

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, July 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. Approval of Agenda
3. Mission Moment
4. Approval of Minutes
 - a. June 22, 2020 Regular Meeting
5. Unfinished Business
 - a. Construction update (Amber)
 - b. Update on E.D. Search (Alex)
 - c. Organizational Chart (Colleen)
6. New Business
 - a. Report and Recommendation from the Personnel Committee re: Maintenance/Custodian Contract for Services
 - b. Report and Recommendation from the IT Committee re: Purchase of New Door Keypad and Strike
 - c. Report and Recommendation from the Policy/Bylaw Committee re: Amend Article 10, Section B(a) (Standing Committees) to add Paws Park
 - d. Report and Recommendation from the Policy/Bylaw Committee re: Amend Board Policies, Section 10.0 (Board Appointed Committees) to add Paws Park Committee
 - e. Report and Recommendation from the Finance Committee re: Bookkeeping Contract
 - f. Report and Recommendation from the Finance Committee re: Barn Paddock Construction Budget
 - g. Report and Recommendation from Colleen re: Sasawin/UPAWS MOU
 - h. Elections to fill two Board Seats
 - i. Leslie Hurst
 - ii. Austin Loehr
7. Communications
 - a. Email from Concerned Citizen Regarding Activities Around the Ishpeming Township Pound

8. President's Report
9. Treasurer's Report
 - a. June Financial Reports
10. Shelter Operations Report(s)
 - a. Community Relations/Volunteer Coordinator Report
 - b. Stats
 - c. Any Additional Operational Reports
11. Committee Reports
 - a. Board Development Committee Report (Scott) – minutes attached
 - b. Dog Park Committee (Amber) -
 - c. Finance Committee Report (Amber) – written report
 - d. Fundraising Committee Report (Austin) –
 - e. Strategic Planning Committee Report (Lynn) – did not meet
 - f. Personnel Committee Report (Reva) – written report
 - g. Policy / Bylaw Committee Report (Colleen) – written report
 - h. Donor Development (Ad Hoc) (Leslie) -
 - i. Vet Center Committee (Ad Hoc) – (Scott) – did not meet
 - j. IT Committee (Ad Hoc) (Chris) – written report
12. Board Comment
13. Adjournment

Next Board Meeting Date: August 24, 2020

**UPPER PENINSULA ANIMAL WELFARE SHELTER
BOARD OF DIRECTORS MEETING
Monday, June 22, 2020 via Zoom
Minutes**

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

ABSENT: Scott Jandron (excused), Austin Loehr (excused), Alex Petrin (excused)

1. Call to Order: Meeting was called to order at 6:04 pm.
2. Approval of Agenda: *Amber made a motion, seconded by Colleen, to approve the Agenda as presented. Motion passed with unanimous consent.*
3. Mission Moment: None
4. Approval of Minutes:
 - a. May 26, 2020 Regular Meeting:
 - i. Section 7b. Correct "Ishpeming Township" to read "City of Ishpeming".
 - ii. Section 11b. The second to the last sentence should read "We have early information that there is a *potential horse* case in Houghton that may come to us."*Colleen made a motion, seconded by Amber, to approve the Minutes with these corrections. Motion passed with unanimous consent.*
5. Unfinished Business:
 - a. Construction update: Amber noted that Hall Construction reached out to her to determine if we have done a walk-through with the work that was done on epoxy floors. Amber is waiting for word from Alex. Amber reached out to Alex to discuss some maintenance issues that need to be done or to determine who will perform the task (e.g., mowing, weeding, sweeping, etc.) Per Leslie. Alex is point of contact if something needs to be done and staff should be contacting him directly. The maintenance position is budgeted as a full-time position.
 - b. Annual Report: Colleen reported that the draft was emailed to board members for review. There will be some changes in some numbers. We are not doing a hard copy mailing but an email. No date has been set for sending the email. The newsletter went out last week; the Emma list is from the December newsletter. We will also put it on social media and on our website. It should be sent out by the end of the week. We need pull a list of people who want email from Neon and merge into Emma list; Leslie and Lynn will discuss. Lynn and Ann will discuss Emma list.
 - c. Update on E.D. Search: Alex is not back in town yet so. Per Reva, we have received one application to date. Alex said he was touching base with Mr.

Crumm today for an update. The applicant has fundraising experience and working with boards; his prior experience is therapy related. Personnel Committee will review.

6. New Business: None

7. Communications: None

8. President's Report: Written report submitted. Reva reported that the Covid Preparedness Plan is on the drive under separate folder ("Operational"). We need to have a complete emergency preparedness plan; this is only part of it.

9. Treasurer's Report:

- a. May Financial Reports : Colleen had a question on Pro Fee Expenses of \$6505 on the Income and Expense Report. Amber explained that there will be some inflation because it is offset as an "in kind" expense so overall it will be reduced. At the end of the year we will have a better picture. There was a question of the Increase under "Misc. Expense" and Amber stated that the in-kind inflates this number as well. She said that a monthly report can be generated for in-kind donations, (if we want it). Colleen suggested making it part of quarterly review process. Amber will provide it with other reports for this review process. The signed PPP is in the 2020 Finance Committee folder on the drive for future use. Amber reported that the loan forgiveness terms may be changing, becoming laxer.

Lynn made a motion, seconded by Chris, to approve the reports as presented.

Motion passed with unanimous consent.

10. Shelter Operations Report(s):

- a. Community Relations/Volunteer Coordinator Report – Report submitted by Ann Brownell.
- b. Stats – submitted.
- c. Any Additional Operational Reports – Per Reva, another dog (Prince) was euthanized on Friday; he was getting more and more aggressive, unable to do meets, and there was no other option. She reported that the staff would like to see "easy" dogs. A lot of people are bringing in dogs with histories that make it more difficult to re-home them. On 5/9, we got in a dog from drug bust in Marquette; all of her nails were worn down. The Sheriff Department seized the dog and the case is in the prosecutor's office now, but court action has been delayed due to Covid. Addie is back to work as a part-time caregiver. We transferred cats from Bay County Animal Control with very sparse information on them. Ann talked to an employee at Bay County who gave her the back story on them, and Ann is working on adding that info to history. Staff reports that they are all wonderful cats that had a rough start. Bay County has spent time and money to get these cats better. The ED at Room at the Inn wanted to know

if we can work with them on short holds (48 hours) for people who are homeless and have pets. They need to be able to transport animals to and from us. We currently have limited space due to two Cane Corsos needing 2 kennels each. The ED doesn't know how frequent this situation occurs. Reva will talk to him to get more information. Leslie brought recycle materials to Alter Metals since it's open now. Last check we received as approximately \$.70.

11. Committee Reports:

- a. Board Development Committee Report: Meeting minutes attached.
- b. Dog Park Committee: No report.
- c. Finance Committee Report: Written report attached.
- d. Fundraising Committee Report: Written report attached
- e. Strategic Planning Committee Report: Committee did not meet.
- f. Personnel Committee Report: Committee did not meet.
- g. Policy/Bylaw Committee Report: Committee did not meet.
- h. Donor Development (Ad Hoc): Leslie reported that the committee is working on getting donations/information into Neon. They will be meeting next week, probably, and will be setting guidelines for process in the future.
- i. Vet Center Committee (Ad Hoc): Committee did not meet.
- j. IT Committee (Ad Hoc): Committee did not meet.

12. Board Comment: Leslie wanted to know when we will be meeting in person since a member of public has asked. A new Executive Order from Governor Whitmer will be coming on 6/30 and we will reassess at that time.

13. Adjournment: *Colleen made a motion, seconded by Brett, to adjourn the meeting. Motion passed with unanimous consent.* Meeting adjourned at 7:15 p.m.

