

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. February 24, 2020 Regular Meeting
6. Unfinished Business
 - a. Construction update (Amber)
 - b. Update on Recruiter (Alex)
7. New Business
 - a. 2020 Budget
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) – Did not meet
 - c. Fundraising Committee Report (Austin) – Did not meet
 - d. Strategic Planning Committee Report (Lynn) – Did not meet
 - e. Personnel Committee Report (Reva) – Report attached
 - f. Policy / Bylaw Committee Report (Colleen) – Feb report attached; did not meet in March
 - g. Donor Development (Ad Hoc) (Leslie) – Did not meet
 - h. Community Room (Ad Hoc) (Leslie) – Report attached
 - 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) – Did not meet

13. Public Comment

14. Board Comment

15. Adjournment

Next Board Meeting Date: April 27, 2020

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, February 24, 2020

Minutes

Present: Reva Laituri (President), Scott Jandron (Vice President), Lynn Andronis (Secretary), Chris Danik, Leslie Hurst, Austin Loehr, Alex Petrin, Brett Specker, Colleen Whitehouse

Absent: Amber Talo (excused)

Guests: Bob Stephenson, Laura Rochefort (staff), Susan Deloria

1. Call to Order/Attendance: Meeting was called to order at 6:02 p.m.
2. Public Comment: Susan Deloria reported that she got someone to donate a humidifier for the cat adoption room to resolve the static shock problem in the room that occurs even in the summer. She hasn't noticed if there is the same problem in other rooms. (At this point Brett and Scott arrived.)
3. Approval of Agenda: Since Amber is absent, Reva asked if we still wanted to have the closed session, listed on the agenda, to discuss the 2020 Budget proposal. Consensus was to still have the closed session. *Motion was made by Alex, seconded by Leslie, to approve agenda as presented. Motion passed with unanimous consent.*
4. Mission Moment: None
5. Approval of Minutes:
 - a. January 27, 2020 Regular Meeting: *Motion was made by Leslie, seconded by Austin, to approve minutes as presented. Motion passed with unanimous consent.*
6. Unfinished Business:
 - a. Construction update: Alex reported that Hall Construction and the sub-contractors are piece-mealing through the punch list; the drywall and paint have been repaired; there has been a cursory realignment on some of the doors. He reported that Bromley is looking for a long-term resolution to the problem with the inside handle lock on one of the real life rooms. The shed is still not here due to it being buried under ice and snow at the builder's site. He has no confidence that it will be delivered before the thaw. All of the crates that were being stored in garage have been moved to the barn. Scott reminded Alex that the stopper for the automatic door into the surgery suite is still needed.
 - 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 change to the Bylaws as recommended by the Policy & Bylaws Committee for language changes to Article 7: Board Membership in regards to board meeting attendance, to allow for removal if a member is absent from three consecutive board meetings without notification to the board president. Motion passed with unanimous consent.*
 - ii. Bylaws, Article 12, Amendments (Suspension of Bylaws): Discussion ensued regarding adding this language to our Bylaws with some members voicing concerns about making changes to a document that should be the ruling authority and, as such, should remain static and others who viewed the change as more of a semantic addition to what types of changes are currently permitted. *Alex made a motion, seconded by*

Austin, to approve the changes as recommended by the Policy & Bylaws Committee for language changes to Article 12: Amendments to allow for temporarily suspending the Bylaws. The motion passed with 6 votes in favor and 2 opposed (Leslie and Chris).

- c. City of Negaunee MOU (Memorandum of Understanding): Reva reported that the City of Negaunee Manager will be submitting our draft to their council but needs a MOU to cover the interim. There is a problem with the pickup fee listed in our original draft, submitted last summer. We currently collect the pick up fee of \$20 for Chocolay Township, and the City of Marquette requires that owners of strays pick up the “dog at large” ticket, but not necessarily pay prior to redeeming their pet at UPAWS. Neither this draft contract nor the MOU include the version we changed when we received their draft months ago. Lynn made a motion to accept MOU as temporary arrangement. With no second on this motion, the motion died. *Leslie made a motion, seconded by Lynn, to accept the MOU with the caveat that “Article III.D. Pick-up Fee Administration” provision is removed. Motion passed with unanimous consent.* Reva will inform the City of Negaunee of this change in the draft contract to clarify the wording such that we don’t “give” a bill for pick up fee.
- d. Update on Sasawin Meeting: At the last meeting, Colleen volunteered to work with the Sasawin Board. Colleen reported that she is now on the board of Sasawin. In addition, they have requested that they participate with UPAWS board. Colleen stated that we do have capabilities for ex-officio members per our Bylaws. Colleen also told them MOU was unacceptable as it is and they will be proposing changes to it. They have initially agreed to a 5-day emergency boarding hold (at no cost). After 5 days, they would move the animal to another facility or begin paying boarding fees to UPAWS. They will also pay for all food and medical needs for animals while they are in our care. We would assist with contacting facilities if a transfer is necessary, but they would do the actual transfer. They would also pay for spay/neuter surgery, if necessary. The surrender form will be revised and pertinent documents will be shared by both Sasawin and UPAWS. Colleen reported that more information is to follow. Hopefully, at next month’s meeting she will have something on ex-officio board position.
- e. Recruiter Recommendation: Alex reported back on the top 2 options that are within our needs/budget and distributed copies of relevant material to members (attached). They are Animal Shelter Services (based in Arizona) and Non-Profit Personnel Network (based in Michigan). He reported that references have not been called as of yet. Animal Shelter Services is getting references to Alex once they confirm with their clients that their shelters/personnel are willing to be used as references. *Motion was made by Scott, seconded by Austin, to approve the hiring of Animal Shelter Services, pending verification of references. Motion passed with unanimous consent.*

