UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, September 23, 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. August 26 - Regular Meeting Minutes
6. Unfinished Business
    a. New Shelter Construction update
    b. Budget for Final Construction Projects
7. New Business
    a. Sue Kapla – Alternatives to SAFER for testing dogs
    b. Report and Recommendation from the Donor Development Committee RE: Constituent Relationship Management System
    c. Status of Donor Development Committee
    d. Request for a Veterinary Center Ad Hoc Committee
    e. Report and Recommendation from Board Development RE: Appointments of Brett Specker and Chris Danik
    f. Board Retreat
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

11. Shelter Operations Report(s)

12. Committee Reports
    a. Board Development Committee Report (Scott) – written report.
    b. Finance Committee Report (Amber) -
    c. Fundraising Committee Report (Reva) – Written report.
    d. Strategic Planning Committee Report (Lynn) - No report.
    e. Personnel Committee Report (Reva) – Written report.
    f. Policy / Bylaw Committee Report (Colleen) –
    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

13. Public Comment

14. Board Comment

15. Adjournment

Next Board Meeting Date: October 28, 2019

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING MINUTES

Monday, August 26, 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.

PRESENT: Reva Laituri (President), Scott Jandron (Vice-President), Lynn Andronis (Secretary), Leslie Hurst, Jim Kinnunen, Austin Loehr, Alex Petrin, Colleen Whitehead.

ABSENT: Amber Talo (excused), Austin Loehr (excused)

STAFF: Ann Brownell

GUESTS: Chris Danik, Felecia Flack, Marlene Ombrello, Brett Specker, Crystal Swanson.

1. Call to Order/Attendance: Meeting was called to order at 6:00 p.m.

2. Public Comment: Crystal Swanson questioned the status of the chips on the floor in various locations throughout the shelter. Per Alex, repair work is still under warranty and full repair work is waiting until Hall's can schedule it during their low season. Additionally, he added that the epoxy is not as durable as advertised.

3. Approval of Agenda: Motion was made by Lynn, seconded by Colleen to approve the Agenda with the following changes:
   a. Move Item "7c. Donor Development Database" to "12.g. Committee Reports – Donor Development" and
   b. Table Item "7i. Recommendation from the Personnel Committee – Hiring of Kate Mudge as Executive Director".

   Motion passed with unanimous consent.

4. Mission Moment: Lynn spoke about the 4-week old kitten she is currently fostering, Road Runner. The kitten was brought to the shelter after being picked up from the shoulder of US41. His two litter mates were already dead, but this little guy, although injured, was still hanging on to life. After an examination by a vet, there was the possibility of brain damage and probable future amputation of his damaged left front leg. The vet who examined him indicated that his injuries were most likely due to being thrown out of a moving vehicle. Without the support of people in the community (who stopped to pick him up and bring him to the shelter), our open admission policy, our foster care program (for his recuperation) and our dedication to finding a "forever home" for him, he would probably have died on the side of the road.

5. Approval of Minutes:

DRAFT

a. July 22 - Regular Meeting Minutes: Motion was made by Scott, seconded by Lynn, to approve the minutes as presented. Motion passed with unanimous consent.
b. July 22 - Organizational Meeting Minutes: Motion was made by Colleen, seconded by Leslie to approve the minutes as presented. Motion passed with unanimous consent.
c. July 31- Special Closed Meeting Minutes: Motion was made by Scott, seconded by Alex to approve the minutes as presented. Motion passed with Jim and Colleen abstaining.

6. Unfinished Business:
   a. New Shelter Construction update: The exterior projects are proceeding; the dog park wiring has been fixed; the barn has been wired. It was noted that the wiring behind the refrigerator isn't working. Amber, Bromley and Keith will continue working on the punch list when Bromley has more time in Hall's schedule. A portion of Amber's email was read into the minutes as follows:

      Amber Talo *on Mon, Aug 26, 11:34 AM*

      "I sincerely apologize but I will not be able to attend the Board Meeting tonight. However, I can provide a brief update on current tasks I'm accountable for.

