

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, October 28, 2019 / 6 pm. / 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. September 23 - Regular Meeting Minutes
6. Unfinished Business
 - a. Construction update (Amber)
 - b. Report and Recommendation for Snowplowing Contract (Amber)
 - c. Report and Recommendation for a New Van (Austin)
7. New Business
 - a. Sue Kapla – Alternatives to SAFER for testing dogs
 - b. Pet Food Availability (Alex)
 - c. Certificates of Appreciation (Reva)
 - d. IT Ad Hoc Committee
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
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) – Written minutes included.
- d. Strategic Planning Committee Report (Lynn) - No report – did not meet.
- e. Personnel Committee Report (Reva) – Written minutes in Personnel file; Written report included.
- f. Policy / Bylaw Committee Report (Colleen) – Written report included.
- g. Donor Development (Ad Hoc) (Leslie) -
- h. Community Room Plan (Ad Hoc) (Leslie) -
- i. Dog Park Committee (Ad Hoc) (Amber) -
- j. Grounds/Facilities Committee (Ad Hoc) (Alex) -
- k. Vet Center Committee (Ad Hoc) – (Scott) -

13. Public Comment

14. Board Comment

15. Closed Session to Discuss E.D. Candidate

16. Adjournment

Next Board Meeting Date: November 25, 2019

UPPER PENINSULA ANIMAL WELFARE SHELTER (UPAWS)

BOARD OF DIRECTORS MEETING MINUTES

Monday, September 23, 2019

UPAWS – Community Room

PRESENT: Reva Laituri (President), Scott Jandron (Vice-President), Amber Talo (Treasurer), Lynn Andronis (Secretary), Austin Loehr, Alex Petrin, Colleen Whitehead.

ABSENT: Leslie Hurst (excused), James Kinnunen (excused)

STAFF: Ann Brownell, Lealand Angthius

GUESTS: Chris Danik, Felecia Flack, James Goriesky (Griffin Construction), Crystal Swanson

- 1) Call to Order/Attendance: Meeting was called to order at 6:06 p.m.
- 2) Public Comment: None
- 3) Approval of Agenda:
 - a) *Motion was made by Lynn, seconded by Scott, to amend the Agenda as follows:*
 - i) Add, 3b. "Introductions" for new employees.
 - ii) Add 7g. "New Grant Opportunity" to discuss grant opportunity*Motion passed with unanimous consent.*
 - b) Staff Introductions: One of our new hires, Lealand Angthius, was introduced to the board. She was recently hired as a full-time caregiver. We also have hired 2 other new staff members - Sarah Martin and Paul Haddock who were unable to be here. Members of the board introduced themselves as well. *(Lealand then left at this time.)*
- 4) Mission Moment: None.
- 5) Approval of Minutes:
 - a) August 26 - Regular Meeting Minutes: *Colleen made a motion, seconded by Lynn to approve the minutes as amended as follows:*
 - i) Under "2. Public Comment" - correction of "....work is waiting until Hall's can schedule it during their ~~low~~ slow season."
 - ii) Under "12.j. Grounds Committee" - Amber informed the board that she has removed former employees and board members from the Vonage user list and that she was designated as the "superuser".
 - iii) At the end of the minutes, the notice for the next board meeting should read "September 23, 2019", not "October 28, 2019".*Motion passed with unanimous consent.*
- 6) Unfinished Business:
 - a) New Shelter Construction update: Amber stated that she is in the process of finalizing/updating Phase 2 construction; electricity has been run to the barn; it was determined that there is no need for some of planned construction and those items have been removed; we may need money for other projects; battery backup in case of a power outage should be installed, not only for the building but for the dog park as well but this will cost extra money.
 - b) Budget for Final Construction Projects:

- i) Snow Removal – We are aware that what we budgeted possibly may not cover the cost. Usually, Griffin Construction plows at about 4 a.m. so that staff have access to the building; that should not change. If needed, the area outside the barn will be cleared. Dog park may not be cleared with every snowfall. Colleen questioned need for areas to be plowed if we hire maintenance person. Amber indicated that some cost savings may be realized with maintenance person hired. Dog Park Committee will meet to discuss issues arising around open hours. The members reviewed the estimate submitted from Griffin Construction for snow removal and costs based on either a Flat Monthly Rate or a Per Time Rate (attached). There are many factors and additional decisions the board needs to make before this proposal can be addressed. There is uncertainty for this year due to not knowing how much snow we will get in our new location.
- ii) Tractor: Quotes were submitted on the cost of various tractors each with various features (attached). After evaluating all quotes and our needs, Amber recommended purchasing this Kubota unit (from Doug Genz), which is discounted at \$11,500. The Rescue Raffle raised \$5,210, less \$2,000 in payouts for a net profit of \$3,210. Amber also reported receiving a \$6000 donation from Troudts for tractor. The balance of \$2,290 still needs to be raised. She also indicated that Kubota would train operators and added that the proposed unit does not have a front-end bucket attachment. She stated that we currently have \$15,000 budgeted for Grounds and Maintenance Equipment. *Based on presentation, Colleen made a motion, seconded by Alex, to approve the purchase of this Kubota unit, funded by \$3,210 from the Rescue Raffle, \$6,000 from the Troudts and \$2,290 from the Grounds and Maintenance Equipment budget. Motion passed with unanimous consent.*
 - (1) As a result of this decision, James (Griffin Construction) will submit another estimate which we can review and vote by e-vote before our October meeting.
- iii) Pole Barn: Amber submitted a proposed budget and a listing of naming opportunities (both received and available), which is attached. *Colleen made a motion, seconded by Austin, to approve the budget as presented by Amber, for a total of \$3,958. Motion passed with unanimous consent.*
- iv) Memorial Wall: Bid from DA Enterprise presented for construction of the wall is attached. *Motion was made by Scott, seconded by Austin, to approve the cost as presented by Amber. Motion passed with unanimous consent.*
- v) Dog Park Enclosed Sign: Estimate attached at a cost of \$500. This project is not budgeted and Amber proposed using a portion of the money that has not been spent to date for overall construction (\$18,000) to cover the cost of this sign. *Colleen made a motion, seconded by Alex, to approve the estimate for NMU students to build the sign, as presented by Amber. Motion passed with unanimous consent.*

7) New Business:

- a) Sue Kapla – Alternatives to SAFER for testing dogs: Dr. Kapla was not able to attend this meeting. The issue was tabled for the October meeting.
- b) Report and Recommendation from the Donor Development Committee RE: Constituent Relationship Management System: Report and recommendation attached. The Committee recommends committing to three years of the “Impact” plan at 25,000 records to allow for growth. *Amber made a motion, seconded by Austin to approve the recommendation as proposed. Motion passed with unanimous consent.*
- c) Status of Donor Development Committee: Although the actual responsibility belongs to an ED, the consensus was that it currently needs to stay as an adhoc committee.
- d) Request for a Veterinary Center Ad Hoc Committee: Scott stated that the vet center has been put on the back burner over the last few months but we currently have a vet assistant now with no direction or training. He is proposing establishing an Ad Hoc committee to establish protocols, allow coordination, and train Kaitlyn in various lab diagnostics. This will allow us to get everything back on track. The committee would include Lauren Connelly, Scott and other vets. *Amber made a motion,*

seconded by Colleen, to approve a vet center ad hoc committee with Scott as Chair. Motion passed with unanimous consent.

