

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, November 25, 2019 / 6 p.m. / Community Room / Upper Peninsula Animal Welfare Shelter

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.

Agenda

1. Call to Order/Attendance
2. Public Comment
3. Approval of Agenda
4. Mission Moment
5. Approval of Minutes
 - a. October 28 - Regular Meeting Minutes
 - b. October 28 – Closed Meeting Minutes
 - c. November 15 – E-Vote Approval of 990
6. Unfinished Business
 - a. Construction update (Amber)
 - b. Report and Recommendation for Snowplowing Contract (Amber)
7. New Business
 - a. Resignation of Jim Kinnunen
8. Communications
9. President's Report
10. Treasurer's Report
 - a. April F/S
 - b. May F/S
 - c. June F/S
 - d. July F/S
 - e. August F/S
 - f. September F/S
 - g. October F/S
11. Shelter Operations Report(s)
12. Committee Reports

- a. Board Development Committee Report (Scott) – No report – did not meet.
- b. Finance Committee Report (Amber) - No report – did not meet.
- c. Fundraising Committee Report (Reva) – No report – did not meet.
- d. Strategic Planning Committee Report (Lynn) - No report – did not meet.
- e. Personnel Committee Report (Reva) – Written report.
- f. Policy / Bylaw Committee Report (Colleen) – No report – did not meet.
- g. Donor Development (Ad Hoc) (Leslie) – Written Report
- h. Community Room (Ad Hoc) (Leslie) -
- i. Dog Park Committee (Ad Hoc) (Amber) -
- j. Grounds/Facilities Committee (Ad Hoc) (Alex) -
- k. Vet Center Committee (Ad Hoc) – (Scott) –
- l. IT Committee (Ad Hoc) (Chris) – Written Report

13. Public Comment

14. Board Comment

15. Closed Session to Review Proposed City of Negaunee Impound Agreement

16. Adjournment

Next Board Meeting Date: December 23, 2019

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, October 28, 2019

Minutes

PRESENT: Reva Laituri (President), Dr. Scott Jandron (Vice President), Amber Talo (Treasurer), Lynn Andronis (Secretary), Chris Danik, Leslie Hurst, Austin Loehr, Alex Petrin, Brett Specker

ABSENT: James Kinnunen and Colleen Whitehead (both excused)

STAFF: None

GUESTS: Sue Kapla (Ph.D., Certified Applied Animal Behaviorist)

1. Call to Order/Attendance: Meeting was called to order at 6:01 p.m.
2. Public Comment: None
3. Approval of Agenda: *Motion was made by Lynn, seconded by Scott, to approve the Agenda as presented. Motion passed with unanimous consent.*
4. Mission Moment: Reva acknowledged the exceptional efforts of our local vets stepping up to help with spay/neuter appointments when we were overloaded with animals that needed the surgeries before being adopted or going home. Alex spoke about the dog, Yahtzee, who was here for 2 years and recently adopted. He specifically recognized Julie's work with Yahtzee to make him more adoptable and her subsequent work with the adopter. Leslie questioned if we currently have an award for employee recognition. Lynn suggested sending the issue to Personnel Committee for development.
5. Approval of Minutes:
 - a. September 23 - Regular Meeting Minutes: *Motion was made by Leslie, seconded by Scott, to approve the minutes as presented. Motion passed with unanimous consent.*
6. Unfinished Business:
 - a. Construction Update: Amber reported that significant progress has been made in the barn and we currently have our first horse rescue. There are still minor things to complete. The Memorial Wall is currently under construction; this will give us opportunities for more donors. We purchased the tractor and have utilized training from Doug (the seller). Bob Stephenson has used it on the dog park and grounds. She talked to Hall (contractor) to review and complete punch list in the future with the input of a smaller group of board members. We have the permit for the shed and Custom Construction was notified that they could deliver it. Custom Construction said they had already delivered it in June but it is not on site. Amber will investigate where the shed was delivered, if at all.
 - b. Report and Recommendation for Snowplowing Contract: Amber stated that the contract has not been revised or completed. She felt that once the maintenance/custodian is hired, then James (Griffin Construction) can submit a new estimate based on his scope of work, depending on how much custodian will be doing.

