

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, February 24, 2020 / 6 p.m. / Community Room / Upper Peninsula Animal Welfare Shelter

Mission:

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

Vision:

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

Agenda

1. Call to Order/Attendance
2. Public Comment
3. Approval of Agenda
4. Mission Moment
5. Approval of Minutes
 - a. January 27, 2020 Regular Meeting
6. Unfinished Business
 - a. Construction update (Amber)
 - b. Reports and Recommendations from the Policy Bylaw Committee
 - i. Bylaws, Article 7 Board Membership, Section E Resignation and Removal of Board Members (Attendance)
 - ii. Bylaws, Article 12, Amendments (Suspension of Bylaws)
 - c. City of Negaunee MOU (Reva)
 - d. Update on Sasawin Meeting (Colleen)
 - e. Recruiter Recommendation (Alex)
7. New Business
 - a. Reports and Recommendations from the IT Committee
 - i. Phone Service Provider
 - ii. Motorola Radio Purchase
8. Communications
9. President's Report
10. Treasurer's Report
11. Shelter Operations Report(s)
12. Committee Reports
 - a. Board Development Committee Report (Scott) – Did not meet

- b. Finance Committee Report (Amber) – Minutes attached
- c. Fundraising Committee Report (Austin) – Minutes attached
- d. Strategic Planning Committee Report (Lynn) – Did not meet
- e. Personnel Committee Report (Reva) – Did not meet
- f. Policy / Bylaw Committee Report (Colleen) –
- g. Donor Development (Ad Hoc) (Leslie) –
- h. Community Room (Ad Hoc) (Leslie) -
- i. Dog Park Committee (Ad Hoc) (Amber) – Did not meet
- j. Grounds/Facilities Committee (Ad Hoc) (Alex) – Did not meet
- k. Vet Center Committee (Ad Hoc) – (Scott) – Did not meet
- l. IT Committee (Ad Hoc) (Chris) –Minutes attached

13. Public Comment

14. Board Comment

15. Closed Work Session to review draft 2020 Budget

16. Adjournment

Next Board Meeting Date: March 23, 2020

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, January 27, 2020

Minutes

PRESENT: Reva Laituri (President), Amber (Treasurer), Lynn Andronis (Secretary), Chris Danik, Leslie Hurst, Austin Loehr, Alex Petrin, Colleen Whitehead

ABSENT: Scott Jandron (excused), Brett Specker (excused)

GUESTS: Susan Deloria, Felecia Flack, Ann Brownell (staff), Gwynne Ford (staff), Laura Rochefort (staff)

1. Call to Order/Attendance: Meeting was called to order at 6:00 p.m.
2. Public Comment: Sue Deloria, a volunteer, introduced herself to board.
3. Approval of Agenda: Reva added an item under "8. Communication" (she has thank you card from Ann). *Motion was made by Lynn, seconded by Austin, to approve the Agenda with this amendment. Motion passed with unanimous consent.*
4. Mission Moment: None
5. Approval of Minutes:
 - a. November 25 - Regular Meeting Minutes: *Motion was made by Colleen, seconded by Alex, to approve the minutes as presented. Motion passed with unanimous consent.*
 - b. October 25 – Closed Meeting Minutes: *Motion was made by Lynn, seconded by Colleen, to approve the minutes as presented. Motion passed with unanimous consent.*
 - c. January 12 – E-Vote RE: Insurance Provider: *Motion was made by Lynn, seconded by Chris, to approve the minutes as presented. Motion passed with unanimous consent.*
 - d. January 13- Special Meeting Minutes: *Motion was made by Leslie, seconded by Colleen, to approve the minutes as presented. Motion passed with a majority vote, with Alex abstaining.*
6. Unfinished Business:
 - a. Construction update: Amber referred to the meeting material provided. She stated that some of the highlighted items are not under warranty or were not on the original bid list and, therefore, not in retainage money. We will have to pay for those items. Amber is waiting for bids for those items; Keith, from Hall, has sent out a list for those items on January 17th. Amber will follow up with Keith for updates. The items that Hall is responsible for will be done by Hall.
 - b. Reports and Recommendations from the Policy Bylaw Committee:
 - i. Bylaws, Article 7 Board Membership, Section E Resignation and Removal of Board Members (Attendance): *Motion was made by Lynn, seconded by Austin, to approve the recommendation as presented. Motion passed with unanimous consent. After a brief discussion to clarify some confusion (since the Reports & Recommendations were posted to the drive without the 10 day notice stipulated in our Bylaws), Amber made a motion, seconded by Alex, to rescind this vote. Motion passed with a majority vote, with Colleen voting no. Thereafter, Amber made a motion, seconded by Alex, to table this recommendation from the Policy Bylaw Committee to our February meeting.*

Amber's motion was then amended to state that only the two Report & Recommendations from the Policy Bylaw Committee that involved Bylaw changes be tabled to our February board meeting. This amended motion was seconded by Alex. Motion passed with a majority vote, with Colleen voting no.

- i. Bylaws, Article 12, Amendments (Suspension of Bylaws): Tabled to our February Board meeting. Included in formal motion above.
- ii. Board Policies, 1.0 About the Shelter (Chain of Command): *Colleen made a motion, seconded by Alex, to accept this recommendation. Motion passed with a majority vote, with Amber abstaining.*
- iii. Board Policies, 5.0 Board of Director's Responsibility as the Governing Body (Membership): *Lynn made a motion, seconded by Austin, to accept this recommendation. Motion passed with unanimous consent.*

