

# UPPER PENINSULA ANIMAL WELFARE SHELTER

## BOARD OF DIRECTORS MEETING

**Monday, April 27, 2020 / 6 p.m. / Zoom / 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. March 21, 2020 Regular Meeting
6. Unfinished Business
  - a. Construction update (Amber)
  - b. Status Update for Staff Training Offered by Sue Kapla (Scott)
7. New Business
  - a. Review Status of Ad Hoc Committees
8. Communications
  - a. Notice of Public Hearing from Sands Township re: Archery Range on Fairground Property
9. President's Report
10. Treasurer's Report
  - a. January Financial Reports
  - b. February Financial Reports
  - c. March Financial Reports
  - d. Meeting Date for Quarterly Budget Review
11. Shelter Operations Report(s)
  - a. Community Relations/Volunteer Coordinator Report
  - b. Stats
  - c. Other Updates
12. Committee Reports
  - a. Board Development Committee Report (Scott) – Did not meet
  - b. Finance Committee Report (Amber)

- c. Fundraising Committee Report (Austin) – Written report submitted
- d. Strategic Planning Committee Report (Lynn) – Did not meet
- e. Personnel Committee Report (Reva) – Did not meet but report submitted
- f. Policy / Bylaw Committee Report (Colleen) – Did not meet
- g. Donor Development (Ad Hoc) (Leslie) – Written report submitted
- h. Community Room (Ad Hoc) (Leslie) – Did not meet – written 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)

13. Public Comment

14. Board Comment

15. Adjournment

Next Board Meeting Date: May 25, 2020

# UPPER PENINSULA ANIMAL WELFARE SHELTER

## BOARD OF DIRECTORS MEETING

Monday, March 23, 2020

### Minutes

**PRESENT:** Reva Laituri (President), Amber Talo (Treasurer), Lynn Andronis (Secretary), Chris Danik, Leslie Hurst, Colleen Whitehead

**ABSENT:** Scott Jandron (excused), Austin Loehr (excused), Alex Petrin (unexcused), Brett Specker (unexcused)

1. Call to Order/Attendance: Meeting was called to order at 6:05p.m. via tele-conferencing.
2. Public Comment: None
3. Approval of Agenda: *Chris made a motion, seconded by Lynn, to accept the Agenda with the following addition: add "5 b. Closed Session Minutes". Motion passed with unanimous consent.*
4. Mission Moment: None
5. Approval of Minutes:
  - a. February 24, 2020 Regular Meeting: *Lynn made a motion, seconded by Colleen, to accept the minutes with the following correction -- correct the spelling of "Whitehead" in the list of members present. Motion passed with unanimous consent.*
  - b. Closed Session Minutes: *Lynn made a motion, seconded by Chris, to accept the minutes with the following correction -- correct the spelling of "Whitehead" in the list of members present. Motion passed with a majority vote, with Colleen and Amber abstaining.*
6. Unfinished Business:
  - a. Construction update: Amber reported that Hall has contacted most of sub-contractors regarding the punch list; the floor work (epoxy) needs to be scheduled; Delta Fence to be scheduled later in the year; things are in the works. Amber reported that there is some difficulty with getting the contractors to schedule due to non-payment. Colleen asked if Hall has been paid in full, Amber said no. Other than Superior Polymer, Hall has been paid for all work. Amber will forward the schedule to members.
  - b. Update on Recruiter: Alex is taking the lead on the arrangements with the recruiter. The contract has been signed by Reva and she believes that Alex mailed the contract to Animal Shelter Services. At this point, we don't have a signed contract from them. The first payment has been issued but Amber needs to know when the next payment is due per the contract. Reva will follow up with Alex.
7. New Business:
  - a. 2020 Budget: Concerns were brought up that money was thrown into the budget with no plan for raising it. Leslie stated that nothing formal was decided but there have been informal discussion on how this could be accomplished. Colleen stated that an annual budget is a "guess-timate" for the year and we should reconcile on quarterly basis. At this point we need it approved with the understanding that it can be changed/updated. Lynn believes that we need accountability. Reva pointed out that with grant money entered in the budget that there needs to be an offset expense for the grant revenue. Discussion ensued. We have a challenging year coming up with the economy and uncertainty about future donations. The board agreed to have quarterly work sessions to deal with any future/potential changes to

