

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Tuesday, May 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. April 22 - Regular Meeting Minutes
 - b. April 22 - Closed Session Minutes
6. Unfinished Business
 - a. New Shelter Construction update
 - b. Shelter Manager - update to resignation letter
 - c. Annual Meeting Report - review and acceptance
 - d. Ratify 5/22/19 E-Vote to Appoint Scott Jandron as Authorized Signer
 - e. Final report & letters - 2018 Financial Audit - Makela Toutant Hill, Nardi & Katona
7. New Business
 - a. Resignation Letter from Board Member & Treasurer Joan Mulder
 - b. Report & Recommendation from Dog Park Committee (Ad Hoc)
 - c. Report & Recommendation from Finance Committee - Payroll Services
 - d. Report & Recommendation from Board Development - Leslie Hurst for Board Seat
 - e. Report & Recommendation from Board Development - Suspend Bylaws and appoint Lynn Andronis to Board Seat
8. Communications
 - a. Email dated 5/2/19 from Lori Burford, DNR
9. President's Report
10. Treasurer's Report
11. Executive Director's Report

a. Shelter Manager's Report

12. Committee Reports

- a. Board Development Committee Report (Bob) - Report posted.
- b. Finance Committee Report (vacant) - Reports posted.
- c. Fundraising Committee Report (Amber) - Report posted.
- d. Strategic Planning Committee Report (Christian) - No report.
- e. Personnel Committee Report (Kathy) - No meeting
- f. Policy / Bylaw Committee Report (Colleen) - Report posted.
- g. Donor Development (Ad Hoc) (Reva) - No report.
- h. Community Room Plan (Ad Hoc) (Alex) No report.
- i. Dog Park Committee (Ad Hoc) (Amber) - Report posted.

13. Public Comment

14. Board Comment

15. Open Session

16. Adjournment

Next Board Meeting Date: June 24, 2019

Annual Meeting Date: June 11, 2019

UPPER PENINSULA ANIMAL WELFARE SHELTER (UPAWS)
BOARD OF DIRECTORS MEETING
Monday, April 22, 2019
UPAWS - Conference Room

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

ABSENT: Ryan Poupore (Shelter Manager)

GUESTS: Lynn Andronis, Linda Dionne, Felecia Flack, Andi Goriesky, Leslie Hurst, Austin Loehr, Paul Nardi (Makela, Toutant, Hill, Nardi & Katona), Barb Pentland, Laura Provost (Makela, Toutant, Hill, Nardi & Katona), and Crystal Swanson

- 1) Call to Order/Attendance: Meeting called to order at 5:58 pm
- 2) Public Comment: None
- 3) Approval of Agenda: Request to add the following to the Agenda under New Business: Change Date of May Board Meeting (now 7.d.), Annual Meeting Date (now 7.e.) and Shelter Manager Resignation (now 7.f.). Request to move Report & Recommendation from Board Development to end of New Business (now 7.g.). Request to Dog Park Ad Hoc Committee Report to 13. Committee Reports (now 13.i.). Motion made by Karen, seconded by Joan, to accept the April Board Agenda as amended. Motion passed with unanimous consent.
- 4) Mission Moment: None
- 5) Approval of Minutes:
 - a) March 25, 2019 Regular Board Meeting Minutes. Motion made by Joan, seconded by Amber, to approve the March 25th Regular meeting minutes as submitted. Motion passed with 9-Yes votes and 1-Abstain (Christian).
 - b) March 25, 2019 Closed Session Meeting Minutes. Motion made by Joan, seconded by Bob, to approve the March 25th Closed Session meeting minutes as submitted. Motion passed with 9-Yes votes and 1-Abstain (Christian).
- 6) Unfinished Business:
 - a) New Shelter Construction Update: Joan reported that there continue to be issues with the HVAC system, lack of hot water, cracks in the floor have been noted, finalizing the final punch list, retainage funds are being held for subcontractor payments until work is completed. Reported

that the security system (under Range) is not ready but will start arming after Wednesday. Kathy requested that the final punch list be uploaded to the Google drive. The Master Gardener Group had a meeting with Joan, reviewed landscaping needs, will draw everything up and provide both small and medium cost options. The topsoil, seeding of grass, and beginning dog park fencing to be completed within the next 2 weeks. Barn clean out scheduled for April 23rd. Phase II of the construction process starting. HVAC on punch list, not yet completed, issues with air circulation in cat colonies, to be corrected and re-balanced, warranties are on hold and start date will be upon completion of repairs. Approximately \$50,000 in funding remaining for landscaping, stove & fridge, veterinary treatment area. Swick still working on labeling everything, Amber commented in regards to the Emergency Preparedness planning, on hold until Swick finishes labeling. Joan will continue to work with Ryan and Bromley Hall to address facility issues.

7) New Business:

- a) 2018 Financial Audit – Makela, Toutant, Hill, Nardi & Katona: Provided an overall review of the draft audit report. Provided an overview of the internal control letter, repeat citation for material weakness related to the necessity to have an individual qualified under GAAP compliance standards for preparing the financial reports. The books and records as in good condition; as far as how much work the auditors need to do, is limited, made approximately 12 adjustments related to fixed assets, depreciations, accrued payroll. Good back and forth communication with Joan on the financials and supporting information. Pages noted during discussion: Page 3, Net Property Plant and Equipment of \$3,630,700 due to construction of the new shelter, decrease in "cash and cash equivalents" and "pledges receivable" due to status of capital campaign; Page 4, old shelter land value (\$9,800) will be in 2019 audit and will reflect as a loss, Page 7, payroll expenses under fundraising due to Capital Campaign Manager salary, Professional fees include Treasurer and Attorney costs, in 2017 72% of expenses were program services, in 2018 this dropped to 65%, lower due to status of capital campaign, should see an increase in this percentage in 2019; Page 12, Colleen asked about the \$0 reflected for donated advertising in 2017, response was that no statements were received in 2017; Page 13, changes noted for categorizing net assets; and Page 20, reviewed "Total Subject to Expenditure for Specific Purpose" which includes funds with permanent donor restrictions.
- b) Authorization to Issue Citations for Chocolay Township Police Department: Handout was provided by Kori at meeting. Request is to make an addition to the existing UPAWS MOA/Contract with Chocolay Township regarding authorization/procedure to have UPAWS staff hand out citations and release animal(s) to owner. Reva stated that in the past the Police Officer would not leave citations therefore UPAWS did not have citations to give out. UPAWS is currently enforcing that the owner must pay citation at the police station. Colleen asked about the original contract with Chocolay Township, Joan may have the original contract, she will check her files. Reva made the motion, seconded by Joan, to table the contract amendment until the most current contract is located. Motion passed with unanimous consent.

- c) Proposal for Storage Building: Handout was provided by Joan at meeting. Joan stated that the request was because there was not enough storage space, recommending a 2nd storage shed, A-frame with roll up door, colors to match the barn, can be completed within 2-3 weeks. Review and discussion on specifications of shed. Motion made by Christian, seconded by Scott, to accept the proposal as submitted by Custom Construction Company in the amount of \$3,600.00. Vote to approve motion: Yes-9 Abstain-1 (Alex).
 - d) Change May Board Meeting Date: May Board meeting falls on Memorial Day. Meeting date was changed to Tuesday, May 28th.
 - e) Annual Meeting Date: UPAWS Annual Meeting is the 2nd Tuesday of June. Date set for June 11th. Reva asked who was responsible for completing the Annual Report. Kathy stated that, as President, she was responsible for working on it. Amber stated that there would be a cost savings in not sending out copies and just providing copies at the meeting.
 - f) Shelter Manager Resignation: Kathy stated that she had received a letter of resignation from Ryan Poupore over the weekend. Letter was received by Kathy on Saturday, April 20th. A copy was shared with the Board at the meeting. Christian made a motion to accept Ryan's resignation, with regret, seconded by Bob. Motion passed with unanimous consent.
 - g) Report & Recommendation from Board Development – Austin Loehr for Board Seat: Bob provided an overview of Austin's application and process. Crystal handed out ballots for voting. Colleen asked Austin to provide an overview of himself and why he wants to be on the Board. Board vote held via secret ballot. Voting requires 2/3 majority, Report & Recommendation did not pass.
- 2) Communications:
- a) Colleen asked about the UPAWS website and who is responsible for updating old/outdated information still on the website. Response was that it was Ann. Colleen to follow up with Ann.
- 3) President's Report: Report was provided and is attached.
- 4) Treasurer's Report: Reports submitted for approval for March 2019. Colleen asked about the Profit & Loss Statement (page 4 of 6), cost listed under Fundraising Expense: Miscellaneous Expenses, what is the cost listed, why higher than annual budget amount? Joan to look into amount shown on statement. Motion to approve the March 2019 financial reports as submitted by Amber, seconded by Karen. Motion passed with unanimous consent.
- 5) Capital Campaign Manager's Report: Report was provided and is attached. Colleen asked about the difference in funding amounts listed within narrative report and as shown on Legacy Fundraising summary. Kori to correct amounts shown to match financials. Kori reported on the upcoming Michigan Humane Society Annual Welfare Conference on June 5th and 6th. Staff requesting to attend, may utilize 2% funds received from KBIC (\$3,000) and Chippewa Sault St. Marie (\$5,000). Joan stated that as a part of Sally's Fund, she would like to address horse cruelty issues during training,

wants to participate, bring horses and provide one-on-one training. Reva asked that if the supervisors are deputized per the Chocolay Agreement, can they participate in the training. Kathy asked if the funds can be used for staff to attend. Kori to check proposal to verify how funds can be used.

6) Shelter Manager's Report: No Report Provided.

- a. Volunteer/Community Relations Coordinator's Report: Report was provided and is attached. Amber stated that the "UPAWS To Do Board" is great, good job. Joan stated that the newsletter turned out great. Bob asked how Ann contacts volunteers. Kori stated that she uses Volgistics (volunteer database management software), working on adding the volunteer manual information and contacting individuals based upon Volgistics. Bob stated that his wife has contacted UPAWS twice to volunteer, no response. Kori will check with Ann.

7) Committee Reports:

- a. Board Development Committee (Bob): Report Submitted.
- b. Finance Committee Report (Joan): Report Submitted.
- c. Fundraising Committee Report (Amber): Report Submitted. Colleen asked about the status of MI Internet Company status as Platinum Partner, Amber stated that they have been contacted but she has not received a response.
- d. Strategic Planning Committee Report (Christian): No Report Submitted.
- e. Personnel Committee Report (Kathy): No Report Submitted.
- f. Policy / Bylaw Committee Report (Colleen): Report Submitted.
- g. Donor Development Committee (Ad Hoc) (Reva): Report Submitted.
- h. Conference Room Committee (Ad Hoc) (Alex): Alex gave verbal report. Email sent out requesting individuals interested in participating, Amber did respond. If anyone else is interested in assisting, please contact Alex. Kori provided information that was very helpful and set up a temporary calendar for booking the room. Kathy stated that Google calendar can be used for scheduling Committee meetings.
- i. Dog Park Committee (Ad Hoc): (Amber): Amber gave verbal report. Draft registration packet is under review by legal counsel. Met with James Goriesky and Joan regarding snow removal and winter maintenance, Committee will be reviewing possible signage.

8) Public Comment:

- a) Leslie stated that Ryan was very competent and level headed person. Why was he leaving? Suggested that the Personnel Committee get that information from him.
- b) Linda stated that she was surprised by the Board approving the expense for the storage building, haven't been in the building but for 4 months, still settling in, surprised it is being done so soon, seems early, everyone hasn't yet figured out where everything is and how to

utilize the space.

- c) Lynn stated that the law enforcement conference should be for the Shelter Manager and staff. Kori stated that is up to the Manager. Lynn asked if the Shelter will close, response was no, the conference is primarily for law enforcement personnel. Lynn spoke about the Chocolay Township contract, stated that Chocolay has always wanted UPAWS to hand out citations, they (UPAWS) haven't wanted to be in the middle. By signing the contract, are we agreeing to be law enforcement / animal control agents? Concern for the role, we have resisted in the past, can this be used for retaliation, the Board should be careful moving forward, questioned whether this would allow other townships to move forward with similar requests.

9) Board Comment:

- a) Bob thanked Andi and Leslie for attending.

- 16) Closed Session: Bob made the motion to go into Closed Session at 7:48 pm, seconded by Joan. Motion passed with unanimous consent. Discussion held on the status of the Executive Director and Shelter Manager positions. Motion made by Bob to go back into Open Session at 10:52 pm, seconded by Alex. Motion passed with unanimous consent. Bob made the motion to ratify the votes made during the Closed Session, seconded by Christian. Motion passed with unanimous consent.

- 17) Adjournment: Bob made the motion to adjourn, seconded by Alex. Motion passed with unanimous consent. Meeting adjourned at 10:55 pm.

Next Meeting is May 28, 2019 at 6:00 pm at UPAWS – Community Room.

To Kathy and board members:

Hello Kathy, I am writing to provide my resignation and thirty (30) days' notice. It is with a heavy heart that I do so, but in the end, I feel it is best.

The future of UPAWS is bright considering the appointment of the Executive Director position, and also the new facility. There will also be new positions such as the Vet Assistant becoming fully operational.

I believe UPAWS has the ability to keep evolving and growing. This will always benefit animals and the community as a whole.

Respectfully,

Ryan Poupore- 4/20/19

Addendum 5/21/19: While the original thirty (30) days' notice has been completed, I have agreed to tentatively stay on until July 31st, 2019 in order to transition the shelter over to a new manager. I have agreed that even in the event of new employment I will advise and assist in anyway possible during this transition period.



UPPER PENINSULA ANIMAL
WELFARE SHELTER, INC
ANNUAL REPORT 2018
PASSION IN NUMBERS

1,371

LIVES
SAVED



1,094

ANIMALS
ADOPTED



212

FAMILIES
REUNITED



6

COMMUNITY
SPAY/NEUTER

10

MIC



220



1,900+

DONORS
GIVING

99.06%

SAVE
RATE

Mission Statement: 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.

2018 ACCOMPLISHMENTS : upaws.org/the-shelter/newsletter

- **Grants Obtained:** *Operational Grants-* Maddie's Fund Innovation-Golden Paws Adoption Maddie's Fund Innovation- Forever Foster Hospice ASCPA And Subaru Share the Love Pettfinder Foundation- Greater Good & WAHL Foundation Orvis Foundation Grey Muzzle Foundation Two-Seven Oh Foundation *New Shelter Construction & Program Grants-* Kenneth A. Scott Charitable Trust Keweenaw Bay Indian Community and Sault Ste Marie Tribe of Chippewa Indians New Shelter (Mgt 2% Funds) Ishpeming Lions Club Marquette Breakfast Rotary Zonta Club of the Marquette Area Beth Millner Jewelry Fundraiser Michigan Masonic Charitable Foundation Ishpeming Rotary Literacy Legacy Fund of Michigan Laura J. Niles Foundation Keweenaw Bay Indian Community and Sault Ste Marie Tribe of Chippewa Indians Law Enforcement and Animals Program (Mgt 2% Funds) NMU Construction Management Program.
- **Petco Foundation Holiday Wishes Awarded:** Third Place Award of \$25,000 for a story submitted about a rabbit adopted from UPAWS. This is the second year in a row we received a Holiday Wishes Award.
- **Professional Development:** Michigan Pet Fund Alliance 'Getting to the Goal', Best Friends Animal Network Midwest Conference, SkillPath Social Media and Marketing, SkillPath Effective Management.
- **Adoption Events:** Find a Friend with Fox Negaunee, Find a Friend with Fox Marquette, Bissell Empty the Shelters (twice), mBank Home for the Holidays.
- **Community Engagement:** Subaru "Share the Love" Microchip Clinic, low cost nail clipping and microchips on the last Thursday of the month.
- **Programs:** Volunteer Vet for Homeless Pets monthly, Volunteer Program processes including scheduling your own shift and Sign-Up Genius, Increased outreach through transfers, Golden Paws Adoptions rate for senior pets, Forever Foster medical care for hospice pets.
- **Between January 1 - December 31:** Raised over \$300,000 to bring total gifts and pledges (paid, receivables, and in kind services) to \$3.1M to build and operate the new shelter.
- **Strays & Municipal Contracts:** Maintained impound contracts with Marquette City, Negaunee Township, Forsyth Township, Chocolay Township, Ely Township, and Marquette County.
- **New Shelter Progress:** Continued with the construction of the new Philip and Ruth Spade Adoption Center and conducted construction tours for donors, adopters, and the public.

Where Our Animals Come From:

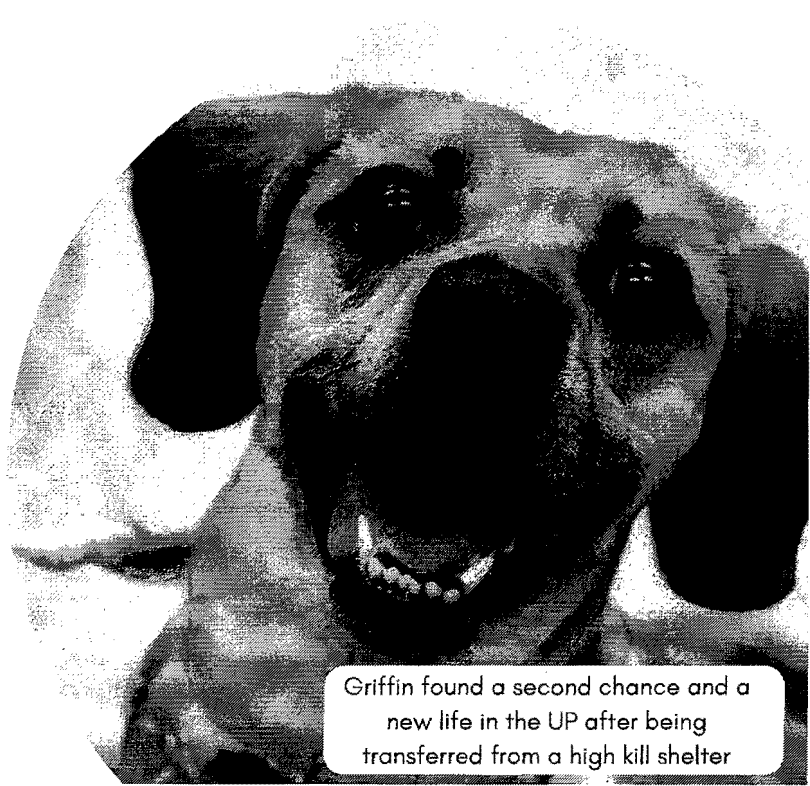
Surrender:	861
Stray:	339
Transferred In:	188
TOTAL -	1,388

Where Our Animals Go:

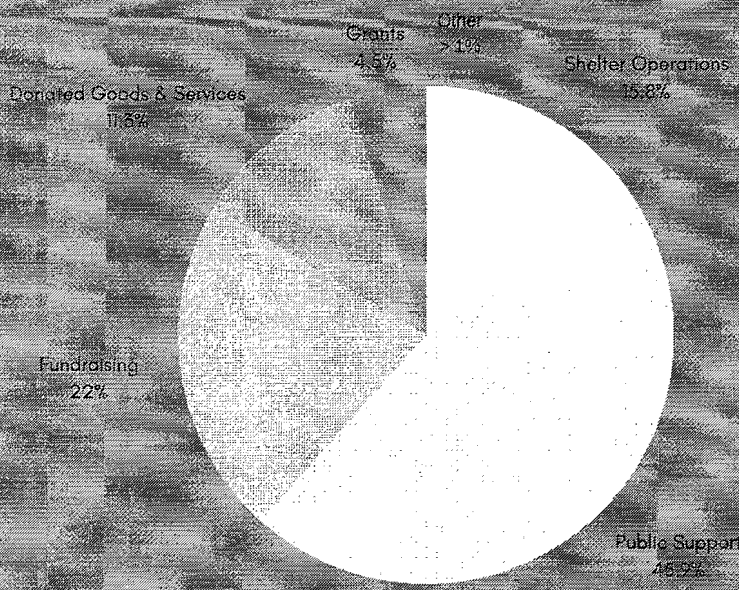
Adoption:	1,094
Return to Owner:	212
Transfer Out:	65
Euthanized/Died/Lost In Care*	34
TOTAL** -	1,405

*No animals were euthanized due to space. Euthanasia is a last option after considering quality of life and public safety.
**Includes 61 animals received in 2017.