7. New Business:

- a. G-Suite Account Management: Up until now Colleen has been handling admin for our email accounts and Leslie has been handling our drive. The management of these accounts needs to be consolidated and one person designated as admin for both – it should not be a volunteer or employee. Chris was designated as the primary with Leslie as a backup. Future substantial changes will come as a Report & Recommendation from the IT committee. *Colleen made a motion, seconded by Amber, to appoint Chris as the Admin for the G-Suite Management, with Leslie as backup. Motion passed with unanimous consent.*
- b. E.D. Search Options: Personnel Committee has been discussing when and how to begin the search again for this position. They have considered employing a “recruiter”. Alex reported that they have been looking at different options – a non-profit personnel network and another organization that works specifically with animal shelter recruitment. Both companies charge on a percentage basis, based on annual salary. Board consensus was that the committee should move forward with the plans to find and use a recruiter for this search.
- c. Recommendation from the Finance Committee:
 - i. Dixon Account Allocation: Initially, there was some confusion as to where the mortgage paperwork is physically located. Amber will investigate and, if necessary, Leslie offered to call the former president. There was discussion about the term “allocate” as opposed to “earmark”; both have very different distinctions. *Alex made a motion, seconded by Colleen, to table the issue until our February board meeting. Motion passed with unanimous consent.*
- d. Recommendation from the Treasurer for the 2019 Audit: *Leslie made a motion, seconded by Austin, to approve the Recommendation to contract with Makela, Toutant, Nardi, Hill, & Katona for our 2019 Audit at a cost of \$8300 (\$7500 for the audit and \$800 for completion of our Form 990). Motion passed with unanimous consent.*
- e. Discussion Regarding Animal Special Holds: Reva reported that special holds in the past have been short-term emergency holds at no charge but somehow it has changed. At present, it's 2 weeks at \$5 a day. Sasawin is bringing animals to us and some of them are here for longer than 2 weeks. So we have animals here for extended periods of time and in closed off areas (which limits the number of available kennels). Moreover, when staff call the Women's Center, they get very little help. We currently have three cats involved in the Sasawin Project here at the shelter with one cat housed since November. Staff is working on resolving the issues. Sasawin received a Banfield grant which stipulates money for domestic violence situations where pets are involved. There is a regularly scheduled meeting on 2/10/20 between our staff and Sasawin volunteers. Ann will be attending the meeting and Colleen offered to also attend. Additionally, police have been dropping off pets from arrests or traffic stops. We currently have two dogs on special hold because the owner is in jail. It is a hold that

has gone on far too long – he has been in jail since August. Policy & Bylaw Committee will review the language in the Sasawin MOU and advise staff.

8. Communications: Reva brought the Thank You card we received from Ann for the Christmas party for members to read.
9. President's Report: Report attached.
10. Treasurer's Report: After a review at two board work sessions, the following were submitted
 - a. April Financial Statements: Colleen made a motion, seconded by Leslie, to approve the statements as presented. Motion passed with unanimous consent.
 - b. May Financial Statements: Colleen made a motion, seconded by Alex, to approve the statements as presented. Motion passed with unanimous consent.
 - c. June Financial Statements: Lynn made a motion, seconded by Austin, to approve the statements as presented. Motion passed with unanimous consent.
 - d. July Financial Statements: Chris made a motion, seconded by Alex, to approve the statements as presented. Motion passed with unanimous consent.
 - e. August Financial Statements: Alex made a motion, seconded by Austin, to approve the statements as presented. Motion passed with unanimous consent.
 - f. September Financial Statements: Colleen made a motion, seconded by Lynn, to approve the statements as presented. Motion passed with unanimous consent.
 - g. October Financial Statements: Chris made a motion, seconded by Alex, to approve the statements as presented. Motion passed with unanimous consent.
 - h. November Financial Statements: Austin made a motion, seconded by Lynn, to approve the statements as presented. Motion passed with unanimous consent.
 - i. December Financial Statements: Reva questioned on Statement of Financial Position regarding Fixed Assets, wondering where the value of our new building was listed; Amber stated that it is under Liabilities. Colleen made a motion, seconded by Austin, to approve the statements as presented. Motion passed with unanimous consent.

Amber updated the board to advise that she has put the mortgage on the shared drive (from a question earlier in our meeting). Colleen reported that her pledge payment has not been pulled from her account for the past six months. Amber will arrange. Colleen asked what happened with discussion on the Rachel Creary donation this past December being used on backup generator. Alex will get a quote for a backup generator and will review with Finance. Alex will work with Chris on the specifications.

11. Shelter Operations Report(s): Reports attached. Lynn reported that beginning with the January stats, we will track born in care and she will do State Agriculture report for 2019. Also with 2020, staff will enter Sally's Fund animals into Pet Point for tracking. We will be conducting interviews tomorrow and Wednesday for part time animal caregiver and maintenance positions. Update on personnel changes: Gwynne has been promoted to full time supervisor; Haley will assume the part-time Supervisor position; Lorraine will be moving from part time caregiver to full time caregiver. Personnel Committee is also possibly thinking of hiring another part-time position. Colleen questioned the snowplowing issue. The last few times it has snowed, neither the sidewalk nor the parking lot has been cleared. Amber reported that Griffin Construction is having a drainage issue. Additionally, day snow is a much more difficult and complicated problem than overnight snow. She also reported that the new shed should be delivered the second week of February.
12. Committee Reports:
 - a. Board Development Committee Report – No report; committee did not meet.

- b. Finance Committee Report – Minutes attached.
 - c. Fundraising Committee Report – No report or minutes. Austin stated that material was posted late to the Fundraising Folder on the drive. He will repost it to the board shared drive.
 - d. Strategic Planning Committee Report - No report; committee did not meet.
 - e. Personnel Committee Report – Written reports attached.
 - f. Policy / Bylaw Committee Report – Written reports attached.
 - g. Donor Development (Ad Hoc) – Written report attached.
 - h. Community Room (Ad Hoc) - Written report attached.
 - i. Dog Park Committee (Ad Hoc) - No report; committee did not meet.
 - j. Grounds/Facilities Committee (Ad Hoc) - No report; committee did not meet.
 - k. Vet Center Committee (Ad Hoc) – No report; committee did not meet.
 - l. IT Committee (Ad Hoc) (Chris) – Colleen questioned how the multiple groups dealing with access get notified when new employee is hired or fired so that updates can be done. Chris stated that he needs to be notified by Personnel Committee in that circumstance currently. The IT Committee will come up with formal procedures for both hire and fire.
13. Public Comment: Laura noted that there are a few dry wall cracks; Alex will look at them tomorrow. They are warranty items and need to be noted and put on list.
14. Board Comment: None
15. Adjournment: *Motion was made by Lynn, seconded by Austin, to adjourn the meeting. Motion passed with unanimous consent. Meeting was adjourned at 8:10 p.m.*

Next Board Meeting Date: February 24, 2019

Respectfully submitted,

Lynn Andronis, Secretary

Counter-signed,

Reva Laituri, President

Policy & Bylaws Committee
Report & Recommendation
February 24, 2020

Report & Recommendation:

The Policy & Bylaws Committee makes the following recommendation for language changes to Article 7: Board Membership in regards to Board Meeting Attendance.