Respectfully submitted,

Counter-Signed

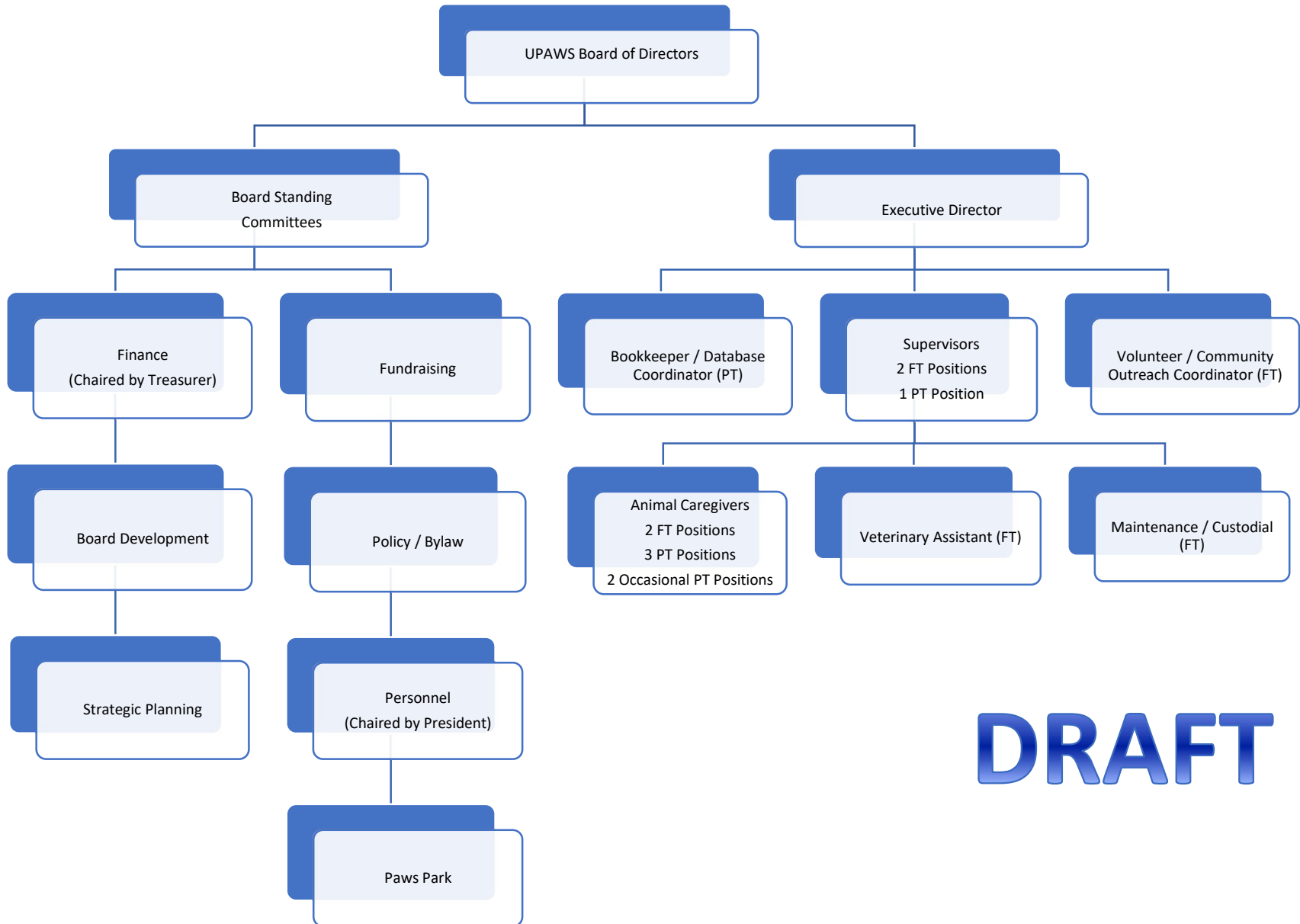
Lynn Andronis, Secretary

Reva Laituri, President

Next Board Meeting Date: July 27, 2020

UPAWS ORGANIZATIONAL CHART

July 2020



DRAFT

**REPORT AND RECOMMENDATION FROM THE
PERSONNEL COMMITTEE**

July 27, 2020

RE: Maintenance/Custodian Position.

The Personnel Committee is recommending UPAWS fill the position the Maintenance/Custodian position on a part-time basis as a contract employee for a period ending September 30 (contract attached). The position will be posted starting September 1 and it is planned to have someone hired by the end of September.

For the summer, a part-time person will suffice, but it has been difficult to find qualified candidates willing to take a part-time position. The additional \$600 paid while on unemployment would have made hiring earlier this summer is more difficult.

Alex has been picking up most of the slack but he is unable to spend as much time at the shelter as he has in the past and routine repair and maintenance jobs are falling behind.

Respectfully submitted,

Reva Laituri

Chair

CONTRACTOR SERVICES AGREEMENT

This Agreement is made between the Upper Peninsula Animal Welfare Shelter (UPAWS), 815 South State Highway M-553, Gwinn, MI 49841 and Shane Place, 559 M-35, Negaunee, MI 49866 (Contractor), on this ____ day of July 2020. UPAWS agrees to contract for the services of the Contractor and the Contractor agrees to provide the services; under the terms and conditions of this Agreement.

I. Scope of Work

The Contractor's work will include the following:

- Vacuum, sweep, mop, scrub, apply floor finish and polish floor surfaces throughout the Shelter. Verify inventory of cleaning materials and equipment and request supplies when necessary.
- Empty waste baskets and trash containers from offices and regular trash containers from assigned areas throughout the facility. Take the refuse outside to dumpsters. Clean containers as necessary.
- Wash windows identified within the facility, dust blinds, wash walls, dust vents, replace light fixtures in all areas on a routine basis or when required.
- Wash chairs and benches in reception area.
- Keep restrooms in a clean, orderly, and sanitary condition by sweeping and scrubbing floors. Clean, disinfect, and deodorize lavatories, urinals, and toilet bowls. Clean mirrors, dispensers, vents, and water fountains. Dust ledges and woodwork. Replace deodorizers, toilet tissue, hand towels, and soaps.
- Perform facility maintenance to include changing HVAC filters, cleaning drain traps, minor repairs, and other miscellaneous work requests.
- Maintain landscaping and ensuring proper upkeep of sidewalks, driveways, parking lots and other ground features; to include mowing and grounds clean up as needed.
- Maintain custodial, maintenance and yard equipment by cleaning, oiling or adjusting machines as needed to ensure maximum use.
- Assist the UPAWS staff on an as-needed basis based upon written or verbal request from Supervisors.
- Maintain confidentiality of shelter business.

II. Payment

In full consideration of the services to be provided hereunder, UPAWS agrees to pay Contractor for services described in the Statement of Work, which is incorporated herein; at a rate of \$12.00 per hour for hours incurred directly related to the performance of this contract. This contract is not to exceed \$3,000, in contract costs, unless otherwise agreed upon by both the UPAWS Board of Directors and the Contractor. As a precondition to receipt of any payments under this Agreement, Contractor must provide the UPAWS with a monthly invoice detailing specific services provided by the Contractor. Payment for approved invoices will be made within 10 days of receipt of such invoices by the UPAWS. Final billing must be received within thirty (30) days of the completion or termination of this Agreement.

III. Period of Performance

Contractor shall devote as much time and effort to the work as is necessary to diligently fulfill their obligations under this Agreement. All work performed and billed under this contract shall be conducted at the UPAWS Shelter facility; unless otherwise negotiated. Contractor shall begin work on August 3, 2020. It is anticipated that the contract will last through October 30, 2020. As previously agreed, Contractor will not be available for the period of August 8-16, 2020. Contractor shall bill no more than 20 hours per week for the period of performance of this Agreement without prior approval by the President. Neither the period of performance nor the annual maximum of the contract (\$3,000) can be extended or amended without prior authorization by the UPAWS Board of Directors and the Contractor.

IV. Principal Contacts

All notices under this Agreement will be sent to the following designated Principal Contacts under this Agreement. UPAWS may change its Principal Contacts at any time by written notification.

UPAWS's principal contact:

Reva Laituri, President
UPAWS Board of Directors
Phone: (906) 475-6661
Email: revalait@charter.net

Contractor's principal contact:

Shane Place
559 M-35
Negaunee, MI 49866
(906) 475-6094 / (906) 250-2710
Email: placesp@gmail.com

Contractor and his work shall be supervised by UPAWS Supervisors on behalf of the UPAWS Board of Directors.

V. Independent Contractor

It is understood and agreed that Shane Place is an independent Contractor with respect to all work to be performed under this Agreement and that the Contractor is not an agent or employee of UPAWS. It is further understood and agreed that the Contractor is not authorized to act on behalf of the UPAWS, and that actions of the Contractor, are not actions of UPAWS.

The Contractor shall assume full responsibility for payment of all applicable federal, state, and local taxes, and/or special levies required under unemployment insurance, social security, income tax, and/or other laws with respect to the Contractor's performance of their obligations and receipt of payment under this Agreement.

VI. Representations and Warranties of Contractor

The Contractor represents and warrants that they have all of the qualifications, education and experience required to complete the work intended to be completed under this Agreement. If the Contractor is not so qualified, their lack of qualifications is grounds for immediate termination of this Agreement by UPAWS without liability. The Contractor shall devote their best efforts to carry out the work required by this Agreement in accordance with the standard of professional care, skill and diligence normally adhered to by a professional in this field providing similar services.

VII. Termination

This Agreement may be terminated by either party at any time without cause by giving thirty (30) days advance notice of such termination to the other party. The Contractor shall only be paid for work performed, and reasonably billed for, prior to the effective date of termination.

VIII. Confidentiality

The Contractor acknowledges that all information related to their work under this Agreement, including all findings, reports, and other information provided either directly or indirectly, by UPAWS, in connection with this agreement or developed, compiled, or created by the Contractor in performing their services under this Agreement, is confidential and proprietary information owned by, and of great value to UPAWS. Accordingly, the Contractor agrees not to disclose any such confidential information to any person without the prior, written authorization of the UPAWS Board of Directors.

IX. Amendment

This agreement may be amended only by a written document signed and approved by the UPAWS President and the Contractor.

X. Authorization

This contract will remain in force as signed by the UPAWS Board President on _____, 2020.