budget. Reva pointed out that we currently have \$0 in Bequests and we have already received \$5000 this year. This sort of adjustment could be handled with quarterly reconciliation. Leslie would like to see "action items" for the individual "buckets" of money. Colleen will oversee grants; Amber/Reva will review the capital campaign list; Amber will finalize this list before next board meeting as well as memorial garden donations. Our drive has a list in the Capital Campaign folder, but we don't know who Kori previously had contacted and what she said. Colleen suggested making it a part of next month's board meeting (naming opportunities, grant opportunities, major donors, etc.) and assigning duties. *Amber made a motion, seconded by Colleen, to approve the 2020 budget with board committed to a quarterly review of the financial reports assessing amendments as needed and board committing to a work session at our April meeting to review naming opportunities, grants, major donors and creating a plan for full board involvement. Motion passed with unanimous consent.*

8. Communications: Reva reported that we received the Lake Superior Community Partnership renewal membership; cost is \$360/year. Reva said we used to use them for email blasts (2 per year), but she doesn't believe they are still free, maybe free for non-profits. Consensus is to not renew and to reevaluate next year. Leslie reported that the birthday party scheduled for the Community Room has been cancelled. She will reach out to community/municipalities for their possible use on 4/26. Amber questioned if the Dog Park can remain open now. She will post a note on FB about social distancing (6' apart at all times). Shane is willing to go there at various times to sanitizing areas. Amber will try to get one bottle of Serv-Pros sanitizer for our use.
9. President's Report: Report attached.
10. Treasurer's Report: No financial statements were provided. Amber reported that the financials can't be done for Jan & Feb because we don't have an approved budget at this point. Since we just approved the budget, we will have the first quarter statements at our April meeting. Amber will meet with Leslie and Chris regarding Neon donations. Leslie will send email out to schedule a meeting (including Reva and Lynn). Amber needs to talk to Chris (Bookkeeper) as to her continued work due to covid virus. Payroll is done electronically and should not be an issue. Service can be provided remotely. Audit is supposed to start 4/6 – we won't be able to do it on site because of the shelter in place order. Amber will follow up with Makela et al.
11. Shelter Operations Report(s): Reports attached. Colleen updated the board on personnel changes – Maintenance person has been hired (Christopher Lamson); Emma Carey has resigned (fairly new employee); Allie Gorietsky resigned (occasional part-time).
12. Committee Reports:
  - a. Board Development Committee Report: Did not meet
  - b. Finance Committee Report: Did not meet
  - c. Fundraising Committee Report: Did not meet. Reva reported that with everything that's going on, our canisters are taking a hit, mainly because we can't physically get to them. Solicitation letter has been mailed and from Wednesday until today, there have been many envelopes. She has no update from Austin regarding the Platinum Partners renewals for 2020. The Rescue raffle license has been received. Amber stated that we have a confirmed venue for Wash N Wag at Tourist Park; Austin and Laurie are chairing event.
  - d. Strategic Planning Committee Report: Did not meet
  - e. Personnel Committee Report: Report attached
  - f. Policy / Bylaw Committee Report: February report attached; did not meet in March.
  - g. Donor Development (Ad Hoc): Did not meet; Leslie stated that the committee needs to meet to do imports into Neon.