STATISTICS : upaws.org/stats



Griffin found a second chance and a new life in the UP after being transferred from a high kill shelter



REVENUE

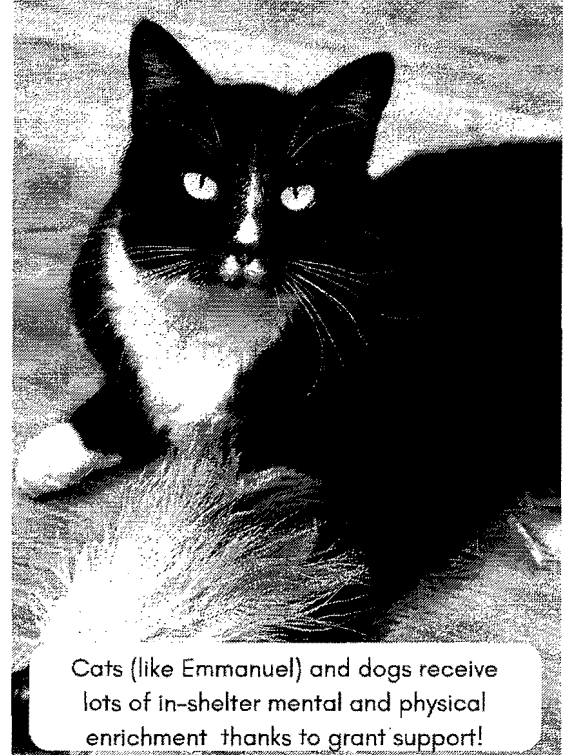
2018 2017

Shelter Operations:	102,355	118,702
Public Support:	297,526	260,275
Fundraising:	142,730	165,170
Donated Goods/Service:	73,164	46,365
Grants- Operations:	28,890	6,355
Other:	3,729	2,325
Total Operational Revenue	648,394	599,192
Investments:	-31,468	122,844
Support for Capital Campaign:	178,512	561,724
Total Revenue & Support:	\$795,438	\$1,283,760

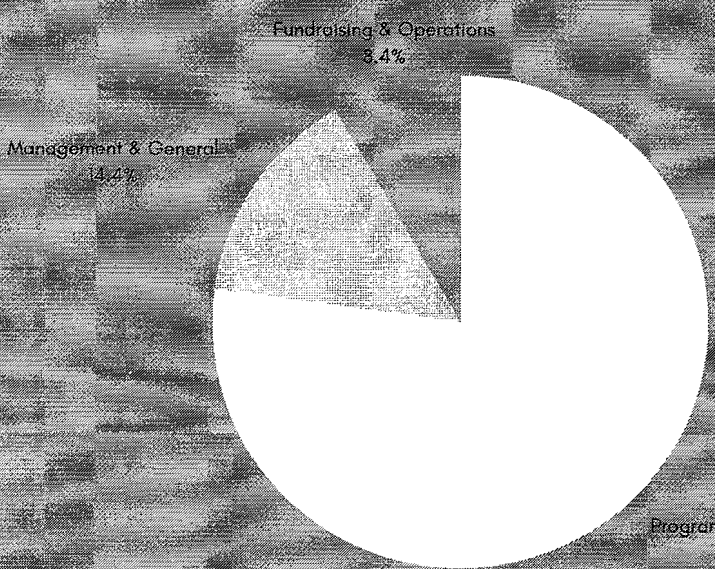
FINANCIAL OVERVIEW

- Operational support grew 7.5% from 2017 to 2018 with the largest increase in public support.
- Investment revenue includes changes in value of beneficial interest in assets (held by Dixon Trust and the Community Foundation of Marquette County).
- Operational expenses grew by 3.3%. A new expense in 2018 was construction loan interest expense of \$6,709.
- Capital campaign expense includes salary, donated services, and new shelter related expenses.

Be a part of something bigger! Join the over 1,900 donors whose passion is to improve the quality of life for homeless domesticated animals. Find out how YOU can make a difference at upaws.org/donate.



Cats (like Emmanuel) and dogs receive lots of in-shelter mental and physical enrichment thanks to grant support!



EXPENSE:

2018 2017

Programs & Services:	429,437	421,252
Management & General:	80,153	64,869
Fundraising & Operations:	47,005	52,010
Total Operations Expenses:	556,595	538,131
Capital Campaign:	101,242	50,000
Total Expense:	\$657,837	\$588,131

BOARD OF DIRECTOR'S STATEMENT :

"There's a little bit of pain in every transition, but we can't let that stop us from making it. If we did, we'd never make any progress at all."

This quote is from Phil Schiller, a Senior VP with Apple, Inc. It may seem a little unusual to quote a corporate executive in an annual report for an animal shelter. But it captures the sentiment of the Board, Staff, Volunteers and Supporters of UPAWS as we managed through the construction of our new 15,000 square foot, contemporary animal shelter in 2018.

In this year of transition, many decisions were made to choose the right materials, supplies, and equipment for the new shelter. Our staff had to envision how to incorporate and evolve processes and procedures currently used in a 2,500 square foot shelter into a facility six times its size. The Board had to transition from a long history of financial performance in the previous shelter, to creating an operating budget for a new, significantly larger facility.

As walls were erected and mechanical systems installed in the new shelter, our 1970s shelter, with a leaking roof and drain issues, was bustling with activity. Almost 1400 animals spent time with us there, receiving medical care and attention before moving on to their forever home. Our save rate of 99% was achieved through our staunch commitment to programs such as spay/neuter support and education to reduce litters, foster homes to reduce stress for animals and expand our capacity to serve more, and transfer of animals from and to other shelters when there is a higher chance for placement. Adoption Events, sponsored by our corporate and business partners raised awareness and provided financial support to introduce our animals to new families.

Our current successes don't diminish the challenges we will face in 2019 as we operate from our new home. Our need for volunteers, financial support and community engagement is like never before.

We humbly express our gratitude for the support we receive from our donors. Because of you, we continue to evolve our programs and services to save lives and provide better living conditions while sheltering the animals in our care. Let's continue our progress together.

KATHY LEONE, Board President

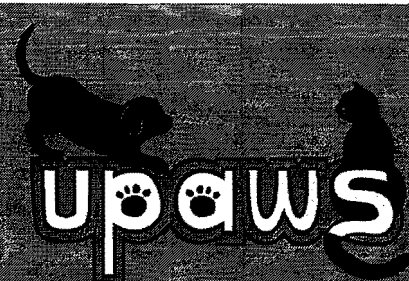
BOARD AND MANAGEMENT

Kathy Leone, President
Scott Jandron, DVM - Vice President
Joan Mulder, Treasurer
Colleen Whitehead, Secretary
Karen Duquette
Jim Kinnunen
Reva Laituri
Alex Petrin
Bob Stephenson
Amber Talo
Christian Verardi

Kori Tossava, ED/Capital
Campaign Manager
Ryan Poupore, Shelter Manager

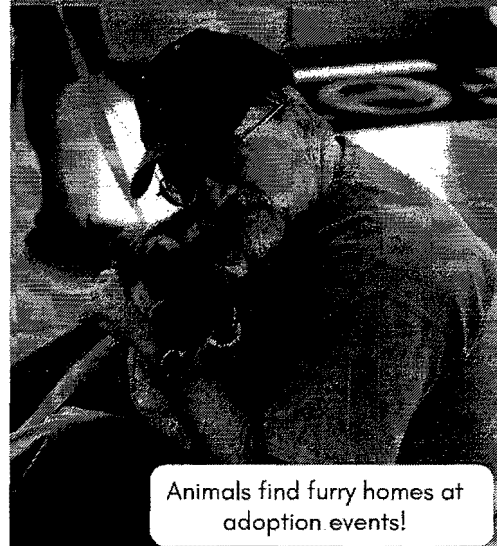
Upper Peninsula Animal Welfare Shelter, Inc.

PO Box 968
Marquette, MI 49855
(906) 475-6661
www.upaws.org
815 S. M553, Gwinn, MI 49841

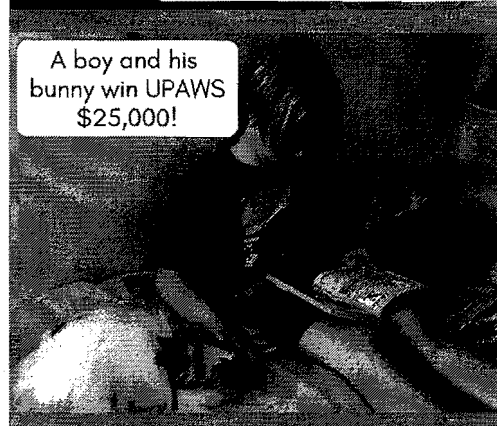


UPPER PENINSULA
ANIMAL WELFARE
SHELTER, INC.

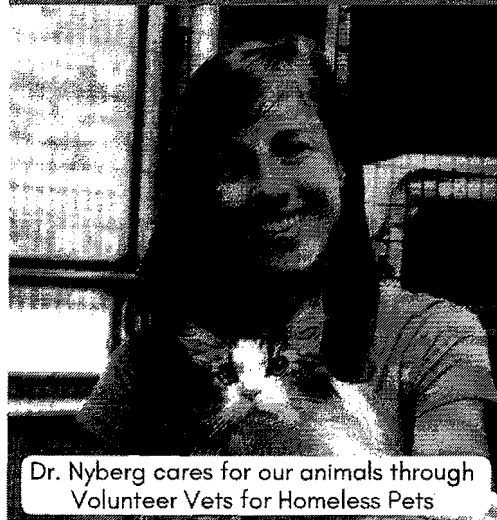
ANNUAL REPORT - 2018
PASSION IN NUMBERS



Animals find furry homes at
adoption events!



A boy and his
bunny win UPAWS
\$25,000!



Dr. Nyberg cares for our animals through
Volunteer Vets for Homeless Pets



Colleen Whitehead <cwhitehead@upaws.org>

E-VOTE: Authorize Scott Jandron as Signer on Bank & Investment Accounts

11 messages

Kathy Leone <kleone@upaws.org>

Mon, May 20, 2019 at 8:09 PM

To: Alex Petrin <apetrin@upaws.org>, Amber Talo <atalo@upaws.org>, Bob Stephenson <bstephenson@upaws.org>, Christian Veradi <cverardi@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Karen Duquette <kduquette@upaws.org>, Reva Laituri <revalait@charter.net>, Scott Jandron <sjandron@upaws.org>

Recommendation to authorize Vice President Scott Jandron as a signer on all UPAWS bank and investment accounts until such time a new President and Treasurer are elected and new authorized signer documents with financial institutions are completed.

Please respond yes or no by Wednesday, 5/22 at 8:10 pm

--

Kathy Leone
UPAWS Board President

GIVE TODAY!

"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. We envision a community where there are no abandoned, neglected or abused animals, and where everyone understands and practices the level of commitment and responsibility that pet guardianship entails."

bstephenson <bstephenson@upaws.org>

Mon, May 20, 2019 at 8:28 PM

To: Kathy Leone <kleone@upaws.org>, Alex Petrin <apetrin@upaws.org>, Amber Talo <atalo@upaws.org>, Christian Veradi <cverardi@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Karen Duquette <kduquette@upaws.org>, Reva Laituri <revalait@charter.net>, Scott Jandron <sjandron@upaws.org>

Yes.

Sent from my Verizon, Samsung Galaxy smartphone
[Quoted text hidden]

Scott Jandron <sjandron@upaws.org>

Mon, May 20, 2019 at 9:08 PM

To: bstephenson <bstephenson@upaws.org>
Cc: Kathy Leone <kleone@upaws.org>, Alex Petrin <apetrin@upaws.org>, Amber Talo <atalo@upaws.org>, Christian Veradi <cverardi@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Karen Duquette <kduquette@upaws.org>, Reva Laituri <revalait@charter.net>

Abstain

Sent from my iPhone

[Quoted text hidden]

Jim Kinnunen <jkinnunen@upaws.org>

Mon, May 20, 2019 at 9:13 PM

To: Scott Jandron <sjandron@upaws.org>

Cc: bstephenson <bstephenson@upaws.org>, Kathy Leone <kleone@upaws.org>, Alex Petrin <apetrin@upaws.org>, Amber Talo <atalo@upaws.org>, Christian Veradi <cverardi@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Karen Duquette <kduquette@upaws.org>, Reva Laituri <revalait@charter.net>

Yes

[Quoted text hidden]

Alex Petrin <apetrin@upaws.org>

Mon, May 20, 2019 at 9:48 PM

To: bstephenson <bstephenson@upaws.org>

Cc: Kathy Leone <kleone@upaws.org>, Amber Talo <atalo@upaws.org>, Christian Veradi <cverardi@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Karen Duquette <kduquette@upaws.org>, Reva Laituri <revalait@charter.net>, Scott Jandron <sjandron@upaws.org>

Yes

Sent from my iPhone

On May 20, 2019, at 8:28 PM, bstephenson <bstephenson@upaws.org> wrote:

[Quoted text hidden]

Amber Talo <atalo@upaws.org>

Mon, May 20, 2019 at 11:33 PM

To: Alex Petrin <apetrin@upaws.org>

Cc: Bob Stephenson <bstephenson@upaws.org>, Kathy Leone <kleone@upaws.org>, Christian Veradi <cverardi@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Karen Duquette <kduquette@upaws.org>, Reva Laituri <revalait@charter.net>, Scott Jandron <sjandron@upaws.org>

Yes

[Quoted text hidden]

cverardi@upaws.org <cverardi@upaws.org>

Tue, May 21, 2019 at 6:01 AM

To: Amber Talo <atalo@upaws.org>

Cc: Alex Petrin <apetrin@upaws.org>, Bob Stephenson <bstephenson@upaws.org>, Kathy Leone <kleone@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Karen Duquette <kduquette@upaws.org>, Reva Laituri <revalait@charter.net>, Scott Jandron <sjandron@upaws.org>

Yes

Sent from my iPhone

[Quoted text hidden]

Reva <revalait@charter.net>

Tue, May 21, 2019 at 8:08 AM

To: Kathy Leone <kleone@upaws.org>, Alex Petrin <apetrin@upaws.org>, Amber Talo <atalo@upaws.org>, Bob Stephenson <bstephenson@upaws.org>, Christian Veradi <cverardi@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Karen Duquette <kduquette@upaws.org>, Scott Jandron <sjandron@upaws.org>

Yes.

From: Kathy Leone [mailto:kleone@upaws.org]
Sent: Monday, May 20, 2019 8:09 PM
To: Alex Petrin <apetrin@upaws.org>; Amber Talo <atalo@upaws.org>; Bob Stephenson <bstephenson@upaws.org>; Christian Veradi <cverardi@upaws.org>; Colleen Whitehead <cwhitehead@upaws.org>; Jim Kinnunen <jkinnunen@upaws.org>; Karen Duquette <kduquette@upaws.org>; Reva Laituri <revalait@charter.net>; Scott Jandron <sjandron@upaws.org>
Subject: E-VOTE: Authorize Scott Jandron as Signer on Bank & Investment Accounts

Recommendation to authorize Vice President Scott Jandron as a signer on all UPAWS bank and investment accounts until such time a new President and Treasurer are elected and new authorized signer documents with financial institutions are completed.

[Quoted text hidden]

kduquette@upaws.org <kduquette@upaws.org> Tue, May 21, 2019 at 9:15 AM
To: Kathy Leone <kleone@upaws.org>
Cc: Alex Petrin <apetrin@upaws.org>, Amber Talo <atalo@upaws.org>, Bob Stephenson <bstephenson@upaws.org>, Christian Veradi <cverardi@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Reva Laituri <revalait@charter.net>, Scott Jandron <sjandron@upaws.org>

Yes

Sent from my iPhone

[Quoted text hidden]

Colleen Whitehead <cwhitehead@upaws.org> Tue, May 21, 2019 at 10:36 AM
To: Karen Duquette <kduquette@upaws.org>
Cc: Kathy Leone <kleone@upaws.org>, Alex Petrin <apetrin@upaws.org>, Amber Talo <atalo@upaws.org>, Bob Stephenson <bstephenson@upaws.org>, Christian Veradi <cverardi@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Reva Laituri <revalait@charter.net>, Scott Jandron <sjandron@upaws.org>

Yes.

[Quoted text hidden]

Kathy Leone <kleone@upaws.org> Wed, May 22, 2019 at 3:27 PM
To: Colleen Whitehead <cwhitehead@upaws.org>
Cc: Karen Duquette <kduquette@upaws.org>, Alex Petrin <apetrin@upaws.org>, Amber Talo <atalo@upaws.org>, Bob Stephenson <bstephenson@upaws.org>, Christian Veradi <cverardi@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Reva Laituri <revalait@charter.net>, Scott Jandron <sjandron@upaws.org>

Colleen:

Recommendation approved.

Yes votes - 8

Abstain - 1 (Scott)

[Quoted text hidden]

May 6, 2019

Board of Directors
Upper Peninsula Animal Welfare Shelter
Negaunee, Michigan

We have audited the financial statements of Upper Peninsula Animal Welfare Shelter (Shelter) for the year ended December 31, 2018, and have issued our report thereon dated April 22, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated March 13, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Shelter are described in Note A to the financial statements. The Shelter changed accounting policies related to how a not-for-profit organization addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return, by adopting FASB Accounting Standards Update (ASU) No. 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities* (Topic 958) in 2018. Accordingly, the accounting change has been retrospectively applied to prior periods presented as if the policy had always been used. We noted no transactions entered into by the Shelter during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Board of Directors
Upper Peninsula Animal Welfare Shelter
May 6, 2019
Page 2

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 22, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Shelter's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings and Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Shelter's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management of Upper Peninsula Animal Welfare Shelter and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Makela, Toutant, Hill, Nardi & Katona, P.C.

Board of Directors
Upper Peninsula Animal Welfare Shelter
Negaunee, Michigan

In planning and performing our audit of the financial statements of the Upper Peninsula Animal Welfare Shelter (Shelter) as of and for the year ended December 31, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the Shelter's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Shelter's internal control. Accordingly, we do not express an opinion on the effectiveness of the Shelter's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified a deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Shelter's financial statements will not be prevented, or detected and corrected, on a timely basis.

We consider the following deficiency in the Shelter's internal control to be a material weakness:

2018-1: After considering the qualifications of the management of the Shelter, we believe they do not possess the skills and knowledge necessary to record the Shelter's financial transactions and prepare financial statements, including the required footnotes, in accordance with accounting principles generally accepted in the United States of America (GAAP). This may result in a material misstatement in the financial statements that is not detected by management. This is a repeat comment from prior years.

Client's Response: The Board of Directors has evaluated the cost versus benefit of establishing internal controls over the preparation of the financial statements and related notes in accordance with GAAP, and has determined that it is more efficient and cost effective to outsource this responsibility.

Board of Directors
Upper Peninsula Animal Welfare Shelter
Page 2

This communication is intended solely for the information and use of management, the Board of Directors, and others within the Shelter, and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Makela, Tautamt, Hill, Nardi & Katona, P.C.