Suggested Changes are noted in **RED**.

Current UPAWS Bylaws Policy Language:

E. Resignation and Removal of Board Members:

- a. Any Board members may resign at any time by giving written notice to the President of the Board, and such resignation shall be effective on the date specified in the notice. If by reason of resignation or removal the number of Board members is less than a quorum necessary to manage the Board of Directors, the Board shall take such action as may be necessary to establish a quorum, including naming interim Board members.
- b. If removal of any Board member is based upon any publicly made accusation of misconduct or wrongdoing on the part of the Board member, s/he shall be given an opportunity to answer to any such accusation before the Board at a meeting held for that purpose. The decision to remove or not to remove any Board member with cause shall be determined at such regular or special meeting of the Board of Directors by the affirmative vote of two-thirds (2/3) of the Directors then in office.

c. Any Board member who is absent from three consecutive UPAWS Board meetings without notification to the Board President, shall be removed as a member of the UPAWS Board of Directors.

- d.** Any Officer may be removed with cause by the affirmative vote of two-thirds (2/3) of the Directors then in office at any regular or special meeting of the Board of Directors.

Policy & Bylaws Committee
Report & Recommendation
February 24, 2020

Report & Recommendation: Requested Feedback on Changes to UPAWS Bylaws re: Suspension of Bylaws.

Request for Feedback #1:

At the June 2019 UPAWS Board meeting, a request was made to research whether the practice of suspending the Bylaws as a practice should or could be employed from time to time.

The Policy & Bylaws Committee makes the following recommendation for language changes to Article 12: amendments in regards to temporary suspension to the Bylaws.

Suggested Changes are noted in **RED**.

Current UPAWS Bylaws Policy Language:

Per Article 12: Amendments:

“These Bylaws may be amended, altered, restated, changed, added to, repealed **or temporarily suspended** at any regular or special meeting by the affirmative vote of not less than two-thirds vote of the entire Board, provided written notice of the proposed amendment was provided to all Board members at least ten (10) calendar days prior to the meeting. The Bylaws, as amended, will receive final approval by the Board of Directors.”

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding between the Upper Peninsula Animal Welfare Shelter ("UPAWS") and the City of Negaunee (the "Municipality"), memorializes the parties' understanding as to future UPAWS' services to be rendered to the Municipality. This document is a statement of understanding, and is not intended to create a binding or legal obligation.

The parties hereto have negotiated, and in principle, agreed to the terms and conditions set forth in the proposed agreement, attached hereto as Exhibit A (the "Agreement"). The Agreement details the services UPAWS will perform for the Municipality with respect to stray animals found within the Municipality, and the rights and obligations of both parties arising from same.

The Agreement shall be reviewed by both UPAWS' Board of Directors and the City of Negaunee City Council at their next regularly scheduled Board and City Council meeting, respectively, and assuming acceptance by both, will be adopted, executed and put into force. Until such time, but no later than March 12, 2020, the parties shall operate and conduct their activities with respect to stray animals found within the Municipality consistent with the terms, rights and obligations, as detailed in the attached Agreement. Either party may terminate this Memorandum of Understanding at any time by informing the other in writing.

Dated: _____, 2020

Upper Peninsula Animal Welfare Shelter,
President

Dated: _____, 2020

City of Negaunee, Representative

AGREEMENT

The Upper Peninsula Animal Welfare Shelter whose address is 815 S. M-553, Gwinn, Michigan, 49841, hereinafter referred to as "UPAWS" and the City of Negaunee, whose address is 319 W. Case St., Negaunee, Michigan, 49866, hereinafter referred to as the "Municipality", do hereby agree and contract as follows:

Article I

In consideration of the agreements contained in this contract, UPAWS agrees to provide the following services to the Municipality:

A. CARE OF STRAY ANIMALS – UPAWS shall accept all stray domestic animals found within the Municipality and brought to its shelter at 815 S M-553, Gwinn, Michigan, 49841, by law enforcement officers or private citizens, up to its capacity of stray animal impoundment as determined by UPAWS. UPAWS shall provide care for such animals for the period required by Michigan law after which the animal shall become the exclusive property of UPAWS.

B. EMERGENCY CARE FOR INJURED ANIMALS – UPAWS will provide for emergency veterinary treatment or euthanasia to injured stray animals as per UPAWS policy.

C. ANIMAL QUARANTINE.EUTHANASIA – Stray domestic animals brought to the shelter which are suspected of having rabies, or which have bitten citizens, shall either be quarantined by UPAWS or euthanized, with the head being removed and sent to the Michigan Department of Public Health for laboratory examination, as determined by UPAWS according to guidelines that shall be established jointly by UPAWS and the Marquette County Health Department. At the end of the confinement period, animals will be disposed of or re-homed at the discretion of UPAWS.

D. ANIMALS HELD FOR INVESTIGATIVE PURPOSES – UPAWS shall accept all domestic animals brought to its shelter by law enforcement officers of the Municipality which are placed on hold for purposes of investigation and/or prosecution. Said animals will be held until released by impounding agency.

Article II

The Municipality agrees to pay UPAWS for services provided under Article I of this contract on the following Fee Schedule:

FEE SCHEDULE

BOARDING/QUARANTINE.....\$19.50 PER ANIMAL PER DAY

EUTHANASIA OF ANIMAL
IMPOUNED AT UPAWS HELTER.....\$15.00 PER ANIMAL

EUTHANASIA OF ANIMAL
IMPOUNDED AT ANOTHER FACILITY\$18.50 PER ANIMAL

HEAD EXAMINATION FOR POSSIBLE RABIES.....ACTUAL COSTS INCURRED BY
UPAWS AS CHARGED BY A VETERINARIAN AND/OR ANY OTHER PARTICIPATING
AGENCY.

FIRST 24 HOURS EMERGENCY VETERINARY CAREACTUAL COST

Article III

A. CALCULATION OF DAYS – Fees as set forth in Article II above, shall begin on the day the animal is admitted to the animal shelter. When an animal is required to be held for four (4) or seven (7) business days, the Municipality shall be required to pay for any intervening Saturdays, Sundays, or holidays.

B. CREDIT FOR PAYMENTS BY OWNER – The Municipality shall receive a credit against any invoice from UPAWS for any amounts paid by owners seeking the

return of stray animals under the provisions of Article I (A) above or quarantined animals under the provisions of Article I (C) above.