- h. Community Room (Ad Hoc): Report attached. Colleen had emailed questions to Leslie and Leslie is getting the information back to her. There was some discussion regarding allowing alcohol at any events. Some places charge for that permit and others don't. Per Amber, people don't need a permit if they are serving as opposed to selling. Policy says that they can sell alcohol with appropriate permit. Will modify as necessary.
- 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): Did not meet

13. Public Comment: None

14. Board Comment: Leslie has noticed that Ann has really stepped up doing things that are necessary (messages and being proactive regarding covid-19 virus precautions). Reva added that when the governor issued the shelter in place E.O., she questioned whether or not animal shelters are considered "essential personnel" and "necessary". She is waiting for clarification. Additionally, questions were raised as to whether we can we still have fosters come in to get animals, return strays to owners and adoptions. Michigan Humane is meeting in MDARD today and will address these questions. Reva gave staff members a signed letter stipulating that they are "essential personnel" in case they are stopped on their way to the shelter. She reported that some shelters are doing adoptions, some are not. Phones have not been switched to Superior Eagle yet. We don't know if Vonage can handle "call forwarding". Reva will monitor the need with staff.

15. Adjournment: *Motion was made by Lynn, seconded by Leslie, to adjourn the meeting. Motion passed with unanimous consent. Meeting adjourned at 8:22 p.m.*

Next Board Meeting Date: April 27, 2020

**RANDALL L. YELLE**  
**SANDS TOWNSHIP DIRECTOR OF ZONING & PLANNING**  
**987 State Highway M-553 Gwinn, Michigan 49841**  
**1-906-249-9169, Fax-2120**  
**[zoning@sandstowship.org](mailto:zoning@sandstowship.org)**

April 6, 2020

Dear Land Owner

Notice is hereby given that it is the intention of the Sands Township Planning Commission to hold a public hearing on April 21, 2020, at 6:30 PM, at the Sands Township Office Complex to hear public comments regarding a request Deertrack Bowhunters for a target field and 3D archery range on property owned by the Marquette County Fair, Section 27 of T47N-R25W, parcel 52-14-127-003-10.

As a surrounding landowner, you may comment, ask questions, or voice concerns on this matter. Due to safety concerns related to COVID-19, the meeting will not be open to the public. The public is welcome to review the request, site plan, Township Ordinances, and other related information in the office by appointment, and should contact me regarding any concerns or questions or to set up an appointment, either by phone, email, or in writing. The entire meeting packet will also be on our website [www.sandstowship.org](http://www.sandstowship.org). Any concerns or inquiries regarding meeting participation should also be addressed to me, either at 906-249-9169 ext 4, or [zoning@sandstowship.org](mailto:zoning@sandstowship.org).

Respectfully,

*Randall L. Yelle*  
*ek*

Randall L. Yelle  
Zoning Administrator

## **PRESIDENT'S/OPERATIONS REPORT**

**April 27, 2020**

The City of Negaunee agreement for impound services has been extended on a month-to-month with ten days written notice of termination.

I have decreased bank and post office runs to once or twice per week and try to coordinate at least one run with Walmart donation pick ups.

Shelter census has been running 7-10 animals on most days. People are looking for animals to adopt.

The invoice the second payment to the recruiter was received and submitted for payment.

The solicitation letter which went out the third week in March has been doing pretty well. To date, it has brought in \$12,976 in donations, and another \$1,320 in pledges.

Respectfully submitted,  
Reva Laituri  
President

## Volunteer & Community Outreach Coordinator Report

**APRIL 2020**

- Due to COVID-19 restrictions, I am working from home.
- In-shelter new volunteer orientations – ON HOLD due to COVID19
- Volgistics (our online Volunteer Program): Studying and learning different aspects of the programming. Videos set up to teach and instruct. Very helpful.
- Foster volunteers – 3 new applications / 3 completed orientation. New fosters took dogs and bunnies.
- Community Service: ON HOLD due to COVID19
- GRANTS:
  - Petfinder 2020 Orvis Animal Care Grant: (\$800 dog agility equipment)  
Finalized the requirements. Grant is now done and closed.
  - Petfinder COVID19 Emergency Grant: Applied on 3/20/20 (\$974 request for medical supplies). **Awarded grant for \$250 on 4/23/20**. \$250 check will be sent. I will purchase supplies after.
  - 2020 Purina Spring into Action Adoption Event Grant: Applied on 3/22/20 (\$1000 request for a fee-reduced adoption event). No answer as of 4/23/20.
  - Maddie's Fund Foster Care COVID-19 Emergency Grant: Applied on 4/16/20 (\$1480 for foster care supplies). No answer as of 4/23/20
- MyEmma ENews: Developed and sent out as a reminder about solicitation letter.