May 6, 2019

Audited Financial Statements

UPPER PENINSULA ANIMAL WELFARE SHELTER

Years Ended December 31, 2018 and 2017

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Upper Peninsula Animal Welfare Shelter
Negaunee, Michigan

We have audited the accompanying financial statements of the Upper Peninsula Animal Welfare Shelter (a nonprofit organization), which comprise the statements of financial position as of December 31, 2018 and 2017, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Board of Directors
Upper Peninsula Animal Welfare Shelter

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Upper Peninsula Animal Welfare Shelter as of December 31, 2018 and 2017, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Makela, Toutant, Hill, Nardi & Katona, P.C.

April 22, 2019

STATEMENTS OF FINANCIAL POSITION

UPPER PENINSULA ANIMAL WELFARE SHELTER

	December 31	
	2018	2017
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 497,230	\$ 1,173,518
Certificates of deposit		1,000,499
Accounts receivable	3,953	4,998
Pledges receivable, current portion	61,445	191,650
TOTAL CURRENT ASSETS	562,628	2,370,665
OTHER ASSETS		
Pledges receivable, non-current, net	49,041	48,465
Investments	212,052	228,183
Beneficial interest in assets held by the Marquette Community Foundation	95,125	106,557
Beneficial interest in Dixon Trust	595,707	655,599
TOTAL OTHER ASSETS	951,925	1,038,804
PROPERTY, PLANT, AND EQUIPMENT		
Land	30,387	30,387
Buildings and improvements	188,544	188,544
Vehicles	21,643	21,643
Office and kennel furniture and equipment	89,112	20,683
Construction in progress	3,516,382	814,866
	3,846,068	1,076,123
Less accumulated depreciation	215,368	213,807
PROPERTY, PLANT, AND EQUIPMENT, NET	3,630,700	862,316
TOTAL ASSETS	<u>\$ 5,145,253</u>	<u>\$ 4,271,785</u>

See notes to financial statements.

	December 31	
	2018	2017
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$ 698,662	\$ 399,705
Accrued payroll and payroll taxes	11,530	9,429
Accrued benefits	6,563	4,805
Note payable, current portion	25,761	
TOTAL CURRENT LIABILITIES	742,516	413,939
LONG-TERM LIABILITIES		
Note payable	433,051	
Less current portion	(25,761)	
TOTAL LONG-TERM LIABILITIES	407,290	0
TOTAL LIABILITIES	1,149,806	413,939
NET ASSETS		
Without donor restrictions:		
Designated		1,247,183
Undesignated	2,953,035	1,042,292
TOTAL NET ASSETS WITHOUT DONOR RESTRICTIONS	2,953,035	2,289,475
With donor restrictions	1,042,412	1,568,371
TOTAL NET ASSETS	3,995,447	3,857,846
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 5,145,253</u>	<u>\$ 4,271,785</u>

See notes to financial statements.

STATEMENT OF ACTIVITIES

UPPER PENINSULA ANIMAL WELFARE SHELTER

Year Ended December 31, 2018

	Without Donor Restrictions	With Donor Restrictions	Total
SUPPORT AND REVENUE			
Shelter revenue	\$ 89,672		\$ 89,672
Direct public support	291,316	\$ 184,722	476,038
Revenues from fundraising events and special projects	142,730		142,730
Governmental contracted services	9,407		9,407
Grants	28,890		28,890
Donated services, materials, and facility	73,164		73,164
Interest and dividends	6,455		6,455
Distribution of earnings from Marquette Community Foundation - Reider Fund	5,897		5,897
Change in value of beneficial interest in assets held by Marquette Community Foundation	(8,389)		(8,389)
Change in beneficial interest in Dixon Trust		(24,300)	(24,300)
Investment return, net		(11,131)	(11,131)
Resale items, net of related cost of \$14,473	3,276		3,276
Other	3,729		3,729
Net assets released from restrictions	675,250	(675,250)	0
TOTAL SUPPORT AND REVENUE	1,321,397	(525,959)	795,438
EXPENSES			
Program services	429,437		429,437
Supporting services:			
Management and general	80,153		80,153
Fundraising	148,247		148,247
TOTAL SUPPORTING SERVICES	228,400	0	228,400
TOTAL EXPENSES	657,837	0	657,837
CHANGE IN NET ASSETS	663,560	(525,959)	137,601
Net assets at beginning of year	2,289,475	1,568,371	3,857,846
NET ASSETS AT END OF YEAR	\$ 2,953,035	\$ 1,042,412	\$ 3,995,447

See notes to financial statements.

STATEMENT OF ACTIVITIES

UPPER PENINSULA ANIMAL WELFARE SHELTER

Year Ended December 31, 2017

	Without Donor Restrictions	With Donor Restrictions	Total
SUPPORT AND REVENUE			
Shelter revenue	\$ 97,704		\$ 97,704
Direct public support	250,078	\$ 566,517	816,595
Bequests	5,404		5,404
Revenues from fundraising events and special projects	165,170		165,170
Governmental contracted services	10,829		10,829
Grants	6,355		6,355
Donated services, materials, and facility	46,365		46,365
Interest and dividends	6,658		6,658
Distribution of earnings from Marquette Community Foundation - Reider Fund	5,250		5,250
Change in value of beneficial interest in assets held by Marquette Community Foundation	13,631		13,631
Change in beneficial interest in Dixon Trust		72,342	72,342
Investment return, net		24,963	24,963
Resale items, net of related cost of \$10,847	10,169		10,169
Other	2,325		2,325
Net assets released from restrictions	829,625	(829,625)	0
TOTAL SUPPORT AND REVENUE	1,449,563	(165,803)	1,283,760
EXPENSES			
Program services	421,252		421,252
Supporting services:			
Management and general	64,869		64,869
Fundraising	102,010		102,010
TOTAL SUPPORTING SERVICES	166,879	0	166,879
TOTAL EXPENSES	588,131	0	588,131
CHANGE IN NET ASSETS	861,432	(165,803)	695,629
Net assets at beginning of year	1,428,043	1,734,174	3,162,217
NET ASSETS AT END OF YEAR	\$ 2,289,475	\$ 1,568,371	\$ 3,857,846

See notes to financial statements.

STATEMENT OF FUNCTIONAL EXPENSES

UPPER PENINSULA ANIMAL WELFARE SHELTER

Year Ended December 31, 2018

	Program Services	Management and General	Fundraising	Total Expenses
Payroll expenses	\$ 212,922	\$ 27,200	\$ 50,000	\$ 290,122
Veterinary and medical supplies	121,953			121,953
Food for animals	5,387			5,387
Animal equipment	2,090			2,090
Utilities	9,456	498		9,954
Insurance	3,432	191	191	3,814
Custodial supplies/service	9,656			9,656
Office supplies	3,833	213	213	4,259
Repairs and maintenance	3,547			3,547
Travel/Vehicle expenses	2,487			2,487
Publication expenses	19,263			19,263
Community awareness	9,536			9,536
Conferences	1,898			1,898
Donated materials	19,020			19,020
Professional fees, including donated services		35,407		35,407
Fundraising events and projects			97,328	97,328
Dog license expense	184			184
Depreciation	1,172	390		1,562
Interest expense		6,709		6,709
Volunteer program		1,112		1,112
Merchant fees	3,601	1,029	515	5,145
Miscellaneous		7,404		7,404
TOTAL FUNCTIONAL EXPENSES	\$ 429,437	\$ 80,153	\$ 148,247	\$ 657,837

See notes to financial statements.

STATEMENT OF FUNCTIONAL EXPENSES

UPPER PENINSULA ANIMAL WELFARE SHELTER

Year Ended December 31, 2017

	Program Services	Management and General	Fundraising	Total Expenses
Payroll expenses	\$ 198,556	\$ 27,200	\$ 50,000	\$ 275,756
Veterinary and medical supplies	124,154			124,154
Food for animals	5,531			5,531
Animal equipment	1,821			1,821
Utilities	8,879	468		9,347
Insurance	4,471	248	248	4,967
Custodial supplies/service	10,272			10,272
Office supplies	3,132	174	174	3,480
Repairs and maintenance	4,457			4,457
Travel/Vehicle expenses	4,235			4,235
Publication expenses	13,602			13,602
Community awareness	7,331			7,331
Conferences	3,032			3,032
Donated materials	25,645			25,645
Professional fees, including donated services		28,655		28,655
Fundraising events and projects			51,194	51,194
Dog license expense	68			68
Depreciation	3,307	1,103		4,410
Volunteer program		948		948
Bank fees	2,759	788	394	3,941
Miscellaneous		5,285		5,285
TOTAL FUNCTIONAL EXPENSES	\$ 421,252	\$ 64,869	\$ 102,010	\$ 588,131

See notes to financial statements.

STATEMENTS OF CASH FLOWS

UPPER PENINSULA ANIMAL WELFARE SHELTER

	Year Ended December 31	
	2018	2017
CASH FLOWS PROVIDED (USED) BY		
OPERATING ACTIVITIES		
Change in net assets	\$ 137,601	\$ 695,629
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	1,562	4,410
Interest income capitalized to certificates of deposit	(4,883)	(4,499)
(Appreciation) Depreciation in fair value of endowment fund investments	14,585	(22,543)
Change in beneficial interest in assets held by the Marquette Community Foundation, net of distributions	11,432	(10,577)
Change in beneficial interest in Dixon Trust, net of distributions	59,892	(62,929)
Contributions restricted for long-term purposes	(178,512)	(561,724)
(Increase) Decrease in:		
Accounts receivable	1,045	(360)
Bequest receivable		3,000
Increase (Decrease) in:		
Accounts payable	7,190	(15,740)
Other current liabilities	3,859	(1,921)
NET CASH PROVIDED BY OPERATING ACTIVITIES	53,771	22,746
INVESTING ACTIVITIES		
Purchases of fixed assets	(2,478,179)	(426,615)
Redemption (Purchases) of certificates of deposit	1,005,382	(996,000)
Purchases of investment securities	(7,454)	(33,685)
Sales of investment securities	9,000	36,265
NET CASH USED BY INVESTING ACTIVITIES	(1,471,251)	(1,420,035)
FINANCING ACTIVITIES		
Proceeds from borrowing	433,051	
Proceeds from contributions restricted for long-term purposes	308,141	442,935
NET CASH PROVIDED BY FINANCING ACTIVITIES	741,192	442,935
NET DECREASE IN CASH AND CASH EQUIVALENTS	(676,288)	(954,354)
Cash and cash equivalents at beginning of year	1,173,518	2,127,872
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 497,230	\$ 1,173,518
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Construction in progress purchases accrued in accounts payable	\$ 680,018	\$ 388,251

See notes to financial statements.

NOTES TO FINANCIAL STATEMENTS

UPPER PENINSULA ANIMAL WELFARE SHELTER

NOTE A--DESCRIPTION OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Upper Peninsula Animal Welfare Shelter (Shelter) is a nonprofit organization whose purpose is to ensure the safety and protection of all animals. Services provided by the Shelter include care and shelter of stray animals, adoption service, neglect/cruelty referrals, lost and found service, humane education, and community awareness campaigns. The Shelter's main source of revenue is public contributions.

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting.

Financial Statement Presentation

The Shelter reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restriction and net assets with donor restriction.

Net Assets Without Donor Restriction: Net assets that are not subject to, or are no longer subject to, donor-imposed stipulations. The Board of Directors may designate, from net assets without donor restrictions, funds for specified use.

Net Assets With Donor Restriction: Net assets whose use is limited by donor-imposed time and/or purpose restrictions.

Revenues are reported as increases in net assets without donor restriction unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without donor restriction. Gains and losses are reported as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulation or by law. Expirations of donor restrictions on the net assets (i.e., the donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) are reported as reclassifications between the applicable classes of net assets.

Cash and Cash Equivalents

Cash and cash equivalents consist of checking and savings accounts.

Certificates of Deposit

Certificates of deposit include short-term certificates with original maturities of four months or less.

NOTES TO FINANCIAL STATEMENTS--Continued

UPPER PENINSULA ANIMAL WELFARE SHELTER

NOTE A--DESCRIPTION OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES--Continued

Receivables

Revenues earned but not received as of December 31 are recorded as accounts receivable on the balance sheet. In the opinion of management, a provision for doubtful accounts is not necessary because all significant amounts are generally collected within two months of the balance sheet date.

Pledges Receivable

Contributions are recognized when the donor makes an unconditional promise to give. When donor restrictions expire (i.e., when a stipulated time restriction ends or other restrictions are met), net assets with donor restrictions are reclassified to net assets without donor restrictions as "net assets released from restrictions" in the statement of activities. Pledges receivable that are expected to be collected within one year are recorded at net realizable value. Pledges receivable that are expected to be collected in future years are recorded at the present value of their estimated future cash flows. The Shelter uses the allowance method to estimate uncollectible pledges receivable based on management's analysis of the pledges receivable outstanding.

Investments

Investments are carried at fair value. Realized and unrealized gains and losses are included in the statements of activities.

Land, Buildings, and Equipment

Fixed assets are obtained through purchase and donation. Purchased assets are recorded at cost and donated assets are recorded at their fair market value at the date of donation. Fixed assets are depreciated using the straight-line method over the projected life of the assets. Buildings and improvements are being depreciated over 30 years, new equipment over seven years, and used equipment over five years. The Shelter capitalizes all fixed assets valued greater than \$1,000.

Beneficial Interest in Trust

The Shelter is both the beneficiary of annual income distributions as well as the beneficiary of the remainder distribution of assets held in trust. As a practical expedient, the beneficial interest in trust is carried at fair value based on quoted market prices of the underlying investments. Changes in the fair value of the beneficial interest in trust are reflected in the net assets with donor restrictions class of net assets, due to the time restrictions of the distributions. Distributions from the trust are reflected as reductions in the beneficial interest in trust and reclassified from net assets with donor restrictions to net assets without donor restrictions.

NOTES TO FINANCIAL STATEMENTS--Continued

UPPER PENINSULA ANIMAL WELFARE SHELTER

NOTE A--DESCRIPTION OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES--Continued

Donated Services and Materials

Contributed professional services are recognized if the services received (a) create or enhance non-financial assets or (b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. The amount of such donated services recorded and reflected in the accompanying financial statements was \$25,720 and \$20,720 for the years ended December 31, 2018 and 2017, respectively.

Contributions of tangible assets are recognized at fair market value when received. Donated goods are rarely resold by the Shelter and consist mainly of items used in shelter operations, such as food, supplies, and similar items. The Shelter recognized \$19,020 and \$25,645 of donated materials for the years ended December 31, 2018 and 2017, respectively. In addition, the Shelter received donated advertising from a local newspaper in the amount of \$28,424 and \$0 for the years ended December 31, 2018 and 2017, respectively.

Functional Allocation of Expenses

Expenses have been allocated between program services and supporting services (management and general and fundraising). Expenses that can be identified with program or supporting services are charged directly to the program or supporting service benefited. Other expenses which apply to more than one functional category have been allocated on various bases, as determined by management.

Use of Estimates

Preparation of the Shelter's financial statements in conformity with accounting principles generally accepted in the United States of America requires the use of management's estimates. Actual results could differ from these estimates.

Subsequent Events

Subsequent events were evaluated through April 22, 2019, which is the date the financial statements were available to be issued.

NOTES TO FINANCIAL STATEMENTS--Continued

UPPER PENINSULA ANIMAL WELFARE SHELTER

NOTE A--DESCRIPTION OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES--Continued

New Accounting Pronouncement

During the year ended December 31, 2018, the Shelter adopted the requirements of the Financial Accounting Standards Board's Accounting Standards Update No. 2016-14 - *Presentation of Financial Statements of Not-for-Profit Entities* (Update). This Update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return between not-for-profit entities.

A key change required by the Update is the net asset classes used in these financial statements. Amounts previously reported as unrestricted net assets are now reported as net assets without donor restrictions and amounts previously reported as temporarily restricted and permanently restricted net assets are now reported as net assets with donor restrictions. In addition, the Shelter has added a footnote on its liquidity.

These changes had the following effect on net assets at December 31, 2016:

	As Previously Presented	After Adoption of ASU 2016-14
Unrestricted net assets	\$ 1,451,546	
Temporarily restricted net assets	1,416,154	
Permanently restricted net assets	294,517	
Net assets without donor restrictions		\$ 1,428,043
Net assets with donor restrictions		1,734,174
TOTAL NET ASSETS	<u>\$ 3,162,217</u>	<u>\$ 3,162,217</u>

In addition, certain reclassifications have been made to the prior year's comparative information to conform to the presentation of the current year's financial statements.

NOTES TO FINANCIAL STATEMENTS--Continued

UPPER PENINSULA ANIMAL WELFARE SHELTER

NOTE B--LIQUIDITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use within one year of December 31, 2018, comprise the following:

Cash and cash equivalents	\$ 497,230
Accounts receivable	3,953
Pledges receivable, current portion	61,445
Investments	212,052
Beneficial interest in assets held by the Marquette Community Foundation	95,125
Beneficial interest in Dixon Trust	595,707
	<u>1,465,512</u>
Less endowment investments	(212,052)
Less beneficial interest in assets held by the Marquette Community Foundation	(95,125)
Less beneficial interest in Dixon Trust	(595,707)
Plus anticipated endowment distributions	5,000
Plus anticipated distribution from Dixon Trust	<u>25,000</u>
FINANCIAL ASSETS AVAILABLE TO MEET CASH NEEDS FOR EXPENDITURES WITHIN ONE YEAR	<u>\$ 592,628</u>

As part of the Shelter's liquidity management plan, the Shelter invests cash in excess of anticipated future obligations in savings accounts and certificates of deposit.

NOTE C--CONCENTRATION OF CREDIT RISK

The Shelter had cash deposits in excess of federally-insured limits. Uninsured deposits totaled \$249,024 and \$921,710 at December 31, 2018 and 2017, respectively. The deposits in excess of federally-insured limits are based on the Shelter's bank balances as of December 31, 2018 and 2017.

NOTES TO FINANCIAL STATEMENTS--Continued

UPPER PENINSULA ANIMAL WELFARE SHELTER

NOTE D--PLEDGES RECEIVABLE

During 2015, the Shelter commenced a capital campaign. The campaign goal was \$3.7 million to be used to finance the construction of a new animal shelter. Pledges receivable are as follows:

	December 31	
	2018	2017
Receivable in less than one year	\$ 61,445	\$ 191,650
Receivable in two to five years	58,355	69,370
Receivable in more than five years	5,050	5,050
Gross receivables	124,850	266,070
Less allowance for uncollectible pledges	(9,364)	(19,955)
Less discount to net present value (discounted at 3%)	(5,000)	(6,000)
UNCONDITIONAL PLEDGES RECEIVABLE, NET	<u>\$ 110,486</u>	<u>\$ 240,115</u>

NOTE E--INVESTMENTS

Market value and unrealized appreciation on investments are as follows:

	December 31, 2018		
	Cost	Fair Value	Unrealized Appreciation
Short-term investments	\$ 7,840	\$ 7,840	
Mutual funds	154,251	159,143	\$ 4,892
Common stocks	40,938	45,069	4,131
TOTAL INVESTMENTS	<u>\$ 203,029</u>	<u>\$ 212,052</u>	<u>\$ 9,023</u>
	December 31, 2017		
	Cost	Fair Value	Unrealized Appreciation
Short-term investments	\$ 4,883	\$ 4,883	
Mutual funds	154,687	173,119	\$ 18,432
Common stocks	40,937	50,181	9,244
TOTAL INVESTMENTS	<u>\$ 200,507</u>	<u>\$ 228,183</u>	<u>\$ 27,676</u>

NOTES TO FINANCIAL STATEMENTS--Continued

UPPER PENINSULA ANIMAL WELFARE SHELTER

NOTE F--ENDOWMENT FUND

The Uniform Prudent Management of Institutional Funds Act (UPMIFA) is an update of the Uniform Management of Institutional Funds Act (UMIFA), which dates back to 1972. In September of 2009, UPMIFA was signed into law in the State of Michigan. UPMIFA requires the historical dollar amount of a donor-restricted endowment fund to be preserved. In the absence of donor restrictions, the net appreciation on a donor-restricted endowment fund is spendable under UPMIFA. The Shelter's donors have not placed restrictions on the use of the investment income or net appreciation resulting from the donor-restricted endowment funds.