      -New Construction:

      - *Was able to get a couple Stalls donated for the pole barn by the Goriesky's. Continuing conversations with Matt/Cheri Johnson and the Goriesky's to flush out pole barn budget for completion as well as timeline. We will be meeting next week to continue working on this. This will continue us to the conversation regarding snow removal bid as well, as the bid will be completed up on completion of pole barn/fencing as well as dependent on snow removal equipment (will continue that conversation with maintenance committee to make further recommendations to Board. working on it)*
      - *JP Electric was out to complete the electric for pole barn (within our contract) last week, and also to fix the wiring in Community Room for power to dog park.*
      - *I have spoke to Range/906 Technologies regarding a battery back up in the event of a power outage as well as about the front door key fob issue.*

      Have had several discussions at length with Keith/Bromley regarding final punch list and maintenance items, many of the items are currently in the works but we will schedule a sit down to go over maintenance items, warranties, and safety items."
   b. Budget for Final Construction Projects: No update.
   c. Approval of August 6th E-Vote RE: Shelter Manager's Job Description: Motion was made by Colleen, seconded by Scott, to approve 8/6/19 e-vote regarding shelter manager's job description. Motion passed with unanimous consent. Scott stated that he didn't see his vote on attached copy of the e-vote. Upon further investigation, it was determined that he had replied to the President on one of the prior versions of the email which was incorrect.
   d. Approval of August 15th E-Vote RE: Amendment to Bookkeeper Contract: Motion was made by Colleen, seconded by Leslie, to approve 8/15/19 e-vote regarding amendment to bookkeeper contract. Motion passed with unanimous consent.

7. New Business
   a. Resignation Letter from Kori Tossava, Executive Director: Motion was made by Scott, seconded by Leslie, to accept Kori's letter of resignation. Motion passed with unanimous consent
   b. Read to Your Shelter Pet Program: Leslie reported that we have received $1500 in grant money for this program that Kori started. The Literacy Legacy Fund is kicking off the program with an event (an ice cream social) scheduled for this Thursday. At this point, 23 people have

signed up (15 are adults) but the books have not come in although they were ordered last week and sent to Kori's address. At this point, the logistics of the program are being finalized, especially as it pertains to Ann's time. Suggestion was made to use a student in the Early Learning Program at NMU as a volunteer. All pertinent documents have been downloaded to a shared drive on our drive.

c. Recommendation from the Personnel Committee – Additional Animal Caretaker Staffing: Motion was made by Lynn, seconded by Colleen, to approve hiring one regular part time and one occasional part-time position (up to 63 hours/week). Motion passed with unanimous consent.
d. Recommendation from the Personnel Committee – Maintenance/Custodian Position: Motion was made by Colleen, seconded by Scott, to approve new position, part time, 20 hours per week as per the attached position description. Motion passed with unanimous consent.
e. Recommendation from the Personnel Committee – Shelter Manager Position: Motion was made by Alex, seconded by Jim, to accept Personnel Committee's recommendation to place a hold on filling the position pending assessment. Motion passed with unanimous consent.
f. Recommendation from the Personnel Committee – Wage Increase for Volunteer/Community Relations Coordinator: Motion was made by Colleen, seconded by Alex, to approve recommendation from the Personnel Committee to approve the wage increase. Motion passed with unanimous consent.
g. Recommendation from the Personnel Committee – Amendment to the Personnel Policies: Motion was made by Lynn, seconded by Colleen, to approve the language change on Article 3 section 10 of the Personnel Policies. Motion passed with unanimous consent.
h. Recommendation from the Personnel Committee – Hiring of Kate Mudge as Executive Director: Item tabled.

8. Communications: None

9. President's Report: Written report submitted and attached.

10. Treasurer's Report: No reports submitted and all previous reports tabled, including -
    a. April, 2019 Financial Statements
    b. May, 2019 Financial Statements
    c. June, 2019 Financial Statements
    d. July, 2019 Financial Statements

11. Shelter Report(s): Colleen attended Annual Cat Con and has list of vendors from the conference to share with Ann. Colleen reported that Kaitlyn, Laura and Alyssa have selected 8 applicants to interview and that we have scheduled interviews for later this week. She reported that filling positions can happen quickly. Motion was made by Alex, seconded by Scott, to delegate responsibility for the final decision on hiring caregivers to Colleen. Motion passed with unanimous consent. Lynn prepared the monthly stats report but also stipulated that she accepts no responsibility for the accuracy of previous months.

12. Committee Reports:
    a. Board Development Committee Report: Scott introduced two applicants, Chris Danik and Brett Specker, to the board. Chris will be interviewed on 9/10 at the regular committee meeting. Brett is a recent graduate of NMU in Finance, has 2 dogs from UPAWS, and is currently working on certification as a financial planner.
    b. Finance Committee Report: No report.
    c. Fundraising Committee Report: Written report attached.