- Adopt-a-Pet.com COVID-19 Emergency Grant Application: Applied on 4/17/20. **Awarded grant for \$500** (applied for cleaning and sanitization supplies) on 4/22/20!!

Filled out W9 and \$500 check will be sent. I will purchase supplies after.

- Bissell Pet Foundation COVID19 Emergency Empty the Shelters – March 19 – 25 and by invitation only. Event was a weeklong. \$25 dogs and no-fee cats/small animals. Extremely successful event (adopted out 20 adult cats, 8 adult dogs and 3 small animals). Bissell refund is \$100/dogs and \$50/cats. Finalized paperwork and all requirements. Check will be coming for \$1800 from Bissell Pet Foundation.
- Bissell Pet Foundation COVID19 National Empty the Shelters Event: Signed us up. Event is May 9-17 and it is pre-approval and appointment only (requirement of Bissell). This Adoption Event is \$25 per adoption dogs and no-fee cats/small animals. Bissell refund is \$100/dogs and \$50/cats. We are exceptionally low on available animals, but I did not want to miss out on this opportunity for us. I attended the mandatory Bissell webinar on 4/21.
- MEDIA:  
TV6 and ABC10 – COVID-19 interviews.  
Mining Journal, TV6, ABC10, TV3 Petfinder Grant interviews and stories
- Amazon Smile Charity List: Set up UPAWS for this new program (thank you for your help Amber). This took many hours as I had to start from scratch plus everything was in Joan's name, which Amber helped me get straightened up!

The shelter supervisors helped with letting me know what we needed in each category.

Charity Wish Lists is a new feature of AmazonSmile. It provides nonprofits such as UPAWS an easy way to create needed supply lists. This new feature is also more straightforward for donors to navigate and see what we really need, as well as providing a convenient way for customers to donate needed supplies. Plus, the items are sent directly to UPAWS! Customers can shop for needed supplies and send them directly to UPAWS! Here is our link (you must sign into your Amazon account):

[https://smile.amazon.com/gp/ch/list/382228501/ref=smi\\_cl\\_ls\\_llol\\_lol](https://smile.amazon.com/gp/ch/list/382228501/ref=smi_cl_ls_llol_lol)

- Dr. Tim's Food: Ordered resale and our shelter animals' food.
- Website: Going through all pages and links to update. Not done yet. Plans to propose an update of the front page.
- Pet Photo Calendar: Updating website, made social media flyers, banners etc. Will be promoting virtually. Please share.
- Facebook: Added DONATE button to two posts this past month. Raised \$1835. Making a DIY campaign to remind folks that they can make Birthday Fundraisers for us on Facebook. Will launch next week.
- NEWSLETTER: The Spring & Summer issue are going to be combined (much more cost efficient). Beginning to work on the issue. End of June is target date.

- WEBINARS & WORKSHOPS - attended the following:
  - Grow & Lead - Volunteer webinar
  - Great Lakes Youth & Development – Summer programs/ events during COVID-19 webinar
  - GIVING TUESDAY NOW – webinar
  - Maddie’s Fund – attended two webinars on shelters and COVID – 19
  - Best Friends Animal Society Network COVID-19 Town Hall webinars (list)
    - COVID-19 Impact Across the Country from April 23, 2020
    - Impact to Animal Care & Control from April 16, 2020
    - Neighbor-to-Neighbor from April 9, 2020
    - Lifesaving Safely from April 2, 2020
    - Shelter Operations Town Hall from March 26, 2020
  - Helen Woodward Animal Center in San Diego COVID-19 Animal Welfare Crisis Response Virtual Workshop – 5.5-hour workshop.
  - Austin Pets Alive Advice Hour with MLA instructors Zoom webinars
  
- 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. Continuing to monitor CODVID19 for our communication from UPAWS to public.