7. New Business

- a. Reports and Recommendations from the IT Committee:
 - i. Phone Service Provider: Chris reported that we are able to keep our phone number(s) if we change providers and that we own the phones not Vonage. The cost comparison is relatively the same but Superior Eagle would give us greater flexibility. *Motion was made by Colleen, seconded by Brett, to approve the recommendation from the IT Committee to transfer our telephone services from Vonage to Superior Eagle. Motion passed with unanimous consent.*
 - ii. Motorola Radio Purchase: Chris reported that we currently have 5 radios (walkie-talkies), with only 3 fully working. One has been lost outside in a snowbank and 1 only half working (but can be repaired). Elcom is the company providing the information on the supporting documentation regarding pricing. *Motion was made by Colleen, seconded by Scott, to approve the recommendation from the IT Committee to purchase 3 radios from Elcom. Motion passed with unanimous consent.*

8. Communications: Colleen noted that there have been a couple of news stories about the MDARD grant we received.
9. President's Report: Written report attached. Colleen stated that she would like a copy of what Reva compiles regarding any naming opportunities that are still available. Leslie stated that she would like a copy shared with all board members.
10. Treasurer's Report: No financial statement for January 2020 were provided. See Finance Committee report for an update.
11. Shelter Operations Report(s): Shelter statistics for January and written report from Volunteer and Community Outreach Coordinator (Ann) are attached. The board was updated on new employees. Emma Carey is a new part-time caregiver (3 days a week). We have also hired 2 temporary part-time caregivers who are only in place for a 3-month interim - Ryan McLaren and Rebecca Focken. Hailey Weston (a former caregiver) has been promoted to a supervisor. She still on leave and will be back in March. We have another interview scheduled for Wednesday of this week for the Maintenance position. The challenge with filling this position is that it is part-time and the rate of pay (\$11 per hour).
12. Committee Reports:
 - a. Board Development Committee Report: Did not meet.
 - b. Finance Committee Report: Minutes attached.
 - c. Fundraising Committee Report: Minutes attached.
 - d. Strategic Planning Committee Report: Did not meet as the committee has still not been formed.
 - e. Personnel Committee Report: Did not meet.
 - f. Policy / Bylaw Committee Report: The committee met last Friday but no minutes were submitted. Colleen reported that the committee started reviewing the stray hold issue, municipal contracts and inconsistencies between policies and contracts.
 - g. Donor Development (Ad Hoc): Report attached.
 - h. Community Room (Ad Hoc): Report and draft documents attached. Colleen asked if the committee wanted feedback on drafts submitted. Leslie requested that any comments be sent to her by 3/6; she will then send it to Wim for his review. Leslie also noted that she has someone who wants to rent the room on March 29.
 - i. Dog Park Committee (Ad Hoc): Did not meet.
 - j. Grounds/Facilities Committee (Ad Hoc): Did not meet.
 - k. Vet Center Committee (Ad Hoc): Did not meet.
 - l. IT Committee (Ad Hoc): Report attached.
13. Public Comment: Sue stated that she wants a fob for shelter access as she is a regular cleaning volunteer; Reva will follow-up.
14. Board Comment: Lynn relayed the offer from Johnson Glass Cleaning to clear off our roofs at no charge if it is necessary for air intake/output.
15. Closed Work Session to review draft 2020 Budget:

Lynn made a motion, seconded by Colleen, to move into closed session for discussion. Motion passed with unanimous consent at 8:14 p.m.

Scott made a motion, seconded by Colleen to move out of closed session at 9:02 p.m. Motion passed with unanimous consent.

16. Adjournment:

Colleen made a motion, seconded by Austin, to adjourn the meeting. Motion passed with unanimous consent. Meeting adjourned at 9:02 p.m.

Next Board Meeting Date: March 23, 2020

Respectfully submitted,

Counter-Signed

Lynn Andronis, Secretary

Reva Laituri, President

UPAWS Budget FY 2019

	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	Sept 2020	October 2020	November 2020	December 2020
Revenue												
4000 - Shelter Revenue												
4005 - Pet Adoptions	7,666.74	7,666.66	7,666.66	7,666.66	7,666.66	7,666.66	7,666.66	7,666.66	7,666.66	7,666.66	7,666.66	7,666.66
4010 - Redeemed Animals	333.33	333.37	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33
4017- Dog Park	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00
4018- Rentals	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00
4020 - Government Contracted Svcs	833.33	833.33	833.33	833.33	833.33	833.33	833.37	833.33	833.33	833.33	833.33	833.33
4025-Restitutions/Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4030 - Dog License Revenue	41.66	41.66	41.66	41.66	41.66	41.66	41.74	41.66	41.66	41.66	41.66	41.66
4031 - Microchipping	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
4032 - Nail Clipping	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50
4033 - Community Spay/Neuter	416.66	416.66	416.70	416.70	416.66	416.66	416.66	416.66	416.66	416.66	416.66	416.66
4050- Miscellaneous Services	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
4060- Cremation Services Revenue	208.33	208.33	208.33	208.36	208.34	208.33	208.33	208.33	208.33	208.33	208.33	208.33
Total 4000 - Shelter Revenue	10,662.55	10,662.51	10,662.51	10,662.54	10,662.48	10,662.47	10,662.59	10,662.47	10,662.47	10,662.47	10,662.47	10,662.47
4100 - Direct Public Support												
4006 - Pet Care Sponsorship	916.66	916.66	916.66	916.66	916.70	916.70	916.66	916.66	916.66	916.66	916.66	916.66
4008 - Pet Promotion Sponsorship	116.66	116.66	116.68	116.66	116.66	116.66	116.66	116.68	116.70	116.66	116.66	116.66
4109 -Pink Lady	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
4110-Donations	10,416.66	10,416.66	10,416.66	10,416.66	10,416.66	10,416.66	10,416.66	10,416.66	10,416.68	10,416.68	10,416.68	10,416.68
4120 - Special Gifts	958.33	958.33	958.33	958.36	958.36	958.31	958.33	958.33	958.33	958.33	958.33	958.33
4123- Memorial Bricks/Tiles	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00
4125- Donated Svcs/Material In Kind	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4130-Memorials/Honorariums	4,166.66	4,166.66	4,166.66	4,166.66	4,166.74	4,166.66	4,166.66	4,166.66	4,166.66	4,166.66	4,166.66	4,166.66
4132-Deb's Dog Revenue	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00
4135-Bequests	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4152- Direct Solicitations	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.37
4188-Naming Opportunities	6,333.33	6,333.33	6,333.33	6,333.33	6,333.33	6,333.33	6,333.33	6,333.33	6,333.33	6,333.33	6,333.33	6,333.37
Total 4100 - Direct Public Support	27,491.63	27,491.63	27,491.65	27,491.66	27,491.78	27,491.65	27,491.63	27,491.65	27,491.69	27,491.65	27,491.65	27,491.73
4156 - Grant Revenue												
4157- General Grants	4,166.66	4,166.66	4,166.66	4,166.66	4,166.66	4,166.66	4,166.66	4,166.68	4,166.68	4,166.68	4,166.68	4,166.66
Total 4156 - Grant Revenue	4,166.66	4,166.66	4,166.66	4,166.66	4,166.66	4,166.66	4,166.66	4,166.68	4,166.68	4,166.68	4,166.68	4,166.66