C. INVOICING AND PAYMENTS – UPAWS shall invoice the Municipality on a monthly basis and shall include the following information on the invoice: case number, description of animal(s), date received, date released, boarding days, law enforcement report number, agency issuing report number, individual admitting the animal(s), the location where the animals(s) was found, disposition of the animal(s), credit for animal(s) redeemed, and name of person(s) redeeming animal(s). The Municipality shall remit payment for all invoices received from UPAWS within forty-five (45) days of the billing date.

D. PICK-UP FEE ADMINISTRATION – UPAWS shall collect a pick-up fee of \$45.00 for citizens wishing to claim their pet from boarding. The fee will be issued by members of law enforcement from the Municipality when the animal is submitted to UPAWS care.

Article IV

This Agreement constitutes the sole agreement of the parties and supersedes all oral representation of any kind or nature.

Dated: _____, 2020

Upper Peninsula Animal Welfare Shelter,
President

Dated: _____, 2020

City of Negaunee, Representative



Phone System Recommendation

February 2020

The Ad-Hoc IT Committee would like to make a recommendation to the UPAWS Board of Directors to transfer our telephone services from Vonage to Superior Eagle. While the cost is approximately the same, moving to Superior Eagle gives us local support to call and allows us to add phones with no additional cost.

Current System

All of our phones connect directly to Vonage's hosted business phone service. Configuration is managed by UPAWS in a web based system. Cost is based on the number of users. A user with unlimited minutes costs \$19.99 a month. A metered user costs \$14.99 a month plus \$0.03 per minute.

Support is only available Monday - Friday 9am - 9pm.

Proposed System

The proposed system is still a hosted system. It uses software called 3cx, a VOIP (Voice over internet protocol) solution. We would not be able to make changes ourselves to the system like we were able to with Vonage. The costs with this are \$19.99 per SIP trunk (or simultaneous call). Plus \$100 for the hosting and support from Superior Eagle.

Support is provided during regular business hours. Support is also available after hours at no additional charge for remote help. If a technician has to be dispatched after hours, an emergency fee will apply.

About Superior Eagle

Superior Eagle is a local VOIP (Voice over internet protocol) based in Ishpeming.

Superior Eagle
216 S Main St
Ishpeming, MI 49849
(906) 485-6080

<https://www.superioreagle.com>

Cost Comparison

Superior Eagle would charge \$197.95 + mandatory carrier fees (about \$15) monthly.

- \$19.99 per simultaneous call (planning on four)
- \$17.99 for the fax line
- \$100 for the hosting and support

Vonage charged \$19.99 per user. Our typical Vonage bill was \$200.98.

- \$19.99 at 7 users for unlimited minutes
- \$4.99 for our phone number
- \$56.06 in taxes and fees

In the future, we would like to add an additional phone to the community room. We have already added a phone to the back office for a volunteer to answer phones which has not been accounted for in our monthly bill. The two phones in the lobby are attached to the same user, which does not allow them both to be used at the same time. With these three additions, we would be looking at another \$60 per month. That puts the cost of Vonage well over Superior Eagle.



Motorola Radio Purchase Recommendation

February 2020

The Ad-Hoc IT Committee would like to make a recommendation to the UPAWS Board of Directors to purchase three additional Motorola CP-185 radios. We currently do not have enough radios for every on-duty staff to have one. Each staff member having a radio ensures that they can quickly communicate with each other; especially in the event of an emergency

Advantages

As an alternative, we could use much cheaper GMRS (General Mobile Radio Service) that can be found in stores and operate on unlicensed frequencies. UPAWS already made a significant investment in the existing commercial system. Using a commercial system like our existing Motorola radios provides advantages such as:

- **Longer Range:** Commercial radios are 10x more powerful and can operate at much longer ranges.
- **Licensed Frequencies:** Only we are allowed to broadcast on our frequencies. This cuts down on interference or sound quality issues.
- **Warranty:** The commercial Motorola radios come with a 2 year warranty

Cost

These radios come at a cost of \$258 each. With three, this would be a total of \$774

PRESIDENT'S/OPERATIONS REPORT

February 24, 2020

Have been spent working with the supervisors, Wim, and others regarding options in handling "special" holds.

The Negaunee City Manager has requested UPAWS provide impound services for the City of Negaunee until their board meets in March to review the original agreement as provided them last spring by our shelter manager. Proposed MOU on agenda.

Submitted claims forms to Met Life for one, possibly two, life insurance policies for unknown amounts, which named UPAWS as primary beneficiary.

Began preparation for a solicitation letter to go out in March.

A donor reached out to ask about naming opportunities. I am pulling together a list of what is still open and will be contacting them soon.

In order to keep things running more smoothly and to stay on top of things, weekly meetings have been established with the supervisors. I think this proving to be beneficial to all of us. This week we began meeting with Chris Danik to review PetPoint and discuss how we might be able to use it more effectively.

Respectfully submitted,

Reva Laituri

President

January 2020	<5 mos.		<5 mos.		OTHER	TOTAL	YTD
	DOGS	PUPS	CATS	KITS			
Beginning Count	21	3	35	15	36	110	110
INTAKE							
Owner Surrender	11	0	10	3	12	36	36
Returned Adoption	0	0	2	0	0	2	2
Stray (from Police, Public and Shelter Pickup)	15	0	9	0	1	25	25
Born in Care	0	0	0	0	0	0	0
Transferred from Other Shelters	1	0	0	0	0	1	1
Special Hold	2	0	1	0	0	3	3
Seized/Custody (Cruelty & Neglect)	0	0	0	0	0	0	0
Total Intakes	29	0	22	3	13	67	67
OUTCOMES							
Adoptions (shelter, foster home or special event)	18	1	28	13	20	80	80
Returned to Owner	15	0	4	0	0	19	19
Transferred to Rescue Groups/Shelters	0	0	0	0	10	10	10
Total Outcomes	33	1	32	13	30	109	109
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	0	0	0	0	0	0	0
Dying	0	0	0	0	0	0	0
Animal's Name and Reason							
TOTAL ANIMALS EUTHANIZED	0	0	0	0	0	0	0
Died at shelter/foster home - Unknown	0	0	0	0	1	1	1
Missing/Stolen/Escaped	0	0	0	0	0	0	0
Animal's Name and Reason					Peter-cockatiel; unknown		
Total Unlive Outcomes	0	0	0	0	1	1	1
SAVE RATE (Intake- Euthanasia Outcome)/Intake						100.0%	
ASPCA Live Release Rate (Live Outcomes/ Intake)						162.7%	
	Dogs	Cats	Other				
OTHER INFO							
Avg. Length of Stay							
Monthly Return Rate							