The Board of Directors, upon recommendation from the Finance Committee, determines a percentage of earnings to be distributed each year.

The Shelter's endowment fund net assets consist of the following:

	<u>With Donor Restrictions</u>
<u>December 31, 2018:</u>	
Original donor-restricted gift amount	\$ 184,717
Accumulated investment gains	<u>27,335</u>
TOTAL	<u>\$ 212,052</u>
<u>December 31, 2017:</u>	
Donor-restricted endowment funds	\$ 184,717
Accumulated investment gains	<u>43,466</u>
TOTAL	<u>\$ 228,183</u>

The changes in donor-restricted endowment fund net assets are as follows:

	<u>With Donor Restrictions</u>
Endowment net assets at January 1, 2017	\$ 208,220
Investment return, net	24,963
Contributions	0
Appropriation of endowment assets for expenditure	<u>(5,000)</u>
Endowment net assets at December 31, 2017	228,183
Investment return, net	(11,131)
Contributions	0
Appropriation of endowment assets for expenditure	<u>(5,000)</u>
Endowment net assets at December 31, 2018	<u>\$ 212,052</u>

UPPER PENINSULA ANIMAL WELFARE SHELTER

NOTE G--BENEFICIAL INTEREST IN TRUST

During the year ended December 31, 2016, the Shelter was notified that it was named as the beneficiary of the Jack & Patricia Dixon Irrevocable Trust FBO UPAWS (Trust). The Trust is managed by a financial institution.

The Shelter has unconditional rights to income distributions from the Trust. Income is to be distributed at least annually for a 10-year term. At the end of the 10-year term, the Shelter will be the unconditional beneficiary of the remaining Trust assets plus any undistributed income.

Neither the annual income distributions nor the final distribution are restricted as to use. During 2016, the Shelter recorded bequest revenue of \$556,764, representing the estimated fair value of the Trust assets at the date of the grantor's death. The Shelter periodically adjusts the amount recorded as the beneficial interest to the fair value of the Trust assets as reported by the financial institution. Changes in the fair value of the beneficial interest in the Trust assets are recorded in the statement of activities in the assets with donor restriction net asset class, due to the time restriction. The fair value of the Trust assets totaled \$595,707 and \$655,599 as of December 31, 2018 and 2017, respectively.

NOTE H--FAIR VALUE MEASUREMENTS

Accounting standards establish a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to the valuation techniques used to measure fair value. The hierarchy consists of three broad levels:

Level 1: Unadjusted quoted prices in active markets for identical assets that are accessible at the measurement date.

Level 2: Quoted prices for similar assets in active markets; quoted prices for identical or similar assets in markets that are not active; or inputs that are observable, either directly or indirectly.

Level 3: Inputs are unobservable, that is, the inputs are supported by little or no market activity.

The following is a description of the valuation methodologies used for instruments measured at fair value:

Investments: The fair value of short-term investments, mutual funds, and common stocks and exchange traded funds is the market value based on quoted market prices, when available, or market prices provided by recognized broker dealers. If listed prices or quotes are not available, fair value is based upon externally-developed models that use unobservable inputs due to the limited market activity of the instrument.

Beneficial interests: The fair value of beneficial interests is based on quoted market prices of the underlying investments.

NOTES TO FINANCIAL STATEMENTS--Continued

UPPER PENINSULA ANIMAL WELFARE SHELTER

NOTE H--FAIR VALUE MEASUREMENTS--Continued

The following table presents information about the Shelter's investments and beneficial interests measured at fair value on a recurring basis at December 31, 2018.

	<u>Fair Value</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Investments:				
Short-term investments	\$ 7,840	\$ 7,840		
Mutual funds	159,143	159,143		
Common stocks	45,069	45,069		
Total Investment Securities	<u>212,052</u>	<u>212,052</u>	\$ 0	\$ 0
Beneficial interests:				
Beneficial interest in assets held by the Marquette Community Foundation				95,125
Beneficial interest in Dixon Trust			595,707	
Total Beneficial Interests	<u>0</u>	<u>0</u>	<u>595,707</u>	<u>95,125</u>
TOTAL	<u>\$ 212,052</u>	<u>\$ 212,052</u>	<u>\$ 595,707</u>	<u>\$ 95,125</u>

The following table presents information about the Shelter's investments and beneficial interests measured at fair value on a recurring basis at December 31, 2017.

	<u>Fair Value</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Investments:				
Short-term investments	\$ 4,883	\$ 4,883		
Mutual funds	173,119	173,119		
Common stocks	50,181	50,181		
Total Investment Securities	<u>228,183</u>	<u>228,183</u>	\$ 0	\$ 0
Beneficial interests:				
Beneficial interest in assets held by the Marquette Community Foundation				106,557
Beneficial interest in Dixon Trust			655,599	
Total Beneficial Interests	<u>0</u>	<u>0</u>	<u>655,599</u>	<u>106,557</u>
TOTAL	<u>\$ 228,183</u>	<u>\$ 228,183</u>	<u>\$ 655,599</u>	<u>\$ 106,557</u>

NOTES TO FINANCIAL STATEMENTS--Continued

UPPER PENINSULA ANIMAL WELFARE SHELTER

NOTE H--FAIR VALUE MEASUREMENTS--Continued

The changes in assets, at fair value, for which the Shelter has used Level 3 inputs to determine fair value are as follows:

Balance at January 1, 2018	\$ 106,557
Change in value of beneficial interests	(7,079)
Administrative fees	(1,310)
Distributions	<u>(3,043)</u>
Balance at December 31, 2018	<u>\$ 95,125</u>

NOTE I--NOTE PAYABLE

Note payable consists of the following as of December 31, 2018:

Commercial real estate mortgage financed through a bank with a maximum draw amount of \$1,104,754. The note requires interest only payments at a rate of 2.95% through June 2019, then principal and interest payments of \$5,332 through an April 2024 maturity. The note is secured by the new shelter building.

\$ 433,051

TOTAL NOTE PAYABLE \$ 433,051

Total interest paid was \$6,709 for the year ended December 31, 2018.

Aggregate maturities of the note payable are as follows:

<u>Year Ending December 31</u>	<u>Amount</u>
2019	\$ 25,761
2020	52,674
2021	54,249
2022	55,871
2023	57,541
Thereafter	<u>186,955</u>
	<u>\$ 433,051</u>

NOTES TO FINANCIAL STATEMENTS--Continued

UPPER PENINSULA ANIMAL WELFARE SHELTER

NOTE J--NET ASSET DESIGNATIONS AND RESTRICTIONS

Net asset designations and restrictions are as follows:

	December 31	
	2018	2017
Net Assets Without Donor Restrictions		
Designated for construction of new shelter		\$ 1,247,183
Undesignated	\$ 2,953,035	1,042,292
TOTAL NET ASSETS WITHOUT DONOR RESTRICTIONS	2,953,035	2,289,475
Net Assets With Donor Restrictions		
Subject to the passage of time or expenditure for specific purpose:		
New shelter facility	110,486	565,711
Horse protection and education	14,367	9,078
Land	9,800	9,800
Beneficial interest in Dixon Trust	595,707	655,599
TOTAL SUBJECT TO EXPENDITURE FOR SPECIFIC PURPOSE	730,360	1,240,188
Subject to the Shelter's spending policy and appropriation		
Beneficial interest in Marquette Community Foundation	100,000	100,000
Endowment fund	212,052	228,183
TOTAL NET ASSETS SUBJECT TO SPENDING POLICY	312,052	328,183
TOTAL NET ASSETS WITH DONOR RESTRICTIONS	1,042,412	1,568,371
TOTAL NET ASSETS	\$ 3,995,447	\$ 3,857,846

The parcel of land on which the Shelter facility is located was transferred to the Shelter on May 14, 2001, by the Board of County Road Commissioners for the County of Marquette via Quit-Claim Deed for as long as the property is used as an animal shelter.

In 2004, the Shelter contributed assets to the Marquette Community Foundation (Foundation) to establish the Marquette County Humane Society Agency Fund (Fund). The Shelter named itself as the beneficiary of the expendable earnings, which are to be distributed at least annually. The Shelter granted variance power to the Foundation, whereby if the Fund is terminated or if the Foundation dissolves, ceases to exist, or ceases to hold or administer the funds, the governing board of the Foundation shall distribute the net assets as it chooses, giving primary consideration to the Shelter or to an organization or purpose recommended by the Shelter. In accordance with FASB ASC 958-20, *Not-for-Profit Entities - Financially Interrelated Entities*, these amounts are reported on the Shelter's statement of financial position as a beneficial interest in assets held by the Marquette Community Foundation. Earning distributions are recognized as an increase in net assets without donor restriction.

Net assets with donor restrictions include amounts designated by donors for an endowment fund. Income earned on investments may be used for general purposes.

NOTES TO FINANCIAL STATEMENTS--Continued

UPPER PENINSULA ANIMAL WELFARE SHELTER

NOTE K--INCOME TAX STATUS

The Shelter, a publicly supported organization, is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and, accordingly, has recorded no liability for federal income taxes. Additionally, the Shelter is exempt from federal unemployment taxes under the same section of the Internal Revenue Code.

The Shelter files Form 990 with the Internal Revenue Service. The Shelter believes that its income tax filing positions will be sustained upon examination and does not anticipate any adjustments that would result in a material adverse effect on the Shelter's financial condition, results of operations, or cash flows.

NOTE L--COMMITMENTS

The Shelter has contracts with the City of Marquette, Marquette County, Negaunee Township, Ely Township, and Chocolay Township, which require it to provide various types of care for stray animals. All contracts are open-ended, with either party able to cancel the contract; some contracts require 20 days' notice, while other contracts are silent. The Shelter issues monthly invoices for services rendered.

In 2016, the Shelter entered into a contract with an independent contractor for the construction of a new shelter. The total contract price of this project is \$3,526,830. Construction expenditures under this project, which are reported as construction in progress on the statement of financial position, totaled \$3,516,382 and \$814,866 for the years ended December 31, 2018 and 2017, respectively.



Colleen Whitehead <cwhitehead@upaws.org>

(no subject)

1 message

Joan Mulder <jmulder@upaws.org>

Tue, Apr 23, 2019 at 5:14 PM

To: Alex Petrin <apetrin@upaws.org>, Amber Talo <atalo@upaws.org>, Bob Stephenson <bstephenson@upaws.org>, Christian Verardi <cverardi@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Jim Kinnunen <jkinnunen@upaws.org>, Karen Duquette <karendsm5@yahoo.com>, Kathy Leone <kleone@upaws.org>, Reva Laituri <revalait@charter.net>, Scott Jandron <sjandron@upaws.org>

I am submitting my resignation as Board Treasurer, Board Member, Volunteer Bookkeeper and Board Liason for Hall Contracting effective immediately. I typed up a sheet with all my passwords and left it on the bookkeepers desk along with my master key, po box key & safety deposit box key. I already deactivated my key fob and it is in the box with the others. I have already contacted all the banks & investments firms and notified them and am off all banking accounts and my on line access to all these accounts has been deleted.

I want to state that 100% of my reason for resigning is because of Kathy Leone and what she choose to read about me in closed session last night. The decision to hire Kori as ED has absolutely, positively NOTHING to do with my resignation. Since my integrity has been questioned by Kathy I feel that I can no longer be involved with UPAWS in any way shape or form ever again. I stopped my monthly \$50.00 ach donation today, will be pulling UPAWS out of our trust and I haven't decided yet if I'm going to donate the last \$7,000.00 of the \$35,000.00 I had pledged to the new shelter. If I do I will send the check in.

Do not contact me for anything by email or by phone. I will not stay on and train anyone to do what I've done for these past 12 years. I will email Colleen the upawsadmin password and my jmulder password. The passwords for treasurer@upaws.org & bookkeeper@upaws.org are on the sheet of paper with all my passwords in the bookkeeper's office.

--

Joan Mulder

Dog Park Committee Recommendation

May 15, 2019

Present: Amber Talo, Scott Jandron, Lynn Andronis, Rick Custard, Kim Custard

Excused: Ryan Poupore

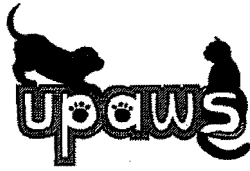
Upon review by our Insurance Company, Attorney, Committee and Shelter Manager, The Dog Park Committee is recommending the approval of the attached Dog Park Membership Packet.

The only change we foresee for the packet is the official name of the Dog Park which is to be determined.

Respectfully submitted,

Amber Talo

Chair



Registration Packet

UPAWS Dog Park

Welcome and thank you for becoming a member of UPAWS Dog Park!

We're sure you and your four-legged friend will enjoy the park.

When you arrive at the park, please be sure to choose the appropriate run area for your dog based on his/her size and weight (25 lbs. and over should use the large run area).

When entering and exiting, be sure gates are securely closed behind you. Please be courteous to other dog owners—be sure to read our Rules, Etiquette, and Recommendation Info Sheets to educate yourself on how to use the park and make the most of your visit. For the safety of all, do not congregate near the entrance; allow other dogs to enter without incident and keep your dog far from the gates when dogs are entering.

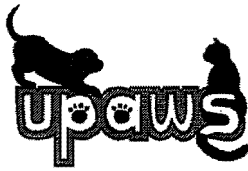
There will be waste baskets and receptacles located throughout the park—please be sure to use these—cleanup is required. **This is your park, please help keep it clean.**

Key Fob Access: Please do not allow others to enter the park who do not have a key fob. The key fob helps ensure that all registered dogs are up to date on their vaccinations. If your dog's vaccination records expire, it is your responsibility to forward updated records to UPAWS via fax, mail or in person. Failure to submit updated records will result in your key fob being deactivated and it will not be re-activated until you submit updated records.

Loss of Key Fob: If you lose your Key Fob, a replacement can be purchased for \$10. You can do this at UPAWS. For renewal memberships, if a damaged fob is turned in, we will charge another \$10 to cover the replacement cost. Please take good care of your fob so it can be re-issued upon renewal. Do not write on your fob.

Key Fob Problems: If your Key Fob does not work, please report it to UPAWS (906) 475-6661. Possible cause for failure: current shot records have not been submitted.

Thank you for your support of UPAWS Dog Park.



UPAWS Dog Park

Rules and Regulations

1. You must purchase a permit to use UPAWS Dog Park. Proof of current vaccinations is required to purchase a permit.

Annual Permit

- Individual (per dog): \$35
- Family/Household (max # of dogs 4): \$50

Seasonal Permit (Nov-April, inclusive)

- Individual (per dog): \$20
- Family/Household (max # of dogs 4): \$35

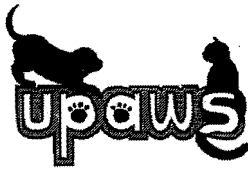
Replacement fee for lost cards: \$10.00

Dog Park Hours:

- Summer 7am-9pm
- Winter 8am-5pm

2. Maximum number of dogs per adult is 2 and both dogs must remain in the same run area with their owner. Large dogs (25 lbs. and above) are not allowed in the small dog area. Owners cannot leave their dog(s) in the run areas.
3. Dogs must be wearing a standard collar at all times. No prong, choke, slip, pinch, or electric collars are allowed in the run areas; they must be removed for other dogs' safety.
4. Children 11 and under are not allowed in the dog run areas. Children ages 12-18 must be accompanied by an adult and are not to be left unattended in the run areas.
5. Keep your leash with you at all times.
6. Dogs must display their current rabies tag.
7. Dogs who are unhealthy or in season (heat) are not allowed into the dog park.
8. Dogs who exhibit humping or aggressive behavior should be removed immediately from the park to avoid the potential for injury to other dogs or owners. Chronic or habitual offenders and abusers will lose their Dog Park privileges.
9. Some dogs like to mount—if yours is one of these, you must immediately separate to avoid any aggression problems from other dogs, or leave the park.
10. **Do not allow your dog to run to the gate when a new dog is entering; keep the gate area clear at all times so members can enter and exit without incident.**

(Continued on next page)



11. No person shall use the dog park for any solicitation or commercial use.
12. Owners must clean up after their dog. Bags and waste receptacles are available throughout the park.
13. Puppies under the age of six months are not allowed in the park.
14. No smoking, no glass containers, no food, no alcohol or drinks of any kind are allowed anywhere in the park.
15. No dog treats or toys of any kind are allowed anywhere in the park.
16. No human sports of any kind are allowed in the park (rollerblading, football, baseball, bikes, skateboards, etc.).
17. Do not allow anyone into the park that does not have a key fob. This is for you and your pet's safety. Encourage visitors to pick up a packet and register to become a member. Report fence jumpers to UPAWS.
18. **Owners are legally responsible for their dogs and any injuries or damage caused by their dog.**
19. Failure to comply with the above rules may result in fines or revocation of your park permit.

The Upper Peninsula Animal Welfare Shelter reserves the right to suspend or revoke park privileges of any member who fails to follow park rules and etiquette or where UPAWS determines a member dog or dog owner is dangerous to others or is in violation of any applicable animal ordinances or regulations.

Initial: _____ Date: _____



UPAWS Dog Park

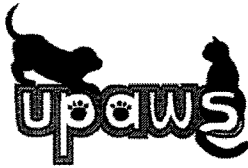
Dog Park Etiquette, Precautions, and Recommendations

Please take the time to read through this and educate yourself about the rules and etiquette. We take safety at the park very seriously. Familiarizing yourself with the rules and etiquette will help you and your pet enjoy your time at UPAWS Dog Park.

1. Dogs can be unpredictable and rambunctious. Some dogs don't respond well to children. For your safety and others, children 11 and under are not allowed in the dog run areas.
2. Entering and exiting a dog park is a stressful and exciting event for a dog. Please allow others to enter and exit before you do. This will reduce stress and confrontations between dogs as they are entering the play areas. Be sure to securely close all gates behind you for the safety of all.
3. Once you enter the transition area, unleash your dog then enter the dog park closing the transition gate behind you and clearing entry way.
4. Leashed dogs feel threatened when they are around un-leashed dogs. If you are uncomfortable with letting your dog off-leash, don't visit the dog park.
5. Supervise your dog during the entire visit to the park.
6. When a new dog enters the park, be aware of where your dog is. Having a group of dogs greet you at the gate can feel threatening to some dogs; don't allow dogs to congregate around the entrance.
7. To ensure the park stays clean and to prevent dogs from begging for food or showing aggressive behavior, no food or beverages of any kind including dog treats are allowed anywhere in the park. There is running water to fill up containers and bowls at the park.
8. To prevent aggressive behavior no dog toys or toys of any kind are allowed anywhere in the park. We may have specific designated times for Ball/Frisbee tossing and agility training for dogs that respond well to this type of play.
9. Puppies under the age of six months are not allowed in the park. We encourage following this rule to ensure your puppy has a chance to receive all of their shots, learn basic obedience commands and become properly socialized before romping with other canine friends. Puppies that learn to socialize in a dog park may pick up more aggressive play tendencies that carry through to adulthood. However, special puppy play days may be arranged for dogs six months and under only.
10. If your dog injures another dog or owner, be sure to give your name and phone number to the injured party. **You are legally and financially responsible for your dog's actions and any harm it causes to others. See Dog Incident Policy.**
11. Pick up your dog's droppings and any "orphaned" droppings; carry extra bags with you. Bags and waste receptacles are available. This is your park; help keep it clean and sanitary for all of our dogs.
12. We recommend your dog be spayed/neutered.
13. We recommend keeping your dog on flea and tick treatment during spring, summer, and fall. Fall is peak time when fleas become active and are looking for hosts.