6. Appointments for adoptions and surrenders only.

7. Reading as much as possible on animal sheltering during this crisis.

- Reading Program: ON HOLD due to COVID19. However, I am re-doing the program due to COVID-19. The orientation will be virtual and will include a quiz. I am not done with the re-do of the program yet.
- Website, social media, regular media, outreach, promote pets, bio, photos, events, etc. etc. – updated/maintained daily, weekly.

~ Ann Brownell

	<5 mos.		<5 mos.			
<b>March 2020</b>	<b>DOGS</b>	<b>PUPS</b>	<b>CATS</b>	<b>KITS</b>	<b>OTHER</b>	<b>TOTAL</b>
<b>Beginning Count</b>	15	8	19	1	10	53
<b>INTAKE</b>						<b>YTD</b>
Owner Surrender	11	1	27	0	4	43
Returned Adoption	1	0	0	0	0	1
Stray (from Police, Public and Shelter Pickup)	12	1	6	0	1	20
Born in Care	0	0	0	1	0	1
Transferred from Other Shelters	1	0	0	0	0	1
Special Hold	0	0	0	0	0	0
Seized/Custody (Cruelty & Neglect)	0	0	0	0	0	0
<b>Total Intakes</b>	<b>25</b>	<b>2</b>	<b>33</b>	<b>1</b>	<b>5</b>	<b>66</b>

### OUTCOMES

Adoptions (shelter, foster home or special event)	18	7	44	1	7	77	225
<b>Total Adoptions YTD</b>	<b>53</b>	<b>9</b>	<b>100</b>	<b>19</b>	<b>44</b>	<b>225</b>	
Returned to Owner	10	1	4	0	0	15	53
Transferred to Rescue Groups/Shelters	1	0	0	0	0	1	21
<b>Total Live Outcomes</b>	<b>29</b>	<b>8</b>	<b>48</b>	<b>1</b>	<b>7</b>	<b>93</b>	<b>299</b>

### EUTHANIZED/DEATHS/MISSING/STOLEN

Dangerous	2	0	0	0	0	2	3
Dying	0	0	0	0	0	0	1
Animal's Name and Reason	Riley & Banner: dangerous - aggressive						
<b>TOTAL ANIMALS EUTHANIZED</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>4</b>
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							
<b>Total Euth/Died/Other Outcomes</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>5</b>
<b>Ending Count</b>	<b>9</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>8</b>	<b>24</b>	

<b>SAVE RATE</b> (Intake- Euthanasia Outcome)/Intake	97.0%	<b>98.2%</b>
<b>ASPCA Live Release Rate</b> (Live Outcomes/ Intake)	140.9%	<b>137.8%</b>

### OTHER INFO

	Dogs	Cats
Avg. Length of Stay		
Monthly Return Rate (returns/adoptions)	6%	0%

MARCH 2020 - CLINIC SERVICES	DOGS	<5 mos.	CATS	<5 mos.	OTHER	TOTAL	YTD
		PUPS		KITS			
Owner Requested Euthanasia	0	0	1	0	0	1	1
Bite Hold (for Owner)	0	0	0	0	0	0	0
Spay/Day	0	0	4	0	0	4	25
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	1	0	0	1	1
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
<b>Total</b>	<b>1</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>52</b>

## **Addendum to Operational Report, April 2020**

Update on shelter tasks I'm (Leslie) responsible for:

- Continue to work with Supervisors on SuperOne order delivery, Chris is my backup and has handled the last couple - Thank You! Lately only doing this once a month for supplies such as bleach, garbage bags, rubbing alcohol. Not sure where kitty litter is coming from.
- Continue to handle Alter transport (metal). They are closed until June 1. Bins 1/2 full so will decide what to do when closer to full, might store until June 1 (behind the dumpster?) or recycle. NOTE: When people bring things to Alter and do not claim their payment, Alter adds it as a credit to our account.
- Continue to handle Thriftish transport. Discussed Mark Troudt's proposal with Marty, not really what he does, and Mark decided on something else. Marty did a pickup from the shelter on Tuesday and will again as needed, the store probably won't open until June at the earliest, could be longer.
- RTYSP/LLFM - Represented UPAWS on behalf of Ann, Ann handling all implementation now, doing an awesome job! I touch base with Nancy periodically.