UPAWS Budget FY 2019

4200 - Fundraisers												
4127 - Wash N Wag	0.00	0.00	0.00	0.00	0.00	1,345.00	0.00	0.00	0.00	0.00	0.00	0.00
4128 - Misc/3rd Party Fundraisers	357.90	357.90	357.92	357.92	357.92	357.92	357.92	357.92	357.92	357.92	357.92	357.92
4140 - Canisters	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00
4143 - Econo Receipts	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00
4144 - Cause for Paws	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	24,000.00	0.00
4146 - Rummage Sale	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4147 - Strut Your Mutt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,000.00	0.00	0.00	0.00
4151 - Raise the Woof	6,850.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4170 - TUFT Golf Outing	0.00	0.00	0.00	0.00	0.00	0.00	19,900.00	0.00	0.00	0.00	0.00	0.00
4183 - Rescue Raffle	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00
4185 - Lights of Love	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,550.00	1,550.00
4197 - Calendar	897.33	897.33	897.33	897.33	897.33	897.33	897.37	897.33	897.33	897.33	897.33	897.33
4204 - MZD Santa Pics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,080.00
Total 4200 - Fundraisers	9,580.23	2,730.23	2,730.25	2,730.25	2,730.25	6,075.25	24,630.29	2,730.25	24,730.25	4,230.25	28,280.25	7,360.25
4500 - Other Revenue												
4112- Kids Club	116.66	116.66	116.66	116.66	116.66	116.70	116.70	116.66	116.66	116.66	116.66	116.66
4201 - Home2Home	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50
4205 - Resale Items Revenue	2,916.63	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67
4215- Interest Revenue	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
4220 - Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4221 - Endowment Fund Earnings	416.66	416.66	416.66	416.66	416.74	416.66	416.66	416.66	416.66	416.66	416.66	416.66
4223 - MCCF B.Reider Fund Distribution	541.66	541.66	541.66	541.74	541.66	541.66	541.66	541.66	541.66	541.66	541.66	541.66
4227 - Distribution fromDixon Estate	933.33	933.33	933.33	933.33	933.37	933.33	933.33	933.33	933.33	933.33	933.33	933.33
4240- New Shelter Donated Goods	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4249- Gain/Loss on Sale of Asset	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 4500 - Other Revenue	4,941.44	4,941.48	4,941.48	4,941.56	4,941.60	4,941.52	4,941.52	4,941.48	4,941.48	4,941.48	4,941.48	4,941.48
Total Revenue	56,842.51	49,992.51	49,992.55	49,992.67	49,992.77	53,337.55	71,892.69	49,992.53	71,992.57	51,492.53	75,542.53	54,622.59
46000- Merchandies Sales	These items are in POS system and need to be re-allocated to correct											
48900-Shiping and Delivery Income												
50000-*Cost of Goods Sold												
52900-Purchases-Resale Items												