- c. Report and Recommendation for a New Van: Austin reported on discussions with Fox Marquette and distributed handouts of the make/model of proposed van. Fox has the same make/model of van here in Marquette, which both Austin and Kaitlyn have examined and test drove but it has carpeting and seats in the rear so is not suitable. The van that fits our needs and requirements is in Chicago and needs to be brought up. Before Fox brings the van up to Marquette, they need a commitment from us as to the purchase. Cost of this used van is \$23,700 with 7,200 mileage. It is rubber coated in the rear area (not metal). Reva questioned whether it is undercoated. We also need to fit as many crates in the back of the van as we need for our vet runs. Alex will review specs for the rear area and tape it out to make sure that the number of crates that would fill our needs will fit. *Motion was made by Scott, seconded by Amber, to purchase this van if it is determined that it will meet our requirements, including space for crates. Motion passed with unanimous consent.* Added later, under "Communications" Alex noted there are no vents in the rear (for air and heat), per specs of van. Austin will ensure that ventilation is more than adequate for our use.

7. New Business

- a. Sue Kapla: Scott invited Sue Kapla to address the board on her evaluation of SAFER for testing dogs and different alternatives/modifications to the SAFER test. After reviewing the test with staff and observing testing with the dogs, she had questions for the staff that they could not answer. This led to a discussion with staff regarding assessment tools and the process of training. She believes that all assessments are lacking in validity, as there are so many variables that are unaccounted for. Assessment is only part of the puzzle; observational assessment is important. She stated that if there is any value in assessment it is some sort of standardization, some consistency across dogs. There is a need to have something developed internally. She suggested that we develop our own assessment and use it as an informational tool. She felt we needed to decide what is important for us and then, once defined, she offered to discuss any future decisions with Scott. We need to come to a conclusion on what method we are going to use to make the in-house assessment of a dog (i.e., what do we care about, what matters, protocol, training, consistency, etc.). She spoke of the Assess-a-Pet test and BARQ self-assessment filled out at the time of owner surrender. Her recommendation is to continue with SAFER for now, as there is some information that is critical, but also use and investigate additional resources, like Terri Bright, Director of the Behavior Department at MSPCA/Angell.
- b. Pet Food Availability: Alex reported that since Dr. Tim's has had a supply interruption, we are not getting deliveries and not getting accurate delivery dates. Alex will call them and check on status and will contact Dr. Hunt, personally, if necessary.
- c. Certificates of Appreciation: Reva proposed that we generate these certificates for all the vet clinics that have been helping with our backlog of spay/neuter surgeries. She reported that since 10/11, they have done close to 100 animals. We will publicly thank them in our upcoming newsletter and Leslie (Donor Development) will compose the individual certificates.
- d. IT Ad Hoc Committee: Leslie stated the need to integrate all facets and parts of tech issues and needs. Further, that procedures, protocols, documentation, and reports all need to be shared. Currently this loose group consists of Chris, Leslie, and Dane. *Lynn made a motion, seconded by Austin, to form an IT ad hoc Committee with Chris as chair. Motion passed with unanimous consent.*

- 8. Communications: Leslie reported that she is attending a Literacy Legacy Fund fundraiser and has been asked to say a few generic words. Scott stated that he was approached by Heather Mongiat (foster) about keeping two puppies longer to delay their spay and neuter surgeries until they are older. There was some discussion as to what rights fosters have and no determination was made.