## **FUNDRAISING COMMITTEE AGENDA**

**April 21, 2020, 6 p.m.**

**Via Zoom**

**MINUTES**

### **Upcoming/Ongoing Fundraisers:**

1. Econo Pet Tags (August 2020) (Karen)
  - a. Karen gave us an update on the pet tags being pushed back to August with all the chaos going on.

### **Other Business:**

1. Canister Report (Reva)
  - a. See Attached document for updates
2. Fundraising Idea from Brett
  - a. The committee discussed the idea Brett had presented. The idea was people donate \$10-\$15 to have board members, volunteers, and staff to draw their pets. It's a fun and creative idea to raise money. Ann brought up the point that a lot of shelters are doing this right now and that we should keep this in the back pocket for now. We don't want to be doing the same thing every other shelter is doing otherwise it can lose its success rate.
3. Fundraising idea from Karen
  - a. Karen had presented something a friend of hers from TV6 was doing to give back to us. Her friend's wife is selling face masks that have Upper Michigan designs and themes on them and splitting the proceeds with UPAWS and the Women's Shelter.
4. What's our plan
  - a. Event Cancellation
  - b. Wash 'N Wag (potential)

We are in uncharted waters with everything going on with Covid-19. As of right now the likely hood of Wash n Wag being canceled or postponed is very high and Tee up for Tails is also at risk. We discussed as a group the possibilities of what might come. As of right now, Nothing is canceled but a



decision will be made on Wednesday of next week as to the status of Wash  
n Wag.