DRAFT

d. Strategic Planning Committee Report: No report. At this point, Colleen and Leslie have expressed an interest in sitting on the committee. Lynn will reach out to Kathi Fosberg since she was on the committee last year.
e. Personnel Committee Report: Written report attached.
f. Policy / Bylaw Committee Report: No report.
g. Donor Development (Ad Hoc): Leslie reported that the final recommendation report is in the process and that it will be forthcoming for the September meeting.
h. Community Room Plan (Ad Hoc): Leslie reported that the room is rented on Saturday, as agreements were in place prior. Amber, Alex and Leslie are fine-tuning the paperwork.
i. Dog Park Committee (Ad Hoc): No report.
j. Grounds Committee (Ad Hoc): No written report submitted. Alex reported that we've had 2 faults this month due to a breakdown in belts in the HVAC system. Since we have a 1 year warranty, Swick repaired the problem with no charges. We have had issues with the phone system (calls not getting thru to front desk, among one). We need to document time/place for Vonage to track. The designated *"Super User"* on the account right now is Joan and a change can only occur thru a change form. We have to designate who this person should be. After discussion, Reva will assume the role.

13. Public Comment: A Thank you card from Ann for the employee bonus she received was passed around.

14. Board Comment: Leslie expressed her thanks to everyone for the transition, everyone is stepping up and filling in. Colleen request a brief board work session after this meeting. Lynn stated that (in her opinion) the focus on future work should be getting this shelter fully operational and smoothly functioning. Alex passed on his thanks to staff for their extra work

15. Adjournment: Motion was made by Scott, seconded by Leslie, to adjourn. Meeting adjourned at 7:07 p.m.

Respectfully submitted,

_____
Board Secretary

Counter-Signed,

_____
Board President

Next Board Meeting Date: October 28, 2019

DRAFT

Dog Park Bulletin Board
NMU Project Budget

UPAWS Sign Estimate

Material	Price
Treated 4'x4'x12'	$40
Treated 1"x4"x8' (x3)	$45
Treated 2"x4"x8' (x5)	$50
4'x8' 3/4" pressure treated plywood (x2)	$100
Ribbed steel roofing	$60
OPTIX 36" x 72" Clear Acrylic Sheet	$100
80lb Quikrete high strength concrete mix	$10
Fastners (nails, lag bolts, locking mechanism)	$25
Cork board	$40
Finishes (paint/stain)	$20
Caulk	$10
Total:	**$500**

Memorial Wall

Republic Memorials-
Memorial/Tribute Wall and Stones

Engraved Stones in Limestone – for the ground.
Granite Sandblasted Tiles – for the memorial wall

Pricing – Cost per Stone
4x8 Limestone - $250 - Cost - $65 (Basic Engraving)
6 x 12 Granite - $250 - Cost - $35 (Basic Engraving)
8X8 Limestone - $500 - Cost - ? (Basic Engraving)
12x12 Granite - $500 - Cost - $70 (Basic Engraving)
12 x 12 Limestone - $750 – Cost - ? (Basic Engraving)
12 x 12 Granite - $1,000 - Cost - $200 (Custom Detail Engraving)

Memorial Wall – Free Standing
6 X 6 Wide with a limestone cap and edges like a picture frame (colored choice to match exterior). Solid pour concrete base, for sitting or for limestone memorial stones during winter or garden pieces. The footings will go 48" under the slab and be 12 inches wide to reach below the frost line and ensure no movement during season. The slab will go 3" under the ground. Once permit is approved, the construction will begin within a week. Derek Abraham (Champion) will do the concrete pour and installation with Pat Gringas (Republic Memorials) and a few volunteers. From start to finish, the project will take a weekend to install. Memorial tiles do not need to be filled at installation, they can begin at the bottom and add on until full.

Fully installed - $5,500
20 (12x12) Spaces/side. 40 total

Note for Finance-
Cost for stone engraving will be pulled from Tribute/Memorial Stones Account. Cost for Wall may be pulled from Legacy Account.

Wall-
Revenue
80 (6x12 @$250 each) = $20,000
40 (12x12 @$1,000 each) = $40,000

Expense –
80 (6x12 @ 35ea) = $2,800
40 (12 x 12 @ $200 ea) = 8,000
Wall Installation = $5,500

Net Revenue – Wall
80 (6x12) = $11,700
40 (12x12) = $26,500

Limestone Costs per piece – placed in walkway or garden beds.