9. President's Report: Written report attached. Amber publicly stated that Reva had done an excellent job with the solicitation letter.
10. Treasurer's Report: Amber reported that she has made corrections thru July and just getting August and September entered into QuickBooks. Additionally, Finance Committee has not met. Her hope is that we will have financials at our next board meeting and we will have statements next month.
 - a. April F/S
 - b. May F/S
 - c. June F/S
 - d. July F/S
 - e. August F/S
 - f. September F/S
11. Shelter Operations Report(s): Community Outreach report attached. There were updates on various jobs being done at shelter by various people currently doing these pickup jobs. Shelter statistics for September 2019 are attached.
12. Committee Reports:
 - a. Board Development Committee Report: No report; committee did not meet.
 - b. Finance Committee Report: No report; committee did not meet.
 - c. Fundraising Committee Report: Written minutes attached. Reva noted that on the spreadsheet for YTD Fundraising Revenue/Expenses, there are tabs on bottom of spreadsheet for the individual fundraisers.
 - d. Strategic Planning Committee Report: No report; committee did not meet.
 - e. Personnel Committee Report: Written report attached. Complete written minutes (for board member eyes-only) are located in the Personnel file on the drive.
 - f. Policy/Bylaw Committee Report: Written report attached.
 - g. Donor Development (Ad Hoc): No report; committee did not meet.
 - h. Community Room Plan (Ad Hoc): No report; committee did not meet.
 - i. Dog Park Committee (Ad Hoc): No report; committee did not meet.
 - j. Grounds/Facilities Committee (Ad Hoc): No report; committee did not meet.
 - k. Vet Center Committee (Ad Hoc): No report; committee did not meet.
13. Public Comment: None
14. Board Comment: Amber noted that Cause For Paws is on 11/9 and she still needs a couple of people to sell raffle tickets. Brett offered to assist her. Amber suggested offering a party in the Community Room, that she will coordinate, as a raffle/auction item for Cause For Paws. If anyone has any other suggestions for large auction item, she asked that they contact her.
15. Closed Session to Discuss E.D. Candidate:

Scott made a motion, seconded by Lynn, to move into closed session to discuss E.D. candidate, at 8:36 p.m. Motion passed with unanimous consent.

Discussion held.

Lynn made a motion, seconded by Scott, to move out of closed session at 8:53. Motion passed with unanimous consent.

Motion was made by Alex, seconded by Leslie, to ratify the action we took in closed session. Motion passed with unanimous consent.

16. Adjournment: Alex made a motion, seconded by Austin, to adjourn the meeting. Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Counter-Signed

Lynn Andronis, Secretary

Reva Laituri, President

Next Board Meeting Date: November 25, 2019

DRAFT



E-Vote to Approve 990

8 messages

Reva <revalait@charter.net>

Fri, Nov 15, 2019 at 3:25 PM

To: Alex Petrin <apetrin@upaws.org>, Amber Talo <Atalo@upaws.org>, Austin Loehr <aloehr@upaws.org>, Brett Specker <bspecker@upaws.org>, Chris Danik <cdanik@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Leslie Hurst <lhurst@upaws.org>, Lynn Andronis <landronis@upaws.org>, Scott Jandron <sjandron@upaws.org>

As you are aware, Amber sent out the 990 a few hours ago, and requested an e-vote if one was necessary. She was correct in remembering we have approved the 990 in the past. Therefore, please respond yes or no via "reply all" no later than 5:00 pm Sunday, November 17th to the following:

To approve Form 990 as presented by the Treasurer.

Please remember that an e-vote can only be a yes or no. Any questions, comments, or clarifications should be addressed to Amber via a separate email or phone call prior to voting. Doing so in the same email as your vote will automatically move the question to an open meeting.

Austin Loehr <aloehr@upaws.org>

Fri, Nov 15, 2019 at 3:29 PM

To: Reva <revalait@charter.net>, Alex Petrin <apetrin@upaws.org>, Amber Talo <Atalo@upaws.org>, Brett Specker <bspecker@upaws.org>, Chris Danik <cdanik@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Leslie Hurst <lhurst@upaws.org>, Lynn Andronis <landronis@upaws.org>, Scott Jandron <sjandron@upaws.org>

Yes

Austin Loehr

Account Executive

Radio Results Network

715 West Washington Street

Marquette, Michigan 49855

Radio is the premier reach medium. From Nielsen research 2018. Despite what feelings and their friends may say.

Upper Michigan's Advertising Powerhouse!

Radio works! Yes with millennials too. ([link](#))

See the history of RRN ([link](#))

Radio is kicking... well, hiney. ([link](#))

Radio Results Network does not discriminate on the basis of race or ethnicity in the sale, payment or scheduling of advertising.

Any order for advertising that includes such restrictions will not be accepted.