The Upper Peninsula Animal Welfare Shelter reserves the right to suspend or revoke park privileges to any member who fails to follow park rules and etiquette or where UPAWS has determined a member dog or dog owner is dangerous to others or is in violation of any applicable animal ordinances or regulations.

Initial: _____ Date: _____



For Office Use Only:

Key Serial #:

Paid: ___ Credit ___ Check ___ Cash

Checked by: _____

UPAWS Dog Park Dog Incident Policy

UPAWS Dog Park Rules and Etiquette are designed to help minimize the chance for a dog incident. However, should an incident occur, below is our policy and recommended action by owners.

- Separate and leash the dogs.
- Remove dogs to neutral area by main gate.
- Inspect dogs for any injury
- Exchange names and phone numbers.
- Get names and phone numbers of any witnesses.
- If required, contact UPAWS.

In the event UPAWS is notified, our policy is to release names and telephone numbers of interested parties if necessary.

You are legally and financially responsible for the actions of your dog.

The Upper Peninsula Animal Welfare Shelter reserves the right to suspend or revoke park privileges of any member who fails to follow park rules and etiquette or where UPAWS determines a member dog or dog owner is dangerous to others or is in violation of any applicable animal ordinances or regulations.

Initial: _____ Date: _____



UPAWS Dog Park Registration

This form and a copy of current vaccination records must be brought in person to the UPAWS office to register your dog. The annual cost is \$35 for Individual (per dog), and \$50 for Family/Household (max # of dogs 4). The fee is a calendar year rate from the date of registration. The Seasonal Cost is \$20 for Individual (per dog), and \$35 for Family/Household (max # of dogs 4). Seasonal permits are available for the months of November-April, Inclusive. *Memberships are non-transferable and non-refundable.*

Name (Please Print): _____

Address: _____
Street City State Zip

Home Telephone: _____ 2nd Telephone _____

E-mail: _____

(Your email address will help us communicate updates to dog park users; we will never share your email with anyone else.)

PLEASE COMPLETE THIS FORM FOR EACH DOG BEING REGISTERED.

Attach a copy of vaccination records for each dog being registered.

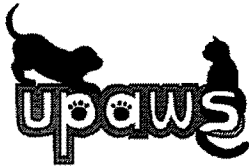
UPAWS requires the following vaccinations: **Rabies, Distemper, Hepatitis, Parainfluenza, Parvovirus, and Bordetella.** These are all very standard vaccinations your dog should have.

Dog's Name: _____ Color: _____ Age: _____

Breed: _____ Female Male Spayed Neutered

Office Use Only	Expire Date	Office Use Only	Expire Date
Rabies		Hepatitis	
Distemper		Parvovirus	
Parainfluenza		Bordetella	

Initial: _____ Date: _____



Dog Park Waiver & Release

You are solely responsible for supervising your dog and determining whether or not this is an appropriate activity to participate in. You must understand that you and others who accompany you are participating in this activity at your and their own risk (and risk of your dog). Dogs and permit holders of varying degrees of skill, training and experience use UPAWS Dog Park.

You are solely responsible for determining if you and/or your dog are physically fit and/or adequately skilled to use UPAWS Dog Park. It is always advisable, especially if you or your dog is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician or veterinarian before undertaking any dog training or exercise activity.

When this Waiver & Release refers to "your dog", "my dog", or the "owner" of a dog, it includes you whether or not you are the legal owner of the dog, since you are the person responsible for the dog while using UPAWS Dog Park.

WARNING OF RISK

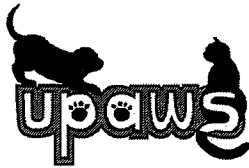
Dog activities are intended to provide a fun and rewarding experience for a dog and its owner/handler. However, despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury, including death to the dog, its owner/handler or other persons or animals. Dogs are pack animals and when "off lead," even the best-trained dogs will act instinctively. Understandably, not all hazards and dangers associated with dog activities can be foreseen. Certain inherent risks include the propensity of any dog to behave in dangerous ways that may result in injury to you, another person, or dog. Other risks include, but are not limited to, the inexperience, negligence or irresponsibility of a dog owner/handler; the inability to predict a dog's reaction to sound, movements, objects, persons, or other animals; and actions by the dog due to fright, anger, stress, insect bites, or natural reactions such as jumping, pulling, resisting and biting. Other risks include the hazards associated with environmental and traffic conditions, acts of God, inclement weather, slip and falls, premises defects, equipment failure, failure in instruction/supervision, and all other circumstances inherent to dog and/or outdoor activities.

Should you attempt to break up a dog fight or restrain a dog, including but not limited to your dog you may be attacked and severely mauled by your dog, the other dog, or attacked by another dog's owner/handler. In this regard, it must be recognized that it is impossible for UPAWS to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND INDEMNIFICATION AGREEMENT

Please read this form carefully and be aware that in consideration for permission to use UPAWS Dog Park, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your dog might sustain as a result of participating in any and all activities connected with and associated with use of UPAWS Dog Park and surrounding area.

(Continued on next page)



I recognize and acknowledge that use of UPAWS Dog Park and the surrounding area for dog activities and participating in dog activities entails certain risks of damage, loss or injury to animals, persons or property (including to me, other persons, my dog and other dogs or animals), and I voluntarily agree to assume the full risk of and responsibility for any injuries, damages, loss, liability, costs and expenses, regardless of severity, extent or amount that (a) I, my dog or any other person accompanying me might sustain or incur as a result of my presence in this facility and surrounding area or my participating in any and all activities connected with or associated with use of UPAWS Dog Park and surrounding area; or (b) any other person or animal might sustain as a result of my or my dog's actions or conduct in connection with or associated with use of this facility and surrounding area.

I do hereby agree to waive, relinquish, release and forever discharge (a) The Upper Peninsula Animal Welfare Shelter (UPAWS), and its officers, directors, employees and agents, and volunteers of UPAWS, a non-profit animal welfare organization from any and all claims or causes of action for injuries, damages, loss, liability or expenses that I may have or which may accrue hereafter to me or any other person claiming through me or on my behalf and arising out of, connected with, or in any way associated with the use of UPAWS Dog Park and surrounding area.

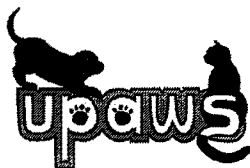
I further agree to indemnify and hold harmless and defend the Upper Peninsula Animal Welfare Shelter (UPAWS), and its officers, directors, employees and agents, and any volunteer of UPAWS, a non-profit animal welfare organization, from and against any and all losses, claims, damages, liabilities, cause of actions, and expenses (including but not limited to court costs and attorney fees), occurring, growing out of, incident to, or resulting directly or indirectly from any use of this facility and surround area, including without limitation any losses, claims, damages, liabilities, cause of actions and expenses on account of personal injury to or death of any person or animal, or damages to property of any person or entity (including but not limited to UPAWS).

I HAVE READ AND FULLY UNDERSTAND THE ABOVE IMPORTANT INFORMATION, WARNING OF RISK, ASSUMPTION OF RISK AND WAIVER AND RELEASE OF ALL CLAIMS.

Date _____

Permit Holder's Name (Please Print)

Permit Holder's Signature



UPAWS Dog Park Sign-Off on Rules And Immunization Requirement

____ I have read and understand the Dog Park rules.

____ I agree to provide updated immunization records if and when my dog's vaccinations expire. I understand that if I don't do this, my keycard will be deactivated and will not be re-activated until I submit updated records.

Print Name

Signature

Date

The Upper Peninsula Animal Welfare Shelter reserves the right to suspend or revoke park privileges of any member who fails to follow park rules and etiquette or where UPAWS determines a member dog or dog owner is dangerous to others or is in violation of any applicable animal ordinances or regulations.

Finance Committee
Report & Recommendation
May 23, 2019

Recommend the Board accept the proposal from Makela, Toutant, Hill, Nardi and Katona to provide payroll services at an annual cost of \$4,505.

Submitted by:
Kathy Leone, Committee Member

May 21, 2019

Ms. Kathy Leone
Upper Peninsula Animal Welfare Shelter
P.O. Box 968
Marquette, MI 49855

Dear Kathy,

Thank you for the opportunity to propose on providing payroll services to the Upper Peninsula Animal Welfare Shelter.

Based on our understanding of your requirements, we would propose to perform the following services:

		<u>Annual</u>
Preparation of biweekly payroll for approximately 12 employees, this includes preparation and submission of 941 deposits electronically (941 deposit fee - \$5 per submission (26))	\$130/payroll	\$3,380 130
Bonus payrolls	\$65/ hour	Undetermined
Preparation of quarterly payroll tax returns (Quarterly e-file fee - \$5/return)	\$195/quarter	780 20
Preparation of annual payroll tax returns – Forms W-2 and Form W-3		195
		<u>\$4,505</u>

Assuming the transfer of year-to-date information will occur at a point other than year end, we will charge a one-time fee of \$260 to set up the employee information and year-to-date activity into our payroll system.

The above procedures include preparation and submission of your 941 deposit electronically. It also includes electronic submission of your monthly Michigan withholding and sales tax through the Michigan online system.

The above procedures also include tracking of paid time off, which will become part of the employee summary. There is no separate charge for this service.

For other payroll-related services, such as assistance with worker's compensation audits, our hourly rate will be billed at \$65 per hour.

Thank you for this opportunity. Please call 228-3600 if you have any questions or would like to discuss this proposal.

Sincerely,

Makela, Toutant, Hill, Nardi & Katona, P.C.

Members: American Institute of CPAs & Michigan Association of CPAs

◆ (906) 228-3600 ◆ (800) 228-0554 ◆ Fax: (906) 228-3113 ◆ mthnk@mthnk.com ◆

Board Development Committee
Report & Recommendation
May 20, 2019

The Committee is pleased to make the following recommendations:

- 1) Appoint Leslie Hurst to fill the unexpired position of Joan Mulder, term expiring July 2020.
- 2) Suspend Article 7, Section A of the bylaws which, in part provides that *"Directors may be elected for no more than two (2) consecutive three year terms, at which point the Director must be off the Board for one (1) year to become eligible for nomination to a vacant Board position."* Suspension would allow the Board to consider Lynn Andronis to fill the final open seat on the Board. Lynn currently has not been off the Board for a full year.
- 3) Appoint Lynn Andronis to fill the remaining vacant position expiring July 2021.

Bob Stephenson
Committee Chair

----- Forwarded message -----

From: **Burford, Lori (DNR)** <BurfordL@michigan.gov>

Date: Thu, May 2, 2019 at 4:54 PM

Subject: RE: FW: Upper Peninsula Animal Shelter (UPAWS) Invitation

To: Kathy Leone <kleone@upaws.org>

Hello Kathy –

I wanted to check in and give you an update on setting up a secondary sound test and getting UPAWS a letter.

At this point, the DNR is evaluating site development costs and continues to communicate and negotiate with Cleveland Cliffs. Since I am not certain that development of the site is likely to continue I have not reached out to schedule/coordinate a secondary sound test with UPAWS.

I will keep in touch with you as these conversations continue and keep you posted on what future plans are so we can discuss how we can coordinate any development with UPAWS to diminish potential impact to animals at and users of the shelter.

Thank you for your patience and understanding.

Lori Burford, Shooting Range Specialist
Department of Natural Resources
Roscommon Customer Service Center
8717 North Roscommon Road
Roscommon, Michigan 48653
989-600-9114

UPAWS Board of Directors
President's Report
May 28, 2019

Highlights of UPAWS Business Activity

- Phone call w/ Joe Havican of mBank regarding resignation of Treasurer and new assignee for construction lien waivers. 4/24/19
- Phone call w/ Paul Nardi of Makela Toutant, Hill, Nardi and Katona regarding signer for audit letter of representation. 4/25/19.
- Signed letter of representation for 2018 Financial Audit. 5/2/19
- Met with Finance Committee Member Steve Embree, Kori and Ryan to review current processes for disbursements and deposits. 5/3/19
- Met with Kori and Ann Brownell to plan for UPAWS 2018 Annual Report. 5/3/19
- Board Work Session to review and discuss duties and responsibilities that must be covered after resignation of Board Treasurer and Owner's Rep for Contractor. 5/9/19
- Met with Erin, accountant w/ MTHN&K, Kori, and Finance Committee Members Steve Embree and Bob Stephenson to review payroll tax protocol. Phone call w/ CPA Paul Nardi for guidance on bookkeeping options. 5/10/19.
- Met with Kori to check in, review payables and sign checks. 5/16/19
- Finance Committee Meeting, 5/16/19
- Met with Kori to plan and review annual report, discuss Finance Committee request for input from Shelter Manager on proposed 1st QTR staff bonus. 5/21/19
- Finance Committee Meeting, 5/23/19
- Various contacts with mBank regarding deposit accounts, online access, ACH for automatic donations.

Respectfully submitted by:

Kathy Leone
UPAWS Board President

Upper Peninsula Animal Welfare Shelter, Inc.
Balance Sheet
As of April 30, 2019

	Apr 30, 19
ASSETS	
Current Assets	
Checking/Savings	
1010 · mBank Checking	77,045.40
1011 · mBank General Savings	236,393.26
1012 · mBank Sally's Fund Savings	16,014.67
1013 · mBank Capital Campaign Checking	143,514.89
1016 · mBank Capital Campaign Savings	5.38
Total Checking/Savings	472,973.60
Accounts Receivable	
1200 · *Accounts Receivable	2,418.00
1524 · Capital Campaign Pledges	114,150.00
Total Accounts Receivable	116,568.00
Other Current Assets	
1080 · Petty Cash	400.00
1499 · Undeposited Funds	-97.50
1528 · N.S. Constuction in Progress	3,592,973.99
1540 · Allowance for Uncol Promises	-9,364.00
1550 · Discount-CC Pledges Receivable	-5,000.00
Total Other Current Assets	3,578,912.49
Total Current Assets	4,168,454.09
Fixed Assets	
1611 · Land - County Rd 553	20,586.75
1645 · Office & Kennel Equipment	5,615.86
1650 · New Shelter-Furniture & Equip	83,791.82
1665 · Vehicles	21,643.00
1670 · Accumulated Depreciation	-27,258.30
Total Fixed Assets	104,379.13
Other Assets	
1074 · WF Endowment Fund Investments	226,588.60
1700 · Beneficial Interest in MCCF	92,070.40
1702 · Beneficial Interest-Dixon Trust	636,011.52
Total Other Assets	954,670.52
TOTAL ASSETS	5,227,503.74
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · *Accounts Payable	6,010.77
Total Accounts Payable	6,010.77
Other Current Liabilities	
2002 · AP-New Shelter Retainage	57,227.50
2025 · Accrued Benefits	5,492.91
2100 · Payroll Liabilities	-3,877.37
Total Other Current Liabilities	58,843.04
Total Current Liabilities	64,853.81
Long Term Liabilities	
2300 · Mortgage-New Shelter	1,100,000.00
Total Long Term Liabilities	1,100,000.00
Total Liabilities	1,164,853.81

10:38 AM

Upper Peninsula Animal Welfare Shelter, Inc.

05/16/19

Balance Sheet

Accrual Basis

As of April 30, 2019

	<u>Apr 30, 19</u>
Equity	
3001 - Beg Net Assets Temp Restricted	1,230,388.00
3002 - Beg net Assets Perm Restricted	294,517.00
3040 - Beg net Assets Unrestricted	95,970.45
3900 - Retained Earnings	2,374,570.98
Net Income	67,203.50
Total Equity	<u>4,062,649.93</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,227,503.74</u></u>

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05/16/19

Upper Peninsula Animal Welfare Shelter, Inc. Profit & Loss Budget vs. Actual

Accrual Basis

January through April 2019

	Jan - Apr 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 - SHELTER REVENUE				
4005 - Pet Adoptions	21,946.00	30,000.00	-8,054.00	73.2%
4010 - Redeemed Animals	667.50	1,332.00	-664.50	50.1%
4016 - Spay Day	746.00	3,000.00	-2,254.00	24.9%
4017 - Dog Park	0.00	0.00	0.00	0.0%
4018 - Rentals	0.00	168.00	-168.00	0.0%
4020 - Government Contracted Services	4,191.00	3,664.00	527.00	114.4%
4025 - Restitutions/Investigations	0.00	0.00	0.00	0.0%
4030 - Dog License Income	120.00	332.00	-212.00	36.1%
4031 - Microchipping	180.00	332.00	-152.00	54.2%
4032 - Nail Clipping	250.00	400.00	-150.00	62.5%
4033 - Community Spay/Neuter	300.00	832.00	-532.00	36.1%
4050 - Miscellaneous Services	582.50	200.00	382.50	291.3%
4112 - Kids Club	0.00	1,864.00	-1,864.00	0.0%
Total 4000 - SHELTER REVENUE	28,983.00	42,124.00	-13,141.00	68.8%
4100 - DIRECT PUBLIC SUPPORT				
4006 - Pet Care Sponsorship	5,842.00	3,332.00	2,510.00	175.3%
4008 - Pet Promotion Sponsorship	130.00	864.00	-734.00	15.0%
4105 - Business Memberships	2,350.00	1,664.00	686.00	141.2%
4109 - Pink Lady	910.00	2,332.00	-1,422.00	39.0%
4110 - Donations	40,335.31	23,332.00	17,003.31	172.9%
4120 - Special Gifts	6,353.19	3,500.00	2,853.19	181.5%
4123 - Memorial Bricks/Tiles	807.00	5,000.00	-4,193.00	16.1%
4125 - Donated Services/Materials	-668.45	0.00	-668.45	100.0%
4130 - Memorials/Honorariums	14,362.06	16,664.00	-2,301.94	86.2%
4132 - Deb's Dog Revenue	500.00	400.00	100.00	125.0%
4136 - Bequests	0.00	0.00	0.00	0.0%
4152 - Direct Solicitations	2,815.00	23,736.00	-20,921.00	11.9%
Total 4100 - DIRECT PUBLIC SUPPORT	73,736.11	80,824.00	-7,087.89	91.2%
4156 - GRANT REVENUE				
4157 - General Grants	10,963.00	16,664.00	-5,701.00	65.8%
Total 4156 - GRANT REVENUE	10,963.00	16,664.00	-5,701.00	65.8%
4200 - FUNDRAISING REVENUE				
4127 - Wash & Wag	0.00	0.00	0.00	0.0%
4128 - Misc/3rd Party Fundraisers	1,552.00	4,436.00	-2,884.00	35.0%
4140 - Canisters	3,256.09	3,164.00	92.09	102.9%
4143 - Econo Receipts Revenue	2,511.16	2,750.00	-238.84	91.3%
4144 - Cause for Paws Revenue	4,694.00	0.00	4,694.00	100.0%
4146 - Rummage Sale	0.00	0.00	0.00	0.0%
4147 - Strut Your Mutt	2,013.00	0.00	2,013.00	100.0%
4151 - Raise The Woof	5,329.00	7,350.00	-2,021.00	72.5%
4170 - Golf Outing Revenue	2,600.00	0.00	2,600.00	100.0%
4183 - Raffle	125.00	1,664.00	-1,539.00	7.5%
4185 - Lights of Love Revenue	43.75	0.00	43.75	100.0%
4197 - Calendar	957.95	0.00	957.95	100.0%
4204 - MZD Pics W/Santa	0.00	0.00	0.00	0.0%
Total 4200 - FUNDRAISING REVENUE	23,081.95	19,364.00	3,717.95	119.2%
4500 - OTHER INCOME				
4201 - Home2Home	55.00	60.00	-5.00	91.7%
4205 - Resale Items Revenue	5,988.69	14,000.00	-8,011.31	42.8%
4215 - Interest Revenue	314.50	16.00	298.50	1,965.6%
4220 - Miscellaneous Revenue	301.05	0.00	301.05	100.0%
4221 - Endowment Fund Earnings	0.00	5,000.00	-5,000.00	0.0%
4223 - MCCF B,Reider Fund Distribution	8,009.94	6,500.00	1,509.94	123.2%
4239 - Legacy Fundraising Income	30,720.00	43,112.00	-12,392.00	71.3%
4249 - Gain/Loss On Sale of Asset	-11,349.52			
Total 4500 - OTHER INCOME	34,039.66	68,688.00	-34,648.34	49.6%
Total Income	170,803.72	227,664.00	-56,860.28	75.0%
Gross Profit	170,803.72	227,664.00	-56,860.28	75.0%
Expense				
5000 - EMPLOYEE EXPENSE				
5200 - Payroll Expenses	67,525.63	88,244.12	-20,718.49	76.5%
5225 - Simple Plan Employer	839.03	1,377.72	-538.69	60.9%
5230 - MESC	1,347.39	2,168.00	-820.61	62.1%
5235 - Employer Social Security	4,935.00	5,471.13	-536.13	90.2%
5240 - Employer Medicare	1,154.15	1,279.54	-125.39	90.2%
5245 - Worker's Compensation	1,475.00	1,116.00	359.00	132.2%
Total 5000 - EMPLOYEE EXPENSE	77,276.20	99,656.51	-22,380.31	77.5%