UPAWS Budget FY 2019

5350- Suboncontracted Services	allocated to correct accounts.											
Expense												
5000 - Employee												
5201- Wages & Salaries	25,942.58	25,942.58	25,942.58	25,942.60	25,942.60	25,942.60	25,942.58	25,942.58	25,942.58	25,942.58	25,942.58	25,942.56
5225 - Simple Plan Employer	106.21	106.21	106.21	106.21	106.21	106.21	106.21	106.21	106.21	106.21	106.21	106.21
5230 - Michigan Unemployment	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00
5235 - Employer Social Security	1,608.44	1,608.44	1,608.44	1,608.44	1,608.44	1,608.44	1,608.44	1,608.44	1,608.44	1,608.44	1,608.44	1,608.44
5240 - Employer Medicare	376.13	376.17	376.17	376.17	376.17	376.17	376.17	376.17	376.17	376.17	376.17	376.17
5245 - Worker's Compensation	274.68	274.68	274.68	274.68	274.66	274.66	274.66	274.66	274.66	274.66	274.66	274.66
Total 5000 - Employee	28,413.04	28,413.08	28,413.08	28,413.10	28,413.08	28,413.08	28,413.06	28,413.06	28,413.06	28,413.06	28,413.06	28,413.04
5500 - Operating												
5009 - Phone/Network Access	234.87	234.83	234.83	234.83	234.83	234.83	234.83	234.83	234.83	234.83	234.83	234.83
5011 - Merchant Service Fees	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
5012- Bank Service Charges	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
5013- Paypal Fees	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00
5050 - Utilities	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
5100 - Cleaning Supplies	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00
5102 - Animal Supplies/Equipment	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00
5105 - Repairs/Maintenance	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
5106 - Garbage/Snow Removal	1,000.00	1,000.00	1,000.00	900.00	700.00	700.00	700.00	700.00	700.00	700.00	900.00	1,000.00
5115 - Office Supplies/Postage	506.25	506.25	506.25	506.25	506.25	506.25	506.25	506.25	506.25	506.25	506.25	506.25
5117 - Community Spay/Neuter	833.33	833.33	833.34	833.36	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33
5120 -Building/Auto Insurance	709.68	709.68	709.68	709.68	709.66	709.66	709.66	709.66	709.66	709.66	709.66	709.66
5125 - Food	708.33	708.33	708.33	708.33	708.37	708.33	708.33	708.33	708.33	708.33	708.33	708.33
5127 - Microchips	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00
5130 - Medical Supplies/Vaccines	1,833.33	1,833.33	1,833.33	1,833.37	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33
5135 - Vet Care	5,416.00	5,416.00	5,416.00	5,416.00	5,416.00	5,416.00	5,416.00	5,416.00	5,416.00	5,416.00	5,416.00	5,424.00
5140 - Spay/Neuter Program	2,166.66	2,166.66	2,166.66	2,166.66	2,166.70	2,166.70	2,166.66	2,166.66	2,166.66	2,166.66	2,166.66	2,166.66
5145 - Vehicle	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00
5146 - Dog License Expense	16.60	16.60	16.60	16.60	16.60	16.60	16.80	16.80	16.80	16.80	16.60	16.60
5150-Mileage	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50
5160- Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

UPAWS Budget FY 2019

5165-Cash over/short	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5180-Donated Services/Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5183 - Deb's Dog Expense	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
5530-Cremation Services Expense	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.66	166.66	166.66	166.66
6524- Dog Park	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00
6138-Pink Lady Expense	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
6528-Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6539-Computer Software	83.33	83.33	83.37	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33
6565-IT Consulting	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00
Total 5500 - Operating	20,492.55	20,492.51	20,492.56	20,392.58	20,192.57	20,192.53	20,192.69	20,192.69	20,192.68	20,192.68	20,392.48	20,500.48
5550 - Grant Expense												
5551 - General Grants	416.66	416.66	416.66	416.66	416.68	416.68	416.68	416.68	416.66	416.66	416.66	416.66
Total 5550 - Grant Expense	416.66	416.66	416.66	416.66	416.68	416.68	416.68	416.68	416.66	416.66	416.66	416.66
5600 - Fundraising Expense												
5603 - MZD Santa Pics Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
6307 - Calendar Expense	252.08	252.08	252.08	252.08	252.08	252.08	252.08	252.08	252.08	252.08	252.12	252.08
6308 - Wash & Wag Expense	0.00	0.00	0.00	0.00	0.00	455.00	0.00	0.00	0.00	0.00	0.00	0.00
6311 - Cause for Paws Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00	0.00
6312 - Rummage Sale Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6315-Misc/3rd Party Fund Expense	0.00	250.00	0.00	0.00	75.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00
6317 - Raise the Woof Expense	3,443.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6322 - Rescue Raffle Expense	0.00	0.00	0.00	0.00	50.00	100.00	2,000.00	0.00	0.00	0.00	0.00	0.00
6540 - Miscellaneous Expenses	77.08	77.08	77.08	77.08	77.08	77.08	77.12	77.08	77.08	77.08	77.08	77.08
6330 - TUFT Golf Outing Expense	0.00	0.00	0.00	0.00	0.00	0.00	7,237.50	0.00	0.00	0.00	0.00	0.00
6355 - Lights of Love Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00
6550 - Strut Your Mutt Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,965.00	0.00	0.00	0.00
6551 - Canisters Expense	16.66	16.66	16.66	16.66	16.66	16.66	16.72	16.66	16.68	16.66	16.66	16.66
Total 5600 - Fundraising	3,789.65	595.82	345.82	345.82	470.82	900.82	9,583.42	595.82	5,310.84	345.82	7,395.86	425.82
59900- POS Inventory Adjustments												
6000 - Other												
5142 - Volunteer Program	166.63	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67
6313 - Direct Solicitations	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00

UPAWS Budget FY 2019

[illegible]

UPAWS Budget FY 2019

7400-Sally's Fund												
4219 - Sally's Fund Revenue	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	3,075.00	75.00	75.00	75.00
6538 - Sally's Fund Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-50.00	-325.00	0.00	0.00	0.00
8000- Reading Program	0.00	1,990.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8001-Reading Program Expense	-1,495.00	-1,495.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6570-Contri. To Mqt C Foun. Endow												
Total 4400 - Restricted Accounts	-1,420.00	570.00	75.00	75.00	75.00	75.00	75.00	25.00	2,750.00	75.00	75.00	75.00
Net Income - Restricted & Unrestricted	-1,023.01	-2,682.66	-2,743.47	-2,814.06	-2,643.99	189.24	10,156.21	-2,887.50	17,129.21	-986.87	15,732.87	1,768.55

NOTE: Total Principle Payments Due for 2020 \$31,745.93**

****This is not in the budget because it's a Liability (balance sheet item) but it requires an additional \$31,745.93 in cash that will be paid out in 2020**