		<6 mos.		<6 mos.			
JANUARY 2020	DOGS	PUPS	CATS	KITS	OTHER	TOTAL	YTD
CLINIC SERVICES							
Owner Requested Euthanasia	0	0	0	0	0	0	0
Bite Hold (for Owner)	0	0	0	0	0	0	0
Spay/Day	12	1	7	0	1	21	21
Community Spay/Neuter (Spay It Forward)	1	0	1	0	0	2	2
Targeted Spay/Neuter	0	0	0	0	0	0	0
Clinic-Other	0	0	0	0	0	0	0
Service	0	0	0	0	0	0	0
Microchipping	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0
Pending Investigation	0	0	0	0	0	0	0
Boarding	0	0	0	0	0	0	0
Cruelty	0	0	0	0	0	0	0
Home 2 Home	2	0	0	0	0	0	2
Total	15	1	8	0	1	25	25

Volunteer & Community Outreach Coordinator Report

February 2020

- In-shelter orientations (for volunteers who completed the video and quiz) for 6 new volunteers.
- Foster volunteers – added 1 more
- Phone Answering: New position for volunteers to help answer the phones during busy times.

Working very well!

- Community Service: Two volunteers contacted UPAWS – I have scheduled them and are very respectful, conscientious and helpful.
- Honor Credit Union: Approached by HCU to do an adoption event. Working with them and the budget they have available to do an adoption event. \$1000 to pay for pet adoptions. Event will be at UPAWS on June 20th.
- Bissell Empty the Shelters – next event coming up (date cannot be given out per Bissell) – submitted application.
- Petco grant: \$1000 grant (gift) from Petco – Kim Randolph contacted me to coordinate. She is a Petco adoption ambassador and was presented \$1000 grant to give to a shelter – and that was UPAWS!
- Sasawin Women's Center: Attended monthly meeting. Worked with our staff with various animal situations the last month to resolve.
- Media: TV6, ABC10, TV3, Mining Journal, Sunny 102 – for Valentine promo.
- Wrote a grant to Petfinder Foundation for dog enrichment. Asking for money for dog agility equipment.
- Valentine Promo: 2/13 – 1/15 – Pick a Valentine for % off.
- Reading Program: Spent a lot of time developing and putting together budget, materials, plan etc. for Literacy Legacy Fund of MI. \$1990 special gift check was deposited from LLF on 2/20/20. Gift is to purchase reading program materials. \$1000 was donated by a supporter for the kid's club reading program also.

- Arranged dog transfer for a dog that we had surrendered.
- BUNNIES: Transferred 5 to Grand Rapids – Humane Society of West MI. Volunteer drove them down as she was from Grand Rapids and going home anyway.
- Great Lakes Recovery: Tour and talk given to a GLR group. Crystal Swanson helped with tour.
- CUB Scouts: Gave a tour and talk to a Harvey Cub Scout group.
- Home School: Gave a tour and talk with a Home School parent and his children.
- Submitted 2020 UPAWS budgets.
- Helped on adoption floor. Helped wherever is needed in organization.
- Website, social media, regular media, outreach, promote pets, bio, photos, events, etc. etc. – updated/maintained daily, weekly.

~ Ann Brownell

FINANCE COMMITTEE MINUTES

February 6

UPAWS Office 5:30-9:00 PM

Present: Amber Talo, Reva Laituri, Kristine McDonnell

Absent: Brett Specker

February 19

UPAWS Office 5:30-8:30 PM

Present: Amber Talo & Reva Laituri

Absent: Brett Specker, Kristine McDonnell, Terry Garceau

1. Agenda:

a. DRAFT 2020 Budget

2. Discussion: The Finance Committee met to work on the 2020 Budget on February 6 and February 19th. We made several amendments to the Chart of Accounts (COA) to combine and edit accounts to better fit the organizational reporting needs. After the 2020 Budget is reviewed and approved by the Board of Directors, the Finance Committee will provide the Board/Staff with an updated COA with a brief explanation of what goes into each account for more consistent revenue/expense tracking. We reviewed the 2019 YTD Financials as well as budget(s) submitted by various Committees. The Personnel Committee submitted a proposed budget reflecting an increase in minimum wage including a recommendation to Finance for wage increases. We also reviewed and included the following Proposals/Budgets: IT Committee (Ad Hoc), Dog Park Committee (Ad Hoc), Community Outreach/Volunteer Coordinator, and a draft budget from the Donor Development and Community Room (Ad Hoc) Committee(s). A brief explanation of some of the increases/decreases in the budget are noted within the DRAFT budget submitted. There are also detailed tabs explaining our Mortgage Amortization and Payroll Details. Not included within the 2020 Budget is the total principal payment due for 2020 (\$31745.93) which is a long term liability Balance Sheet Item, but will require an additional \$31745.93 to be paid in 2020. The IT Committee also proposed two purchases: 1) Cell Phone Booster (\$899) 2) Additional Strike & Keypad for After Hours Lobby \$1639.48. Total Proposed Purchases: \$2538.48. The Maintenance (Ad Hoc) Committee is also requesting a potential generator purchase and is currently seeking estimates for cost. These three proposed purchases are not included in the 2020 Budget as they would also be Balance Sheet items as fixed assets and will be reviewed by the Finance Committee/Board of Directors upon further completion of the DRAFT 2020 Budget. The Finance Committee will be recommending a scheduled Board Work Session requesting the full Board of Directors review the DRAFT budget for necessary edits.

3. The Finance Committee will be welcoming a new member, Terry Garceau at our March meeting. Terry is a Vice-President Mortgage & Commercial Banking Officer at MBank and will bring a lot of expertise to our committee. He is also an animal lover and supporter of UPAWS.
4. January Financials will not be submitted by the February 24, 2020 Board Meeting as we switched to the new NEON database and need to breakdown deposits with the pending NEON report from Donor Development. As soon as this report is received and/or imported into Quickbooks the January Financials will be completed, reviewed by the Finance Committee, and submitted to the Board of Directors.
5. The Recommendation from the Finance Committee at the January Board meeting regarding the Dixon Estate allocation will continue to be tabled pending Board review and approval of the FY2020 Budget.