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Accrual Basis

Upper Peninsula Animal Welfare Shelter, Inc. Profit & Loss Budget vs. Actual

January through April 2019

	Jan - Apr 19	Budget	\$ Over Budget	% of Budget
5500 - OPERATING EXPENSE				
5009 - Phone/Network Access	603.35	776.00	-172.65	77.8%
5010 - NSF Checks	0.00	0.00	0.00	0.0%
5011 - Merchant Service Fees	1,593.13	1,964.00	-370.87	81.1%
5012 - Bank Service Charges	5.00	0.00	5.00	100.0%
5050 - Utilities	12,216.39	20,000.00	-7,783.61	61.1%
5100 - Cleaning Supplies	748.49	1,200.00	-451.51	62.4%
5102 - Animal Supplies	747.37	654.00	83.37	112.6%
5105 - Repairs/Maintenance	4,799.58	1,880.00	2,919.58	255.3%
5106 - Garbage/Snow Removal	4,278.98	3,634.00	644.98	117.7%
5115 - Office Supplies	1,699.44	1,448.00	251.44	117.4%
5116 - Postage	481.80	732.00	-250.20	65.8%
5117 - Community Spay/Neuter	711.80	1,332.00	-620.20	53.4%
5120 - Building/Auto Insurance	7,532.57	8,372.00	-839.43	90.0%
5125 - Food	1,381.67	2,000.00	-618.33	69.1%
5127 - Microchips	3,212.50	1,832.00	1,380.50	175.4%
5130 - Medical Supplies	2,161.74	5,000.00	-2,838.26	43.2%
5135 - Vet Care	14,644.83	21,664.00	-7,019.17	67.6%
5137 - Vaccines	475.96	1,500.00	-1,024.04	31.7%
5139 - Spay Day Expense	592.50	3,000.00	-2,407.50	19.8%
5140 - Spay & Neuter Program	4,359.58	7,332.00	-2,972.42	59.5%
5141 - Animal Equipment	82.66	200.00	-117.34	41.3%
5145 - Vehicle	1,241.06	800.00	441.06	155.1%
5146 - Dog License Expense	24.00	64.00	-40.00	37.5%
5150 - Mileage	177.72	164.00	13.72	108.4%
5160 - Depreciation	349.00	0.00	349.00	100.0%
5180 - Donated Services/Materials	-668.45	0.00	-668.45	100.0%
5183 - Deb's Dog Expense	122.00	400.00	-278.00	30.5%
6523 - Kids Club	691.29	852.00	-160.71	81.1%
6524 - Dog Park	0.00	0.00	0.00	0.0%
6528 - Rentals	0.00	32.00	-32.00	0.0%
Total 5500 - OPERATING EXPENSE	64,265.96	86,842.00	-22,576.04	74.0%
5550 - GRANT EXPENSE				
5551 - General Grants	1,584.24	4,164.00	-2,579.76	38.0%
Total 5550 - GRANT EXPENSE	1,584.24	4,164.00	-2,579.76	38.0%
5600 - FUNDRAISING EXPENSE				
6603 - MZD Pics W/Santa	0.00	0.00	0.00	0.0%
6307 - Calendar	5.04	0.00	5.04	100.0%
6308 - Wash & Wag	140.00	0.00	140.00	100.0%
6311 - Cause for Paws	9.83	0.00	9.83	100.0%
6312 - Rummage Sale	0.00	0.00	0.00	0.0%
6315 - Misc/3rd Party Fundraisers	131.50	584.00	-452.50	22.5%
6317 - Raise The Woof	2,190.88	3,705.00	-1,514.12	59.1%
6322 - Raffle Expense	168.32	764.00	-595.68	22.0%
6324 - Miscellaneous Expenses	141.42	48.00	93.42	294.6%
6330 - Golf Outing Expense	9.83	0.00	9.83	100.0%
6355 - Lights of Love	39.81	0.00	39.81	100.0%
6550 - Strut Your Mutt	-240.17	0.00	-240.17	100.0%
6551 - Canisters	0.00	16.00	-16.00	0.0%
Total 5600 - FUNDRAISING EXPENSE	2,596.46	5,117.00	-2,520.54	50.7%
6000 - OTHER EXPENSE				
5142 - Volunteer Program	380.48	664.00	-283.52	57.3%
6313 - Direct Solicitations	0.00	3,200.00	-3,200.00	0.0%
6503 - Community Outreach	80.05	500.00	-419.95	16.0%
6504 - Memorial Bricks/Tiles	19.90	1,100.00	-1,080.10	1.8%
6505 - Professional Fees	337.50	0.00	337.50	100.0%
6510 - Publications	0.00	3,064.00	-3,064.00	0.0%
6511 - Pet Promotion Expense	557.50	864.00	-306.50	64.5%
6512 - Legacy Fundraising Expense	388.99	7,772.00	-7,383.01	5.0%
6515 - Promotions	131.87	920.00	-788.13	14.3%
6525 - Resale Items Expense	10,410.85	5,832.00	4,578.85	178.5%
6526 - MI Sales Tax	905.94	1,000.00	-94.06	90.6%
6530 - Conferences	45.00	664.00	-619.00	6.8%
6532 - Donor Development	62.30	2,000.00	-1,937.70	3.1%
6535 - Licenses, Dues, Permits & Fees	895.59	525.00	370.59	170.6%
6539 - Computer Equip/Network Access	1,619.02	1,200.00	419.02	134.9%
6540 - Miscellaneous Expense	120.78	0.00	120.78	100.0%
6547 - Business Memberships	31.85	332.00	-300.15	9.6%
6561 - Investment Expense	530.12	0.00	530.12	100.0%
6590 - Mortgage Fees/Interest	7,030.41	10,816.00	-3,785.59	65.0%
Total 6000 - OTHER EXPENSE	23,548.15	40,453.00	-16,904.85	58.2%
Total Expense	169,271.01	236,232.51	-66,961.50	71.7%
Net Ordinary Income	1,532.71	-8,568.51	10,101.22	-17.9%
Other Income/Expense				
Other Income				
4222 - Investment Interest Revenue	906.92			
4226 - Change in Value-Dixon Trust	40,304.20			
4227 - Distribution from Dixon Estate	4,385.54	2,800.00	1,585.54	156.6%
4300 - Unrealized Gain/Loss	14,222.16			
4310 - Realized Loss/Gain LT Invstmnt	4,937.94			

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05/16/19

Accrual Basis

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

January through April 2019

	Jan - Apr 19	Budget	\$ Over Budget	% of Budget
4400 • RESTRICTED REVENUE				
7300 • New Shelter				
4219 • New Shelter Revenue	2,500.00			
6536 • New Shelter Expense	-1,485.97			
Total 7300 • New Shelter	1,014.03			
7400 • SALLY'S FUND				
4218 • Sally's Fund Revenue	0.00	0.00	0.00	0.0%
6518 • Sally's Fund Expense	-100.00	0.00	-100.00	100.0%
Total 7400 • SALLY'S FUND	-100.00	0.00	-100.00	100.0%
Total 4400 • RESTRICTED REVENUE	914.03	0.00	914.03	100.0%
Total Other Income	65,670.79	2,800.00	62,870.79	2,345.4%
Net Other Income	65,670.79	2,800.00	62,870.79	2,345.4%
Net Income	67,203.50	-5,768.51	72,972.01	-1,165.0%

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05/16/19

Accrual Basis

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

January through April 2019

	Jan - Apr 19	Jan - Apr 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 - SHELTER REVENUE				
4005 - Pet Adoptions	21,946.00	19,335.43	2,610.57	13.5%
4010 - Redeemed Animals	667.50	485.00	182.50	37.6%
4016 - Spay Day	746.00	2,073.00	-1,327.00	-64.0%
4020 - Government Contracted Services	4,191.00	1,628.19	2,562.81	157.4%
4030 - Dog License Income	120.00	200.00	-80.00	-40.0%
4031 - Microchipping	180.00	340.00	-160.00	-47.1%
4032 - Nail Clipping	250.00	520.00	-270.00	-51.9%
4033 - Community Spay/Neuter	300.00	450.00	-150.00	-33.3%
4050 - Miscellaneous Services	582.50	711.00	-128.50	-18.1%
Total 4000 - SHELTER REVENUE	28,983.00	25,742.62	3,240.38	12.6%
4100 - DIRECT PUBLIC SUPPORT				
4006 - Pet Care Sponsorship	5,842.00	3,372.50	2,469.50	73.2%
4008 - Pet Promotion Sponsorship	130.00	425.00	-295.00	-69.4%
4105 - Business Memberships	2,350.00	0.00	2,350.00	100.0%
4109 - Pink Lady	910.00	660.00	250.00	37.9%
4110 - Donations	40,335.31	35,886.95	4,448.36	12.4%
4120 - Special Gifts	6,353.19	5,467.63	885.56	16.2%
4123 - Memorial Bricks/Tiles	807.00	0.00	807.00	100.0%
4125 - Donated Services/Materials	-668.45	6,875.85	-7,544.30	-109.7%
4130 - Memorials/Honorariums	14,362.06	24,634.00	-10,271.94	-41.7%
4132 - Deb's Dog Revenue	500.00	450.00	50.00	11.1%
4152 - Direct Solicitations	2,815.00	5,948.00	-3,133.00	-52.7%
Total 4100 - DIRECT PUBLIC SUPPORT	73,736.11	83,719.93	-9,983.82	-11.9%
4156 - GRANT REVENUE				
4157 - General Grants	10,963.00	2,125.00	8,838.00	415.9%
Total 4156 - GRANT REVENUE	10,963.00	2,125.00	8,838.00	415.9%
4200 - FUNDRAISING REVENUE				
4128 - Misc/3rd Party Fundraisers	1,552.00	2,203.00	-651.00	-29.6%
4140 - Canisters	3,256.09	2,275.08	981.01	43.1%
4143 - Econo Receipts Revenue	2,511.16	3,530.56	-1,019.40	-28.9%
4144 - Cause for Paws Revenue	4,694.00	2,341.52	2,352.48	100.5%
4147 - Strut Your Mutt	2,013.00	2,100.00	-87.00	-4.1%
4151 - Raise The Woof	5,329.00	6,725.51	-1,396.51	-20.8%
4170 - Golf Outing Revenue	2,600.00	1,500.00	1,100.00	73.3%
4183 - Raffle	125.00	0.00	125.00	100.0%
4185 - Lights of Love Revenue	43.75	271.06	-227.31	-83.9%
4191 - Calls for Critters	0.00	150.00	-150.00	-100.0%
4196 - Chili Cook Off	0.00	351.17	-351.17	-100.0%
4197 - Calendar	957.95	202.00	755.95	374.2%
Total 4200 - FUNDRAISING REVENUE	23,081.95	21,649.90	1,432.05	6.6%
4500 - OTHER INCOME				
4201 - Home2Home	55.00	52.50	2.50	4.8%
4205 - Resale Items Revenue	5,988.69	1,471.69	4,517.00	306.9%
4215 - Interest Revenue	314.50	4,634.36	-4,319.86	-93.2%
4220 - Miscellaneous Revenue	301.05	0.00	301.05	100.0%
4223 - MCCF B.Reider Fund Distribution	8,009.94	5,896.74	2,113.20	35.8%
4239 - Legacy Fundraising Income	30,720.00	0.00	30,720.00	100.0%
4249 - Gain/Loss On Sale of Asset	-11,349.52	0.00	-11,349.52	-100.0%
Total 4500 - OTHER INCOME	34,039.66	12,055.29	21,984.37	182.4%
Total Income	170,803.72	145,292.74	25,510.98	17.6%
Gross Profit	170,803.72	145,292.74	25,510.98	17.6%
Expense				
5000 - EMPLOYEE EXPENSE				
5200 - Payroll Expenses	67,525.63	69,383.24	-1,857.61	-2.7%
5225 - Simple Plan Employer	839.03	307.76	531.27	172.6%
5230 - MESC	1,347.39	1,459.01	-111.62	-7.7%
5235 - Employer Social Security	4,935.00	4,768.11	166.89	3.5%
5240 - Employer Medicare	1,154.15	1,115.12	39.03	3.5%
5245 - Worker's Compensation	1,475.00	813.00	662.00	81.4%
Total 5000 - EMPLOYEE EXPENSE	77,276.20	77,856.24	-580.04	-0.8%

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Accrual Basis

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

January through April 2019

	Jan - Apr 19	Jan - Apr 18	\$ Change	% Change
5500 - OPERATING EXPENSE				
5009 - Phone/Network Access	603.35	831.80	-228.45	-27.5%
5011 - Merchant Service Fees	1,593.13	1,346.65	246.48	18.3%
5012 - Bank Service Charges	5.00	0.00	5.00	100.0%
5050 - Utilities	12,216.39	3,377.62	8,838.77	261.7%
5100 - Cleaning Supplies	748.49	465.38	283.11	60.8%
5102 - Animal Supplies	747.37	208.32	539.05	258.8%
5105 - Repairs/Maintenance	4,799.58	920.66	3,878.92	421.3%
5106 - Garbage/Snow Removal	4,278.98	2,345.14	1,933.84	82.5%
5115 - Office Supplies	1,699.44	355.91	1,343.53	377.5%
5116 - Postage	481.80	556.23	-74.43	-13.4%
5117 - Community Spay/Neuter	711.80	1,368.00	-656.20	-48.0%
5120 - Building/Auto Insurance	7,532.57	341.27	7,191.30	2,107.2%
5125 - Food	1,381.67	1,709.49	-327.82	-19.2%
5127 - Microchips	3,212.50	145.50	3,067.00	2,107.9%
5130 - Medical Supplies	2,161.74	3,470.02	-1,308.28	-37.7%
5135 - Vet Care	14,644.83	17,195.32	-2,550.49	-14.8%
5137 - Vaccines	475.96	1,154.92	-678.96	-58.8%
5139 - Spay Day Expense	592.50	1,822.70	-1,230.20	-67.5%
5140 - Spay & Neuter Program	4,359.58	5,872.60	-1,513.02	-25.8%
5141 - Animal Equipment	82.66	0.00	82.66	100.0%
5145 - Vehicle	1,241.06	516.63	724.43	140.2%
5146 - Dog License Expense	24.00	30.00	-6.00	-20.0%
5150 - Mileage	177.72	59.94	117.78	196.5%
5160 - Depreciation	349.00	0.00	349.00	100.0%
5180 - Donated Services/Materials	-668.45	6,875.85	-7,544.30	-109.7%
5183 - Deb's Dog Expense	122.00	147.00	-25.00	-17.0%
6523 - Kids Club	691.29	0.00	691.29	100.0%
Total 5500 - OPERATING EXPENSE	64,265.96	51,116.95	13,149.01	25.7%
5550 - GRANT EXPENSE				
5551 - General Grants	1,584.24	2,353.35	-769.11	-32.7%
Total 5550 - GRANT EXPENSE	1,584.24	2,353.35	-769.11	-32.7%
5600 - FUNDRAISING EXPENSE				
5603 - MZD Pics W/Santa	0.00	46.32	-46.32	-100.0%
5604 - Chili Cook Off	0.00	158.80	-158.80	-100.0%
6307 - Calendar	5.04	2.24	2.80	125.0%
6308 - Wash & Wag	140.00	140.00	0.00	0.0%
6311 - Cause for Paws	9.83	0.00	9.83	100.0%
6315 - Misc/3rd Party Fundraisers	131.50	134.72	-3.22	-2.4%
6317 - Raise The Woof	2,190.88	2,981.29	-790.41	-26.5%
6322 - Raffle Expense	168.32	0.00	168.32	100.0%
6324 - Miscellaneous Expenses	141.42	674.72	-533.30	-79.0%
6330 - Golf Outing Expense	9.83	0.00	9.83	100.0%
6355 - Lights of Love	39.81	0.00	39.81	100.0%
6550 - Strut Your Mutt	-240.17	0.00	-240.17	-100.0%
6551 - Canisters	0.00	9.99	-9.99	-100.0%
Total 5600 - FUNDRAISING EXPENSE	2,596.46	4,148.08	-1,551.62	-37.4%
6000 - OTHER EXPENSE				
5142 - Volunteer Program	380.48	250.91	129.57	51.6%
6313 - Direct Solicitations	0.00	25.48	-25.48	-100.0%
6503 - Community Outreach	80.05	141.92	-61.87	-43.6%
6504 - Memorial Bricks/Tiles	19.90	0.00	19.90	100.0%
6505 - Professional Fees	337.50	0.00	337.50	100.0%
6510 - Publications	0.00	3,313.24	-3,313.24	-100.0%
6511 - Pet Promotion Expense	557.50	627.28	-69.78	-11.1%
6512 - Legacy Fundraising Expense	388.99	0.00	388.99	100.0%
6515 - Promotions	131.87	227.07	-95.20	-41.9%
6525 - Resale Items Expense	10,410.85	18.25	10,392.60	56,945.8%
6526 - MI Sales Tax	905.94	835.74	70.20	8.4%
6530 - Conferences	45.00	0.00	45.00	100.0%
6532 - Donor Development	62.30	0.00	62.30	100.0%
6535 - Licenses, Dues, Permits & Fees	895.59	768.39	127.20	16.6%
6539 - Computer Equip/Network Access	1,619.02	1,208.00	411.02	34.0%
6540 - Miscellaneous Expense	120.78	0.00	120.78	100.0%
6547 - Business Memberships	31.85	0.00	31.85	100.0%
6561 - Investment Expense	530.12	1,136.09	-605.97	-53.3%
6590 - Mortgage Fees/Interest	7,030.41	0.00	7,030.41	100.0%
Total 6000 - OTHER EXPENSE	23,548.15	8,552.37	14,995.78	175.3%
6690 - Reconciliation Discrepancies	0.00	-0.29	0.29	100.0%
Total Expense	169,271.01	144,026.70	25,244.31	17.5%
Net Ordinary Income	1,532.71	1,266.04	266.67	21.1%
Other Income/Expense				
Other Income				
4222 - Investment Interest Revenue	906.92	1,145.50	-238.58	-20.8%
4226 - Change in Value-Dixon Trust	40,304.20	-1,652.95	41,957.15	2,538.3%
4227 - Distribution from Dixon Estate	4,385.54	2,587.47	1,798.07	69.5%
4300 - Unrealized Gain/Loss	14,222.16	-1,881.92	16,104.08	855.7%
4310 - Realized Loss/Gain LT Invstmnt	4,937.94	-323.99	5,261.93	1,624.1%

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05/16/19

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

Accrual Basis

January through April 2019

	Jan - Apr 19	Jan - Apr 18	\$ Change	% Change
4400 - RESTRICTED REVENUE				
7300 - New Shelter				
4219 - New Shelter Revenue	2,500.00	54,655.50	-52,155.50	-95.4%
6536 - New Shelter Expense	-1,485.97	-1,317.40	-168.57	-12.8%
Total 7300 - New Shelter	1,014.03	53,338.10	-52,324.07	-98.1%
7400 - SALLY'S FUND				
4218 - Sally's Fund Revenue	0.00	55.00	-55.00	-100.0%
6518 - Sally's Fund Expense	-100.00	0.00	-100.00	-100.0%
Total 7400 - SALLY'S FUND	-100.00	55.00	-155.00	-281.8%
Total 4400 - RESTRICTED REVENUE	914.03	53,393.10	-52,479.07	-98.3%
Total Other Income	65,670.79	53,267.21	12,403.58	23.3%
Net Other Income	65,670.79	53,267.21	12,403.58	23.3%
Net Income	67,203.50	54,533.25	12,670.25	23.2%

UPAWS Days Cash on Hand

Column1	2014	2015	2016	2017	2018	Apr-19
Cash less restricted funds	\$ 191,970	\$ 152,858	\$ 201,662	\$ 215,192	\$ 311,797	\$ 315,856
Total annual expense	\$ 520,354	\$ 576,669	\$ 602,450	\$ 536,175	\$ 521,137	\$ 741,158
Daily expense	\$ 1,426	\$ 1,580	\$ 1,651	\$ 1,469	\$ 1,428	\$ 2,031
Days cash on hand (cash & equiv. less Sally's Fund and Capital Campaign) / Daily expense	135	97	122	146	218	156

Shelter Operations
Report to the Board – April 2019

****Note-** this format is slightly different as it is a combination of all areas of shelter operations and each includes a 'snapshot' of the month. If you have questions regarding anything in this report, please feel free to reach out prior to the board meeting for clarification if it does not require board vote or input. If it does, it will allow information to be gathered for discussion at the meeting. You may contact either the person responsible for the section, or the executive director for clarification.