- e) Report and Recommendation from Board Development RE: Appointments of Brett Specker and Chris Danik: Each candidate was handled as a separate recommendation. Brett Specker was unanimously elected to fill an open seat, expiring 2021 term. Chris Danik was unanimously elected to fill an open seat, expiring 2021 term. *(At this point, both Brett and Chris joined the table.)*
 - f) Board Retreat: Reva reported that Saturday, 11/23 could be a possibility. Our retreats typically start at 9 or 10 a.m. Any topics that board members wish to discuss should send them to Reva. It was noted that Chris will be out of town on 11/23. Since a specific date was not settled, Reva will send a "Doodle Poll" via email to establish a possible date.
 - g) New Grant Opportunity: Colleen reported that new granting opportunities were posted today for Michigan Dept. of Agriculture and Rural Development. Grant application is due 10/15. She has discussed with Ann. We can also submit an application for surgical equipment for spay/neuter surgeries for the vet center. Ann will work with Colleen to complete the application. Ann has all information that Scott submitted for a previous application which had been denied. The maximum award is \$10,000. Consensus of the board is to go ahead. It was also noted that the Niles Foundation grant application indicated that we had been awarded and received \$5,000 for vet center equipment. Amber to investigate the status.
- 8) Communications: Reva reported that the ED job description/opening has been posted on MI Non-profit website. Amber relayed that Mark Troutd suggested posting the vacancy on Wisconsin Federated Humane Society and WI Coalition For No More Homeless Pets page. Personnel will handle.
- 9) President's Report: Written report attached.
- 10) Treasurer's Report: Amber reported that we will receive no reports until they are cleaned up. The estimated time for submission for July and August is our October meeting. September is a possibility at that time. The goal is to have all previous months completed by our November meeting. NOTE: Financial Statements are needed for April, 2019 and beyond.
- 11) Shelter Operations Report(s): Written Community Outreach & Volunteer Report from Ann and monthly stats from Lynn submitted with an additional "note" that includes born in care. Leslie stated that we need a formal process for guidance and coordination on posting items at the shelter. She will move forward with installing bulletin board(s) for Lost/Found and upcoming Events as this action requires no vote from board. Alex reported that the locking mechanism is not working in dog feature rooms and others are sticking. Ann's volunteer has fixed the sticking doors. All filters, cleaning, exchanges have been working well. There are some issues with the seasonal change in that the in-floor heating is "fighting" air intake. Three of the four animal caregivers have been hired; we are trying to contact the fourth for notification. Additionally, one position has been changed to an "occasional" status. We are in the process of interviewing people for the Maintenance/Custodial position; interviews will begin on Wednesday. There was some question as to who has the authority to hire custodial person? *Amber made a motion, seconded by Austin, to give Colleen the authority to hire the maintenance person. Motion passed with unanimous consent.* Colleen reported that the current version of the SOPs has not had staff input prior to drafting. Goal is to get them completed by end of year, including all forms as appendices. Amber has reached out to Vet clinics regarding past due bills. Reva reported that we received \$25,000 toward a van purchase. The board needs to work with staff to determine the kind/type of van and then find one. Austin volunteered to spearhead this effort. It was noted that we should contact Fox Motors (Marty Rose) and advise Amber for insurance purposes.
- 12) Committee Reports:
- a) Board Development Committee Report: Written report submitted.

- b) Finance Committee Report: No report.
- c) Fundraising Committee Report: Written reports submitted.
- d) Strategic Planning Committee Report: No report, no meeting.
- e) Personnel Committee Report: Written report submitted to Personnel Committee folder on the drive.
- f) Policy / Bylaw Committee Report: Written report submitted.
- g) Donor Development (Ad Hoc): Work product submitted above.
- h) Community Room Plan (Ad Hoc): No report.
- i) Dog Park Committee (Ad Hoc): Verbal report from Amber. She has met with staff and advised them that they will get free access to the park. She indicated that there is room for 2 more cameras on the security system and we should consider placing one at the dog park and possibly direct the other camera to the barn. There would be an additional cost for this work. The Dog Park now has a dedicated FB page.
- j) Grounds/Facilities Committee (Ad Hoc): Alex reported that Bob S. has been doing the mowing but bringing his own mower. He felt that our mower needs to be thrown out as it is dangerous. Alex will dispose of it. Barn needs to be emptied shortly. Additional storage shed still needs to be installed; we are waiting for the permit to be approved.

13) Public Comment: Ann expressed her thankfulness for work being done by the board.