Sent from [Mail](#) for Windows 10

[Quoted text hidden]

Amber Talo <atalo@upaws.org>

Fri, Nov 15, 2019 at 3:35 PM

To: Reva <revalait@charter.net>

Cc: Alex Petrin <apetrin@upaws.org>, Austin Loehr <aloehr@upaws.org>, Brett Specker <bspecker@upaws.org>, Chris Danik <cdanik@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Leslie Hurst <lhurst@upaws.org>, Lynn Andronis <landronis@upaws.org>, Scott Jandron <sjandron@upaws.org>

Yes

[Quoted text hidden]

Scott Jandron <sjandron@upaws.org>

Fri, Nov 15, 2019 at 5:59 PM

To: Reva <revalait@charter.net>

Cc: Alex Petrin <apetrin@upaws.org>, Amber Talo <Atalo@upaws.org>, Austin Loehr <aloehr@upaws.org>, Brett Specker <bspecker@upaws.org>, Chris Danik <cdanik@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Leslie Hurst <lhurst@upaws.org>, Lynn Andronis <landronis@upaws.org>

Yes

Sent from my iPhone

On Nov 15, 2019, at 3:25 PM, Reva <revalait@charter.net> wrote:

[Quoted text hidden]

Chris Danik <cdanik@upaws.org>

Fri, Nov 15, 2019 at 6:11 PM

To: Reva <revalait@charter.net>

Cc: Alex Petrin <apetrin@upaws.org>, Amber Talo <atalo@upaws.org>, Austin Loehr <aloehr@upaws.org>, Brett Specker <bspecker@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Leslie Hurst <lhurst@upaws.org>, Lynn Andronis <landronis@upaws.org>, Scott Jandron <sjandron@upaws.org>

Yes

[Quoted text hidden]

Alex Petrin <apetrin@upaws.org>

Sat, Nov 16, 2019 at 7:10 AM

To: Reva <revalait@charter.net>

Cc: Amber Talo <Atalo@upaws.org>, Austin Loehr <aloehr@upaws.org>, Brett Specker <bspecker@upaws.org>, Chris Danik <cdanik@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Leslie Hurst <lhurst@upaws.org>, Lynn Andronis <landronis@upaws.org>, Scott Jandron <sjandron@upaws.org>

Yes

Sent from my iPhone

On Nov 15, 2019, at 3:25 PM, Reva <revalait@charter.net> wrote:

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Lynn Andronis <landronis@upaws.org>

Sun, Nov 17, 2019 at 4:42 PM

To: Alex Petrin <apetrin@upaws.org>

Cc: Reva <revalait@charter.net>, Amber Talo <Atalo@upaws.org>, Austin Loehr <aloehr@upaws.org>, Brett Specker <bspecker@upaws.org>, Chris Danik <cdanik@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Leslie Hurst <lhurst@upaws.org>, Scott Jandron <sjandron@upaws.org>

Yes.

[Quoted text hidden]

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Lynn Andronis

Colleen Whitehead <cwhitehead@upaws.org>

Sun, Nov 17, 2019 at 9:02 PM

To: Lynn Andronis <landronis@upaws.org>

Cc: Alex Petrin <apetrin@upaws.org>, Reva <revalait@charter.net>, Amber Talo <Atalo@upaws.org>, Austin Loehr <aloehr@upaws.org>, Brett Specker <bspecker@upaws.org>, Chris Danik <cdanik@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Leslie Hurst <lhurst@upaws.org>, Scott Jandron <sjandron@upaws.org>

Abstain

[Quoted text hidden]



UPAWS

I would like to submit the following proposal for snow removal.

Plowing would begin as on November 1, 2019 and continue until April 1, 2020.

Services as follows:

- Removal to be completed once snowfall reaches 2". Snow to be removed throughout the season once 2" of snow had fallen.
- Snow blow or shovel sidewalk by entrances
- Dog park to be cleared at the direction of UPAWS representative.
- Provide truck spread sand/salt mix on driveways and parking areas as needed
- Horse Barn to be cleared out as needed
- Hauling of snow from premises will be available at contractor's discretion or as requested by customer. This will be an additional charge and will be coordinated with customer.
- We will make every effort to have snow removed by 9:00 am.
- We will need One point of contact for snow removal and scheduling of sanding, horse barn, and dog park snow removal.

