynn will have Leslie contact Bob to arrange a short familiarization meeting and invitation to a Committee interview.
- 5) Discussion** regarding use of Grow & Lead services regarding Board training on Board/CEO/ED relationships.
- 6) Annual Board Evaluation** form will be sent to all Board Members in June.
- 7) Nomination** and election processes were discussed at Reva's suggestion in relation to having multiple qualified Board applicants and few available seats. Revolved around whether the Committee should recommend those it regards as best qualified or present all applicants to the Board for its decision on the best choice(s). Nothing is specifically stated in **Board Policies and Procedures 7.0**
- 8) Bob** asked whether the election of new Board officers is, has been, or should be publicized in any way (Facebook, newspaper, TV) other than the UPAWS website.
- 9) Reminder** of current Board terms of Kathy Leone, Amber Talo, Reva Laituri, and Alex Petrin expire in June. Each is eligible for another three year term. Queries will be made no later than May as to their intentions in seeking another term.

**Next Committee meeting scheduled for 6:30pm on Tuesday, April 9, 2019, at the Border Grill, Washington Street, Marquette.**

**Meeting adjourned at 8 PM**

**Minutes submitted by: Bob Stephenson**



**FUNDRAISING COMMITTEE MEETING MINUTES**  
**March 19, 2019 5:30 PM**  
**UPAWS**

Present: Amber Talo (Chair), Karen Rhodes, Lynn Andronis, Marlene Ombrello, Reva Laituri, Ann Brownell

Guest: Rachel Thomas

Absent: Laura Aldridge (excused), Jennifer Beckman, Kori Tossava

**REPORTS/UPDATES ON COMPLETED FUNDRAISERS:**

**Strut Your Mutt** (September 15, 2018) (Ann): (report attached) Ann updated that she does not have a date or venue for SYM 2019 yet. She contacted the city beginning of February regarding date, and was informed that the date was given to NAMI Mental Health Walk. Ann did get our annual roll-over security deposit that secures our date back. The committee discussed other possibilities of changing location to Negaunee Heritage Trail, UPAWS Property, or changing the date to a Sunday and keep it at same venue. Ann is investigating possibilities.

**Cause for Paws** (November, 2018) (Amber): (report attached) Amber reported that she would like to keep the same venue, however they will not be donating the entire venue rental fee this year or allowing outside catering but will discount the rental fee. This will be an increase in expense. However, this will only increase expenses by approximately \$1000.00 which can be supplemented with increased Sponsorships.

**Rescue Raffle** (June-December) (Kori): (report attached) Reva noted that the 2018 Spreadsheet had inaccurate expenses listed. Amber will update the spreadsheet to correct the error.

**Lights of Love** (Nov-Dec 2018) (Karen): (report attached) Karen reported that she will be in touch with Mall Manager to see what the mall will be like this year (new ownership) and if we will be able to have LOL at the mall.

**Raise the Woof** (January 28, 2019) (Amber): Report Attached.

**Pet Photo Calendar Contest** (April 2018 – January 2019) (Reva)  
Report attached.

**Throttle Sled Night** (3<sup>rd</sup> Party) (Reva) Report attached. It was a great turn-out despite the blizzard conditions.

**Platinum Partners** (Kori) Amber mentioned she needs to get an update from Kori on final Platinum Partners received. Right now there are four Platinum Partners confirmed, which is an increase from the previous year. Ann mentioned Kori said she will be sending out Business Membership letters and that perhaps that would also serve as follow-up on possible additional Platinum Partners.

## **ONGOING/UPCOMING FUNDRAISERS:**

### **Upcoming/Ongoing Fundraisers:**

**"Name a Beer After Your Pet"** (March 29) (Amber) The first Name a Beer After Your Pet release party is scheduled for Friday, March 29<sup>th</sup> at Cognition. Border Grill is donating the catering for the release party. "Coco-Chanel's Pretty Pilsner" is a light bodied pilsner in traditional Czech fashion. Coco-Chanel was not adopted from UPAWS, but at the event we will be sharing her story and why she is now connecting her owners to UPAWS with this wonderful donation. The release party starts at 6pm, and this is an auction item from Cause for Paws and not a stand-alone Fundraiser. However, we will receive a portion of the proceeds from the beer as well as the proceeds from custom T-shirts. Revenue received from this auction item will be tracked under Cause for Paws.

**Pet Photo Calendar Contest** (April 2019-January 2020) (Reva) The Pet Photo Calendar Contest will start in April for photo submissions. Reva will be contacting 906 Technologies to make sure everything is good to go for the website to receive entries. Voting will begin in July.

**Econo Pet Tags** (May 2019) (Karen) Karen asked Econo Foods Manager Zach if Econo would match the pet tag donation amount. She is waiting to hear back, but he said he would discuss with the owner. The Pet Tags promotion runs the month of May.