Respectfully submitted,

Amber Talo

Chair

FUNDRAISING COMMITTEE AGENDA
February 20, 2020, 6 p.m.
UPAWS Community Room

Start 6:02 p.m.
End 7:30 p.m.

Follow-Up Reports and Updates to Completed Fundraisers:

1. Lights of Love (November-December) (Karen)
 - a. Event went very well, a lot of good retail sales and donations, Very Good Event!
2. Pet Photos with Santa (No date) (Lynn)
 - a. See Report
3. Raise the Woof (Amber)
 - a. See Report
4. Pet Photo Calendar Contest (April 2019-January 2020) (Reva)
 - a. See Report
 - b. Came in a little under budget but due to price break we would have made more on sales of all calendars.
5. The Throttle Sled Night (February 12, 2020) (Reva)
 - a. See Report
 - b. Slow night, bad weather, earlier fundraiser that week for everyone.

Upcoming/Ongoing Fundraisers:

1. Anytime Fitness of Marquette (February 1 - February 29, 2020) (Austin)
 - a. Austin explained that AF Marquette is raising money and donation items for the month of February. They are asking for a volunteer to be there on the 29th from 9 am -10am and then 5-6pm. If anyone is interested they can email me or call me to do it.
2. Econo Pet Tags (May 2020) (Karen)
 - a. Store has agreed to do it again. Pet tags has historically been a big hit so we are doing it again. Looking to get some good return out of it this year. The Econo wish list will be coming in March.

Other Business:

1. Canister Report (Reva)
 - a. Made over \$10,000 in 2019!!!
2. Wash N' Wag Ideas (Austin & Lori)
 - a. June 6th Tourist park
 - b. Lori has a few businesses that would be able to do gift bags to hand out after the event for people that attended.
 - c. What we will do is build a list of businesses to talk to and email it to Amber and Karen and run it by them. This is to prevent doubling up on calling multiple times.
 - d. Need to talk with Ann about setting up Volunteers.
 - e. Need to talk with Kohl's about getting volunteers from them.
 - f. Talk with ROTC to volunteer for Wash 'n Wag
3. New Idea for a fundraiser (Pianos for Paws)(Austin)
 - a. Dueling Pianos for UPAWS
4. Platinum Partners
 - a. Karen wants to ask Select Realty to be a Platinum Partner. She will be in contact with Andi G. about sponsoring.
 - b. Austin will talk to Meijer about being a platinum partner.

New Business:

1. Honor Credit Union would like to set up a pet adoption event at UPAWS. He has \$1000 to spend for the event. They unfortunately took a cut in the budget for fundraisers.
2. Talked about Ojibwa Casino Event Center as a possible place for events coming up.
3. Lynn talked about a new fundraising event for Game Night. Tossed around the idea of doing a fun game night event for UPAWS at the Ore Dock. Lynn will pursue.
4. Ann presented the idea last month about doing a coffee crawl for UPAWS as a fundraising event from Austin's Pets Alive. She followed up with the idea furthered. Getting a punch card that we sell to get a cup of coffee. Ann will talk with businesses.
5. Tee Up For Tails is set for July 17.
6. Strut your Mutt set for September 5th at Jackson Park .

Donor Development Ad-Hoc Committee Board Report
February, 2020

Meeting - 2/19/20, UPAWS Community Room, Lynn, Chris, Leslie attended

Reviewed current conversion work (via data mapping sheet). Leslie & Chris should finish remaining 2019 by 2/23/20. Lynn gathering spreadsheets for Jan 2020 from PetPoint, Shelter Receipt Sheets, PO Box. Once we have these Leslie & Chris will import. Since this process has not changed with Neon, the data is being made available to others as it always has been. At some point we should switch to reporting all out of Neon but data entry needs to be UTD, aiming for March reporting.

Leslie reviewing online donations in Neon (vs. Paypal) and can report on those as needed, just ask. Chris forwarding sponsorships on as needed. Lynn shared Paypal Deposit document showing totals for each account code, Leslie will send similar to Amber, this should be all that is missing for Jan.

Chris will be making a few changes to online donation forms and convert sponsor pet care to Neon form (see data mapping sheet).

Sent Jan - Feb 12 Tribute report to Karen. Will meet with her in the next couple weeks to train her on using Neon for her information. Might make sense to have her handle Tribute reconciliation (need to recode from 4110 to 4130).

Sent full donation report to team for review and responded to comments, need to fine-tune based for various needs.

Discussed budget items and whether we need to start shifting to other activities than Neon implementation such as soliciting donors and a donor appreciation event. Will discuss more at the next meeting.

Memberships - Committee will test & document how to do in Neon

Duplicate Processing - There are a lot, we are working our way through. Need to add "log in" to online donation to help reduce, Chris looking into.

Donation Process Flow - Working on documenting existing and new, it is needed to work with others, we hope to reduce duplicate data entry. Should be meeting with Amber early March.

Documentation / Help - See Donor Development Drive, Neon Documentation folder. As we work through each process, creating/updating documents here. It's a work in process.

Donor Development > Neon Documentation

Call for Critters (Fundraising) - On hold until June?, Reva/Lynn working on March solicitation letter instead.