DA Enterprise LLC

Memorial wall Estimate

4337 County Road AF
Champion MI 49814

Phone: 1-906-362-0333
Email: daenterprisellc47@gmail.com

Bid/Quote: DA2019-8181

Date: 8/18/2019

Customer/Client Info:

Republic Memorials
Pat Gingrass
Republic, MI 49849

Phone:

Details: Build monument wall at UPAWS on 553

- Custom build monument wall
- Dimensions 36"w x 78"l (6'-6") x 82"T (6'-10)
- Foundation – 5" concrete slab with qty 2 – 12" x 48" pillars
- Base – Tan split face block with standard block center
- Seat area and 6" trim work will be a Tan/Charcoal patio stone
- Install limestone top over wall
- Price includes labor and materials

Bid amount: $5,500.00

Disclosures:

- Payment due on completion of job
- Bid valid for 30 days

Signature: _____ Date: _____
Owner Derek Abraham

Signature: _____ Date: _____
Customer Signature

Pole Barn Fencing/Stalls BUDGET

Item	Quantity	Cost	
Treated Posts	45	$ 630.00	
Fence Boards	135	$ 1,000.00	
6x6 Post	9	$ 378.00	
8x4" Plywood	10	$ 300.00	
Fence Nails	600	$ 50.00	
White Paint	10 Gal	$ 100.00	
12' Gates	2	donated	
Fence Post Cement	16	donated	
(3) Stalls		$ 1,500.00	(potentially being donated)
	Total:	$ 3,958.00	
	Potential Total:	$ 2,458.00	

Donor Development Recommendation Report

Section 1: Introduction

The ad-hoc Donor Development committee of the Board of Directors of the Upper Peninsula Animal Welfare Shelter (UPAWS) formally recommends the purchase of **Neon CRM** to replace several systems in use today by UPAWS.

The purchase of this software will allow many processes to be streamlined and provide a central system that can be accessed by many people at once from any location or device. Primarily a CRM (Constituent Relationship Management) is to track all donations, participation, and interactions with each constituent. Having this kind of data is key to fundraising and major giving. It enables us to have this information readily available when meeting with potential donors or being able to segment mass communications to the proper audiences. Currently UPAWS uses Basic Funder to track some of this information, which has worked great for years but unfortunately the data is only on one computer and not accessible remotely.

Committee Members

Lynn Andronis, Chris Danik, Leslie Hurst, Reva Laituri, Karen Rhodes, and Kori Tossava

Section 2: Selection Process

The committee started by defining all of the needs and wants for a potential CRM solution. A large vendor list from Idealware was reviewed extensively to check for key features. The most important feature identified is to have something that is cloud based to ensure multiple people can access the data; from anywhere. In addition this ensures our data is backed up and safe.

The following lists of needs and wants was used to evaluate each product

Needs

- Cloud based
- Ease of use
- Ability to merge into 3rd party email tool (or have an email tool)
- Informative Dashboard
- Relationship Management to other donors
- Ability to generate thank you cards/letters/receipts
- Ability to generate labels

Wants

- Manage and track pledges
- Record non-cash donations
- Identify various relationships to UPAWS (roles)
- Keep track of appeals, newsletters, and events
- Segmentation of donors based on a variety of parameters
- Grant Tracking
- Tasks for moves management
- Donor Information
    - Seasonal addresses
    - 2 email addresses
    - 3 phone numbers
    - Birthdays, anniversaires, and gotcha days
- Can also track businesses and organizations

We narrowed to five finalists:

Fundly CRM

Fundly was the most expensive CRM we looked at. We would have needed to start at the $450 / month package to cover all of our records. There is no built in email tool offered. The pieces of Fundly all seemed to come separately. The appeals module is not included in the base price. They have a separate volunteer system and online fundraising that are considered separate products. No quickbooks integration is available.

Kindful CRM

While Kindful did offer the majority of the functionality that we are looking for, unfortunately it seemed to heavily rely on outside systems to do that work. No integrated email tool was available. They recommended we continue with MyEmma, and due to our number of contacts we would have had to start paying for it. Kindful also had the most expensive onboarding costs, which would be $1000.

Little Green Light

Little Green Light is a cheaper solution but is very light weight and comparable to what we have now. It doesn't have anything extra. Selecting Little Green Light would leave us in the same position we are in now, other than being accessible from anywhere. Little Green Light also only integrates with Online quickbooks, which we are not using.

Network for Good

Network for Good was a close competitor. It seemed to lack a modern look. Quickbooks integration was also unavailable with Network for Good.

Neon CRM

Out of the five, we selected Neon CRM. The committee feels that the additional cost of Neon CRM will give us an advantage over our current capabilities and push us to a new level of

giving. Neon has a regular release schedule of new updates it automatically pushes to customers, which is a huge bonus. It shows that they are investing in their product. The others did not mention regular updates.

Neon CRM UPAWS Demo:
https://drive.google.com/file/d/1p0f1FW8BPK_6HkDQEzdhLVXzXK9SYMp8/view

Section 3: Key Software Features and Use Cases

Neon is cloud based, with no restrictions on the number of users that can login.

Fundraising and Finance Integrated

Event pages can be setup for each type of event or donation. The separation would allow for proper entry into the correct quickbooks account later. Neon offers a built in synchronization to quickbooks.