**Wash n' Wag** (2019) (Amber) Amber reported she admittedly forgot she said she would chair this event, but has reached out to the City to secure a date at Tourist Park and is waiting to hear back.

**Burke Photo** (3<sup>rd</sup> Party) Reva asked if anyone had heard if Burke will be doing the 3<sup>rd</sup> party photo fundraiser. Karen reported she e-mailed two days ago to inquire but has not heard back on if he is doing it again.

**UpNorth** (3<sup>rd</sup> Party) Karen reported that she messaged Sally at UpNorth Lodge to see if they would be willing to add us as a recipient to their Fundraiser. (Similar to the Throttle Bike/Sled Night Fundraiser) She is waiting to hear back.

**Blueberry Fest** (Karen) Karen reported that the entry fee has gone up this year to \$100. She is seeing if she can get that discounted for us as a non-profit. Amber mentioned that maybe Iron Bay would be willing to sponsor the entry if they receive Cognition's "Margie's Journey" Blueberry Wheat Ale they are requesting to get on tap again. This was a "Name a Beer After Your Pet" in 2018 from the Troudt's that was a double release at Iron Bay and very popular for Blueberry Fest.

#### **OTHER BUSINESS:**

1. **Review of 2018 Fundraising Spreadsheet**- Committee reviewed the 2018 Fundraising Spreadsheet. Amber will be making one correction to the Rescue Raffle line item and will send back to the committee.

2. **2019 Fundraising Budget**-Committee reviewed the 2019 Fundraising budget noting that we will not be doing the Chili Cook Off this year and the Rescue Raffle will now be part of the Legacy Committee. We will not include the Rummage Sale in the 2019 Budget as we are not sure if we have a chair for this event or a venue. The committee suggested possibly having the rummage sale for a weekend only at the shelter or fairgrounds. Amber suggested if we did that to pair up with the Gwinn town-wide rummage sale they do. Reva informed us Deb mentioned she was not planning to chair this event again, but Marlene thought she said she was. Will need to see if Deb is willing to chair this again. If we end up having an event chair/venue, we will amend the 2019 Fundraising Budget to include the Rummage Sale.
3. Reva mentioned that after discussions with Joan (Treasurer) that reports should be submitted within 1 month (2 months at the latest) for an event. If additional revenue is received the report can be amended later. She also mentioned that we need to be using the same format for reports. Amber offered to help anyone who needs assistance in completing their reports, and make sure they are using Excel and Accounting formats.
4. Amber and Reva informed the Fundraising Committee of the Board Discussion to create an oversight "Fundraising" Committee which will consist of Event Fundraising, Donor Development, and the Legacy Committee. The structure of this committee is still pending a meeting between the three committee chairs. The charter and focus of the Fundraising Committee will not change, besides maybe being called "Event Fundraising."

**Canister Report** (Reva): Report attached.

The meeting was adjourned at 7:10 PM

Respectfully submitted,  
**Amber Talo**  
Chair

## 2019 Fundraising Budget

UPAWS FUNDRAISERS	Date	Budgeted Income	Budgeted Expense	Budgeted Net
Raise the Woof	19-Jan	\$7,350.00	\$3,705.00	\$3,645.00
Pet Photo Calendar Contest	April-January	\$12,300.00	\$3,025.00	\$9,275.00
Wash 'n Wag	June	\$1,800.00	\$455.00	\$1,345.00
Tee Up For Tails	July	\$19,900.00	\$7,237.50	\$12,662.50
Blueberry Festival	July	\$550.00	\$75.00	\$475.00
Strut Your Mutt	Aug/Sept	\$ 22,000.00	\$4,965.00	\$17,035.00
Cause For Paws	November	\$25,100.00	\$5,468.00	\$19,632.00
Mares-Z-Doats Photos with S	Nov/Dec	\$3,080.00	\$580.00	\$2,500.00
Lights of Love	Nov/Dec	\$2,350.00	\$155.00	\$2,195.00
<b>TOTAL</b>		<b>\$ 94,430.00</b>	<b>\$ 25,665.50</b>	<b>\$ 68,764.50</b>

D PARTY & MISC FUNDRAISE	Date	Budgeted Income	Budgeted Expense	Budgeted Net
Throttle Sled Night	21-Feb	\$1,700.00	\$250.00	\$1,450.00
Burke Photo	April	\$ -	\$ -	\$ -
Throttle Bike Night	9-Aug	\$1,700.00	\$250.00	\$1,450.00
Econo Pet Tags	May	\$1,425.00	\$75.00	\$1,425.00
Super One Cookout	8/31 - 9-1	\$ 6,000.00	\$ 30.00	\$5,970.00
<b>TOTAL</b>		<b>\$ 10,825.00</b>	<b>\$ 605.00</b>	<b>\$ 10,295.00</b>