Contractor

Date

President
UPAWS Board of Directors

Date



Contractor Release and Waiver of Liability Form

Name: _____

Address: _____

Phone: _____ Email: _____

This Release and Waiver of Liability (Release) executed on the _____ day of _____, 2020 between Shane Place (Contractor) and the Upper Peninsula Animal Welfare Shelter (UPAWS), subject to the following conditions:

The Contractor desires to provide services to UPAWS and engage in activities as outlined in the agreed upon Contractor Services Agreement. The Contractor understands that he is responsible for his own insurance coverage in the event of personal injury or illness as a result of services provided to UPAWS.

1. Waiver and Release: I, the Contractor, hereby release, waive, discharge and hold harmless, UPAWS from any and all liability, claim and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the services I provide to UPAWS. I understand and acknowledge that this Release discharges UPAWS from any liability or claim that I may have against UPAWS with respect to bodily injury, personal injury, illness, death, property damage, or any other claim that may result from the services I provide to UPAWS or occurring while I am providing services.
2. Insurance: Further, I understand that UPAWS does not assume any responsibility for or obligation to provide me with financial or other assistance, including but not limited to medical, health, workers compensation, or disability benefits or insurance. I expressly waive any such claim for compensation or liability on the part of UPAWS beyond what may be offered freely by UPAWS in the event of injury or medical expenses incurred by me.
3. Medical Treatment: I hereby release and forever discharge UPAWS from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my tenure as a Contractor with UPAWS.
4. Assumption of Risk: I understand that the services I provide to UPAWS may include activities that may be hazardous. As a Contractor, I hereby expressly assume risk of injury or harm from these activities and release UPAWS from all liability.
5. Other: As a Contractor, I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Michigan and that this Release shall be governed by and interpreted in accordance with the laws of the State of Michigan. I agree that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected.

By signing below, I express my understanding and intent to enter into this Release and Waiver of Liability willingly and voluntarily.

Contractor Signature

Date

UPAWS, President, Board of Directors

Date



Additional Keypad / Door Strike Recommendation

July 2020

The Ad-Hoc IT Committee would like to make a recommendation to the UPAWS Board of Directors to install an additional keypad and door strike between the after-hours vestibule area and the rest of the shelter

Rationale

The main reason for this additional keypad is to separate the rest of the shelter from the community room area. When the new shelter was designed, it was intended to allow the programs to operate out of the community room after regular shelter hours. Right now this door is left unlocked and would allow access to the rest of the shelter. By installing this new keypad and door strike, this door is able to remain secure.

It was always the intent to allow outside groups to be able to rent the community room to put on programs. Putting this door on the same system as the rest of our keyless locks will ensure that the shelter stays secure when outside groups are renting the community room. Our alarm system already has the community room area separate from the rest of the shelter. This allows us to keep the rest of the security system armed while the community room is in use. Without this door having a keypad, it could accidentally be left unlocked which would allow anyone to walk into the shelter. If the alarm is armed in the shelter, the alarm would then be activated and the police would respond.

Cost

Luke Guindon, an expert in his field provided a quote of \$764. The breakdown in cost is attached to this recommendation. Luke has indicated that he is very familiar with the type of system we have and has worked on similar systems in the past.

Alternative Bids

906 Technologies was also contacted for a bid for this project as they were the original installers of the system. As of the date of this recommendation, we have not had a response. We requested a quote earlier this year, but since this project had been put on hold due to COVID-19, that quote is long expired. The price on this original quote was more than Luke Guindon.

Luke Guindon

2014 Neidhart Ave

Marquette, MI 49855

(906) 250-9467

lukeguindon@gmail.com

July 13, 2020

Keypad and electric strike installation quote

- HES electric strike \$124.00
- IEI keypad \$400.00
- Labor @ \$40/hour x 6 \$240.00

Total Estimate: \$764

This is a do not exceed estimate. A total cost will be based off actual time spent and material costs. If I can get a better price on the materials the cost savings will be passed on to Upaws. This estimate is subject to change after 90 days.

Policy & Bylaws Committee
Report & Recommendation
July 27, 2020

#1 - Report & Recommendation:

The Policy & Bylaws Committee makes the following recommendation for language changes to the Bylaws: Article 10: Board Protocols, B. Committees (a) Standing Committees. Suggested Changes are noted in **RED**.

Suggested UPAWS Bylaws Policy Language:

- a. Standing Committees: The President may Chair any standing committee(s) and shall serve as an ex-officio member of all remaining committees. Standing Committees shall consist of:
 - i. Board Development
 - ii. Finance (The Treasurer shall serve as Chairperson)
 - iii. Fundraising
 - iv. Strategic Planning
 - v. Policy/Bylaw
 - vi. Personnel (The President shall serve as Chairperson)
 - vii. **Paws Park**



**UPPER PENINSULA ANIMAL
WELFARE SHELTER, INC.**

BYLAWS

Adopted July 27, 2020

Board of Directors Bylaws

Table of Contents

	Page
Article 1: Name	3
Article 2: Vision Statement	3
Article 3: Mission Statement	3
Article 4: Office and Agent	3
Article 5: Purposes	3
Article 6: Board Duties and Powers	4
Article 7: Board Membership	5
Article 8: Board Officers	7
Article 9: Meetings	9
Article 10: Board Protocols	12
Article 11: Annual Report	14
Article 12: Amendments	14
Article 13: Certification	14

UPPER PENINSULA ANIMAL WELFARE SHELTER, INC.

Article 1: NAME

The name of the Corporation is Upper Peninsula Animal Welfare Shelter, Inc. (“UPAWS”).

Article 2: VISION STATEMENT

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.

Article 3: MISSION STATEMENT

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

Article 4: OFFICE AND AGENT

UPAWS shall have its principal place of business in Marquette County, Michigan. The President of the UPAWS Board of Directors shall be authorized to serve as the agent for the purpose of receiving official communications on behalf of the Corporation (UPAWS).

Article 5: PURPOSES

- A. The purpose of UPAWS shall be to support the attainment of excellence in all animal welfare services:
 - a. To provide awareness and education on care and responsible treatment of domestic animals.
 - b. To humanely provide for and protect homeless, neglected, and/or abused domestic animals.

- c. To provide high quality shelter, medical, and adoption services for domestic animals.
- d. To receive and administer funds and to operate within the meaning of Section 501(c)(3) of the Internal Revenue Code.
- e. To acquire, own, dispose of and deal with real and personal property and interests therein and to apply gifts, grants, bequests and devises and the proceeds thereof in furtherance of the purposes of the corporation.
- f. To do such things and perform such acts to accomplish its purposes as the Board of Directors may determine to be appropriate and are not prohibited by Section 501(c)(3) of the Code, with all the power conferred on nonprofit corporations under the laws of the State of Michigan.

Article 6: BOARD DUTIES AND POWERS

- A. The business and affairs of UPAWS shall be managed by a Board of Directors, which shall serve as the governing body of UPAWS. The Board of Directors shall meet as often as necessary to conduct the business of UPAWS, but at least six (6) times per year.
- B. Powers: The Board of Directors shall have charge, control and management of the business, property, personnel, affairs and funds of UPAWS and shall have the power and authority to do and perform all acts and functions permitted for an organization described in Section 501(c)(3) of the Code consistent with these Bylaws, the Articles of Incorporation or the laws of the State of Michigan. In addition to and not in limitation of all powers, express or implied, the Board of Directors shall have the power to borrow or raise money for corporate purposes, to issue bonds, notes or debentures, to secure such obligations by mortgage or other lien upon any and all of the property of UPAWS if it is in the best interests of UPAWS and in furtherance of its purposes.
- C. The Board of Directors shall manage the general affairs and business of the Board of Directors and shall have and shall uphold their fiduciary duty to both the Board of Directors and UPAWS. Members of the Board shall in all cases act as a Board, regularly convened, by a majority vote, and they may adopt such rules and regulations for the conduct of their meetings and the management of the Board of Directors as they may deem proper, not inconsistent with the By-Laws of the Board of Directors and applicable law of the State of Michigan.
- D. A Board member shall perform his/her duties as a Board member in good faith, in a manner the Board member believes to be in the best interests of the Board of Directors,

and with such care as an ordinarily prudent person would use under similar circumstances in a like position. In performing such duties a Board member shall be entitled to rely on factual information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by:

- a. one or more Directors of the Board of Directors or employees of UPAWS whom the Board of Directors reasonably believes to be reliable and competent in the matters presented; or
 - b. legal counsel, public accountants or other persons as to matters which the Board reasonably believes to be within such persons professional or expert competence; or
 - c. a Committee of the Board upon which the Board member may or may not serve, duly designated in accordance with a provision of the By-Laws or in such Committee the Board member reasonably believes to merit confidence and the Board member shall be considered to be acting in good faith.
- E. Execution of Conveyances, Mortgages and Contracts: The Board of Directors may in any instance designate one or more officers, agents or employees to execute any contract, conveyance, mortgage or other instrument on behalf of UPAWS, and such authority may be general or confined to specific transactions.