2020 Budget Items - Sent to Amber (remove CFC?), included "UPAWS Support Clings".

Respectfully submitted,
Leslie Hurst, Donor Development Ad-Hoc Committee Chair

Community Room Ad-Hoc Committee Board Report
February 21, 2020

Current Members: Leslie Hurst (Chair), Lynn Andronnis, Chris Danik

Advisory: Amber Talo, Alex Petrin

1. No formal meetings, instead conversation and email.
2. Draft documents: rental agreement, rental information, alcohol permit. Points to consider while reviewing:
 - a. Uses - Should we include what it can be rented for? For instance, Sands stipulates: "used for meeting room, social affair, reception, benefit, athletic event or other use approved by the Township, and for no other purpose without consent of the Township"
 - b. Pet Uses - What will we allow? Definition of "pet" (dog, cat, ?). People to Pet ratio (1:1). Shelter Pets (coordinated with shelter staff, no guarantee on available pets for event).
 - c. Decorations - What will we allow? Painters tape ok?
 - d. Until we are fully staffed (maintenance worker, ED/Manager, etc) and have keypad in vestibule, Leslie (or her backups) will manage and be on-site for opening & closing or coordinate with supervisors if during normal shelter hours.
3. Budget items sent to Amber. Some items covered elsewhere in budget, others can wait.
4. Amber adding additional floor mats to the Aramark service. The floor gets too wet and is a safety issue:
 - a. One runner between current mat by vestibule outside doors to interior community room doors.
 - b. Two rectangle mats: one just inside main community room doors by coat rack; the other by north exit doors in community room.
5. Additional tasks: [Community Room Rental Tasks](#). Next:
 - a. Flyer - to put in a holder in vestibule/front desk, other places?
 - b. Website page
 - c. Advertise - media, fb page, website.
6. Inquiries and Rentals: [Rental Contacts](#). Leslie will contact MTA after rates are approved to let them know the cost (4/22/20 6:30pm-8:30pm). Create calendar event specifying "Community Room" as the room.

Respectfully submitted,

Leslie Hurst, Community Room Ad-Hoc Committee Chair



Upper Peninsula Animal Welfare Shelter
815 South State Hwy M-553
Gwinn, MI 49841

UPAWS ALCOHOL PERMIT

DRAFT

NAME OF APPLICANT (please print): _____

NAME OF GROUP (if applicable): _____

ADDRESS: _____ CITY, STATE, ZIP: _____

PHONE: _____ E-MAIL ADDRESS: _____

RENTAL DATE: _____ RENTAL HOURS: _____

The Upper Peninsula Animal Welfare Shelter allows consumption of alcoholic beverages for rentals of the UPAWS Community Room by special permit only. The following are rules and regulations that must be acknowledged and signed before an alcohol permit is issued:

- The individual applying for the alcoholic beverage permit must be at least 21 years of age. He/she must be in attendance at the event at all times and is responsible for ensuring that no alcohol is distributed to underage individuals.
- All members of the function consuming alcohol MUST be at least 21 years of age.
- The sale of alcoholic beverages is strictly prohibited, unless a 24 hour liquor license has been obtained from the Michigan Liquor Control Commission.
- Permit is valid for date and time of designated rental only.
- Permit is valid for the UPAWS Community Room only and is not valid for any other area of the UPAWS building or location.
- Alcoholic beverages may only be consumed inside the UPAWS Community Room. Outdoor consumption is not permitted.
- All ordinances, rules and regulations of the Township of Sands remain in effect and all State liquor laws must be observed.
- Permit is valid for the individual or entity to which issued and shall *not* be transferred.
- The permit holder shall be personally responsible for any cleaning, trash disposal or repairs necessary as a result of the event for which the permit is granted.

I have read and understand the Upper Peninsula Animal Welfare Shelter standards for issuance of a permit to consume alcoholic beverages inside the UPAWS Community Room, 815 South State Hwy M-552, Gwinn, MI 49841, and agree on behalf of myself and the entity listed above to be bound thereby. I further agree to communicate the Upper Peninsula Animal Welfare Shelter's standards to those attending the function on the date and time identified above.

APPLICANT SIGNATURE: _____ DATE: _____

(Electronic submission of this form assumes adoption of this agreement by the authorized representative.)

FOR OFFICE USE ONLY

Date Received: _____

Approved

☐

Denied

☐

Upper Peninsula Animal Welfare Shelter
PO Box 968
Marquette, MI 49855
Phone: (906) 475-6661
Fax: (906) 475-6669
E-mail: lhurst@upaws.org

SIGNATURE—UPAWS REPRESENTATIVE

Revised 02/22/2020



Community Room End of Event Checklist

Community Room, Kitchen, Vestibule & Rest Rooms must be left in condition they were found.

- ☐ Bag and tie trash, including restrooms. Extra bags in kitchen cabinet. Put in dumpster in NE rear of shelter building.
- ☐ Returnables can be left in bin in kitchen or original boxes they came in.
- ☐ Place recycling in appropriate bins.
- ☐ Remove all items brought in from refrigerator. Unopened, non-alcoholic drinks can be left in refrigerator for staff & volunteers.
- ☐ Clean coffee makers & unplug. Wipe down microwave, stove, refrigerator if needed.
- ☐ Clean all dishware & utensils that were used, put large items back where found, leave to utensils and smaller items to dry in dish drain.
- ☐ Wipe all tables & chairs (as needed) and put in storage room. Please leave two tables and ten chairs in main room. You can use cleaning supplies in kitchen.
- ☐ Sweep floors (mop if there were spills, messy foot traffic).
- ☐ Turn off all lights (kitchen, main room, bathrooms, vestibule).
- ☐ Make sure outside doors are locked. Push bar on inside of door should be in "out" position. Use allen wrench hanging by security system panel in vestibule to lock, "in" position. Insert into little round hole next bar and turn until the bar goes in.
- ☐ Return key fob, if issued, to the Front Desk at the UPAWS Shelter or to the Community Room coordinator, the next day during open hours.

If you have issues at any point during your rental or have trouble locking the doors, contact UPAWS Community Room Coordinator Leslie Hurst at 906-250-2507.

I have read *UPAWS Community Room End of Event Checklist* and understand all or part of the security deposit may be retained if all checklist items are not completed, if excessive cleaning is required by UPAWS Maintenance staff, building is damaged, building furnishings are damaged or missing.

Signature of Renter

Date Signed



UPAWS COMMUNITY ROOM Rental Contract Information

DRAFT



Thank you for your interest in renting the Community Room at UPAWS. Below is some information that may assist you in the planning of your event.

Availability: The building is available for rent daily from 8 a.m. until 10 p.m. unless otherwise reserved. Please contact Leslie Hurst at 906-250-2507 for availability of specific dates and times.

Rental Rate: \$40 per hour; \$200 for full day rental.

Security Deposit: \$100

This fee will be returned after the rental and upon subsequent inspection of the facility by UPAWS personnel and return of the key fob. The facility must be left clean and orderly. Failure to comply may result in additional charges for maintenance and clean-up, which will be deducted from the security deposit.

Payment: Please issue two payments payable to UPAWS: one payment in the amount of \$100 that will serve as a security deposit and a second payment in the appropriate amount to cover the rental charge and alcohol permit (if applicable). Please note, set up and take down times must be within the scheduled rental hours. Check, cash or credit card is accepted.