Email and Snail Mail Campaigns

Neon can track a lot of information about each constituent from events they attended, donation records, biographical information, communications records, and custom notes. People can also be manually placed into groups for easy segmentation. This allows us to send target communications to the right people.

Newsletter Distribution

We are able to store communication preferences and distribute the newsletter to each person in the way they want it.

Individualized Donor Attention

With the ability to access the system from anywhere it would be very simple to see a quick profile of a donor before meeting with them and easily store notes after the meeting.

Properly Accounting for In-Kind Gifts

Neon can properly account taxable amounts for any in-kind (or non-cash) gifts such as donation of materials or services.

Section 4: Vendor Information

1801 W Warner Ave, Suite 201
Chicago, IL 60613 USA

(888) 860-6366

(312) 277-3913
https://www.neoncrm.com

Section 5: Cost Savings from Other Systems

Several functions that exist in other systems were identified which would allow us to either completely stop using other systems or make functions more efficient.

Emma (Email Tool)

There is a built in email function for both bulk messages and one off emails. Neon has a built in editor for designing professional emails and integrates directly into the database of contacts creating efficiency. While we do not pay for Emma, we are limited to the amount of contacts which requires manual time to clear out the contact lists.

First Giving (Crowdfunding)

Neon offers the ability to create a fundraiser event which allows users to create their own personal pages to raise for that fundraiser. This is currently used for Strut your Mutt.

Section 6: Final Pricing

The Donor Development Committee recommends committing to three years of the "Impact" plan at 25,000 records to allow for growth. The "Impact" plan is the most appropriate as it contains the essential features we need. See Appendix A for each plan broken down. There is a discount available if we commit to three years.

Year 1: $5,028 ($4,428 for the first year and $600 for implementation)
Year 2: $4,428
Year 3: $4,428

In addition, there are payment processing fees for each transaction. This is standard of any gateway: 2.9% + $0.30 (+1% for AMEX)

Appendix A: Pricing Plans

	Starts at $50/month	Starts at $110/month	Starts at $200/month
	ESSENTIALS	**IMPACT**	**EMPOWER**
Fundraising	Choose fundraising or membership	✔	✔
Membership		✔	✔
Event Management & Ticketing	✔	✔	✔
Credit Card & ACH Processing	✔	✔	✔
Campaign Emails & Letters	✔	✔	✔
Automatic Receipting	✔	✔	✔
Easy Reports & Querying	✔	✔	✔
4 Online Web Form Options	✔	✔	✔
Constituent Login Portal	✔	✔	✔
Volunteer Management	✔	✔	✔
Peer-to-Peer Fundraising	✖	✔	✔
Online Store	✖	✔	✔
QuickBooks Integration	✖	✔	✔
Custom Survey Builder	✖	✔	✔
Document Center	✖	✔	✔
DonorSearch	✖ Add for $50/mo	✖ Add for $50/mo	✔
Live Chat/Phone Support	✖ Add for $50/mo	✖ Add for $50/mo	✔
On-Demand Training	✖ Add for $50/mo	✖ Add for $50/mo	✔

Pricing Worksheet

A Neon Package	ESSENTIALS	IMPACT	EMPOWER
Up to 1,000 records	☐ $50	☐ $110	☐ $200
Up to 5,000 records	☐ $150	☐ $210	☐ $300
Up to 15,000 records	☐ $250	☐ $310	☐ $400
Up to 25,000 records	☐ $350	☐ $410	☐ $500
Up to 50,000 records	×	☐ $610	☐ $700
Up to 100,000 records	×	☐ $810	☐ $900
Up to 250,000 records	×	☐ $1,210	☐ $1,300
Unlimited	×	☐ Call	☐ Call

IMPACT Package
1-Year vs. 3-Year Annual Cost

Neon Package	1-Year	3-Year
Up to 1,000 records	$1,320	$1,188
Up to 5,000 records	$2,520	$2,268
Up to 15,000 records	$3,720	$3,348
Up to 25,000 records	$4,920	$4,428
Up to 50,000 records	$7,320	$6,588
Up to 100,000 records	$9,720	$8,748
Up to 250,000 records	$14,520	$13,068
Unlimited	×	☐ Call

UPAWS Board Development Committee
Report and Recommendation
August 26, 2019

After completing the interviews with Brett Specker and Chris Danik, the committee makes the recommendation to appoint them both to two of the open board positions.

Brett was raised in Marquette, and currently has started a new position at a local financial firm. As a new college graduate, Brett exhibits a level of confidence and maturity that many in his age group have not developed yet. Because he grew up in our area, and is working in a financial environment, Brett seems to have a lot of solid connections in the Marquette area. Much of what Brett can bring to the table could have a very positive effect on our organization.
Since our interview, Brett has also fulfilled his requirements of a shelter tour and attendance of a board meeting.