Executive Director - Kori Tossava

Snapshot: Overall discussion has been held regarding areas for process improvements which, to date, mainly include establishing timelines for various duties. The most notable is bookkeeping and the process for vouchering, payments, and deposits. These are now done with a weekly schedule, where the shelter manager has all bills vouchered for payment by Tuesday EOB. The Executive Director spends Wednesday morning entering in payables, receivables, payroll, payroll liabilities, and deposits. As most invoices are on a Net 15 notice, it allows personnel the chance to complete these duties as time allows, following those guidelines. Checks will then be cut on Wednesday and provided to an authorized signatory for completion. For now, the balance of bookkeeping vs. ED duties is being assessed as it takes time to familiarize the previous process and implement process improvements. It will continue to be a balancing act among administrative and fundraising duties, and will be assessed monthly.

Legacy Fundraising-

Raised to date - \$38,337 net (Legacy Spreadsheet Attached Separately). It is noteworthy additional gifts were received in excess of \$70,000 during the month of May and will be represented in the June 2019 board report.

Business Membership- There currently have 5 business members and a plan is in development to identify and obtain 5 more.

- Mining Journal Article
- Website update and launch
- Facebook advertisement

Tribute/Memorial Brick- Currently approximately 20 confirmed or in process, we expect to see this grow as we can firm timeline for garden completion and engraving deadline.

- Follow-up with 2018 Rainbow Bridge Memorial Walk participants for formal wording - by 5/1. Postponed, but will reach out regarding timeline for Memorial Garden Completion.
- Mining Journal Article
- Met with Amber regarding placement of pavers in Memorial Garden and discussion of Tribute Paver Wall.

Grants Update - (Grant Spreadsheet Attached)

- Red Rover Grant - Sasawin Safe Haven collaboration (continued)
- Maddie's Fund Innovation Grant - \$3,900 Vet Assistant Equipment (denied)
- Community Foundation of Marquette County - \$2,000, Salary portion and RUFUS Equipment (denied)

Public Relations -

- Mining Journal Weekly Superior Pets
- TV Interviews- Animal Shelter and Law Enforcement Training Conference - Local 3 & TV 6

Misc -

- Michigan Pet Fund Alliance Shelter Training and Assessment Program - Certified Canine Handler

On the calendar-

- Michigan Humane Society- Animal Welfare Conference for Law Enforcement and Shelter staff. June 5 & 6.

Administrative:**Financial:**

- Development of financial protocols document
- Remitted payments for invoices due. Weekly
- Submitted payroll for employees, one required paper checks and the other was able to be direct deposited. Bi weekly
- Submitted payroll liabilities including Federal Tax Deposit - Form 941 (bi-weekly), AFLAC (monthly). Thrivent Mutual Funds Michigan Unemployment Insurance and Sales Tax are submitted monthly.
- Execute invoices for services rendered. Weekly.

Vendor Services:

- Updated account contact information for accounts as needed.

Community:

- Assisted in Annual Report

Shelter Manager - Ryan Poupore

Snapshot: The team at UPAWS has risen to the challenge of caring for so many animals while undergoing the stressors of the transition to the new building, creating new protocols, and understaffing. Now that we are fully staffed we are able to focus on enrichment opportunities, protocols, and improvements.

YTD Comparison with 2018:

Intake- From the same time last year we have had 61 fewer owner surrenders, 26 more strays, 17 more seized/custody animals, and we have increased our transfer numbers by 14. Our returns are the same.

Outcome- Our adoptions have increased by 25 (even with being closed two weeks and two days!), 4 fewer return to owners, and 51 fewer transfers out (note- in 2018 these were mostly to species/critter specific rescues).

Animals

Transfers in: 5/17/19- 6 Cats- Eva Burrell Animal Shelter

Transfers out: 5/3/19- 2 Dogs- Eva Burrell Animal Shelter

5/17/19- 1 Dog- Eva Burrell Animal Shelter

Total adoptions since January 1st, 2019: 352

Other Animal-Related Happenings:

-The training session through the Michigan Pet Fund Alliance was well-received. All staff and volunteers passed the needed exams. Staff members have remarked that the training was very beneficial and provided a unique training opportunity. Staff will be putting this information to good use in the coming months.

- Now that we are better staffed, we will be discussing transfer opportunities for the summer months. Whether this is done through past partners, or others who need assistance will also be decided through discussion. A balance of different species transferred in will also be determined.

Maintenance

- The epoxy flooring has been repaired. While the fixes in some areas are acceptable, other areas have been "fixed" by putting patches over problem areas. Hall Construction is aware of the problems with this.

-Swick has gotten the air conditioner units online. Calls will need to be made to the control company and Hall in order to set the system up for the summer months.

-906 Technologies has several issues that need to be addressed. Due to sick personnel they have pushed back solving these issues until those staff members return. Currently we still have doors that have not had keypads installed, and also have problems with the key fob, and camera systems.

Stats

-April, 2018 stats completed and sent to Kori. ASC Data Matrix information has been submitted for April, 2018.

Community Outreach & Volunteer Coordinator - Ann Brownell

Snapshot: There has been a significant amount of work done on new web-based training for volunteers, including an online power point presentation with audio and follow-up quiz for potential volunteers. This allows an explanation and expectations for volunteers and gives people the chance to determine their level of interest before signing up to do an on-site orientation. Building these pieces of the program, including updating the existing handbook and policies, will streamline the process to fall in line with the new shelter. Also, even though there hasn't been a tracking mechanism in place, general consensus is that 'foot traffic' at the new shelter is lower than in the Snowfield Road Property- because of this we held the 'Game of Homes' Pet Promotion and will be looking to do a pet promotion for 'Adopt a Shelter Cat' in June.

VOLUNTEER

- Employee or Volunteer? There's More to it than a Paycheck Webinar: Grow and Lead webinar on May 22. Attended and asked question which was clarified.
- Foster Program: Video completed for orientations. Program completed and set up and working very well. Utilizing a quiz in orientation too.

To view webpage: <https://upaws.org/become-foster-home/>

To view orientation video: <https://www.youtube.com/channel/UCHZaVDWWRIIt2XftlZdNysbg>

Quiz: <https://www.surveymonkey.com/r/JZWDVX3>

- Updated Volunteer Handbook
- Updated Volunteer Policies

- Developed new Court Ordered Policies
- Developed New In-Shelter Volunteer Opportunities documents
- Volunteer Program Orientation Video – still developing. The process will be like the foster program plan.
- We have several new volunteers (in-shelter) which are very helpful.
- Contacted the Court System for court ordered volunteers for shelter cleaning and chore work. We had two court ordered volunteers this past month. One man had 50 hours (finished his hours already) and a young lady who needs 30 hours.

COMMUNITY OUTREACH & PET PROMOS

- Bissell Empty the Shelters – Held on May 4th. 10 adoptions. Did media promotions for event on all three TV stations. Attended required webinars, submitted required paperwork. Refund check will be sent within a couple weeks.
- Coordinated 6 adult cats to come transferred over from Eva Burrell. Eva Burrell took a 6-month dog that had behavior issues who will be going into prison program.
- “Be Safe Around Dogs” Program: May 5th – Coordinated a dog safety program in community room for children. Also, before that was a tour for Daisy Troop. Very well received and feedback was excellent. Volunteers Kim and Rick from TacoMo Dog Training and their therapy dog put the program on – it is called the UAWS RUFUS Program.
- “GAME of HOMES” adoption event: May 18/19. HUGE hit. 15 adoptions. I put it together at the last minute on Friday the 17th but it still drew people.
- Made a new UPAWS YouTube Channel. The old one was very outdated.

OTHER:

- Michigan Pet Fund Alliance's Shelter Training and Assessment Program: Two-day workshop at UPAWS. Attended and I learned a lot about dogs. AND I passed all the test and now have the Humane Shelter Canine Handler Certification! But I still can only walk Yahtzee! :)

Veterinary Assistant- Kaitlyn Keto

Snapshot: The implementation of this position was delayed from hire to allow for full staffing at the caregiver and supervisor level before beginning to segregate duties to the Vet Assistant. In the first few weeks the position has made great strides taking some workload off of supervisors, ensuring medical information is up to date, and animals are receiving the proper testing. As this progresses, job duties and protocols will be developed.

Good news-- the vet assistant position has started and it has taken a weight off of the staff's shoulders!

Since officially starting the veterinary assistant position on May 13th, 53 intake exams have been completed thus far. At this moment, all of the animals in the building who are handleable (no feral cats or dogs with dangerous tendencies) all have a completed intake exam which includes vaccinations, deworming, dogs have topical flea/tick medications, and microchips. Cats are getting Snap Combo tested for FIV/FelV and dogs are receiving Snap 4DX tests for heartworm, lymes, ehrlichia, and anaplasma-- and while doing so one dog has been found to be Lymes positive and is receiving treatment.

We have had 2 medical emergencies where the vet assistant has had to leave in the afternoon to take an animal to the clinic, which in turn didn't leave the front desk short a staff member so there

was no pressure or struggle felt by the supervisors. Medical summaries are being entered so adoptions do not take as long as a supervisor does not have to rush to enter it if it was missed, nor do they have to go into a frenzy finding an already busy caregiver to do the intake/exit exams.

This has also opened the door to allowing the vet assistant to make afternoon veterinary appointments, as having to leave the building in the afternoon as it does not "short" any of the positions so appointments don't have to be limited to just the morning before opening which can cause them to be scheduled out many days.

Overall, things have very much improved. Cats do not have to stay in the hold area as long as their intake exams are being done within 48 hours so they can move to the adoption floor. Very exciting! Thank you to the board for approving a position that has already within a weeks time, made a huge improvement to the animals and the staff.

2019 Legacy Budget

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

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

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

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

2019 Actual (4.30.2019)

LEGACY FUNDRAISING	<u>Date</u>	<u>Rev.</u>	<u>Exp.</u>	<u>Net Rev.</u>
Major Donors	Ongoing	\$ 28,850.00	\$ 388.99	\$ 28,461.01
Individual Giving	Ongoing	\$ 1,870.00		\$ 1,870.00
TOTAL		<u>\$ 30,720.00</u>	<u>\$ 388.99</u>	<u>\$ 30,331.01</u>

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

2019 OTHER BUDGET ACCOUNTS		<u>Exp.</u>	<u>Net Rev.</u>
Memorial/Tribute Bricks	Ongoing	\$ 807.00	\$ 787.10
Grants	Ongoing	\$5,000.00	\$ 4,901.00
Business Members	Jan-Apr	\$2,350.00	\$ 2,318.15
TOTAL		<u>\$ 8,157.00</u>	<u>\$ 8,006.25</u>

Total \$ 38,877.00 \$ 539.74 \$ 38,337.26

Apr-19	<6 mos.		<6 mos.		OTHER	TOTAL	YTD
	DOGS	PUPS	CATS	KITS			
INTAKE							
Owner Surrender	15	2	25	9	11	62	174
Returned Adoption	8	0	2	0	0	10	23
Stray (from Police, Public and Shelter Pickup)	16	0	14	8	0	38	75
Seized/Custody	4	0	2	0	0	6	38
Transferred from Other Shelters	1	0	17	0	0	18	84
Total Intake	44	2	60	17	11	134	394
Total Intake YTD by Species	122	25	179	37	31	394	394
OUTCOMES							
Adoptions (shelter, foster home or special event)	29	0	40	0	8	77	292
Total Adoptions YTD per species	80	11	164	5	32		292
Returned to Owner	17	0	7	0	0	24	49
Transferred to Rescue Groups/Shelters	0	0	0	0	0	0	2
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	0	0	0	0	0	0	3
Dying	0	0	1	0	0	1	3
Animal's Name and Reason			Milagro-Medical Severe				
TOTAL ANIMALS EUTHANIZED	0	0	1	0	0	1	6
Died at shelter/foster home - Unknown	0	0	0	0	0	0	0
Missing/Stolen/Escaped	0	0	0	0	0	0	0
Animal's Name and Reason							
SAVE RATE (Intake- Euthanasia Outcome)/ Intake							
ASPCA Live Release Rate (Live Outcomes/ Intake)							98.50%
							87.06%
OTHER INFO							
	Dogs	Cats					
Avg. Length of Stay	6.3	17.7					
Monthly Return Rate	28%	5%					



		<6 mos.		<6 mos.			
Apr-19	DOGS	PUPS	CATS	KITS	OTHER	TOTAL	YTD
CLINIC SERVICES							
Owner Requested Euthanasia						0	2
Bite Hold (for Owner)						0	0
Spay/Day						0	15
Community Spay/Neuter (Spay It Forward)	3		1			4	8
Targeted Spay/Neuter						0	0
Clinic-Other						0	2
Service						0	0
Microchipping		1				1	14
Domestic Violence						0	0
Pending Investigation						0	0
Boarding						0	0
Cruelty						0	0
Home 2 Home	3					3	11
Total	6	1	1	0	0	8	52

Board Development Committee Meeting Minutes

May 14, 2019

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

Present: Bob Stephenson (Chair), Crystal Swanson, Reva Laituri, and Linda Roncaglione

Excused: Kathi Fosburg, Scott Jandron, Karen Duquette

- 1) **Call to Order:** Meeting was called to order at 6:30 pm.
- 2) **Agenda:** Discussions of vacant Board seat; unexpired position of Joan Mulder; applications of Leslie Hurst and Lynne Andronis; Board seat terms of Kathy Leone, Reva Laituri, Amber Talo and Alex Petrin expiring in 2019; application of Dane Ford; status of recent applicant Austin Loehr.
- 3) **Discussion:** The four Committee members present considered whether to recommend to the Board that Leslie Hurst be appointed to the unexpired position of Joan Mulder which expires in 2020 and the appointment of Lynn Andronis to the current vacant seat with term expiring in 2021 which would require suspending Article 7, Section A of the By-Laws. The group would propose May appointment for both. The Committee was reminded the terms of Kathy Leone, Reva Laituri, Amber Talo and Alex Petrin are expiring in 2019 and that each would need to be formally asked whether they intend to seek another term. Dane Ford of Ishpeming had submitted an application for a Board seat but, his wife Gwynne had just been hired by UPAWS. The question was asked whether recent applicant Austin Loehr would consider seeking another vote for a seat. *Forgetting that Lynn had resigned from the Committee to apply for the Board, the four Committee members present assumed a quorum wasn't established for the meeting so a vote wasn't taken regarding the appointment recommendations for Leslie and Lynn. The decision was made for Bob to summarize the meeting in an email to all Committee members, seek comment on the recommendations from those excused and then execute a "yes or no" E-Vote.*
- 4) **Action Items:** Bob will contact the four Board members with expiring terms to ask whether they will seek another term. He will contact Dane Ford to explain his ineligibility for a seat due to his wife's employment and he will contact Austin Loehr to see if he would consider seeking another vote. (Results of these action items are included in the accompanying document.)

Next Committee meeting scheduled for 6:30pm on Tuesday, June 11, 2019, at the Border Grill, Washington Street, Marquette

Meeting adjourned at 7:20 PM

Minutes submitted by: Bob Stephenson

Follow-up for Action Items to May 14 Board Development Committee meeting:

Kathy Leone, in response to Bob's May 15th email, has declined to seek another 3 year term on the Board.

Reva Laituri, in response to Bob's May 15th email, is going to seek another 3 year term on the Board.

Amber Talo, in response to Bob's May 15th email, is going to seek another 3 year term on the Board.

Alex Petrin, in response to Bob's May 15th email and who is completing a one year term filling a previous unexpired term, is going to seek a 3 year term on the Board.

Bob contacted Dane Ford by phone May 17 to explain his ineligibility to hold a Board seat while his wife is employed with UPAWS.

Austin Loehr was contacted by email initially when he stated he would like to be considered as soon as he could and after a subsequent phone call is agreeable with waiting until July.

The three recommendations sent to Committee members via a May 16th email were approved by E-Vote over the May 17, 18 weekend.

Board Members Terms May, 2019

TERMS ENDING 2019

- Reva Laituri
 - 5/16 - Recommended and appointed to fill vacancy ending 2016
 - 7/16 - Recommended and appointed to full term ending 2019 (FIRST FULL TERM)
- Kathy Leone
 - 11/15 - Interviewed
 - 11/15 - Recommended and appointed to fill vacancy ending 7/16
 - 7/16 - Recommended and appointed to full term expiring 2019 (FIRST FULL TERM)
- Amber Talo
 - 2/15 - Interviewed
 - 2/15 - Recommended and appointed to fill vacancy ending 2016
 - 7/16 - Recommended and appointed to full term ending 2019 (FIRST FULL TERM)
- Alex Petrin
 - 11/18-Interviewed
 - 12/18-Recommended and appointed to fill vacancy ending 2019

TERMS ENDING 2020

- Karen Duquette
 - 11/15 - Interviewed
 - 1/16 - Recommended and appointed to fill vacancy ending 2017
 - 7/17 - Recommended and appointed to full term ending 2020 (FIRST FULL TERM)
- Scott Jandron
 - 2/16 – Interviewed
 - 2/16 - Recommended and appointed to fill vacancy ending 2017
 - 7/17 - Recommended and appointed to full term ending 2020 (FIRST FULL TERM)
- Jim Kinnunen
 - 1/18 - Interviewed
 - 2/18 - Recommended and appointed to fill vacancy ending 2020
- Vacant Seat-Term Expiring 2020

TERMS ENDING 2021

- Bob Stephenson
 - 9/16 - Interviewed
 - 9/16 – Recommended and appointed to fill vacancy ending 2018
 - 7/18 – Recommended and appointed to full term expiring 2021 (FIRST FULL TERM)
- Christian Verardi
 - 4/16 - Interviewed
 - 5/16 - Recommended and appointed to fill vacancy ending 2018
 - 7/18 - Recommended and appointed to full term ending 2021 (FIRST FULL TERM)
- Colleen Whitehead
 - 6/17 – Recommended and appointed to fill vacancy ending 2018
 - 7/18 – Recommended and appointed to full term expiring 2021 (FIRST FULL TERM)
- Vacant Seat-Term Expiring 2021

FINANCE COMMITTEE MINUTES

May 16, 2019, 4:30 p.m.