Article 7: BOARD MEMBERSHIP

- A. Number and Term of Office: The Board of Directors shall consist of no less than five (5) and no more than twelve (12) persons. In the event of an increase in the number of elected Directors serving, terms shall be established so that the terms of approximately one-third (1/3) of the Directors expire each year. Directors may be elected for no more than two (2) consecutive three year terms, at which point the Director must be off the Board for one (1) year to become eligible for nomination to a vacant Board position.

Directors shall serve for three (3) year terms. The Board shall fill expiring terms at their regular July meeting. Each individual nominated shall be voted on by the Board using secret ballot. Re-elected Directors shall begin their term of office after Board elections at the July meeting. Any existing Director not eligible for re-election or not re-nominated shall end their term of office upon the completion of the election process.

- B. Vacancies: Whenever any vacancy shall occur in the Board of Directors by death, resignation, removal or otherwise, the vacancy may be filled by the majority vote of the Directors at earliest convenience of the Board of Directors. Any Director so appointed shall

serve for the unexpired portion of the term of the vacated position and the incomplete term does not count towards term limits.

Upon a Board member vacancy, the Board Development Committee shall request applications for potential new Board members. The Board Development Committee shall review and interview potential Board member candidates during its regular committee meetings or a special meeting. Nominations to fill a vacant position shall be forwarded by the Board Development Committee at least seven (7) calendar days prior to the Regular monthly meeting. Appointments will be voted on by the Board using a secret ballot. Upon majority vote of the Directors, the Board shall confirm or deny the appointment.

- C. Qualifications of Board Members: At least two Board members shall possess a significant level of experience and expertise in animal welfare services to guide the management of the UPAWS Shelter and the adequacy of such experience shall be determined by vote of the Board of Directors. Employees of UPAWS shall not serve as Board members.
- D. Ex-Officio Members: Any individual or organization interested in supporting the purposes of UPAWS may become a Member of the Board of Directors by such means as the Board of Directors determines is required for appointing Ex-Officio Members from time to time. Such individuals or organizations may be recognized or granted benefits in such form as the Board of Directors shall prescribe from time to time. No property or voting right shall be vested in any Ex-Officio Member, directly or indirectly. There is no limitation on the number of Ex-Officio Members authorized.
- 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.

Article 8: BOARD OFFICERS

A. Election of Officers

- a. The Officers of the Board shall consist of a President, Vice President, Secretary and Treasurer who shall perform the duties as outlined within Article 8 of the UPAWS Bylaws.
- b. The Organizational Meeting shall be held within ten (10) calendar days after the July monthly meeting. All Officers shall be elected for a term of one (1) year (or until their successors have been elected) by the Board of Directors at its Organizational meeting. If less than a quorum of the Directors is in attendance for an Organizational meeting of the Board of Directors, the holding of such Organizational meeting shall not be required and matters which might have been taken up at the Organizational meeting may be taken up at any later regular, special or Organizational meeting or by consent resolution.
- c. Any Director choosing to be nominated for a Board Officer position must have been a Board member for the preceding twelve months, unless there are no other eligible or interested candidates.
- d. In the event of the death, resignation, removal or other inability to serve of any Officer, the Board of Directors shall elect a successor who shall serve until the expiration of the normal term of such Officer or until his or her successor shall be elected.

B. President Duties

- a. To serve as the executive officer for UPAWS, and, as such, under the direction of the Board of Directors, shall have power, on behalf of the Board of Directors, to perform all acts, execute and deliver all documents and take all steps that the President may deem necessary or desirable in order to effectuate the actions and policies of the Board.

- b. To coordinate with the Directors to develop an agenda and preside at official meetings of the Board.
- c. To represent the Board of Directors at meetings throughout the State, and as deemed necessary, and to report back to the Board of Directors about such meetings.

C. Vice-President Duties

- a. The Vice President will act in the capacity of the President in absence of the President.
- b. To represent the President, when requested, at meetings, and to report back to the Board of Directors about such meetings.
- c. To perform other duties as may be assigned by the President or Board of Directors.

D. Secretary Duties

- a. In the absence of the President and Vice-President, the Secretary shall serve as the Acting President.
- b. Will receive and attend to all correspondence of the Board of Directors and have custody of all documents belonging to UPAWS (except as otherwise provided in these bylaws).
- c. Secretary will ensure that minutes are taken at all Board of Directors meetings, will review the minutes, file and report the minutes as required.
- d. Will ensure that all meeting notices are duly given in accordance with these bylaws and the Board Policies and Procedures.
- e. To assist in formulating meeting agendas.
- f. To perform other duties as may be assigned by the President or Board of Directors.

E. Treasurer Duties

- a. The Treasurer shall have charge of the funds of UPAWS, except for such funds as the Board of Directors may designate.
- b. Will ensure that an accounting system is maintained which will give a true and accurate accounting of the financial transactions of UPAWS and that all funds received by the Treasurer and/or UPAWS shall immediately be deposited in a depository designated by the Board of Directors.
- c. Will provide financial reports on a monthly basis, or as requested by the Board of Directors, of activities and the financial condition of UPAWS.
- d. To perform other duties as may be assigned by the President or Board of Directors.

Article 9: MEETINGS

A. Types of Meetings

The Board of Directors may, upon the call of the President or as otherwise provided, conduct meetings for the purpose of carrying out the business of the Board of Directors, including an Annual Meeting, regular monthly meeting, Organizational Meeting, special meetings, and such other meetings or modes of transaction of business as shall be reasonably necessary to conduct the business of the Board of Directors.

B. Annual Meeting

- a. The Board of Directors shall conduct its Annual Meeting in adherence to Article 10 of the UPAWS Bylaws.
- b. The Board of Directors shall conduct its Annual Meeting for the purposes of presentation of the Annual Report, review of the activities of UPAWS Board of Directors and staff during the prior year, and to transact such other business as is normal or customary for a similar board, organized for similar purposes.
- c. The Annual Meeting shall be conducted on the second Tuesday in June of each year at a time and place to be set by the Board of Directors. The meeting shall be held for the benefit of the community and will include a presentation of the Annual Report. Public notice shall be given at least two weeks prior to the date of meeting.
- d. The Annual Meeting shall include a scheduled period of time for community participation.

C. Regular Monthly Meeting

- a. The Board of Directors shall conduct a regular monthly meeting to be held on a day and at a time as agreed upon by the majority of the Board of Directors.
- b. The meetings shall be held at a location as agreed upon by a majority of the Board of Directors Board members.
- c. The President may designate other locations, dates, or times for the monthly meeting upon at least three (3) calendar days notice to members prior to the date of the meeting. Any change of location will be posted at the regular meeting place.

D. Organizational Meeting: An Organizational Meeting shall be held at a place, date and time as determined by the Board within ten (10) calendar days after the July monthly meeting for the purposes of election of all Officers who shall serve a term of one (1) year; as elected by the Board of Directors.

E. Special Meetings: Special meetings of the Board of Directors may be called by the President of the Board of Directors or upon the request of two (2) or more Board members (with a minimum of at least 48 hours notice) and upon telephonic and electronic (email) notice to members, but the President must designate a record of the date, time and fact of notice to each member at their duly recorded telephone numbers. Notices of special meetings shall state the purpose or purposes of the meeting, and no business may be conducted at a special meeting except the business specified in the notice of the meeting. Notice of any meeting of the Board may be waived in writing before or after the meeting.

F. Closed Session: The Board, at any meeting, and at the discretion of the President or a majority of the Board members present, may go into closed session to discuss matters confidential in nature, including but not limited to personnel and legal issues. The Board, at its discretion, may invite others to remain in attendance for the closed session. Formal motions and subsequent voting must be conducted in open session. The time of the beginning and end of closed sessions shall be reflected in the minutes from the meeting.

G. Quorum: At a meeting of the Board of Directors, a majority of the voting members of the Board (more than 50% of the Board members) shall constitute a quorum for the transaction of business. Meetings shall only be official when a quorum is present. No Board of Directors action shall be taken by participation of less than a majority of voting members of the Board of Directors.

- H. Voting: At a meeting of the Board of Directors, each Board member has one vote. The majority vote of the Board members present and constituting a quorum shall constitute the decision of the Board. The vote of a majority of the Directors present at any meeting at which there is a quorum shall be the acts of the Board, except as a larger vote may be required by the laws of the State of Michigan, these Bylaws or the Articles of Incorporation. If a Director abstains from a vote, their presence shall not count toward the determination of whether a quorum is present. Ordinary voting shall take place by voice vote or raised hands. If confidentiality is required, a paper ballot shall be provided. Proxy and absentee voting is prohibited in all circumstances.
- I. Voting by Email: Email voting is permitted under the following conditions: All Directors must receive the email setting forth the proposal. The proposal may be in the form of a consent resolution document attached to the email or it may be described in the text of the email. A proposal may be adopted by email voting only if Directors provide a clear “yes or no” response, without modifying the proposal in any way or casting any doubt on their support of the proposal. The proposal email and, if applicable, consent resolution, and every email response shall be printed and maintained with the official minutes of the Board of Directors.
- J. Meeting Options: Members of the Board of Directors or any committee designated by the Board may participate in a meeting of the Board or committee by means of a conference telephone call or similar communications equipment by which all persons participating in the meeting can hear each other at the same time and participation by such means shall constitute presence in person at the meeting. Any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting by written consent or Resolution setting forth the action taken, signed by all the Board members and such written consent shall have the same effect as a unanimous vote taken at a duly called meeting.
- K. Actions without a Meeting: Any action by the Board of Directors may be taken without a meeting if all members of the Board of Directors individually or collectively consent in writing to this action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board of Directors through the Secretary. Written consent may be conveyed electronically.
- L. Presumption of Assent: A Board member who is present at a meeting of the Board of Directors at which action on any corporate matter is taken shall be presumed to have assented to the action taken, unless such dissent shall be entered in the minutes of the meeting or unless the Board member shall file a written dissent to such action with the person acting as the Secretary of the meeting before the adjournment thereof or shall

forward such dissent by registered mail to the President of the Board of Directors immediately after the adjournment of the meeting. Such right to dissent shall not apply to a Board member who voted in favor of such action.