We also had the opportunity to interview Chris Danik. Most of us already know Chris. He has been present at a few meetings this year. Chris will also offer us some unique skills and connections that will be of great benefit to UPAWS. He has experience with both IT management and marketing. These qualifications will make him a great asset. Chris has fulfilled his requirements of shelter tour and board meeting attendance.

Scott Jandron, DVM
Committee Chair

PRESIDENT'S REPORT
September 23, 2019

Animals from two neglect cases are still be housed in the shelter, one dog from Ishpeming and 2 cats from Sawyer (started as four cats but two have been surrendered). The dog was scheduled for hearing on August 23rd, but the court was advised at that time that ownership had changed so the Ishpeming police had to start all over with a new complaint. Because the dog has several bite incidents on record, I asked our attorney to talk to the prosecutors to see if this can be moved along, as most dogs begin deteriorating when kept in a shelter for extended period of time. He did so, and was told they (the prosecutors) were aware but there was nothing they could do.

At the end of August a litter of 5-week old puppies were surrendered to us. A woman from Ann Arbor called and left a voicemail claiming she paid the owner for two of the puppies and was upset that she was internet scammed. She has been advised by staff that this appears to be a civil matter between her and the owner. We have heard nothing further to date.

We received a call from the executor of Dorit Stilling's estate asking for a shelter tour and saying Dorit had requested a portion of her estate be distributed to UPAWS. A few years ago she adopted a cat who was her constant companion up through her recent death. At the end of the tour they presented us with a check for $25,000 earmarked for a new van.

Several conversations have been held with police departments regarding our impound services, primarily as they apply to neglect cases where animals are being held for extended periods of time.

The search continues for an Executive Director and postings in various locations have been extended to the end of October in order to fully utilize the reach of the Michigan Non-Profit Association.

Two mornings have been set aside to provide training for the supervisors in the No-Kill Equation and to discuss other areas of operations where additional training may be of value – Monday, September 23 and Sunday, September 29.

I have been working with the Treasurer on pulling together into one spot all the naming opportunities, both taken and still open.

A solicitation letter has been drafted, was uploaded to Pride on the 16th and is estimated to be in the mail by midweek.

A package of dogging keys have been purchased to unlock the panic bars on the outside doors. This will avoid having to go to the front desk each and every time we need to unlock a door.

They are now hanging near the entries. If doors are unlocked for after hours meetings, please make sure they are locked again before leaving the building.

Overall, while filling in for the ED and Shelter Manager were at first overwhelming, I believe staff and board members are getting into a rhythm on getting things done at the shelter. Staff have been extremely cooperative and helpful during this time without an administrative on-site presence and have gone above and beyond in making things easier. The board members who have stepped in have also alleviated many of the worries and burdens of the staff. My personal thanks and appreciation go out to each and all of you.

mBank offered the board and staff a table they purchased for the NMU Green & Gold Gala to be held on September 21st. Some staff and a volunteer have accepted and will be attending. Thank you mBank for providing this wonderful opportunity for our staff to have a nice night out.

Respectfully submitted,
Reva Laituri
President

Aug-19	DOGS	<6 mos. PUPS	CATS	<6 mos. KITS	OTHER	TOTAL	YTD	
INTAKE								*NOTE: Includes
Owner Surrender	21	18	25	23	30	117	540	10 Pups & 9 Kits
Returned Adoption	5	0	4	0	1	10	59	born in care
Stray (from Police, Public and Shelter Pickup)	23	3	17	2	5	50	265	
Seized/Custody	0	0	0	0	0	0	75	
Transferred from Other Shelters	7	2	0	0	0	9	125	
Total Intake	56	23	46	25	36	186	1064	
Total Intake YTD by Species	**327**	**50**	**417**	**160**	**110**	**1064**	**1064**	
OUTCOMES								
Adoptions (shelter, foster home or special event)	30	3	45	38	30	146	741	
Total Adoptions YTD per species	**197**	**17**	**343**	**96**	**88**		741	
Returned to Owner	22	3	15	1	2	43	171	
Transferred to Rescue Groups/Shelters	0	0	0	0	4	4	31	
EUTHANIZED/DEATHS/MISSING/STOLEN								
Dangerous	1	0	0	0	0	1	5	
Dying	0	0	0	1	0	1	11	
Animal's Name and Reason	Harley - aggression			Cinnamon Roll - trauma				
TOTAL ANIMALS EUTHANIZED	1	0		1	0	2	16	
Died at shelter/foster home - Unknown	0	0	0	2	0	2	5	
Missing/Stolen/Escaped	0	0	1	0	0	1	2	
Animal's Name and Reason			Betta - lost from foster home	Scone & Pecan - both unknown and very young				
SAVE RATE (Intake- Euthanasia Outcome)/ Intake	98.9%							
ASPCA Live Release Rate (Live Outcomes/ Intake)	103.8%							
	Dogs	Cats						
OTHER INFO								
Avg. Length of Stay								
Monthly Return Rate	15.15%	8.89%						