Canisters 2020

	Collector	Start/End	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Ace Hardware	D. Laituri	Sept. '18	\$ 37.50	\$ 60.50	\$ 49.25										\$ 147.25
Animal Medical Center	K. Rhodes		\$ -	\$ -	\$ -										\$ -
Aurora Piercing Boutique	C. Swanson	Aug '18	\$ -	\$ 5.35	\$ -										\$ 5.35
Bayshore	K. Rhodes		\$ -	\$ -	\$ -										\$ -
Ben Franklin	K. Rhodes	Mar '17 -	\$ -	\$ -	\$ -										\$ -
Big Boy	K. Rhodes		\$ -	\$ -	\$ -										\$ -
Bodega	C. Swanson	May-17	\$ -	\$ -	\$ -										\$ -
Border Grill Main	C. Swanson		\$ 36.11	\$ 12.24	\$ -										\$ 48.35
Border Grill Negaunee	R. Laituri		\$ -	\$ 10.25	\$ -										\$ 10.25
Buck's Restaurant	D. Laituri	Jan '15 -	\$ 17.50	\$ -	\$ 19.75										\$ 37.25
Cedar Motor Inn	C. Swanson			\$ 5.63	\$ -										\$ 5.63
Check 'N Cash - Ish.	D. Laituri	Jan '17	\$ -	\$ 11.25	\$ -										\$ 11.25
Crossroads Convenience Store	D. Laituri	May-17	\$ 26.00	\$ 18.25	\$ 23.50										\$ 67.75
Culvers	C. Swanson	May '18 -	\$ 65.87	\$ 108.61	\$ 36.48										\$ 210.96
Elaines	D. Laituri	May '18 -	\$ 10.75	\$ -	\$ 6.00										\$ 16.75
Freedom Gas	C. Swanson		\$ 11.24	\$ 10.79	\$ 28.47										\$ 50.50
Great Lakes Fresh Market	D. Laituri	Jul '16 -	\$ -	\$ 40.25	\$ 32.00										\$ 72.25
Gwinn/Sawyer Vet Clinic	R. Laituri		\$ -	\$ -	\$ 36.75										\$ 36.75
Honor Credit Union - Gwinn	R. Gustafso	Jun-17	\$ 19.56	\$ -	\$ -										\$ 19.56
Honor Credit Union - Marquette	C. Swanson	May-17	\$ 3.25	\$ -	\$ -										\$ 3.25
Honor Credit Union - Negaunee	D. Laituri		\$ 6.25	\$ -	\$ -										\$ 6.25
Iron Range Agency	R. Laituri	Jan. '17 -		\$ -	\$ 2.75										\$ 2.75
Jean Kays	C. Swanson		\$ 7.17	\$ 4.37	\$ 27.42										\$ 38.96
Jeffrey's	C. Swanson		\$ 15.16	\$ 6.81	\$ -										\$ 21.97
Jubilee Ishpeming	D. Laituri		\$ 21.75	\$ 12.25	\$ 27.50										\$ 61.50
Kassel's Korner	R. Laituri	Jun '18	\$ -	\$ -	\$ 104.25										\$ 104.25
Kountry Korner	R. Gustafson		\$ 47.10	\$ -	\$ 40.00										\$ 87.10
Main Street Pizza - Harvey	D. Laituri	Oct '16 -	\$ -	\$ 15.75	\$ 5.00										\$ 20.75
Mares-z-Doats	K. Rhodes		\$ -	\$ -	\$ -										\$ -
My Place	C. Swanson	Jun '17	\$ -	\$ -	\$ -										\$ -
Negaunee Vet Clinic	C. Swanson	Dec '14 -	\$ 16.15	\$ -	\$ -										\$ 16.15
New Age Tattoo	C. Swanson		\$ 0.56	\$ -	\$ -										\$ 0.56
Northern Lights	K. Rhodes	Apr '15 -	\$ -	\$ -	\$ -										\$ -
Northern Vet Associates	R. Laituri	Apr '16 -	\$ -	\$ -	\$ -										\$ -
Poet's Pet Parlor	K. Rhodes	Feb '15-	\$ -	\$ -	\$ -										\$ -
Ralph's Deli	R. Laituri	Jan '15 -	\$ 11.75	\$ 15.75	\$ -										\$ 27.50
Range Bank – Negaunee	D. Laituri	Oct '14 -	\$ 10.50	\$ 10.75	\$ -										\$ 21.25
Serendipity Salon	C. Swanson	Feb '15-	\$ -	\$ -	\$ -										\$ -
Ship 'N Shop	K. Rhodes	Sep '15 -	\$ 5.00	\$ -	\$ -										\$ 5.00
Super One Negaunee	R. Laituri		\$ 77.75	\$ 11.75	\$ 71.50										\$ 161.00
Thriftyish	D. Laituri	July '16	\$ 13.00	\$ -	\$										

[illegible]

## PERSONNEL COMMITTEE REPORT

April 27, 2020

The Personnel Committee did not meet, however, did share updates via email.

**E.D. Search (Alex):** Alex shared an email dated 3/31/20 he received from Animal Shelter Services notifying us the E.D. position had been posted on two sites. Due to Covid-19, he noted there have been delays in postings.

**Staffing (Colleen):**

Colleen reported on staffing updates including shifting of positions.

Due to low census, layoffs have brought staffing down to two full time supervisors and two full time and one part time animal caregivers. Prior to layoffs, the entire shelter was deep cleaned and organized.

**CARES ACT and the Paycheck Protection Program (Colleen):** Colleen provided a synopsis with the suggestion that the Personnel Committee, if they wish, make a recommendation to the Finance Committee, but that the Finance Committee make a recommendation to the board.