Article 10: BOARD PROTOCOLS

- A. Manner of Decision-Making: The UPAWS Board of Directors shall adhere to The Standard Code of Parliamentary Procedure (commonly referred to as Sturgis). All matters shall be fully discussed and a reasonable attempt shall be made to secure unanimous agreement but the final decision will be by majority vote. The President will not vote except in the case of a tie-vote.
- B. Committees: The Board of Directors may establish such standing or special committees from time to time as it shall deem appropriate and shall define the powers and responsibilities of such committees. The President shall confirm or appoint committee Chairpersons. It shall be the responsibility of each chairperson to fill the committee. All committees must consist of a minimum of 4 members, including the Chairperson.
 - a. Standing Committees: The President may Chair any standing committee(s) and shall serve as an ex-officio member of all remaining committees. Standing Committees shall consist of:
 - i. Board Development
 - ii. Finance (The Treasurer shall serve as Chairperson)
 - iii. Fundraising
 - iv. Strategic Planning
 - v. Policy/Bylaw
 - vi. Personnel (The President shall serve as Chairperson)
 - vii. Paws Park
 - b. Special Committees: Special committees may be appointed by the President or the Board of Directors. Any special committee shall be dissolved as soon as it has fulfilled its function.
- C. Chain of Command: Board Members shall follow the UPAWS Personnel Policies and Procedures under Chain of Command when concerns, complaints or issues, which need to be resolved, are brought to their attention by an employee. Individual complaints should not be brought to the Board of Directors, as a body or individually, until the steps in the Chain of Command have been exhausted. Board Members shall direct employees

to the appropriate individual for addressing concerns, complaints or related issues.

- D. Conflict or Duality of Interest: Board members shall observe all appropriate standards and regulations designated to avoid conflicts of interest. At all meetings of the Board of Directors, any Director having a relevant ownership interest in any contracts or other arrangements being considered by the Board of Directors shall disclose the conflict or duality of interest and excuse him/herself during the deliberation. Volunteer activities with other charities may also be considered a conflict or duality of interest, depending upon the circumstances. Any Director having a relationship with another charitable organization with which contracts or other arrangements are being considered by the Board of Directors shall disclose the relationship and ask the remaining directors to determine whether a conflict or duality of interest shall prevent the Director from participating in the discussion and/or vote regarding the issue. The remaining Directors shall consider the extent of the relationship between the Director and the charitable organization and the likelihood that the type of contract or arrangement being considered would benefit the Director. All Directors shall complete and submit a conflict of interest form at the annual appointment meeting.
- E. Liability of Board Members: The Board shall maintain Directors/Officers Liability Insurance to protect Directors and Officers in the event of any actual or alleged error, misstatement, omission, misleading statement, or breach of duty. Directors shall have neither responsibility nor authority with respect to corporate affairs and shall not be liable for its debts, liabilities or obligations. A Board member shall not be personally liable for monetary damages for breach of fiduciary duty as a Board member unless;
 - a. The Board member has breached or failed to perform the duties of the Board member's office as provided in the Articles of Incorporation, and
 - b. The breach or failure to perform constitutes willful misconduct or recklessness.
- F. Compensation, Reimbursement, Per Diem: Board Members shall receive no compensation for their services on the Board of Directors. Board members shall not be eligible for reimbursement except as authorized by the Board of Directors. Per Diem and reimbursement for travel expenses may be paid for any travel required to attend business of UPAWS per the policies applicable to employees of UPAWS. The Board of Directors may provide for reasonable compensation to a Board Member for services which are beyond the scope of his or her duties as a Board Member.
- G. Order of Business: The normal order of business of the Board of Directors, which may be varied by a motion duly adopted by the Board of Directors, shall be:

- a. Call to Order / Attendance
- b. Public Comment
- c. Approval of the Agenda
- d. Approval of the Meeting Minutes of the previous Meeting
- e. Unfinished business
- f. New business
- g. Communications
- h. President's Report
- i. Treasurer's Report
- j. Executive Director's Report
- k. Committee Reports
- l. Public Comment
- m. Board Comment
- n. Adjournment

Article 11: ANNUAL REPORT

- A. The Board of Directors shall ensure the preparation and distribution of an Annual Report of the operations and activities of UPAWS the fiscal year preceding the Annual Meeting. The Board of Directors shall review, adopt, and if necessary, revise the report for submittal to the community within 14 calendar days prior to the Annual Meeting.
- B. The Annual Report shall identify:
 - a. A summary of the activities of the prior fiscal year;
 - b. The financial condition of UPAWS;
 - c. The condition of the Shelter facility;
 - d. A summary of the services provided;
 - e. Any significant problems and accomplishments; and
 - f. Plans for the future.

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.

Article 13: CERTIFICATION

I, _____, as President of the UPAWS Board of Directors hereby certify that at a duly called meeting of the Board of Directors, held on **July 27, 2020**; the Board of Directors adopted by consensus the foregoing By-Laws, a quorum being present.

Policy & Bylaws Committee
Report & Recommendation
July 27, 2020

#2 - Report & Recommendation:

The Policy & Bylaws Committee makes the following recommendation for language additions to Board Policy 10.0 *Board Appointed Committees*. Suggested Changes are noted in **RED**.

Paws Park Committee

The Paws Park Committee is charged with the following responsibilities:

- a. Monitoring, evaluating, and ensuring park use is in accordance to the rules, regulations, and etiquette outlined in the Paws Park Registration Packet.
- b. Maintaining a list of memberships, sending updates for vaccination renewals and membership renewal dates to members.
- c. Performing an annual evaluation of park use, memberships, and registration packet.
- d. The Chair of the Paws Park Committee is responsible for:
 - i. Scheduling volunteer maintenance of the park;
 - ii. Monitoring dogpark@upaws.org and responding to inquiries, complaints, incident reports, and suggestions;
 - iii. Making sure the membership spreadsheet is reviewed and kept up-to-date, as well as ensuring members are contacted in a timely manner regarding renewals;.
 - iv. Monitoring the Paws Park Facebook Group page, and notifying members regarding any closures, maintenance issues, or special events;.
 - v. Submitting an annual budget for Paws Park, and ordering key fobs and supplies as needed; and
 - vi. Preparing agendas, providing updates, disseminating information, and scheduling committee meetings as necessary.

10.0 Board Appointed Committees

- A. The Board of Directors may appoint Standing or Ad Hoc (Temporary) Committees to assist in its function. The Committees shall report to the Board.
- B. The Board may also, on occasion, appoint a Board member to serve as a representative of UPAWS at meetings, conferences, seminars, etc. which may be in the best interests of UPAWS to have representation. With prior approval, Board members may be eligible to receive per diem reimbursement if approved by the Board. Board members shall provide a written update/report to the Board a minimum of 30 calendar days after their attendance at the respective meeting/training/seminar to be recorded in the official Board meeting minutes.
- C. Appointment: The President shall appoint the Chair of each Standing and Ad Hoc Committee. 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.
- D. Guidelines for Committees:
 - a. Committees may be comprised of persons who are not UPAWS Board members, such as volunteers or members of the public; however, one Board member must be named to each Committee.
 - b. The Chair of each Committee is responsible for determining Committee membership.
 - c. The Board should establish Committees when it's apparent that issues are too complex and/or numerous to be handled by the entire Board.
 - d. For ongoing, major activities - establish Standing Committees; for short-term activities, establish Ad Hoc Committees that cease when the activities are completed. If a Standing Committee is established, it should be included within the Board By-Laws.
 - e. Committees should have a specific charge or set of tasks to address, should ensure Board members understand the Committee's charge and should be noted in the Board meeting minutes.
 - f. At each monthly Board meeting, the Committee Chair shall report the Committee's work since the past Board meeting.
 - g. Committees can recommend policy for approval by the entire Board.
 - h. Committees should make full use of Board members' expertise, time and commitment, and ensure diversity of opinions on the Board.
 - i. Committees should not supplant responsibility of each Board member; they operate at the Board level and not the staff level.