Proposed Pricing to be:

PER TIME BILLING

Plowing \$120.00 per push

Snow blowing \$25 per hour using your equipment

Snow blowing \$35 per hour using our equipment

Sidewalks estimated to take 1 hour to snow blow with walk behind ½ with tractor

Dog park estimated to take 3 hours with tractor, 8 hours with walk behind.

Loader time billed at \$95 per hour if needed to move banks, dog park, horse barn

Sand/salt mix \$100.00 per application of entire lot adjustment will be made for entry or partial applications. Estimated at 2 times monthly

2018-19 we plowed an average of 8 times per month.

FLAT RATE MONTHLY

\$1,000.00 monthly

Flat rate applied to plowing and snow removal of sidewalks.

NOT included, horse barn cleanout, dog park snow removal, sanding of lot.

Billing to be once per month.

Thank you for your consideration

Sincerely

James Goriesky

Griffin Construction

Acceptance of Proposal

_____ **Date**

PRESIDENT'S REPORT
November 25, 2019

The Board Retreat rescheduled for November 23rd was held at CedarHurst Lodge in Republic (thank you, Leslie, for making your Lodge available).

E.D. employment offer extended to candidate. The offer was accepted and the new E.D. will begin on December 16th. The Maintenance position has also been filled and the Ron Logan began work on November 11th.

Vice President Scott Jandron and I met with the representatives from the Marquette City Police Department to discuss and answer questions regarding their impound services contract with UPAWS.

Ishpeming City has been contacted regarding their outstanding bill for the dangerous dog we agreed to hold while the case wound its way through the courts. I was assured by the Interim Manager/Police Chief that payment would be forthcoming.

Following purchase of the new van an invitation was extended to the executors of the Dorit Stilling estate to see the vehicle. As you may recall, they chose to earmark the \$25,000 bequest Dorit left to UPAWS to purchase a new van. At the time they indicated an interest in seeing the van after it was purchased.

A second meeting was held with the supervisors on Sunday, November 10th to update them on various things the board has been working on, answer questions, and provide training in selected areas.

A court hearing was scheduled for two cats seized in Forsyth Township in July. Initially four cats were seized, but the owner surrendered two of them in September. Kaitlyn and Allissa were scheduled to testify, however a plea agreement was reached prior to the hearing wherein the owner agreed to surrender the remaining two cats. To date, the owner has not surrendered the cats, and conversations are being held with the prosecuting attorney to try to get the cats released.

Follow-up was conducted with an individual who was caught on camera shoplifting in the retail area. The individual apologized and returned the item. She was banned from entering visiting the shelter for six months and warned that if it happened again, the police would be called. She was also informed that the video would be kept on file.

There is an on-going issue with two dogs that keep showing up at our shelter because the owner is in jail and people he places the dogs with cannot properly care for them for an extended period of time. Staff have been working on trying to resolve this issue.

Respectfully submitted,
Reva Laituri
President

Community Outreach & Volunteer Coordinator Report

November 2019

- In-shelter orientations (for volunteers who completed the video and quiz) for 6 new volunteers.
- Foster volunteers – added 1 more
- Pet Gazette Holiday issue – goal is to be in homes by second week of December at latest.
- Bissell Empty the Shelters Holiday event – UPAWS has been accepted. Doing all coordinating. Two-day event December 13 & 14. \$25 adoptions.
- Home for the Holidays Open House is scheduled for December 14th
 - 📅 Looking for help to decorate the shelter...anyone interested? 😊
 - 📅 Will be making a Sign-Up Genius asking for food, beverage donations
 - 📅 Traditionally we have stocking for all adoptions that day for pets. Will get from Family Dollar and fill with stuff from UPAWS.
- Ordered Holiday Store retail fill in plus new product
- Merchandised Holiday Store layout – helped get store set up.
- Merchandised and re-did layout of UPAWS retail area – added new product for Holidays.
- Walmart grant requesting donation for Youth education materials was denied 😞
- Coordinated the Find a Friend with Fox free adoption event at Fox Marquette that was on 10/30. 49 adoptions total.
- Media: TV6, ABC10, TV3, Mining Journal, Sunny 102 - for Fox Mqt event
- Gave interview to a marketing student at NMU for their class project. Referred to by Austin for students to contact UPAWS. Went very well.
- Helped on adoption floor. Helped wherever is needed in organization.
- Website, social media, regular media, outreach, promote pets, bio, photos, events, etc. etc. – updated/maintained daily, weekly.