14) Board Comment: Lynn revived the transparency issue as it pertains to only one version of Personnel Committee minutes in a "locked" folder on our drive and no truncated/non-confidential version as part of the Public Copy. Alex praised Ann for an awesome Strut Your Mutt. Colleen stated that she will set up email and google drive. Amber announced the grand opening of phase 2 projects to be held Oct 12, 3-5 p.m. for dog park, memorial garden, and barn. She stated that the naming opportunities should be posted. Amber will send a list of things she needs help with (via email) so that board can assist. We can sign up at that point. Colleen raised the issue of Joan's plaque since the board had voted approval of it a few months ago. Amber is working on the plaque and noted that the oak tree is scheduled to be trimmed.

15) Adjournment: *Lynn made a motion, seconded by Austin, to adjourn the meeting.* Meeting adjourned at 8:43 p.m.

Respectfully submitted,

Counter-Signed

Lynn Andronis, Secretary

Reva Laituri, President

Next Board Meeting Date: October 28, 2019

PRESIDENT'S REPORT
October 28, 2019

Once again, this report contains a hodge-podge of notes, mostly operational as that is where most of my time has been spent.

The dangerous dog court case out of the City of Ishpeming was finally resolved and the judge order the dog be "destroyed". He was euthanized on October 13th. A family member paid for a private cremation through the vet clinic that performed the euthanasia. The City of Ishpeming has been billed for Liam's transfer to the shelter, boarding, and euthanasia costs.

Follow-up discussions with the City of Negaunee draft impound agreement. It is currently back in the hands of the City's attorney.

A solicitation letter went out to 4,175 people. Return to date is \$7,135, almost half of what the letter usually brings in. I believe this is due to an error when pulling the list – people who were both donors and contacts were inadvertently omitted.

Met with Austin Loehr for coffee to touch base on how things are going for him as a new board member.

Attended the Grow and Lead Non-Profit Conference on October 17th.

The October meeting set with the supervisors for training was cancelled and is in the process of being rescheduled.

The municipal billings for September were completed and mailed.

I thought activating the security codes for the key fobs also activated them for alarm system. I was wrong. The alarm activation codes are handled directly through Range. That oversight has since been corrected and all staff and board members with fobs currently have access for arming and disarming the security system.

The contract with Neon was signed and the Donor Development Committee is working on a schedule for transferring data over from Basic Funder.

The number of animals in the shelter has been slowly climbing since we moved into the new building to the point that as of early October the backlog of animals unable to be made available for adoption or to go home was reaching a crisis point. The shelter was full, foster homes were full, and animals kept coming in. In the second week of October, something like 79 surgeries were scheduled through the end of November and many more had not yet been scheduled. The crowding was causing stress and illness among the animal populations. We had people wanting to adopt and we had the animals (including puppies and kittens), but were in the frustrating position of not being able to unite the two. I talked with Scott, who in turn

reached out to the clinics and the immediate response were offers to devote whatever time was needed to get us caught up so animals could go home. I am happy to report that by the end of the week, we will be caught up. Every veterinary clinic responded positively, regardless of how busy or they were. One clinic was even in the process of moving into their new building and made the time. We are extremely fortunate to have the level of support we do from our local clinics. We still have a lot of animals in the shelter, however, nearly all will be available for the Fox Adoptathon on Wednesday, October 30th. This will relieve a lot of pressure on staff and resources. A huge thank you to all the clinics for rallying to our need for help, as well as the staff who maintained a high level of care during an extended period of high census and Kaitlyn who made countless calls and trips to the clinics to make sure all the animals made it to their appointments. It has been a crazy time.