Rental Agreement: Upon making your initial reservation, you will be provided the facility rental agreement. Please complete, sign and return the completed agreement, along with the rental fee and security deposit to: **UPAWS, PO Box 968, Marquette, MI 49855**

Receipt of your application and payments will secure your reservation. A copy of the signed agreement will be returned to you with a confirmation of your reserved hours.

Access: Staff will open the After Hours door according to rental hours if they occur between 8 am and 5 pm. For rentals outside of these hours, arrangements will be made with another UPAWS representative. Renter is responsible for cleaning, closing and securing the room, including the kitchen, main room, vestibule and restrooms. The security deposit will be refunded when the facility is left in a clean and undamaged condition.

Amenities: The capacity of the room is 85 persons, as set by fire code. It has sixteen (16) 9' by 29" deep folding tables and 80 folding chairs. It is the renter's responsibility to set up, clean and take down these items. The tables and chairs provided by UPAWS are not to be removed from the building.

Kitchen: There is a full service kitchen area that includes a pass-through counter, sink, refrigerator, microwave and coffee makers. It is the renter's responsibility to provide your own utensils, silverware, service ware and linens. The kitchen must be cleaned after your rental.

Food Service: Marquette County Health Department (MCHD) Environmental Health (EH) Division exemptions to temporary food service license include:

- Private parties not open to the public, such as club meetings, weddings and funerals, where food is prepared and served by members of that group.
- Fundraisers for 501c3 non-profit organizations serving ONLY home prepared foods transported to the event by members. i.e. "Pot Luck".
- Bake Sales.
- The sale of pre-packed non-potentially hazardous foods such as chips and candy and commercially wrapped ice cream products.
- Otherwise, contact MCHS EH (906) 475-4195 for further information.

Decorations: You must use removable mounting putty and removable, damage-free hooks such as 3M Command Damage-Free Removable hanging hooks. Tape removes the wall paint; do not use tape, staples, tacks, nails, screws, etc..

Parking: Please park at the west end of the front parking area, closest to the Community Room entrance.

Alcohol Consumption: Renters planning to have alcohol available for consumption during their reserved time must include a completed alcohol permit with the rental agreement. No alcoholic beverages are allowed unless a permit has approved. Please note, the *sale* of alcohol beverages is strictly prohibited, unless a 24 hour liquor license has been obtained from the Michigan Liquor Control Commission, as required by law. You must provide a copy of the permit to the UPAWS representative prior to your event.

Smoking: There is no smoking allowed in the building or under the portico to the Community Room vestibule. Smoking must take place at least twenty (20) feet away from any building entrance.

Refund/Cancellation Policy:

If reservation is canceled 30 days or more ahead of scheduled date, a full refund will be made.

If reservation is canceled between 29 and 2 days ahead of scheduled date a 50% refund. If reservation is canceled within 48 hours of the scheduled date there will be no refund. If you have any questions regarding your rental, contact the UPAWS Community Room Coordinator at 906-250-2507 or email lhurst@upaws.org





Community Room Rental Contract

Convert current one to this format

Please refer to Community Room Rental Contract Information document more specifics ..

DRAFT



Community Room Rental Procedures

Need to put in SOP format, where is this template (not on SOP drive)?

Related Documents:

- Community Room Rental Contract
- Community Room Rental Contract Information
- Community Room Alcohol Permit
- Community Room End of Event Checklist

1. Reservations

- Can be made by calling the shelter or Community Room Coordinator (CRC).
- Create google calendar event specifying "Community Room" as the room. Include rental contact name, phone #, email and any other significant information.
- Email, USPS mail, fax or arrangement pickup of Rental Packet
- Notify renter that reservation is not confirmed until signed rental packet and deposit are returned.

2. Confirm Reservation

- Review completed rental forms, sign & date as needed.
- How to handle deposit check? Deposit (then we have funds in case we need it) or Hold.*
- Determine how access to room will be handled. If after hours CRC or designee will need to be present to deactivate alarm in after-hours area *(can this be done remotely, by zone?)*
- Send confirmation to renter including how opening/closing will be handled (when & how to pick up key fob or who will be on-site to do it).

3. Pre-Event

- Restock supplies as needed: garbage bags, cleaning supplies, 2 paper towels; toilet paper, hand towels & hand soap in restrooms.
- Refrigerator is clean & empty. All appliances are clean. Note any unusual conditions.
- Recycle & Returnable bins are not full, preferably empty. Garbage cans are empty.
- Safer / Shelter items are put into storage room or where appropriate.
- Rooms are clean, or will be cleaned by start of rental.

4. Day of Event

- Disable security alarm for after-hours zone (if needed).
- Unlock entrance doors to after-hours vestibule (if needed).
- Lock inside door to shelter and fundraising closet.
- Provide any agreed upon setup.
- Meet renter at agreed upon time, answer any questions, collect payment & confirm closing plans.

5. After Event

- Inspect rooms, appliances, inventory to make sure they are clean and in good condition.
- Update paperwork
- Return deposit otherwise estimate what is to be with-held and if additional is needed, and notify renter. *What else?*

**UPAWS IT Committee
Update to the Board
February 2020**

The IT Committee met on February 6th at 6:00pm. Attendees were Chris Danik, Leslie Hurst, and Dane Ford.

Project Updates

Password Manager

- Maintaining licensing for supervisors. IT passwords are being moved in. Caregivers have personal accounts (no cost) since they don't have passwords to share

Camera System

- Administrator password has been changed. Each person needing access now has their own account and password
- Dane will work with staff to see where we need additional cameras

Google Drive

- Agendas are in a separate Google Shared Drive
- Chris will move Personnel
- Leslie will move Board Development, Real Estate, Fundraising, Closed Session minutes, and Board Secretary

Phone System

- Started to discuss other options. Vonage seems pricey for what we get. Support hasn't been the greatest. As we consider adding additional phones the cost will keep going up.
- Chris will reach out to local vendor

After Hours Lobby Door Strike

- Waiting on two quotes. Will proceed with a recommendation after our budget is in place

Wordpress Hosting Discussion

- Discussed exploring other options due to the high cost

PC Inventory

- Dane completed a PC inventory. This will be used in determining a replacement cycle and to ensure devices stay up to date

Point of Sale System

- Dane setup a label printer up front for printing barcodes

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

Respectfully submitted,

Chris Danik
IT Committee Chair