UPAWS Budget FY 2019

Total 2020	TOTAL 2020	TOTAL 2019
92,000.00		
4,000.00		
9,000.00		
2,400.00		
10,000.00		
0.00		
500.00		
1,200.00		
750.00		
5,000.00		
600.00		
2,500.00		
127,950.00	127,950.00 Total Shelter Revenue	\$ 127,450.00
11,000.00		
1,400.00		
6,000.00		
125,000.00		
11,500.00		
7,500.00		
0.00		
50,000.00		
1,500.00		
0.00		
40,000.00		
76,000.00		
329,900.00	329,900.00 Total Direct Public Support	\$ 242,500.00
50,000.00		
50,000.00	50,000.00 Total Grant Revenue	\$ 50,000.00 <i>*significant decrease in Grants</i>

UPAWS Budget FY 2019

1,345.00				
4,295.00				
10,200.00				
7,500.00				
25,500.00				
0.00				
22,000.00				
6,850.00				
19,900.00				
4,000.00				
3,100.00				
10,768.00				
3,080.00				
118,538.00	118,538.00	Total Fundraising Revenue	\$	126,685.00
1,400.00				
150.00				
35,000.00				
48.00				
0.00				
5,000.00				
6,500.00				
11,200.00				
0.00				
0.00				
59,298.00	59,298.00	Total Other Revenue	\$	194,525.00 *removal of Legacy
685,686.00	685,686.00	Total Revenue:	\$	741,160.00

UPAWS Budget FY 2019

311,311.00				
1,274.52				
1,260.00				
19,301.28				
4,514.00				
3,296.00				
340,956.80	340,956.80	Total Employee Expense	\$	324,671.74 *Min wage increase & proposed raises
2,818.00				
6,000.00				
120.00				
540.00				
36,000.00				
3,600.00				
3,000.00				
6,000.00				
10,000.00				
6,075.00	*includes IT proposed motorola radio purchase \$825			
10,000.00				
8,516.00				
8,500.00				
9,000.00				
22,000.00				
65,000.00				
26,000.00				
3,000.00				
200.00				
750.00				
0.00				

UPAWS Budget FY 2019

0.00			
0.00			
1,200.00			
2,000.00			
2,100.00			
6,000.00			
0.00			
1,000.00			
4,500.00			
243,919.00	243,919.00	Total Operating Expense	\$ 240,137.00
5,000.00			
5,000.00	5,000.00	Total Grant Expense	\$ 12,500.00
30.00			
3,025.00			
455.00			
7,000.00			
0.00			
575.00			
3,443.83			
2,150.00			
925.00			
7,237.50			
100.00			
4,965.00			
200.00			
30,106.33	30,106.33	Total Fundraising Expense	\$ 27,818.00
2,000.00			
9,600.00			

[illegible]

39,034.35	Total Other Expense	\$	136,032.98	<i>*removal of Legacy, Donor Development ?, Naming Opp ?</i>
659,016.48	Total Expense	\$	741,159.72	
26,669.52	Total Net Ordinary Income	\$	0.28	

UPAWS Budget FY 2019

3,900.00			
-375.00			
1,990.00			
-2,990.00			
2,525.00	<u>2,525.00</u>	Total Restricted Accounts	\$ 4,450.28
29,194.52	<u><u>29,194.52</u></u>	Net Income-Rest. & Unrest.	

Direct Solicitations

Revenue		
C4C	15,000.00	
Mailings	26,000.00	
Gems	30,200.00	
	<u>71,200.00</u>	
Expense		
Mailings	8,000.00	
Gems	100.00	
C4C	1,500.00	
	<u>9,600.00</u>	

5009 Phone/Network Access:

Telephone	189.81/Month	2,277.72
Network	45.00/Month	540.00
		<u>2,817.72</u>

6539 Computer Software:

Bitwarden	\$81/yr
Symantec (Tech Soup)	\$40/yr

Community Outreach/Kids Clubs**Kids Club Revenue***Kids & Critters Program**Day Camp Programs**Boy Scout/Girl Scout Badge Programs**Net Revenue:*

Kids Club Expense

*Net Expense:**Total Revenue:***Literary Legacy Reading Program****Restricted Funds*

Reading Program Revenue

Reading Program Expense

**received \$1000 revenue in 2019 to be used
towards 2020 Reading Program Expense***Community Outreach Expenses**

Social Media Scheduler

Outreach Posters/Trifold etc

Facebook Boosts

Yoopers Transport Program

Presentations

Total Expense

	Volunteer Coordinator		Repairs/Maintenance
\$1,400.00	Volgistics	\$600.00	Copier Rent
	Facebook Boosts	\$300.00	Copier Maint-2 Copiers
	Volunteer Supplies	\$200.00	
	Sign Up Genius	\$300.00	Aramark
<u>1,400.00</u>	Volunteer Appreciation	\$300.00	Range Security Monitoring
	Volunteer Lanyards/Name Tags	\$300.00	
1,010.00	<i>Total Expense:</i>	<u>\$2,000.00</u>	
<u>1,010.00</u>			
<u>390.00</u>	Promotions & Advertising		Rentals
	Advertising	\$2,100.00	\$200/day, \$35-\$50/hr
	Mall Kiosk photos/repairs	\$200.00	6 full days \$600
	Action Shopper	\$936.00	18 parties \$1800
	Events (supplies)	\$500.00	Total Budget: \$2400 Revenue
1,990.00	<i>Total Expense:</i>	\$3,736.00	
2,990.00			
\$120.00			
\$200.00			
\$400.00			
\$1,000.00			
\$400.00			
<u>\$2,120.00</u>			