MISCELLANEOUS INCOME	Income	Expense	Net
Canisters	\$ 9,500.00	\$ 200.00	\$ 9,300.00
Econo Receipts (2)	\$7,500.00	\$ -	\$7,500.00
<b>TOTAL</b>	<b>\$ 17,000.00</b>	<b>\$ 200.00</b>	<b>\$ 16,800.00</b>

MISCELLANEOUS FUNDRAISING EXPENSES	Expense	Used
First Giving	\$ 500.00	
Supplies (misc.)	\$ 175.00	
Miscellaneous	\$ 100.00	
Third Party Expenses (not budgeted above)	\$ 150.00	
<b>TOTAL Misc.</b>	<b>\$ 925.00</b>	

## 2019 Actual

<u>UPAWS FUNDRAISERS</u>	<u>Date</u>	<u>Rev.</u>	<u>Exp.</u>	<u>Net Rev.</u>	<u>Over/Under Budget</u>
Raise the Woof	19-Jan	\$7,836.00	\$3,101.37	\$4,734.63	\$1,089.63
Pet Photo Calendar Contest	April-Jan				
Wash n' Wag	June				
Tee Up For Tails	July				
Blueberry Festival	July				
Strut Your Mutt	Aug/Sept				
Cause for Paws	November				
Mares-Z-Doats Photos with Santa	Nov/Dec				
Lights of Love	Nov/Dec				
<b><i>TOTAL</i></b>		<b><u>\$ 7,836.00</u></b>	<b><u>\$ 3,101.37</u></b>	<b><u>\$ 4,734.63</u></b>	<b><u>\$1,089.63</u></b>

<u>3RD Party &amp; MISC Fundraisers</u>	<u>Date</u>	<u>Rev.</u>	<u>Exp.</u>	<u>Net Rev.</u>	
Throttle Sled Night	21-Feb	\$1,560.00	\$210.50	\$1,480.50	\$80.50
Burke Photo	April				
Throttle Bike Night	9-Aug				
Econo Pet Tags	May				
Super One Cookout	Aug 31-Sept1				
<b><i>TOTAL</i></b>		<b><u>\$ 1,560.00</u></b>	<b><u>\$ 210.50</u></b>	<b><u>\$ 1,480.50</u></b>	

<u>Miscellaneous Income</u>			<u>Exp.</u>	<u>Net Rev.</u>	
Canisters (to date)		\$1,341.44		\$1,341.44	(\$208.56)
Econo Receipts		\$2,511.16	\$ -	\$2,511.16	(\$1,238.84)
<b><i>TOTAL</i></b>		<b><u>\$ 3,852.60</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 3,852.60</u></b>	

To date over/under budget by (\$277.27)



## **FUNDRAISING COMMITTEE CONTACT LIST AND CALENDAR**

### **COMMITTEE MEMBER CONTACTS**

[fundraising@upaws.org](mailto:fundraising@upaws.org)

Amber Talo, Chair

Reva Laituri

Lynn Andronis

Ann Brownell (Staff) [volunteer@upaws.org](mailto:volunteer@upaws.org)

Karen Rhodes

Kori Tossava (C. C. Manager)

Marlene Ombrello

Laura Aldridge

Jennifer Beckman

### **UPCOMING EVENTS**

Econo Pet Tags (May 2019)

Karen Rhodes (Liaison)

Wash 'n Wag (2019)

Amber Talo (Chair)

Rummage Sale (June-July, 2019)

Deb Winkler (Chair)

Tee Up for Tails (2019)

Karen Rhodes (Chair)

Blueberry Festival (July, 2019)

Karen Rhodes (Chair)

Throttle Bike Night (2019)

Reva Laituri (Liaison)

Super One Cookout (August 31-September 1, 2018) – 3<sup>rd</sup> Party

Karen Rhodes (Liaison)

Super One Marquette – 228-6777

Super One Negaunee – 475-4132

Strut Your Mutt (September 2019)

Ann Brownell (Chair)



Sally's Ride (September, 2019)  
Joan Mulder (Chair)

Cause for Paws (November 2019)  
Amber Talo (Chair)

Mares-Z-Doats Santa Photos (Nov or Dec, 2019)  
Lynn Andronis (Chair)

Pet Photo Calendar Contest (April 2019 - January, 2020)  
Reva Laituri (Chair)

Lights of Love Booth (Nov-Dec, 2019)  
Karen Rhodes (Chair)

Throttle Sled Night (Jan or Feb 2020) 3<sup>rd</sup> Party  
Reva Laituri (Liaison)

Raise the Woof (January, 2020)  
Amber Talo (Chair)

<b>ON-GOING FUNDRAISERS AND PROMOTIONS</b>
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Canisters