Respectfully submitted,
Reva Laituri
President

Sep-19	<5 mos.		<5 mos.		OTHER	TOTAL	YTD
	DOGS	PUPS	CATS	KITS			
INTAKE							
Owner Surrender	16	1	26	26	17	86	626
Returned Adoption	3	0	1	2	2	8	67
Stray (from Police, Public and Shelter Pickup)	22	0	22	10	9	63	328
Seized/Custody	0	0	0	0	0	0	75
Transferred from Other Shelters	0	0	0	0	0	0	125
Total Intake	41	1	49	38	28	157	1221
Total Intake YTD by Species	368	51	466	198	138		1221
OUTCOMES							
Adoptions (shelter, foster home or special event)	20	0	33	22	27	102	843
Total Adoptions YTD per species	217	17	376	118	115		843
Returned to Owner	22	0	10	1	0	33	204
Transferred to Rescue Groups/Shelters	1	0	0	0	0	1	32
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	0	0	0	0	0	0	5
Dying	0	0	0	0	0	0	11
Animal's Name and Reason							
TOTAL ANIMALS EUTHANIZED	0	0	0	0	0	0	16
Died at shelter/foster home - Unknown	0	0	0	4	3	7	12
Missing/Stolen/Escaped	0	0	0	0	0	0	2
Animal's Name and Reason (Kittens names - Strudel, Pistachio, Macadamia, Marcona)				unknown; non-contagious; all less than 2 mos. old	Mini-Me & Errol died during S/N surgery; IHOP died of unknown causes at 13 days old		
SAVE RATE (Intake- Euthanasia Outcome) / Intake						100.0%	98.69%
ASPCA Live Release Rate (Live Outcomes/ Intake)						86.62%	88.37%
OTHER INFO	Dogs	Cats					
Avg. Length of Stay							
Monthly Return Rate							

NOTE: includes
17 Kits
born in care
9 rabbits
born in care

Sep-19	<6 mos.		<6 mos.		OTHER	TOTAL	YTD
	DOGS	PUPS	CATS	KITS			
CLINIC SERVICES							
Owner Requested Euthanasia	1					1	14
Bite Hold (for Owner)						0	0
Spay/Day						0	15
Community Spay/Neuter (Spay It Forward)	1					1	24
Targeted Spay/Neuter						0	0
Clinic-Other						0	2
Service						0	0
Microchipping	2	1				3	47
Domestic Violence			1			1	4
Pending Investigation						0	0
Boarding (special hold)	3					3	4
Cruelty						0	0
Home 2 Home	2		3			5	18
Total	9	1	4	0	0	14	128

FUNDRAISING COMMITTEE MEETING MINUTES
October 15, 2019
UPAWS Community Room

Present: Reva Laituri, Lynn Andronis, Lori Hazen, Chris Danik, Karen Rhodes

Absent: Marlene Ombrello, Amber Talo, Laura Aldridge, Jennifer Beckman, Austin Loehr

Follow-Up Reports and Updates to Completed Fundraisers:

1. TUFT (Karen) – Final written report submitted.
2. Rescue Raffle (July 4- September 15, 2019) (Amber) – Chris read Amber’s emailed report. The Rescue Raffle grossed \$5,042 (earmarked for maintenance tractor), and Mark and Chris Troudt donated an additional \$6,000 to pay for the piece of equipment. Amber is looking at holding the raffle earlier in 2020, potentially February to April.
3. Strut Your Mutt (September 15, 2019) (Ann) – No report.
4. UpNorth Bike Night (September 17, 2019) (Karen) – Written report submitted. The evening brought in \$3,100 (well above normal highs for bike nights) and Select Realty added another \$1,000 donation.
5. Sally’s Ride (September 21, 2019) (Amber) – Written report submitted.

Upcoming/Ongoing Fundraisers:

1. Pet Photo Calendar Contest (April 2019-January 2020) (Reva) – The calendar proof has been approved and awaiting printing.
2. Cause for Paws (November 9, 2019) (Amber) – Venue and band set. Quite a few sponsors so far. Most volunteers signed up. Could use help finding raffle prizes. Tickets on sale and selling fast.
3. Lights of Love (November-December) (Karen) – Holiday booth will be located in what used to be Jandron’s Jewelry store. Karen expects to open the booth around November 7th.
4. Pet Photos with Santa (Lynn) – No date. No photographer.