Per Month	Year
48.60	583.20
300.00	3,600.00
	1,300.00
14.00	168.00
	<u>5,651.20</u>

UPAWS Budget Work paper - Payroll Expense
FY 2020

	Wage	Annual	
Salary			
ED	39,231.00	39,231.00	<i>*Based on 8 mos at a \$60K salary</i>
Manager	N/A		<i>(range is \$55-65K)</i>
FT Hourly			
Supervisor	13.00	27,040.00	<i>*reflects \$1/hr increase</i>
Supervisor	13.00	27,040.00	<i>*reflects \$1/hr increase</i>
ACG	9.65	20,072.00	<i>\$.20/hr min. wage increase</i>
ACG	9.65	20,072.00	<i>\$.20/hr min. wage increase</i>
Vol/CO Coord	13.00	27,040.00	<i>reflects \$1/hr increase</i>
Vet Asst	13.00	27,040.00	<i>reflects \$1/hr increase</i>
Maintance/Custodial	12.00	24,960.00	
PT Hourly			
Supervisor	13.00	21,632.00	<i>reflects \$1/hr increase</i>
ACG	9.65	15,054.00	<i>\$.20/hr min. wage increase</i>
ACG	9.65	15,054.00	<i>\$.20/hr min. wage increase</i>
ACG	9.65	15,054.00	<i>\$.20/hr min. wage increase</i>
OT			
ACG	9.65	10,036.00	<i>\$.20/hr min. wage increase</i>
ACG	9.65	<u>10,036.00</u>	<i>\$.20/hr min. wage increase</i>
			299,361.00
On Call Pay		3,650.00	
Call Out Pay		300.00	
Overtime		8,000.00	
Christmas Bonu		<u></u>	
Subtotal		311,311.00	11,950.00

Simple Plan	1,274.52	
Michigan Unemployment	1,260.00	
Company Social Security	19,301.28	
Company Medicare	4,514.00	
Work Comp Insurance	3,296.00	29,645.80
Total	340,956.80	

Employees On for Simple Plan:

A. Brownell

Employees Available for Simple Plan:

L. Rochefort

J. Mahan

2020 Totals

		Total Payment	Principal	Interest	Remaining Balance
1/26/20	Reg Pmt	\$ 5,331.69	\$ 2,564.73	\$ 2,766.96	\$ 1,086,669.36
2/26/20	Reg Pmt	\$ 5,331.69	\$ 2,571.25	\$ 2,760.44	\$ 1,084,098.11
3/26/20	Reg Pmt	\$ 5,331.69	\$ 2,755.45	\$ 2,576.24	\$ 1,081,342.66
4/26/20	Reg Pmt	\$ 5,331.69	\$ 2,584.78	\$ 2,746.91	\$ 1,078,757.88
5/26/20	Reg Pmt	\$ 5,331.69	\$ 2,679.74	\$ 2,651.95	\$ 1,076,078.14
6/26/20	Reg Pmt	\$ 5,331.69	\$ 2,598.15	\$ 2,733.54	\$ 1,073,479.99
7/26/20	Reg Pmt	\$ 5,331.69	\$ 2,692.72	\$ 2,638.97	\$ 1,070,787.27
8/26/20	Reg Pmt	\$ 5,331.69	\$ 2,611.59	\$ 2,720.10	\$ 1,068,175.68
9/26/20	Reg Pmt	\$ 5,331.69	\$ 2,618.23	\$ 2,713.46	\$ 1,065,557.45
10/26/20	Reg Pmt	\$ 5,331.69	\$ 2,712.19	\$ 2,619.50	\$ 1,062,845.26
11/26/20	Reg Pmt	\$ 5,331.69	\$ 2,631.77	\$ 2,699.92	\$ 1,060,213.49
12/26/20	Reg Pmt	\$ 5,331.69	\$ 2,725.33	\$ 2,606.36	\$ 1,057,488.16
		\$ 63,980.28	\$ 31,745.93	\$ 32,234.35	

**Long Term Liability on Balance Sheet*

PRESIDENT'S/OPERATIONS REPORT

March 23, 2020

The MOU for impound services with the City of Negaunee was signed and the short term agreement has expired. I have reached out to them to find out if the City Council intends to continue the agreement or seek other options for impounding their animals. I received a response from their City Attorney who said he would try get me an answer. As of this writing, I have not heard from anyone and will follow up.

The City of Marquette Police Department was notified that UPAWS will no longer require owners redeeming their pets to first pick up a ticket at the police department. There has been no response.

Dogs with bite histories have been a continuing problem; each case is being handled independently based on each unique situation and animal. The staff are exhausting all options available and known. As usual, prior to any decision regarding euthanasia, opinions will be sought from a vet, trainers and a behaviorist, the animal's past history evaluated, circumstances surrounding any bites, and current observations and mental health. In addition, staff reach out to breed rescues as well as the breeder, if known.

The two cats that got into the ceiling have been safely retrieved. In the process of retrieving the second one on Sunday, a third cat took advantage of a ladder which was being used and jumped up into the ceiling too. Fortunately she had no interest in staying up there and came when called.