- j. Committees may meet weekly, monthly, or quarterly; dependent on the task and purpose of the Committee.
- k. Minutes or a Meeting Summary should be recorded for all Board Committee meetings. The next scheduled meeting of each Committee should be noted in the meeting summary. In addition, if possible, the next scheduled meeting of each Committee (with the exception of the Personnel Committee) should be posted on the UPAWS website.
- l. Each of the Committees shall be limited to study and investigation within its particular area of concern and the making of reports and recommendations to the Board for its ultimate action.

Board Development Committee

The Board Development Committee is charged with the following responsibilities:

- a. Identifying the skills and expertise required for a high performance, competent Board and identify any gaps in the current Board Matrix;
- b. Creating a plan for identifying prospective Board members, interviewing and recommending qualified candidates for Board approval;
- c. Advising the Board of any and all applications received;
- d. Planning and conducting orientation for new Board members;
- e. Conducting follow up interviews with new Board members;
- f. Organizing continuing education programs for Board members;
- g. Leading an annual evaluation of the Board;
- h. Facilitating Board member appointments in accordance with the Board Bylaws;
- i. Conducting exit interviews with Board members; and
- j. Chair of the Board Development Committee is responsible for monitoring the boarddevelopment@upaws.org email account and responding to inquiries and suggestions.

Finance Committee

The Finance Committee is charged with the following responsibilities:

- a. Formulating and presenting annual budget recommendations for the upcoming fiscal

- year in coordination with applicable Board Committees;
- b. Reviewing current budget on a quarterly basis; making recommendations for adjustments;
- c. Overseeing endowment accounts and loans; and
- d. Reviewing investments and making recommendations to the Board.

Fundraising Committee

The Fundraising Committee is charged with the following responsibilities:

- a. Reviewing and approving all proposed fundraisers, including third party fundraisers;
- b. Each UPAWS fundraiser has a designated Event Chair who is required to attend the Fundraising Committee meetings throughout the planning and execution of the fundraiser. In the case of third party fundraisers, a liaison from the Committee is appointed to keep in touch with the coordinator of the fundraiser;
- c. Preparing and maintaining a schedule of fundraisers, preparing budgets and reports, and reviewing the fundraisers on an annual basis;
- d. With larger fundraisers, the Event Chair forms a subcommittee to share in the duties of planning, preparing and putting on the fundraiser (this is especially useful for events);
- e. On an annual basis, reviewing the fundraising manual and third party fundraising agreement;
- f. The Chair of the Fundraising Committee is responsible for
 - i. Monitoring the fundraising@upaws.org email account and responding to inquiries and suggestions;
 - ii. Making sure the annual schedule is reviewed and kept up-to-date, as well as ensuring the budgets are prepared and provided to the Treasurer for incorporation into the budget and that fundraising reports have been prepared and placed on file;
 - iii. Preparing agendas, meeting minutes, and disseminate those to the committee along with any other agenda materials; and
 - iv. Maintaining the canister spreadsheet and updating the Fundraising Calendar and Contact list (including providing a copy of the calendar to the Shelter Manager on a monthly basis).

1. The Canister Committee Chair will maintain a list of canister locations and who is responsible for collection. Copies will be provided to the Shelter Manager.
- v. Performing an annual evaluation of fundraising events, and set up annual fundraising schedule, estimating income and expenses per event; and
- vi. Assigning Event Chairs for each event.

Strategic Planning Committee

The Strategic Planning Committee is charged with the following responsibility:

- a. Ensuring the creation of, or finding outside sources to create, the Strategic Plan; which will identify and guide the organization in achieving its goals; and
- b. Review and update the Strategic Plan on an annual basis, in coordination with the UPAWS Board of Directors and Staff.

Personnel Committee

The Personnel Committee is charged with the following responsibilities:

- a. Board President, or Board designee, shall act as the immediate supervisor to the Executive Director and act as the liaison between UPAWS Staff and Board members;
- b. Board President shall serve as the Personnel Committee Chair;
- c. Ensuring the completion of performance evaluations for the Executive Director;
- d. Meeting with the Executive Director and Shelter Manager on a monthly basis for the purposes of creating a joint relationship with the Executive Director and Shelter Manager and to be available for advice, have a “listening ear” as well as act as a “sounding board”; and
- e. Reviewing Personnel Policies and employee job descriptions on an annual basis, making recommendations to the Board regarding any changes in the policies or employee benefits.

Policy/Bylaws Committee

The Policy/Bylaws Committee is charged with the following responsibilities:

- a. Ensuring the review and approval of the UPAWS Mission Statement, Bylaws and Policies on an annual basis. Includes making necessary recommendations to the Board for formal Board approval of the following policies;
 - i. Reviewing and updating the Board of Directors Policies and Procedures;
 - ii. Reviewing and updating the Board of Directors Bylaws;
 - iii. Assisting, upon request, in the review of Personnel Policies and ensuring the Personnel Committee maintains updated and current policies; and
 - iv. Assisting, upon request, in the review of Finance Policies and ensuring the Finance Committee maintains updated and current policies.
- b. Assisting, upon request, in the review of applicable Board Committee Policies and assisting the Committee to ensure updated and current policies are in place; and
- c. Reviewing UPAWS Standard Operating Procedures (SOP's) with Shelter Manager and Executive Director to ensure updated and current policies are in place.

Paws Park Committee

The Paws Park Committee is charged with the following responsibilities:

- a. Monitoring, evaluating, and ensuring park use is in accordance to the rules, regulations, and etiquette outlined in the Paws Park Registration Packet.
- b. Maintaining a list of memberships, sending updates for vaccination renewals and membership renewal dates to members.
- c. Performing an annual evaluation of park use, memberships, and registration packet.
- d. The Chair of the Paws Park Committee is responsible for:
 - i. Scheduling volunteer maintenance of the park;
 - ii. Monitoring dogpark@upaws.org and responding to inquiries, complaints, incident reports, and suggestions;
 - iii. Making sure the membership spreadsheet is reviewed and kept up-to-date, as well as ensuring members are contacted in a timely manner regarding renewals;.
 - iv. Monitoring the Paws Park Facebook Group page, and notifying members regarding any closures, maintenance issues, or special events;.
 - v. Submitting an annual budget for Paws Park, and ordering key fobs and supplies as needed; and

- vi. Preparing agendas, providing updates, disseminating information, and scheduling committee meetings as necessary.

EFFECTIVE: 12/17/2018	REVISED DATE: 07/27/2020	SUPERSEDES:
BOARD SIGNATURE:		

Finance Committee Recommendation

June 22, 2020

Present: Amber Talo, Reva Laituri, Kristine McDonnell

The Finance Committee recommends the renewal of our Bookkeeper Contract with LaCosse & Associates.

Respectfully submitted,

Amber Talo

Chair

CONTRACTOR SERVICES AGREEMENT

This Agreement is made between the Upper Peninsula Animal Welfare Shelter (UPAWS), 815 South State Highway M-553, Gwinn, MI 49841 and Lacrosse & Assoc. (Contractor), on this 27th day of August 2019. UPAWS agrees to contract for the services of the Contractor and the Contractor agrees to provide the services; under the terms and conditions of this Agreement.

I. Statement of Work

The Contractor's work will include the following:

- Complete bi-weekly payroll and maintain payroll and fringe benefits data base;
- Enter employee approved timesheets into Quickbooks and file required payroll taxes on behalf of UPAWS;
- Reconcile bank accounts and subsidiary ledgers on a monthly basis and have them reviewed by Treasurer and Executive Director;
- Maintain Accounts Payable including disbursement of funds for all shelter operations;
- Maintain Accounts Receivable, including preparation of all invoices;
- Obtain required signatures for all bills/invoices and checks;
- Assist with recording new assets and updating fixed asset list and depreciation schedule;
- Enter all financial transactions into Quickbooks accurately and in a timely manner;
 - Document deposits in Quickbooks;
 - Document/Enter credit card charges and petty cash receipts into Quickbooks;
 - Reconcile all accounts in Quickbooks against statements;
- On a monthly basis, run and print Profit & Loss and Balance Sheet with previous year comparison for Board and Executive Director review and approval;
- Analyze monthly financial reports and address any variances with Treasurer;
- Prepare and/or maintain appropriate financial records as may be required by Federal, State, or Local Laws/Statutes or as directed by the Board of Directors;
- Maintain files on financial material according to Federal, State, Local laws/statutes or comply with the auditor's recommendation or general accounting practices;
- Assist with annual audit as needed;
- Maintain confidentiality of shelter business;
- Assist the UPAWS Treasurer and applicable staff on an as-needed basis based upon written or verbal request from the UPAWS Board of Directors; and
- Upon request, assist in the review of policies and procedures, manuals and organizational forms that may be identified to improve financial record keeping for UPAWS.

II. Payment

In full consideration of the services to be provided hereunder, UPAWS agrees to pay Contractor for services described in the Statement of Work, which is incorporated herein; at a rate of \$25.00 per hour for hours incurred directly related to the performance of this contract. This contract is not to exceed \$20,000, in contract costs, unless otherwise agreed upon by both the UPAWS Board of Directors and the Contractor. As a precondition to receipt of any payments under this Agreement, Contractor must provide the UPAWS with a monthly invoice detailing specific services provided by the Contractor. Payment for approved invoices will be made within 10 days of receipt of such invoices by the UPAWS. Final billing must be received within thirty (30) days of the completion or termination of this Agreement.