~ Ann Brownell

Oct-19	<5 mos.		<5 mos.				
	DOGS	PUPS	CATS	KITS	OTHER	TOTAL	YTD
INTAKE							
Owner Surrender	20	8	37	10	19	94	720
Returned Adoption	1	0	6	3	3	13	80
Stray (from Police, Public and Shelter Pickup)	27	0	24	7	0	58	386
Seized/Custody	0	0	0	0	0	0	75
Transferred from Other Shelters	0	0	0	0	0	0	125
Total Intake	48	8	67	20	22	165	1386
Total Intake YTD by Species	416	59	533	218	160	1386	1386
OUTCOMES							
Adoptions (shelter, foster home or special event)	30	12	64	52	22	180	1023
Total Adoptions YTD per species	247	29	440	170	137		1023
Returned to Owner	27	1	13	0	0	41	245
Transferred to Rescue Groups/Shelters	0	0	0	0	0	0	32
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	1	0	0	0	0	1	6
Dying	0	0	2	2	0	4	15
Animal's Name and Reason	Cheesy-Dangerous		Kanye & Trudy: both seniors, dying, non- contagious	Curley-med emer.;Crosby- dying			
TOTAL ANIMALS EUTHANIZED	1	0	2	2	0	5	21
Died at shelter/foster home - Unknown	0	0	0	4	0	4	16
Missing/Stolen/Escaped	0	0	1	0	0	1	3
Animal's Name and Reason							
SAVE RATE (Intake- Euthanasia Outcome)/ Intake							98.48%
ASPCA Live Release Rate (Live Outcomes/ Intake)							93.80%
	Dogs	Cats					
OTHER INFO							
Avg. Length of Stay							
Monthly Return Rate							

NOTE: includes
2 Kits
born in care

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Oct-19	<6 mos.			<6 mos.		TOTAL	YTD
	DOGS	PUPS	CATS	KITS	OTHER		
CLINIC SERVICES							
Owner Requested Euthanasia	1					1	15
Bite Hold (for Owner)						0	0
Spay/Day						0	15
Community Spay/Neuter (Spay It Forward)	1		2			3	27
Targeted Spay/Neuter						0	0
Clinic-Other						0	2
Service						0	0
Microchipping						0	47
Domestic Violence				1		1	5
Pending Investigation						0	0
Boarding						0	4
Cruelty						0	0
Home 2 Home	2		0			2	20
Total	4	0	2	1	0	7	135

**PERSONNEL COMMITTEE REPORT
NOVEMBER 20, 2019
5:30 p.m.**

Present: Reva Laituri, Colleen Whitehead, Alex Petrin, Scott Jandron
Absent: None

Reva reported on her November 10th meeting with the supervisors and provided a detailed written report on the various topics discussed. She also noted that the supervisors had requested 3 or 4 additional walkie talkies for new staff and to replace one that is not working properly at the front desk. The walkie talkies need to be compatible with what we have. While it is being determined if we have the funds for this purchase, Ann has placed the specific model on the UPAWS wish list. Normally the units sell for \$275 each, however Ann was able to find them on eBay for \$99 each.

At the supervisors' request, Colleen will be meeting with them to review proper HR procedures and documentation.

The committee reviewed Ann's request to have some job assignments reassigned, including the newsletter and monitoring and updating some of the website pages. The committee will looking for board members to pick up these pages as most of them are board and/or committee related. Ann is currently working on the winter newsletter so it was decided to wait and seek input from the new E.D. regarding this part of the request.

The committee considered the Board's referral to review options for employee recognition. It was the consensus to refer this to the new E.D. for recommendation.

Alex noted the new part-time Maintenance/Custodian, Ron Logan, was hired and has been training in. Winter scheduling was discussed.