Other Business:

1. Canister Report (Reva) – Reva noted a permanent canister has been placed at the Crossroads Restaurant and Bar. Karen noted that Super One may be allowing a canister to be put back in the Marquette store.
2. Raffle Training – Chris and Reva attended the recent training held in Ishpeming and gave a brief report.
3. Budgets – Reva noted no fundraising budgets have been received.
4. Special Gift Events – Reva noted that there are times special gift fundraisers fall through the cracks and asked if the committee would be agreeable to assigning liaisons to those they become aware of and track them as the committee does third party events. It was noted that quite often UPAWS is not aware until after an event has been held. The committee was in agreement. Currently, there is nothing active that anyone is aware of.

The meeting was adjourned at 6:53 p.m. The next meeting will be held on Tuesday, November 19th in the UPAWS Community Room at 5:30.

Respectfully submitted,

Reva Laituri

Chairperson

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	22-Jun	\$ 1,800.00	\$ 455.00	\$ 1,345.00
*Rummage Sale	June 22-24	\$ 0.00	\$ -	\$ 0.00
Tee Up For Tails	12-Jul	\$ 19,900.00	\$ 7,237.50	\$ 12,662.50
Blueberry Festival	26-Jul	\$ 550.00	\$ 75.00	\$ 475.00
Strut Your Mutt	15-Sep	\$ 22,000.00	\$ 4,965.00	\$ 17,035.00
Sally's Ride (restricted for Sally's Fund)	21-Sep	\$ 4,800.00	\$ 350.00	\$ 4,450.00
Cause For Paws	9-Nov	\$ 25,100.00	\$ 5,468.00	\$ 19,632.00
Mares-Z-Doats Photos with Santa	Nov/Dec	\$ 3,080.00	\$ 580.00	\$ 2,500.00
Lights of Love	Nov/Dec	\$ 2,350.00	\$ 155.00	\$ 2,195.00
TOTAL		\$ 99,230.00	\$ 26,015.50	\$ 73,214.50

3RD PARTY & MISC FUNDRAISERS	Date	Budgeted Income	Budgeted Expense	Budgeted Net
Throttle Sled Night	20-Feb	\$ 1,700.00	\$ 250.00	\$ 1,450.00
Throttle Bike Night	1-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
UpNorth Bike Night	17-Sep	\$ -	\$ -	\$ -
TOTAL		\$ 10,825.00	\$ 605.00	\$ 10,295.00

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

MISCELLANEOUS FUNDRAISING EXPENSES	Expense	Used
First Giving	\$ 500.00	
Supplies (misc.)	\$ 175.00	\$ 59.43
Miscellaneous	\$ 100.00	
Third Party Expenses (not budgeted above)	\$ 150.00	
TOTAL Misc.	\$ 925.00	\$ 59.43

2019 Actual

UPAWS FUNDRAISERS	Date	Rev.	Exp.	Net Rev.
Raise the Woof	19-Jan	\$ 7,836.00	\$ 3,101.37	\$ 4,734.63
Pet Photo Calendar Contest	April-Jan			
Wash 'n Wag	22-Jun	\$1,636.76	\$ 201.02	\$1,435.74
Rummage Sale	June 22-24	\$3,485.50	\$ -	\$3,485.50
Tee Up For Tails	12-Jul	\$ 23,015.00	\$ 7,953.54	\$ 15,061.46
Blueberry Festival	26-Jul	\$346.47	\$100.00	\$246.47
Strut Your Mutt	15-Sep			
Sally's Ride	21-Sep	\$ 3,278.00	\$ 252.00	\$ 3,026.00
Cause for Paws	9-Nov			
Mares-Z-Doats Photos with Santa	Nov/Dec			
Lights of Love	Nov/Dec			
TOTAL		\$ 39,597.73	\$ 11,607.93	\$ 27,989.80

3RD Party & MISC Fundraisers	Date	Rev.	Exp.	Net Rev.
Throttle Sled Night	20-Feb	\$ 1,560.00	\$ 210.50	\$ 1,480.50
Throttle Bike Night	1-Aug	\$2,100.00	\$226.00	\$1,874.00
Econo Pet Tags	May	\$1,105.00	\$87.51	\$1,017.49
Super One Cookout	Aug 31-Sept1	Cancelled		
UpNorth Bike Night	17-Sep	\$ 4,100.00	\$ -	\$ 4,100.00
TOTAL		\$ 4,765.00	\$ 524.01	\$ 4,371.99