III. Period of Performance

Contractor shall devote as much time and effort to the work as is necessary to diligently fulfill their obligations under this Agreement. All work performed and billed under this contract shall be conducted at the UPAWS Shelter facility; unless otherwise negotiated. Contractor shall begin work on August 27, 2019. It is anticipated that the contract will last through June 30, 2020. Contractor shall bill no more than 20 hours per week for the period of performance of this Agreement without prior approval by the Treasurer. Neither the period of performance nor the annual maximum of the contract (\$20,000) can be extended or amended without prior authorization by the UPAWS Board of Directors and the Contractor.

IV. Principal Contacts

All notices under this Agreement will be sent to the following designated Principal Contacts under this Agreement. UPAWS may change its Principal Contacts at any time by written notification.

UPAWS's principal contact:

Amber Talo
Treasurer, UPAWS Board of Directors
Phone: (906) 458-9904
Email: treasurer@upaws.org

Contractor's principal contact:

Name Kristine McDonnell
Address 595 WASHINGTON ST. ISHPEMING, MI 49849
Phone: 906-466-4496
Email: kristine@lacossecpas.com

Contractor and their work shall be supervised by the Treasurer of the UPAWS Board of Directors.

V. Independent Contractor

It is understood and agreed that Lalosse Assoc. is an independent Contractor with respect to all work to be performed under this Agreement and that the Contractor is not an agent or employee of UPAWS. It is further understood and agreed that the Contractor is not authorized to act on behalf of the UPAWS, and that actions of the Contractor, are not actions of UPAWS.

The Contractor shall assume full responsibility for payment of all applicable federal, state, and local taxes, and/or special levies required under unemployment insurance, social security, income tax, and/or other laws with respect to the Contractor's performance of their obligations and receipt of payment under this Agreement.

VI. Representations and Warranties of Contractor

The Contractor represents and warrants that they have all of the qualifications, education and experience required to complete the work intended to be completed under this Agreement. If the Contractor is not so qualified, their lack of qualifications is grounds for immediate termination of this Agreement by UPAWS without liability. The Contractor shall devote their best efforts to carry out the work required by this Agreement in accordance with the standard of professional care, skill and diligence normally adhered to by a professional in this field providing similar services.

VII. Termination

This Agreement may be terminated by either party at any time without cause by giving thirty (30) days advance notice of such termination to the other party. The Contractor shall only be paid for work performed, and reasonably billed for, prior to the effective date of termination.

VIII. Confidentiality

The Contractor acknowledges that all information related to their work under this Agreement, including all findings, reports, and other information provided either directly or indirectly, by UPAWS, in connection with this agreement or developed, compiled, or created by the Contractor in performing their services under this Agreement, is confidential and proprietary information owned by, and of great value to UPAWS. Accordingly, the Contractor agrees not to disclose any such confidential information to any person without the prior, written authorization of the UPAWS Board of Directors.

IX. Amendment

This agreement may be amended only by a written document signed and approved by the UPAWS President and the Contractor.

X. Authorization

This contract will remain in force as signed by the UPAWS Board President on 8-27, 2019.



President
UPAWS Board of Directors

8-27-19

Date



Contractor

8-27-19

Date

Note: For advertising/recruitment purposes:

Preferred Qualifications:

- Associate degree in business or accounting, or equivalent experience.
- 2-3 years previous bookkeeping experience.
- Excellent computer skills, including proficiency in using word processing, spreadsheets and Quickbooks.
- Detail oriented with superior organizational skills.
- Highly motivated with ability to work independently.
- Experience in general office work.
- Strong analytical skills, ability to learn and effectively use information management systems.
- Ability to manage competing priorities.

Finance Committee Recommendation

June 22, 2020

Present: Amber Talo, Reva Laituri, Kristine McDonnell

The Finance Committee recommends the approval of \$960.00 Small Paddock Budget request for reimbursement. The Feed Room, Manure Pit, and additional Lean-to materials have been donated in-kind with the Manure Pit already receiving a \$500.00 naming opportunity. These additional areas not included within our original budget, were necessary for the increase of horse cases in 2020 and potential cases in the future. These additional areas are also possible naming opportunities.

Respectfully submitted,

Amber Talo

Chair

**Memorandum of Understanding
Between
Upper Peninsula Animal Welfare Shelter and Sasawin Safe Haven**

The Upper Peninsula Animal Welfare Shelter (UPAWS) and the Women's Center program Sasawin Safe Haven (Sasawin) hereby enter into this Memorandum of Understanding (MOU) for the purpose of ensuring necessary boarding services of companion animals of residents currently staying at Harbor House of Marquette County or receiving services for domestic violence from the Women's Center of Marquette County. The owner of the animal will hereafter be referred to as Survivor (as in Domestic Violence Survivor). This agreement will be contingent upon available space at UPAWS.

UPAWS agrees to care for pets that Sasawin is unable to find foster homes for on an immediate basis. Sasawin may transfer animals to UPAWS due to lack of available foster homes or the need for specialized care. UPAWS reserves the right to assess and deny any animal based on behavioral aggression. While boarding at UPAWS, each animal will be provided with a clean kennel/run, fresh water and food on a daily basis; special diets will be provided upon request. Dogs will be walked a minimum of two times per day.

If the animal requires emergency medical care, such as casting broken bones, X-rays, treatment of burns or lacerations, etc., the services will be provided by the veterinary practices in the Sasawin network and billed directly by the attending veterinary practice to Sasawin. Sasawin will provide UPAWS with a complete list of the requested veterinary practices.

Fees/Costs:

- Sasawin agrees to pay and/or reimburse UPAWS for the following services:
 - Daily Boarding Fee: UPAWS will provide the first five (5) days of boarding at no cost. After five (5) days, the rate will be \$19.50 per day.
 - Health Exam: Provided at actual cost
 - Dietary/Prescription/Specialty Food: Provided at actual cost. If not immediately available, Sasawin will provide in the interim while order may be pending.
 - Required canine vaccinations include distemper (CDV), parvovirus (CPV), adenovirus (CAV), and kennel cough: Provided at actual cost.
 - Required feline vaccinations including FVCRP: Provided at actual cost.

Animal Care Requirements:

- Vaccinations and an intake medical examination will be provided to each animal. If an animal requires immediate medical care upon entry to the UPAWS, or during their stay, due to injury or illness, as long as this MOU is in place with Sasawin for boarding, Sasawin will be responsible for transporting the animal to the veterinarian (if possible) and the cost of services that the veterinarian will provide.
- Dogs and cats 4 months of age and older must be current on their rabies vaccinations. Rabies vaccinations are required. Sasawin is responsible for scheduling the required veterinary appointment, transporting the animal, and the cost of vaccination.
- Animals will be neutered/spayed if possible. Survivors are eligible to apply for financial assistance at the same manner as the general public. If financial assistance is not available, either Sasawin or the Survivor will be responsible for the cost.
- Dogs, 6 weeks of age and older, must be current on their distemper, parvovirus and coronavirus vaccination and kennel cough vaccination. Cats, 6 weeks of age and older, must be current on their FVCRP vaccination.
- To ensure the safety of UPAWS staff and animals, the Survivor (pet owner) may not visit their animal at UPAWS at any time. If the Survivor calls or attempts to visit their animal, the Survivor will be directed back to Sasawin.

Conditions of Agreement:

- A single Point of Contact (POC) will be established with UPAWS and Sasawin (Director of Animal Support Specialist) to ensure continuity of care for the animals being boarded at the shelter and to ensure transparency of communication.
- Pet(s) being boarded at UPAWS will be kept in a confidential area of the shelter and will not be viewable by the general public. Pet(s) will be boarded for a maximum of 30 days with extensions possible. If no isolation kennels/runs are available, UPAWS will, to the extent possible, ensure that the pet is not viewable by the general public.
- If Sasawin requests that an animal be transferred to a different (out of area) animal shelter, Sasawin will be responsible for coordination of transport. UPAWS staff will be available to assist with facilitating communication between shelter facilities.
- All situations are unique and UPAWS and Sasawin agree that each situation will be coordinated on a case-by-case basis to allow for flexibility and ensure the highest quality of care for the animals involved and the confidentiality and safety of the Survivor

- Sasawin will have the Survivor complete a **Sasawin Owner Consent Form & Liability Waiver** prior to the animal being transferred to UPAWS. The original will be kept on file at Sasawin and a confidential copy will be provided to UPAWS. While the animal is in the care of UPAWS under this MOU, the confidentiality terms of the Survivor's location at the Women's Center will remain in effect and such confidentiality will also remain with the animal(s) in the care of UPAWS. UPAWS is, therefore, not permitted to disclose to anyone under this MOU.
- UPAWS is required to report animal abuse to the appropriate law enforcement authorities, including providing any veterinary records supplied or produced as a result of a Survivor's animal being boarded at UPAWS. These records may be provided to law enforcement or to the prosecutor's office for use in court, if animal cruelty charges arise. In exchange for UPAWS providing care to resident's animal, Sasawin agrees to release and discharge UPAWS, its successors and assigns from any and all actions, causes of action, claims and demands for, upon or by reason of any damages, loss or injury which may be sustained in consequence of the receipt of boarding and medical services under this program. This release extends and applies to all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability and the consequences of them. This release, however, does not extend to violations of the law and any injuries or suffering the Survivor's animal receives as a direct consequence of a violation of law.
- If the Survivor fails to retrieve their animal by the date established in the Agreement with Sasawin, or has failed to make arrangements for an extended stay, per the signed **Sasawin Owner Consent Form & Liability Waiver**, Sasawin understands that the animal has been relinquished to UPAWS and that UPAWS may place the animal for adoption, rescue, or transfer.