Respectfully submitted,

**Reva Laituri**

Chairperson

## Donor Development Ad-Hoc Committee Board Report

### April, 2020

**Members:** Lynn Andronis, Chris Danik, Leslie Hurst (Chair), Reva Laituri

We have met many times via zoom and phone, plus emails, to work through report development, duplicate processing, donation form updates, quickbook integration, neonpay, etc.. We have made good progress this month, summary follows. Please note the first item, "Committee Function" needs Board action.

**Committee Function:** "Ad Hoc Committees may be appointed by the Board from time to time as warranted. These Committees shall be discharged upon completion of their function." - UPAWS Board Policies & Procedures, Feb 2020. We have never been sure of our function beyond selecting a CRM system. ***We recommend that we need to continue until Neon is fully implemented and that includes developing/updating/documenting our process(es) for developing & nurturing donors/donations and how we process & report them (will include cross work with IT, Finance, Fundraising, Policy/Bylaws & Community Outreach/ED).***

The system has additional functionality that we can utilize but isn't our priority until all imports and donation flow is complete (these functions could replace current apps so maybe we handle it as support under I.T. ad-hoc committee).

#### Neon Conversion:

- We have all of 2019 collected that wasn't part of BF conversion except for some ACH, Lynn working with Amber on that.
- We have 1Q of 2020 collected and will begin importing on 4/25. We held off until we understood the integration to QB better and feel it won't interfere with that so will proceed. 2019 imports will follow. Our goal is to be complete by mid-May to produce a newsletter mailing list by June 1 (needs to be at Pride by June 15th for late June delivery),
- Duplicate processing continues, Lynn is focusing on this and we are making headway.

#### Website Donations:

- Chris updated forms to better gather data for donation type (purpose), separating Tributes to a separate page from general Donation. We turned on account matching (new enhancement) which is helping to reduce duplicates and removed obsolete "create or login" text. We are working on removing the red "Donate" button in the footer to reduce confusion with the "Submit" button. Ann added some verbiage to the main donation page until this is complete.

Make an Online Donation

Make a Tribute Gift

Sponsor Animal Adoption

Sponsor Animal Care

- Neon Portal will not be available until data is up to date.

#### Quickbooks Integration:

- Committee members, Amber & Kristen met on the 16th. Chris, Leslie & Amber did a work session on the 17th to set up QB integration and test. We have several outstanding questions we are working with support on.

- Leslie & Amber were able to produce transactions by payout for 1Q financial reporting from NeonPay. We will continue to review this process and rework as needed.

**Documentation / Help:**

- Donor Development Drive - Neon Documentation folder. As we determine processes & best practice, we are compiling documentation.
- NeonCRM Support Center (under gear in upper right) has good articles & youtube videos, along with Community forum and support requests.

**Next Up/Other:**

- Thank You emails/letters. We only send for online donations. Leslie notifies Lynn if > \$500, Reva if > \$5000, Karen for Tribute acknowledgement.
- Memberships - need to understand, test, then make recommendation to Policy/Bylaw.
- Volunteer - Ann has access and documentation link to review, it's her decision.
- Grants - Colleen & Ann have access and documentation link to investigate.
- Peer to Peer - Chris will use for Strut, hope to not renew First Giving license in June.
- Events - Used for Raise the Woof, need to compare with EventBrite.
- MyEmma replacement - working with Ann as time allows to investigate.

Respectfully submitted,  
Leslie Hurst, Donor Development Chair

## COMMUNITY ROOM AD-HOC COMMITTEE REPORT

April 24, 2020

1. No meeting. I recommend we dissolve this ad-hoc committee. Leslie will remain tasked with finalizing the rental agreements, procedures and related tasks in regards to rentals of the Community Room. She can act as Community Room Coordinator until we have a staff member in place to take over. She will provide updates at monthly Board meetings.
2. Made additional updates to documents and sent to Wim on 4/24/20. Will follow-up with Wim next week to get preliminary feedback, timeline 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. MTA meeting for 4/22/20 6:30pm-8:30pm was cancelled.
  - b. Rentals are on-hold until Michigan Executive Orders permit gatherings.
  - c. When reserving, create a calendar event specifying "Community Room" as the room.