Miscellaneous Income	Exp.	Net Rev.
Canisters (to Sept. 30)	\$7,417.45	\$7,417.45
Econo Receipts	\$ 5,581.32	\$ 5,581.32
TOTAL	\$ 12,998.77	\$ 12,998.77

FUNDRAISING COMMITTEE CONTACT LIST AND CALENDAR

COMMITTEE MEMBER CONTACTS

fundraising@upaws.org

UPCOMING EVENTS

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

Reva Laituri (Chair)

Cause for Paws (November 9, 2019)

Amber Talo (Chair)

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

Lynn Andronis (Chair)

Lights of Love Booth (Nov-Dec, 2019)

Karen Rhodes (Chair)

Pet Photos with Santa (2019)

Lynn Andronis (Chair)

Raise the Woof (January, 2020)

Amber Talo (Chair)

Throttle Sled Night (Jan or Feb 2020) 3rd Party

Reva Laituri (Liaison)

Econo Pet Tags (May 2020)

Karen Rhodes (Liaison)

Wash `n Wag (June, 2020)

Amber Talo (Chair)

Tee Up for Tails (July 17, 2020)

Karen Rhodes (Chair)

Blueberry Festival (July 2020)

Karen Rhodes (Chair)

Throttle Bike Night (Summer 2020)

Reva Laituri (Liaison)

Strut Your Mutt (September 12, 2020)
Vacant (Chair)

Sally's Ride (September 19, 2020)
Amber Talo (Chair)

Econo Bagging Event (November 21, 2020)
Ann Brownell (Chair)

ON-GOING FUNDRAISERS AND PROMOTIONS

Canisters
Reva Laituri (Chair)

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

OTHER CONTACTS

Finance (budgeting)
treasurer@upaws.org

Website (special pages)/Social Media
Ann Brownell – 475-6661; abrownell@upaws.org

Volunteers
Ann Brownell (Volunteer Coordinator) – 475-6661 (w); volunteers@upaws.org

10/2019

PERSONNEL COMMITTEE MEETING REPORT

OCTOBER 9, 2019

5:45 p.m.

Present: Reva Laituri, Alex Petrin, Colleen Whitehead

Absent: Scott Jandron

The committee discussed the applications received to date and the applicants already interviewed. The posting on the Michigan Non-Profit Network is active through the end of October.

Colleen reported that all the animal caregiver positions have been filled.

Colleen also reported that the maintenance worker position posting will end on Friday and the hiring committee is planning to meet next week to conduct interviews.

Colleen is updating all current personnel files.

Reva reported the No-Kill Equation training and discussion she and Lynn did with the Supervisors seemed to go well. Information, suggestions, and questions were shared by everyone. Of special note, the supervisors noted that Pet Point was being underutilized and have requested further training. Training options will be investigated.

The committee discussed Maddie's Fund Training Scholarships. The possibility of further subsidizing staff expenses should they apply for and obtain a scholarship was tabled until 2020. Should an employee win a scholarship, while most of the training, travel and lodging would be paid by Maddies Fund travel logistics to and from our area would likely result in longer travel times, depending on location.

The meeting was adjourned at 7:15 p.m. The next meeting is scheduled for Wednesday, November 13, 2019 at the shelter.

Respectfully submitted,
Reva Laituri
Chairperson

POLICY/BYLAW COMMITTEE MEETING REPORT
OCTOBER 24, 2019
10:00 A.M.
CROSSROADS RESTAURANT

Present: Reva Laituri, Lynn Andronis

Absent: Colleen Whitehead, Linda Roncaglione

The committee began review of the draft SOP updates as provided by Kori in her transition documents. Pages 1-7 were reviewed and discussed. Several questions arose which require further input from staff regarding procedures. Also, some of the wording seemed confusing and require clarification. Discussion points will be shared with the rest of the committee at the next meeting.

The meeting was adjourned at Noon.

Respectfully submitted,
Reva Laituri
Committee Member