The old time cards employees have been using are almost gone. After consulting with the Treasurer, it was agreed to develop paper time sheets until research could be done regarding a time sheet app that is compatible with Quickbooks and could save a significant amount of supervisory and bookkeeping time. The Treasurer will research this and make a recommendation. Colleen will work with the Treasurer to develop an interim time sheet document.

The meeting was adjourned at 7:08 p.m.

Respectfully submitted,
Reva Laituri
Chairperson

DONOR DEVELOPMENT AD-HOC COMMITTEE MEETING MINUTES

November 14, 2019
Community Room

Present: Lynn Andronis, Chris Danik, Leslie Hurst, Reva Laituri, Kyle Smucker (Neon)

Needs Analysis call with Kyle. Created list and priorities for 90-minute configuration session. Focus is donations and memberships.

Confirmed sample load of accounts, full/final load week of Nov 25th.

Newsletter list to Reva Dec 5 (goes to Pride Dec 9).

Lynn is consolidating receipts sheets into monthly spreadsheets which we will load into Neon after initial load of accounts.

Identifying all sources of donor data and plan for conversion and on-going input. For example: shelter receipt sheets, post office deposits, paypal bookkeeper report, ACH, etc.. Our goal is to capture all fundraisers so will work with each as they occur from this point on. Will start with Cause for Paws 2019, then Santa Pet Photos. Others to consider from 2019: Pet Calendar, Rescue Raffle, Strut your Mutt, Tee Up For Tails, Raise the Woof

90-Minute Configuration call scheduled for Monday, Nov 25, 2019, 03:30 PM - 05:00 PM. Beverly is planning to participate remotely.

Go-Live: Jan 1, 2020

COMMUNITY ROOM AD-HOC COMMITTEE REPORT

November 22, 2019

Current Members: Leslie Hurst (Chair), Lynn Andronnis, Chris Danik
Advisory: Amber Talo, Alex Petrin

1. Talked to Carolyn Kerkela of Sands Townships to get a copy of our permits. She emailed me the Special Use Permit and Zoning Compliance Permit. Also reviewed associated meeting minutes and have a question out to Randy Yelle, Zoning Administrator, regarding “any extra activity must be requested through, and approved by, the Sands Township Zoning and Planning Department” of the SUP2017-04 conditions of approval.
2. Talked to Sonia of Marquette County Health Department to clarify Food License permits. Our planned rental use should fall under the exemptions. Will include the reference in our policy. [Temporary Food License Permits](#)
3. Discussions on access/security to “Off Hours” area:
 - a. Key fob with access to only the front outside door.
 - b. Keypad for door from off-hour vestibule to shelter, must remain locked during rentals and really should be at all times.
 - c. Fundraising closet locked during rentals. Who needs key, where will key(s) be located.
 - d. Storage closet remain unlocked so only keep items that are available to rentals. Swap out lock with fundraising closet.
4. Wrapping up draft of rental agreement and rental agreement information, includes assumptions on #3 and a few other points.
5. Additional tasks: [Community Room Rental Tasks](#). Rentals involving shelter pets will be addressed in 2020 with Bev & Ann while developing Community Outreach programs such as Read to Your Shelter Pet.

**UPAWS IT Committee
Committee Update
November 2019**

The IT committee has not formally met as of the November 2019 board meeting, but will be meeting in December. Since this committee was formally approved at the last meeting, we have instead spent our time of resolving some IT issues.

For each board meeting I would like to summarize any projects or discussions. Below is a brief summary of some of the things that have been worked on since the last board meeting.

Pet Point

- Admin users updated to Reva and Chris.
- Documentation and training requested by staff. We will be looking into this.

Vonage

- Changed forwarding at the Vonage level for ED and Shelter Manager to make sure all calls and voicemails end up on the shelter main line.

Google GSuite

- Chris now has admin rights for help with the Google Drive project and future IT work.

Shelter Computers

- Scanning from the front desk changed from Scan to PC to scan to email. Report from Office Planning Group that it wasn't working.
- Added printers to the Fob computer
- Setup remote access for bookkeeper

Fob System

- Updated door names to accurately reflect the locations

A full work log is available in the IT Shared Drive.

Respectfully submitted,

Chris Danik
IT Committee Chair