UPAWS

Present: Bob Stephenson, Kathy Leone, Steve Embree

Excused: Christian Verardi

1. Call to Order: Meeting was called to order at 4:40 pm.

2. Agenda:

- Change of regular meeting date
- Discuss bookkeeping options: hire or contract out
- Bookkeeping Procedure and Finance Policies documentation plan
- Review financial section of draft 2018 Annual Report
- Discuss need for second authorized signer in the short term in absence of a Treasurer
- Review draft April Financial Statements
- Review potential for 1st QTR bonus for staff
- POS system - need to install

3. Finance Committee Meeting Date

Change meeting date from 3rd Thursday to 3rd Wednesday of every month, beginning in June to better accommodate Committee member schedules.

4. Bookkeeping Options:

Reviewed resources shared by Makela Toutant Hill Nardi & Katona and discussed feedback provided by Kori regarding current process used and time commitment. Decision made to obtain information and pricing for outsourcing payroll and payroll taxes.

5. Accounting Procedure and Finance Policies documentation plan

Received documentation of current processes being used by Kori and Ryan. Steve will draft a procedures manual with information received.

6. 2018 Annual Report - financial section review

Reviewed the draft summary of Income /Expense report, comparing 2018 to 2017 and agreed to format. Discussed adding condensed balance sheet summary.

7. Second Authorized Signer Needed

Kathy expressed concern for only one authorized signer and no potential Treasurer until July. Committee agreed another Officer of the Board should be appointed to sign. Kathy to inquire with Scott Jandron and then present to Board for approval.

8. April 2019 Financial Statements

Preliminary review of Profit & Loss Comparison reports and Balance Sheet.

9. 1st QTR bonus review

The Committee discussed the fact that there have been no wage increases for staff in years. An alternative to committing to wage increases at this time, is to assess ability to provide a quarterly bonus if current budget and cash flow allow. UPAWS is not committed if the financial condition does not support such an expenditure. However, if cash flow allows, a bonus is a tool to reward and enhance staff performance and motivation. The Committee agreed a small bonus can be recommended. Input from Shelter Manager is requested on amount and allocation.

10. POS System

The Committee learned that a POS System that integrates with QB is on site and requires installation. The POS system will streamline some of the bookkeeping functions by reducing data entry. A query will be made to find an experience installer.

Action Items:

- Steve to work on accounting procedures manual and finance policies.
- Kathy to contact MTHN&K for pricing on outsourcing payroll and payroll taxes.
- Kathy to contact Scott Jandron to inquire about authorized signer, then follow procedures for Board approval.
- Kathy to obtain feedback from Management on bonus amount and allocation.
- Kathy & Steve to make inquiries for experienced POS system installers.

Meeting adjourned at 5:45 pm.

Minutes submitted by: Kathy Leone

Next Meeting: Thursday, May 23, 2019, 4:30 pm at UPAWS.

FINANCE COMMITTEE MINUTES

May 23, 2019, 4:30 p.m.

UPAWS

Present: Bob Stephenson, Kathy Leone, Steve Embree

Excused: Christian Verardi

1. Call to Order: Meeting was called to order at 4:30 pm.
2. Agenda:
 - Payroll Outsourcing proposal from MTHN&K.
 - Update on Bookkeeping Procedure and Finance Policies documentation plan
 - Review recommendation from Shelter Manager for 1st QTR bonus for staff
 - Review annual report – corrects / adds / edits
 - POS system – update on prospective professional installation and set-up
3. Proposal from MTHN&K for Payroll Services
Reviewed proposal. Steve suggested we inquire with MTHN&K to adjust the hourly rate for additional assistance from \$65 to \$50, but not to let it stand in the way of recommending the proposal. Steve motioned to recommend to the Board to accept proposal from MTHN & K for payroll services at an annual cost of \$4,505. Support from Bob. Motion carried.
4. Update on Bookkeeping Procedures and Finance Policies Documentation
Steve is working on the draft bookkeeping procedures and will contact Kori to obtain more details. He recommends that those who open mail and record deposits are not the same people who take the deposits to the bank.
5. Review recommendation from Shelter Manager for 1st QTR bonus for staff
As discussed at previous Finance Committee meetings, in lieu of wage increases, periodic bonuses may be granted based on financial condition and staff performance. Ryan provided documentation for two options for bonus amount and how it would be allocated. Bob motioned to recommend option #1 in the aggregate amount of \$2,280 to the Personnel Committee for review and recommendation to the Board at the June meeting. Support from Steve. Motion carried.
6. Reviewed draft of UPAWS Annual Report and recommended edits and corrections.
7. POS System – Kathy informed Committee that Laura Sikkema from MTHN&K has experience with POS Systems that interface with QB. More details will be provided after Kathy & Laura meet to discuss further.

Meeting adjourned at 5:25 pm.

Minutes submitted by: Kathy Leone

Next Meeting: June 19, 2019 at 4:30 pm at UPAWS.

FUNDRAISING COMMITTEE MEETING MINUTES
May 21, 2019 5:30 PM
UPAWS

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

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

ONGOING/UPCOMING FUNDRAISERS:

Upcoming/Ongoing Fundraisers:

Pet Photo Calendar Contest (April 2019-January 2020) (Reva) Reva reported that there are 48 entries submitted to date. Usually we receive the most within the last 10 days. Submissions are accepted until May 31st.

Econo Pet Tags (May 2019) (Karen) Karen reported that she doesn't think the pet tags are going that well. She has had to ask cashiers for a pet tag. Donations received may be down this year. Reva reported she was recently asked by a cashier, and that the cashier asked which amount she'd like to donate. It varies from cashier to cashier, as it is not mandatory they ask customers to purchase one. However, the store does offer incentives to cashiers with prizes to sell the most.

Wash n' Wag (June 22, 2019) (Amber) Amber reported that she is contacting volunteers to fill shifts from 11am-1pm or 1pm-3pm. Advertising for the event is going out this week. The event will be simplified a bit this year by not doing a cookout, which doesn't bring in a lot of additional revenue. However, Amber has contacted local food trucks to see if any of them would be interested in coming and doing a cross promotion.

TUFT (July 12, 2019) (Karen) Karen reported that the planning is going well. She also reported that she has had a couple of good surprises with sponsors this year. The Westwood Mall and Pomp's increased their sponsorship amount to tournament sponsors. Expense

pricing for the golf course has stayed the same, and she is waiting to hear back regarding the food expense. Fox Motors is the hole-in-one sponsor again, Ojibwa is a table & tee sponsor. Karen has 17 teams signed up so far. *(After the meeting Karen e-mailed to report that TV6 is also going to help advertise the golf outing. She will have 2 "in-kind" teams but the extra expense will be partially offset by the additional Platinum Partners Sponsorship revenue. She is hopeful that she will stick pick up another tournament sponsor).*

Blueberry Fest (July 26, 2019)(Karen) We will be set up in front of Art of Framing again. Iron Bay said they would be willing to sponsor the \$100 entry if they receive Cognition's "Margie's Journey" Blueberry Wheat Ale they are requesting to get on tap again. This was a "Name a Beer After Your Pet" in 2018 from the Troudt's that was a double release at Iron Bay and very popular for Blueberry Fest. Amber has coordinated with Cognition and Iron Bay to get the beer ordered, and will get Karen special advertising flyers to promote "Margie's Journey" at Blueberry Fest.

Throttle Bike Night (2019) (Third Party-Reva) No date yet. Reva has not heard from Amanda yet.

Super One Cookout (August 30-August 31, 2019) (Third Party-Karen)
Karen reported that as far as she knows it's happening as usual.

Strut Your Mutt (September 15, 2019) (Ann)-no update

UpNorth Bike Night (September 17, 2019) (Third Party) Karen reported that she heard from UpNorth and they have selected us as their charity for their fundraising night on September 17th. Raffle Chair to be determined.

Rummage Sale (TBD, 2019) (Marlene) Marlene commented that if we have the rummage sale this year, it would be the 10th annual. She is going to ask Christine Pesola if it is possible to have the same location as last year. Marlene and Karen inspected the location underneath Jasmine Restaurant that was offered, and are concerned about parking. If the location we used last year is not available, they feel the spot underneath Jasmine could work. Marlene would collect items

for 2 weeks before the sale and do one sale only. The value of donated items for the sale has gone down the past couple of years, so she is hoping we can get quality items donated to help generate more revenue since we are only doing one sale versus two this year. Marlene is potentially looking at having it the weekend of June 21-23. This event is not in the 2019 Fundraising Budget, so if it does end up happening Amber will submit a budget for Marlene.

Sally's Ride (Sept, 2019) Amber is meeting with Cheri Johnson after Memorial Day Weekend to discuss Sally's Ride. Amber will find out if the raffle is one or two days, and the specifics of UPAWS involvement in the planning process of the event so that the event can continue as usual. Karen usually does all of the thank you letters after the event.

Canister Report (Reva): Report attached.

The meeting was adjourned at 6:42 PM

Respectfully submitted,
Amber Talo
Chair

FUNDRAISING COMMITTEE CONTACT LIST AND CALENDAR

COMMITTEE Contact Information

fundraising@upaws.org

UPCOMING EVENTS

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

Econo Pet Tags (May 2019)
Karen Rhodes (Liaison)

Wash 'n Wag (June 22, 2019)
Amber Talo (Chair)

Tee Up for Tails (July 12, 2019)
Karen Rhodes (Chair)

Blueberry Festival (July 26, 2019)
Karen Rhodes (Chair)

Throttle Bike Night (2019)
Reva Laituri (Liaison)

Super One Cookout (August 31-September 1, 2018) – 3rd Party
Karen Rhodes (Liaison)
Super One Marquette – 228-6777
Super One Negaunee – 475-4132

Strut Your Mutt (September 15, 2019)
Ann Brownell (Chair)

UpNorth (September 17, 2019) -3rd Party
Reva/Karen (Liaison)

Sally's Ride (September, 2019)
Vacant (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)

Raise the Woof (January 17, 2020)
Amber Talo (Chair)

ON-GOING FUNDRAISERS AND PROMOTIONS

Canisters

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

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

Internet Promotions
Ann Brownell (Chair)

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

OTHER CONTACTS

Finance (budgeting)
president@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

6/2018

Notes:

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

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

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

Canisters 2019

Canisters 2019	Collector	Start/End	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Ace Hardware	D. Laituri	Sept. '18	58.75	88.25	84.25	72.50									303.75
Animal Medical Center	K. Rhodes		-	-	28.38										28.38
Aurora Piercing Boutique	C. Swanson	Aug '18	-	11.70	-	16.10									27.80
Bayshore	K. Rhodes		-	-	5.00										5.00
Ben Franklin	K. Rhodes	Mar '17 -	-	-	6.00	-									6.00
Big Boy	K. Rhodes		54.87	-	18.35	-									73.22
Bodega	C. Swanson	May-17	-	3.71	-	9.23									6.94
Border Grill Main	C. Swanson		4.18	4.17	21.80	15.87									46.02
Border Grill Negaunee	R. Laituri		7.50	-	8.50	-									16.00
Buck's Restaurant	D. Laituri	Jan '15 - Dec '18 -	19.25	20.75	29.25	23.25									92.50
Carp River Saloon	C. Swanson	Mar '19	6.83	-	9.36	-									16.19
Cedar Motor Inn	C. Swanson		1.95	2.24	1.90	3.52									9.61
Check 'N Cash - Ish.	D. Laituri	Jan '17	11.50	-	6.00	-									17.50
Check 'N Cash - Mqt.	K. Rhodes	Jan'16 -	-	-	2.90	-									2.90
Crossroads Convenience Store	D. Laituri	May-17	99.50	61.00	46.00	20.25									226.75
Culvers	C. Swanson	May '18 -	95.87	71.01	116.87	61.10									344.85
Elaines	D. Laituri	May '18 -	15.25	15.00	19.00	13.00									62.25
Freedom Gas	C. Swanson		43.47	20.08	21.30	20.99									105.84
Great Lakes Fresh Market	D. Laituri	Jul '16 -	-	17.25	-	18.50									35.75
Gwinn/Sawyer Vet Clinic	R. Laituri		-	-	-	14.50									14.50
Honor Credit Union - Gwinn	R. Gustafson	Jun-17	28.00	-	-	-									28.00
Honor Credit Union - Marquette	C. Swanson	May-17	10.11	-	14.99	-									25.10
Honor Credit Union - Negaunee	D. Laituri		-	11.25	1.00	18.00									30.25
Iron Range Agency	R. Laituri	Jan. '17 -	-	-	11.00	-									11.00
Jean Kays	C. Swanson		14.63	8.34	11.81	3.90									38.68
Jeffrey's	C. Swanson		-	13.32	9.53	7.68									30.53
Jubilee Ishpeming	D. Laituri		15.25	4.00	12.00	18.75									50.00
Kassel's Korner (short term)	R. Laituri	Jun '18	-	-	17.50	-									17.50
Kountry Korner	R. Gustafson		46.38	79.00	97.00	20.00									242.38
Main Street Pizza - Harvey	D. Laituri	Oct '16 -	15.25	10.25	-	2.25									27.75
Mares-z-Doats	K. Rhodes		-	-	31.37	-									31.37
My Place	C. Swanson	Jun '17	-	5.28	5.17	2.00									12.45
Negaunee Vet Clinic	C. Swanson	Dec '14 -	10.13	24.93	-	-									35.06
New Age Tattoo	C. Swanson		-	3.91	-	10.53									14.44
Northern Lights	K. Rhodes	Apr '15 -	-	14.00	19.31	-									33.31
Northern Vet Associates	R. Laituri	Apr '16 -	-	-	13.25	12.50									25.75
Poet's Pet Parlor	K. Rhodes	Feb '15-	-	-	8.00	-									8.00
Ralph's Deli	R. Laituri	Jan '15 -	-	-	-	14.00									14.00
Range Bank - Negaunee	D. Laituri	Oct '14 -	-	-	4.50	-									4.50
Serendipity Salon	C. Swanson	Feb '15-	-	7.50	-	-									7.50
Ship 'N Shop	K. Rhodes	Sep '15 -	-	-	5.12	-									5.12
Super One Marquette	C. Swanson		41.59	25.75	38.91	34.46									140.71

POLICY & BYLAWS COMMITTEE

Chaired by: Colleen Whitehead

Date: May 16th 2019 10:00 am -12:00 pm at the Crossroads in Marquette

Members Present: Colleen Whitehead, Reva Laituri and Lynn Andronis

Discussion:

- Review and discussion of current policy revisions to address concerns/issues for the UPAWS Board. Multiple possible draft policies under consideration at this time.
- Review and discussion on the Board member election process. Draft "Computing a Majority Vote When Electing a Group" language reviewed for when dealing with multiple candidates and vacancies. Edits/Changes to be made to draft, then to be forwarded to Board Development Committee for future use and consideration.

Assignments:

- Colleen to follow up with Finance Committee on draft revision to Board Financial Oversight Policy which was forwarded to Joan for Finance Committee review in April.
- Individual Committee members will continue working on assigned policy areas being developed.

Next Meeting:

- June 20th, 2019 at 10:00 a.m. at Crossroads in Marquette; monthly meeting is usually the 3rd Thursday of each month.

DOG PARK COMMITTEE MINUTES

May 15, 4:30 PM

Border Grill Negaunee

Present: Amber Talo, Dr. Scott Jandron, Lynn Andronis, Rick Custard, Kim Custard.

Excused: Ryan Poupore (Shelter Manager)

1. Dog Park Construction Update

- a. Dog Park area has been seeded, fencing is scheduled May 28-31st. Both the large and small dog area(s) will have an entry gate as well as a 10 ft. maintenance gate.

2. Dog Park Maintenance

- a. Amber is reaching out to local vendors regarding a potential tractor purchase to be used for lawn maintenance AND snow removal on grounds. (Per grounds maintenance conversation at Board Work Session 5/9/19). Hopefully, we can provide the Board a range of pricing at the next Board Meeting to get an idea of whether or not pursuing purchasing an item like this is approved. Amber will try to put together a preliminary budget for this item along with information about a special fundraiser to raise funds towards the purchase, before the next board meeting. Lynn is putting together some "dog park" retail item costs and getting them to Amber to be included in the preliminary budget to the Board as a way to also increase dog park revenue.

3. Review of Dog Park Registration Packet

- a. Our insurance company, attorney, and Shelter Manager have all had a chance to review the registration packet. Amber will reach out to Wim another time before submitting the packet, and make one small committee correction ("We MAY have specific designated times for ball/frisbee toss...etc. instead of "We plan to..."") and

then submit the packet to the Board with a recommendation from the Dog Park Committee for approval.

- i. Once the packet is approved, we will begin working on getting a dog park link on the website with information as well as a dogpark@upaws.org e-mail for questions/concerns
- ii. We then plan to set up a Community Forum to go over rules/regulations/etiquette and a demonstration by TacoMo Dog Training for reading dog behavior and how to avoid an incident.
- iii. Next steps would include planning a VIP "soft opening" for those who have naming opportunities, staff/board/volunteers. THEN plan a Grand Opening.

4. Dog Park Signage

- a. Discussed signage for the dog park. We are thinking of having a similar sign to Lili Chin's "Does your Dog Enjoy this" yes/no signs on the actual fence by the small and large dog sides. WE would also have the "pick up after your dog" type of signs throughout the park and by poo stations.
- b. Rick is discussing with Lili Chin the cost of custom signage. The "Does your dog want to be here sign" are copy righted signs custom made for a place in Australia. We would like the artwork and fonts to be cohesive throughout.
- c. For the main sign we are looking at a large "Welcome" sign with the following information (also highlighted in the packet under rules and regulations), as well as a type of dog signal sign next to it.

Welcome to Your Dog Park! (*Actual name here*)

Hours

Summer 7am-9pm

Winter 8am-5pm

1. You must purchase a permit to use UPAWS Dog Park.
2. Maximum # of dogs per adults is 2 and both dogs must remain in the same run area with their owner. Large dogs (25 lbs. and above) are not allowed in the small dog area.
Owners cannot leave their dog(s) in the run areas.

3. Children 11 and under are not allowed in the dog run areas. Children ages 12-18 must be accompanied by an adult and are not to be left unattended in the run areas.
4. Dogs who are unhealthy or in season (heat) are not allowed into the dog park.
5. Do not allow your dog to run to the gate when a new dog is entering; keep the gate area clear at all times so members can enter and exit without incident. *(This will also be posted at each entry gate)*
6. Owners must clean up after their dog. Bags and waste receptacles are available throughout the park.
7. No food, drinks, dog treats, dog toys, or smoking is allowed. Water is provided seasonally inside the off-leash area for both humans and canines.
8. Do not allow anyone into the park that does not have a key fob.
9. **Owners are legally and financially responsible for their dogs and any injuries or damage caused by their dog.**

5. Amber will be meeting with Kori 5/21/19 and will discuss the Dog Park Naming Opportunity the Troudt's have. Depending on what was discussed for the naming opportunity, the committee was looking at coming up with a "cutesy" name for the dog park other than "UPAWS Dog Park." This way we can increase revenue with retail items if possible. Each Committee member was tasked with coming up with TWO suggestions by Monday 5/20/19. We will then take the top 3 and do a community poll for the top choice. Will run this past Kori and the Troudt's prior. The only suggestion at this time is "Paws Park." Of course we plan to acknowledge the Troudt's naming opportunity properly. We will also begin discussing the other dog park naming opportunities with Kori to ensure each naming opportunity is recognized accordingly.

The meeting was adjourned 6:30 PM

Respectfully submitted,

Amber Talo

Chair