Aug-19	DOGS	<6 mos. PUPS	CATS	<6 mos. KITS	OTHER	TOTAL	YTD
CLINIC SERVICES							
Owner Requested Euthanasia	1					1	13
Bite Hold (for Owner)						0	0
Spay/Day						0	15
Community Spay/Neuter (Spay It Forward)	1					1	23
Targeted Spay/Neuter						0	0
Clinic-Other						0	2
Service						0	0
Microchipping	4		3			7	44
Domestic Violence	1		2			3	3
Pending Investigation						0	0
Boarding						0	1
Cruelty						0	0
Home 2 Home						0	13
Total	**7**	**0**	**5**	**0**	**0**	**12**	**114**

Community Outreach & Volunteer Coordinator Report

September 2019

- Held in-shelter orientation (for volunteers who completed the video and quiz) for 9 new people.
- Foster volunteers – added 3 more
- Helped find fosters for pups and kittens.
- MyEmma sent.
- Ordered retail fill in plus new product.
- Met with Molly Cormier from NMU Student Fellow Leadership Program. She will give 100 hours this semester. Have her working on our Pet Portal, Kids Club outline and Power Point videos about Dog and Cat Language which will be used for kids as well as adults for our Reading program orientation.
- Met with Monica Jones, NMU student working on her master's degree in animal Behavior. She will be doing a program on clicker training shelter cats. She is putting together the program for shy cats and for Lonely Hearts. Laura Rochefort, UPAWS supervisor) will also be a contact person for Monica and the project.
- Learning the new POS system so I can take care of the retail inventory
- Literacy Fund Reading Program for Kids Ice Cream Social was on 8/29. Went very well. Good coverage. All three TV stations and Mining Journal.
- Coordinating Fox Negaunee FREE Microchip Clinic – 10/5 at Fox Negaunee. Organizing all aspects.

- High Five for $5 Small Critter adoption event 9/1 to 9/15. Focus was on small critter adoptions. Went well for 1st week then 2nd week went down.
- Media: TV6, ABC10, TV3, Mining Journal, Sunny 102 - for Strut Your Mutt event.
- Strut Your Mutt – took care of work portion such as website, finding volunteers, social media.
- Website, social media, regular media, outreach, promote pets, events, etc. etc. – updated/maintained daily, weekly.

Sincerely,

Ann Brownell

UPAWS Board Development Committee
Meeting Minutes
September 10, 2019
6:30 PM, Negaunee Border Grill

Present: Scott Jandron (Chair), Kathy Fosburg, Lynn Andronis, Linda Roncaglione, Reva Laituri, Crystal Swanson.

1) Call to Order: Meeting called to order at 6:26 PM.

2) Agenda:

a. Status of New Board Member Packet/Jump Drive.
b. Discussion of Brett Specker's interview on 8-8-2019.
c. Interview of Chris Danik.

3) Discussion:

a. The updated New Board Member Packet has been completed. Scott will make copies to be available to all new members. The committee members requested that Scott email the file to them, so they could have copies as well.

b. The committee discussed the interview that took place with Brett Specker. A unanimous decision was made to recommend that the Board consider Brett as a new member.

c. The interview with Chris Danik took place. All committee members were happy with the outcome. The committee also agreed to recommend Chris as one of our new members.

d. Linda brought up a concern that it is not clear if the Board is committed to operating as a "working board" or a "governing board". She recommended that the board makes a decision, and presents a clear picture to everyone as to how it plans on operating in the future. This would be a good thing going forward for current members, as well as new applicants.