I've been staying in close communication with the staff regarding all facets of shelter operations in regards to the rapidly-changing world resulting from the Covid-19 outbreak. A number of steps are being taken to ensure the quality of care the animals receive does not suffer while at the same time taking steps to protect visitors, volunteers, and employees from transmitting or contracting the virus. We discussed proactive preparations which are being and can be implemented as needed as relates to intakes and increases in shelter census and the likelihood of fewer adoptions (increasing foster network, adoptions by appointment, free adoptions, etc.), intake diversions (offering free Home-2-Home advertising and asking people who find strays to hold on to them whenever possible while we work with them to try to find the owner). We also discussed methods to allow for adoptions and return-to-owner while enforcing social distancing (providing more services and help on-line such as downloadable lost and found flyers, posting videos of animals available for adoption, making appointments via email, etc.). We reviewed the need for supplies that are or might become hard to find and talked about the negative impact on funding with the loss of jobs and the downturn in the stock market. Staff voiced a concern that with the local vet clinics cutting back on providing non-emergency services, we could run into health concerns and overcrowding if we have extended waits to get spays and neuters and other testing done. It was noted that transfers in the immediate future are on hold as shelters struggle to keep their numbers manageable. Having just had this discussion, it was oddly gratifying to find an email that evening from ASPCA Pro that outlined the four things shelters can do right now: 1. Build Their Foster Care Network; 2. Promote Adoptions While Following Social Distance Guidelines; 3. Limit Intakes by Diversion; and 4. Communicating Needs to the Public. It appears we are taking the right steps!

Respectfully submitted,
Reva Laituri
President

Volunteer & Community Outreach Coordinator Report

MARCH 2020

- In-shelter new volunteer orientations – ON HOLD due to COVID19
- Foster volunteers – 5 new applications / 1 completed orientation. New foster took 2 dogs
- Community Service: Two volunteers currently
- Shelter Décor: Hung all photo canvases on walls in hallways. I purchased (donated) 13 more canvases to complete. The photos are all of our shelter former residents.
- Happy St. Catty's Day event: 7 cats adopted at \$17.
- Petfinder Orvis Company Grant: Received the grant for \$800 to purchase dog agility equipment.
- Petfinder COVID19 Emergency Grant: Applied for \$1000 for vaccines and Revolution Plus.
- Bissell Pet Foundation COVID19 Emergency Empty the Shelters – March 19 – 25 and by invitation only. I filled out application, accepted, did webinar, put together and coordinated launch of this event.
- COVID19:
 1. Volunteers were sent an information letter.
 2. PSA written and posted on website, and all social media – multiple posts.
 3. TV6 and ABC10 and TV3 interviews
 4. Mining Journal interview
 5. Developed/coordinated the adoption sign up appointment plan.
 6. Continuing to monitor CODVID19 for our communication from UPAWS to public.
 7. Appointments for adoptions only.
 8. Reading as much as possible on animal sheltering during this crisis.
 9. Enclosed are documents that went out.
- Reading Program: Literacy Legacy Fund of MI gave a gift of \$1900. A longtime supporter donated a gift of \$1000. Purchased items, books, shelving, Tv, stand, etc. for program. Power

Point completed for video training. Student Fellow Leadership Program NMU Student created dog and cat language power points to utilize. Due to COVID19 the launch of program is postponed.

- 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

Hello Everyone,

As a valued volunteer, we feel it is essential to share the steps we are taking to keep our shelter healthy and safe as we collectively face the impact of COVID-19 (coronavirus).

We understand the growing concern surrounding coronavirus (COVID-19) across our communities. UPAWS top priority is to keep our staff, volunteers, and visitors safe and healthy and to provide for the animals in our care to the very best of our abilities.

Volunteers must not come to UPAWS if you or someone in your home is ill, especially if experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills, or fatigue.

If you are immune compromised, for your safety, we ask that you stay away from the shelter at this time. Please let us know if you have a scheduled shift.

We ask all volunteers to cooperate in taking steps to reduce the transmission of infectious diseases:

1. Stay home when you are sick.
2. Wash your hands frequently with warm, soapy water for at least 20 seconds.
3. Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
4. Avoid people who are sick with respiratory symptoms.
5. Clean frequently touched surfaces.
6. Avoid touching your face.
7. Avoid shaking hands.

At this time, healthy approved and active volunteers are still allowed to participate in their regularly scheduled volunteer activities. Please do not bring others with you who are not authorized volunteers.

We will continue to monitor the situation closely and do all we can to protect you, your family, our staff, visitors, and our shelter animals. The health and well-being of our community and animals is our number one priority, and we will continue to monitor the situation and follow the recommendations and guidelines of the CDC (Centers for Disease Control and Prevention).

Sincerely,

Ann Brownell

UPAWS Volunteer & Community Outreach Coordinator

March 13, 2020

empty^{the} shelters

EMERGENCY RELIEF

BY APPOINTMENT ONLY

To find out which shelters are participating visit:

bissellpetfoundation.org/2020/03/17/virus-assistance/

Animals
6 months
on up only



BISSELL PET FOUNDATION*
Until every pet has a home.



\$25

ADOPTION FEE

DOGS

FREE

ADOPTION FEE

CATS



	<5 mos.		<5 mos.				
February 2020	DOGS	PUPS	CATS	KITS	OTHER	TOTAL	
Beginning Count	17	2	23	6	18	66	
INTAKE							YTD
Owner Surrender	14	6	24	1	16	61	95
Returned Adoption	4	0	1	0	0	5	7
Stray (from Police, Public and Shelter Pickup)	10	1	8	0	1	20	45
Born in Care	0	0	0	0	0	0	0
Transferred from Other Shelters	0	0	0	0	0	0	1
Special Hold	0	0	0	0	0	0	3
Seized/Custody (Cruelty & Neglect)	0	0	0	0	0	0	0
Total Intakes	28	7	33	1	17	86	151

OUTCOMES

Adoptions (shelter, foster home or special event)	18	1	27	6	17	69	148
Returned to Owner	9	0	10	0	0	19	38
Transferred to Rescue Groups/Shelters	2	0	0	0	7	9	20
Total Live Outcomes	29	1	37	6	24	97	206

EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	1	0	0	0	0	1	1
Dying	0	0	0	0	1	1	1
Animal's Name and Reason	Samson- dangerous				Tilt (rabbit)- unknown		
TOTAL ANIMALS EUTHANIZED	1	0	0	0	1	2	2
							0
Died at shelter/foster home - Unknown	0	0	0	0	0	0	1
Missing/Stolen/Escaped	0	0	0	0	0	0	0
Animal's Name and Reason							0
Total Euth/Died/Other Outcomes	1	0	0	0	1	2	3
Ending Count	15	8	19	1	10	53	

SAVE RATE (Intake - Euthanasia Outcome)/Intake	97.7%
ASPCA Live Release Rate (Live Outcomes/ Intake)	112.8%

OTHER INFO

	Dogs	Cats
Avg. Length of Stay	41	67.8
Monthly Return Rate (returns/adoptions)	22%	4%

	<5 mos.		<5 mos.				
FEBRUARY 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	11	2	6	0	0	19	40
Community Spay/Neuter (Spay It Forward)	0	0	0	0	0	0	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	1	0	0	0	0	0	2
Total	12	2	6	0	0	20	45

January 2020 <small>(revised 3/13/20)</small>		<5 mos.		<5 mos.			
	DOGS	PUPS	CATS	KITS	OTHER	TOTAL	
Beginning Count	21	3	34	15	36	109	
INTAKE							YTD
Owner Surrender	11	0	10	3	10	34	34
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	11	65	65

OUTCOMES

Adoptions (shelter, foster home or special event)	17	1	29	12	20	79	79
Returned to Owner	15	0	4	0	0	19	19
Transferred to Rescue Groups/Shelters	1	0	0	0	10	11	11
Total Live Outcomes	33	1	33	12	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 Euth/Died/Other Outcomes	0	0	0	0	1	1	1
Ending Count	17	2	23	6	16	64	

SAVE RATE (Intake- Euthanasia Outcome)/Intake 100.0%

ASPCA Live Release Rate (Live Outcomes/ Intake) 167.7%

OTHER INFO

	Dogs	Cats
Avg. Length of Stay	45.9	56.4
Monthly Return Rate (returns/adoptions)	0%	7%

		<5 mos.		<5 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	

PERSONNEL COMMITTEE REPORT
March 11, 2020

Present: Reva Laituri, Alex Petrin, Colleen Whitehead

Absent: Scott Jandron

References for Animal Shelter Services were reviewed and a teleconference held with Tim Crum, CEO. Per Board direction, everything being acceptable to the Committee, Reva will sign the contract and Alex will scan and email for Tim's signature. Reva will voucher the first payment which is due within 10 days of signing the contract.

Colleen updated the Committee on a number of recent animal caregiver staff movements. Chris Lamson began work as our Maintenance/Custodial Worker. Supervisors will provide day to day supervision while Alex is providing the training for the maintenance duties.

Colleen noted that a part time employee has requested jury duty supplement pay, which is a benefit currently provided only to full time employees. On a vote of 2-1, the request was approved.

Colleen handed out draft revisions of the Animal Caregiver and Supervisor job descriptions for review to be discussed at the next meeting. She will be working on job descriptions for the Volunteer/Community Outreach Coordinator and Veterinary Assistant next. Colleen recommended providing all revised job descriptions to the board at one time, rather than piecemeal.

Colleen also noted that employees met with two representatives from Thrivent regarding participation in the Simple Plan. She asked if she could view the original agreement, which Reva provided. It appears the contract is renewed every two years and will be due for renewal in the fall of 2020.

The meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Reva Laituri

Chairperson

POLICY & BYLAWS COMMITTEE

Chaired by: Colleen Whitehead

Date: February 21st, 2020 10:00 am -12:00 pm at the Crossroads in Marquette

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

Discussion:

- Reviewed pending tasks/assignments for the Committee.
- Reviewed SOP format and sections. Discussion on plan for updating/revising the SOP Manual in an organized manner.
- Review and discussion on holds and strays – compared policy language from SOP Manual and Municipal contracts.

Assignments:

- Colleen to prepare a breakout down of the Table of Contents essentially dividing the SOP Manual into sections for policy development purposes.
- Colleen to revise SOP language regarding strays and holds, as reviewed by the Committee.
- Linda will attempt to get copies of any applicable ordinances and email to the Committee (or give to Lynn for her to scan and email).
- Reva was going to try and come up with an estimated cost of care so that we could use to evaluate the fee schedule (not immediate – this was a long-term assignment)
- Committee members will continue revisions to Board Officer descriptions and bring to the March Committee meeting.

Next Meeting:

- March 19th, 2020 at 10:00 a.m. at Crossroads in Marquette; monthly meeting is usually the 3rd Thursday of each month.

COMMUNITY ROOM AD-HOC COMMITTEE REPORT

March 20, 2020

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

Advisory: Amber Talo, Alex Petrin

1. No formal meetings, instead conversation and email.
2. Received feedback on draft documents from Colleen & Amber - Thank you. Updated documents and sent to Wim for review.
3. Additional tasks: [Community Room Rental Tasks](#).
 - a. Flyer - to put in a holder in vestibule/front desk, other places?
 - b. Website page
 - c. Advertise - media, fb page, website.
4. Inquiries and Rentals: [Rental Contacts](#).
 - a. Leslie emailed paperwork to the March 29 renter (for kids bday party) but hasn't heard back. Sent another email stating that the 3/29 rental should be rescheduled due to current shelter & CDC protocols regarding COVID-19.
3/21/20: Confirmed cancellation with renter.
 - b. Leslie emailed paperwork to MTA (4/22/20 6:30pm-8:30pm).
 - c. When reserving, create a calendar event specifying "Community Room" as the room.