Crystal Swanson (Co-Chair – Marquette City & Township)  
Reva Laituri (Co-Chair – Chocolay Township, Negaunee, Ishpeming,  
Gwinn, Sands)

Econo Receipts (Feb and Sept)  
Karen Rhodes (Chair)

Internet Promotions

Ann Brownell (Chair)

Resale

Ann Brownell (tees/sweats/misc.)  
Shelter Manager (animal products)

<b>OTHER CONTACTS</b>
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Finance (budgeting)

Joan Mulder (Treasurer) – 249-9539 (h); [jmulder@upaws.org](mailto:jmulder@upaws.org)

Website (special pages)/Social Media

Ann Brownell – 475-6661; [abrownell@upaws.org](mailto:abrownell@upaws.org)

Volunteers

Ann Brownell (Volunteer Coordinator) – 475-6661 (w); [volunteers@upaws.org](mailto:volunteers@upaws.org)

6/2018

Notes:

Dennis LaFond has offered the American Legion in West Ishpeming for use as a venue for a fundraiser at no cost. Capacity is about 300. His number is 486-8042.

The following businesses offer employee volunteer incentives: Kohls, Target, Starbucks, Wells Fargo, Honor Credit Union, Lowes, Walmart

Platinum Sponsors for 2018-2019: Honor Credit Union, Iron Range Agency, Mares-Z-Doats

## Canisters 2019

[illegible]



## PERSONNEL COMMITTEE MINUTES\_Public Copy

February 13, 2019

5:30 p.m., UPAWS New Animal Shelter

**Present:** Colleen Whitehead, Joan Mulder, Kathy Leone, Scott Jandron. **Staff:** Kori Tossava and Ann Brownell.

**Present by phone:** Reva Laituri

**Guest:** Laura Reilly, attorney with Kendricks Bordeaux, et al

**Absent:** None

1. **Call to Order:** Meeting was called to order at 5:42 pm.

2. **Agenda:**

a. Review of UPAWS Job Descriptions, Volunteer Program and FLSA rules w/ Laura Reilly

*Kori and Ann invited to attend this discussion*

### 3. Discussion

a. **UPAWS Job Descriptions, Volunteer Program and FLSA rules**

Laura recommended UPAWS job descriptions edited to:

- Add exempt or non-exempt to each job description
- Add what duties are essential vs non-essential functions to each job description. (DOL.gov and AskJan.org have resources on what is meant by essential functions).

The use of volunteers per IRS & FLSA:

- Nonprofits allowed to use volunteers
- Cannot provide compensation
- Ok to reimburse expenses
- Ok to pay honorarium for presentation / education / etc.
- There must be no impression that an employee will be fired if that person doesn't also volunteer.
- An organization is overly dependent on volunteers if operations are impacted when they don't show.

Laura recommended for Volunteer program:

- Develop a list of expectations for volunteers
- Volunteers should not perform substantially the same services as paid employees\*
- Develop a list of understanding for new volunteers to sign. Make it clear there is no compensation. Obtain signature on a written commitment of understanding.

\*Per follow up email 2/25/19 from Laura in response to Kathy's request for clarification on whether services provided by a volunteer can be the same as provided by an employee: "Regarding your highlighted note:

\*some\* overlap is inevitable in the tasks performed by paid employees and those done by volunteers. The key is not to make the bundle of tasks the employee does and the bundle of tasks a volunteer does exactly the same. Put another way, employees and volunteers should not be interchangeable. So for your highlighted note, I would revise this as "Volunteers should not perform substantially the same services as paid employees.""

## **POLICY & BYLAWS COMMITTEE**

**Chaired by:** Colleen Whitehead

**Date:** February 21<sup>st</sup>, 2019 10:00 am -12:00 pm at the Crossroads in Marquette

**Members Present:** Colleen Whitehead, Reva Laituri, Lynn Andronis and Linda Roncaglione

### **Discussion:**

- Review and discussion of draft policies presented to the Committee:
  - Board Actions
  - UPAWS Annual Report
  - Charitable Contributions; draft Language to be added to Policy 4.0 Financial Oversight
- Board Committees Policy – discussion of revisions re: selection process for Committee members
- Continued discussion in regards to language related to Closed Sessions – possible changes to both policies and Bylaws.
- Review of draft policy language for Crisis Management
- Review of draft policy language related to Adoption SOP process

### **Assignments:**

- Next meeting we will review final draft Board policy documents
- Reva to provide Committee members with sample Annual Report formats; next meeting further review and discussion on Annual Report format / policy
- Individual Committee members will continue working on assigned policy areas being developed.

### **Next Meeting:**

- April 11<sup>th</sup>, 2019 at 10:00 a.m. at Crossroads in Marquette; monthly meeting is usually the 3<sup>rd</sup> Thursday of each month; April date change due to scheduling conflict of Committee Chair.