4) Next Committee Meeting Tuesday, October 8 at 6:30 PM at Marquette Border Grill
5) Meeting Adjourned at (est.) 8:30 PM **Minutes submitted by Scott Jandron**

FUNDRAISING COMMITTEE MEETING MINUTES
September 18, 2019
UPAWS Community Room

Present: Reva Laituri, Lynn Andronis, Ann Brownell, Lori Hazen, Marlene Ombrello, Chris Danik

Absent: Karen Rhodes, Amber Talo, Laura Aldridge, Jennifer Beckman, Austin Loehr

Follow-Up Reports and Updates to Completed Fundraisers:

1. TUFT (Karen) – No report.

2. Rescue Raffle (July 4- September 15, 2019) (Amber) – No Report

3. Strut Your Mutt (September 15, 2019) (Ann) – Final report not yet finalized. Ann reported that attendance and revenue were way down from previous years. She is estimating a gross revenue of between $10,000 and $11,000. She did think that having the Rescue Raffle at the event negatively affected revenue in other areas of the event. Because of it, a 50/50 was not held, and when people were asked to purchase bucket raffle tickets, were saying they already donated to the Rescue Raffle. Ann's suggestion was that perhaps the Rescue Raffle could be rescheduled to take place over the winter months so that it does not conflict with the other fundraisers.

   Ann has submitted her resignation as chair of this event but will be putting together an entire how-to packet for whoever takes over, which they can use in whole, in part, or not at all. She has also already reserved the Park for the usual Saturday in 2020. Lynn noted that with the big events, they should have their individual event committees and divide up different areas with sub-chairs, such as registration, food, venue, raffle, etc.

4. UpNorth Bike Night (September 17, 2019) (Karen) – No written report. It was noted that the event brought in $3,100 and that Select Realty was planning on donating an additional $1,000.

Upcoming/Ongoing Fundraisers:

1. Pet Photo Calendar Contest (April 2019-January 2020) (Reva) – the calendar was uploaded to Gordon Bernard for printing on Monday. 300 calendars have been ordered and are scheduled for delivery in early November.

2. Sally's Ride (September 21, 2019) (Amber) – Since Amber will be out of town, Reva will serve as the on-site raffle chair.

3. Cause for Paws (November 9, 2019) (Amber) – no update

4. Lights of Love (November-December) (Karen) – no update

5. Pet Photos with Santa (Lynn) – Lynn noted she does not yet have a date, discussed holding the event at Mares-Z-Doats versus the shelter, and said she would be contacting Bethany to see if she is interested in doing the photos again this year.

Other Business:

1. Econo Bagging Event 2020 – Ann will Chair the event. It will be held on November 21, 2020.

2. Canister Report (Reva) – Reva noted it was her understanding that the canister at Super One in Marquette was going to be pulled. There was some discussion of alternate locations.

3. Raffle Training – Reva noted that the State of Michigan will be holding a training session for raffles from 10:00 – 11:30 a.m. on Monday, September 30th at the VFW in Ishpeming. Reva will be attending and Chris indicated he would be interested in attending. Lynn stated that more people need to become knowledgeable about raffle licensing and rules.

4. Budgets – Reva noted that anyone chairing an event needs to get their budgets in prior to the next Fundraising Committee meeting. Marlene noted that if she cannot book the barn, she cannot guarantee a location so would not be able to provide a budget until and unless she could find a location. Ann will provide a budget for Strut Your Mutt, which can later be amended by the new Chairperson based on how they would like put on the event.

The meeting was adjourned at 7:05 p.m. The next meeting will be held on Tuesday, October 15th in the UPAWS Community Room at 5:30.

Respectfully submitted,

Reva Laituri

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)

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

Cause for Paws (2019)
Amber Talo (Chair)

Lights of Love Holiday Booth (November-December 2019)
Karen Rhodes (Chair)

Pet Photos with Santa (2019)
Lynn Andronis (Chair)

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

Econo Pet Tags (May 2020)
Karen Rhodes (Liaison)

Wash 'n Wag (June, 2020)
Amber Talo (Chair)

Tee Up for Tails (July, 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

9/2019

POLICY & BYLAWS COMMITTEE

Chaired by: Colleen Whitehead

Date: September 19th, 2019 10:00 am -12:00 pm at the Crossroads in Marquette

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

Discussion:

- Reviewed pending tasks/assignments for the Committee.
- Discussion on the August draft of the Standard Operating Procedures (SOP) manual as compared to the previous version. Committee agreed that UPAWS forms used should be included as appendices to the SOP manual.
- Discussion on Committee response in regards to suspension of the Bylaws and the waiving/changing of the language in the Board Policies for membership.

Assignments:

- Colleen will draft R&R for Committee to review at our next meeting regarding the suspension of Bylaws procedures and Board policy regarding memberships – R&R to be included on the October Board meeting agenda.
- Each Committee member will review the draft SOP manual and provide feedback/comments at the October Committee meeting.
- Committee members will continue to revise Board Officer summaries and bring to the next Committee meeting.
- Individual Committee members will continue working on assigned policy areas being developed.

Next Meeting:

- October 17th, 2019 at 10:00 a.m. at Crossroads in Marquette; monthly meeting is usually the 3rd Thursday of each month.