This MOU will constitute the entire agreement between the parties and supersedes all prior agreements, representations and understandings of the parties, written or oral.

This MOU will continue at the agreement of both parties and may be cancelled by either party in writing at any time.

This MOU will be effective on _____, 2020 upon signature by all parties.

UPAWS
Board President

The Women's Center
Executive Director

Sasawin Safe Haven
Director

Sasawin Safe Haven Owner Consent Form & Liability Waiver

- Name : _____ ID# _____
- Phone Number: _____
- Emergency Contact Name: _____ Phone: _____
- Pet Name: _____ Age: _____
- Gender: M F Breed/Species: _____
- Is your pet spayed/neutered? Yes / No
- Date of last vaccinations: _____ Vet name: _____
- Does your pet have any known health concerns? _____

- Does your pet have any known behavioral concerns? _____

- My pet gets along well with... Children **Yes / No** Dogs **Yes / No** Cats **Yes / No**
- Please note: For the purposes of this waiver, the term “foster care” will refer to placement within a residential foster home/family, animal rescue, animal shelter or boarding facility.

I, _____, hereby temporarily release the care of the above animal(s) to Sasawin to be placed with an approved foster, and agree to the following terms and conditions: *(Please initial each statement)*

_____ I understand that the standard placement of an animal(s) into foster care through Sasawin is 90 days. If I need my animal to continue receiving foster care beyond this period, I am required to make arrangements through Sasawin for Extended Care.

_____ I understand that I retain permanent ownership of this animal(s) and I have the right to request the removal of my animal(s) from Sasawin foster care with 24 hours of notice. I understand that my ownership rights will be forfeited if the conditions stated in Sasawin’s Abandonment Policy are not met. *(See end of contract for details.)*

_____ I understand that Sasawin will make arrangements for my animal(s) to be evaluated by a veterinarian before placement in a foster home. Sasawin may also contact an animal behaviorist to evaluate my pet before foster placement.

_____ I understand that Sasawin will not be held liable or financially responsible for any damage, illness, or injury caused by my animal(s) to any: a) property belonging to myself or others, b) individuals, whether related to me or not, or c) any animal, whether belonging to myself or others.

_____ I agreed to hold harmless the Sasawin, its officers, volunteers and employees against any claims I may have arising out of the care of my animal(s).

_____ I have been informed about Sasawin's programs and policies and have had an opportunity to ask questions about my pet(s) care.

_____ I have disclosed all known health and behavior concerns of my animal(s), especially any contagious illnesses and aggression.

_____ **I understand that all information about my animal is confidential. This means that I will not be given any information about a foster's identity or location. I also understand that information about myself and my pet(s) will not be discussed with anyone outside of Sasawin Safe Haven, except in circumstances as required by the State of Michigan for law enforcement and animal control, , and/or veterinarians is necessary.**

Sasawin Abandonment Policy: If an animal owner leaves the residence that Sasawin Safe Haven has on file for the owner for 72 hours or more without contacting Sasawin or making prior arrangements, the owner forfeits all ownership rights to the animal(s). In this case, Sasawin Safe Haven will surrender the animal transferred to an animal shelter.

_____ I have read and agreed to abide by Sasawin Safe Haven's Abandonment Policy.

_____ According to this agreement, the discharge date from Sasawin Safe Haven for my animal is _____.

After carefully reading and initialing the above statements, I agree to these terms and conditions.

Owner's Printed Name:

Signature: _____ **Date:** _____

Sasawin Safe Haven Staff Printed Name:

Signature: _____ **Date:** _____

Date: Sun, Jul 5, 2020 at 7:02 PM
Subject: Ishpeming township dog pound
To: <info@upaws.org>

hello.

I have concerns with the dog pound located in Ishpeming township. I live on the road that goes to it. My boyfriend and I have witnessed people hanging out where the stray animals are kept. About a month ago a few young adults that are seen there almost daily were hanging out there late at night and by the sound of them we assume they were drinking or under the influence of something. They beat on the door of the pound and broke a hinge to pry the door open, thankfully there wasn't an occupant in at the time. We informed the township officer of this and gave a description of the people we repeatedly see hanging out there. The only thing that was done was they closed the fence that surrounds the area and the door was replaced with a wooden inside door. That has done absolutely nothing to stop anyone from hanging out there, we still see the same people going there and hopping the fence to get in and others that frequent that area daily. I believe it has unfortunately become a place where drug addicts and such hang out. I am telling you this because we are very concerned for any animal that may be in there at any given time being there is no security (ie cameras, lights) of any kind to make sure no harm comes to these lost and frightened animals. We feel that this animal pound should not be used unless actions are taken to ensure the safety of the animals.

Thank you for your time. Feel free to contact me.

PRESIDENT'S REPORT

July 27, 2020

The door has been fixed on the Ishpeming Township Pound and the City of Ishpeming has gone back to using the township facility and have terminated their agreement with UPAWS. They did state they were open to continuing the agreement if UPAWS would agree to not accept public drop-offs of stray animals. The police chief in particular noted two cats that were turned in by the public in June. One was found in the Eight Addition and the other near Sally Lake. He questioned how we would know the one in the Eighth Addition did not come from the township as the Eight Addition borders on the township, or how we would know the cats were not owned cats that were brought in as strays.

Marquette City has a new Animal Control Officer. He called inquiring as to whether he can find out the names, addresses, and phone numbers of people who redeem the animals the Marquette Police officers bring in. That is part of our agreement with them so I told him, although our staff could not call him each time an animal is redeemed, he could call or stop in whenever it is convenient for him and that information would be provided. The name and address of everyone reclaiming their pets is on the billing invoice, however they would like to know sooner as to issue the tickets in a timely manner. He said he would stop in likely once a week or so, depending on how many animals their department has brought in.

I spoke with the person who contacted us regarding her concerns about the Ishpeming Township Pound (under Communications on the Agenda) and advised her as to our limitations. I also gave a number of avenues open to individuals.

The two dogs that had severe behavioral problems were transferred. It has been several weeks now, and both are doing very well. Simply removing them from a shelter environment made a huge difference. The staff who transferred the dogs were impressed with both rescues/sanctuaries.

Respectfully submitted,

Reva Laituri

President

Upper Peninsula Animal Welfare Shelter, Inc.
Statement of Financial Position
As of June 30, 2020

	Jun 30, 20	Jun 30, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1010 · mBank Checking	118,192.99	110,567.93	7,625.06
1011 · mBank General Savings	234,490.73	234,452.81	37.92
1012 · mBank Sally's Fund Savings	18,447.63	16,018.70	2,428.93
1013 · mBank Capital Campaign Checking	63,207.87	113,510.68	(50,302.81)
1016 · mBank Capital Campaign Savings	32,011.83	31,997.15	14.68
1017 · mBank PPP Loan	42,271.72	0.00	42,271.72
1070 · PayPal account	158.09	0.00	158.09
1090 · Cash in Drawer	150.00	0.00	150.00
Total Checking/Savings	508,930.86	506,547.27	2,383.59
Accounts Receivable			
1200 · *Accounts Receivable	0.00	1,422.50	(1,422.50)
1524 · Capital Campaign Pledges	73,920.00	108,875.00	(34,955.00)
Total Accounts Receivable	73,920.00	110,297.50	(36,377.50)
Other Current Assets			
1080 · Petty Cash	400.00	400.00	0.00
12100 · Inventory Asset	261.43	0.00	261.43
1528 · N.S. Constuction in Progress	3,592,973.99	3,592,973.99	0.00
1540 · Allowance for Uncol Promises	(2,364.00)	(9,364.00)	7,000.00
1550 · Discount-CC Pledges Receivable	(5,000.00)	(5,000.00)	0.00
1607 · Employee loan	(1,013.41)	0.00	(1,013.41)
Total Other Current Assets	3,585,258.01	3,579,009.99	6,248.02
Total Current Assets	4,168,108.87	4,195,854.76	(27,745.89)
Fixed Assets			
1611 · Land - County Rd 553	20,586.75	20,586.75	0.00
16400 · Vehicles	44,792.00	21,643.00	23,149.00
1645 · Office & Kennel Equipment	5,615.86	5,615.86	0.00
1650 · New Shelter-Furniture & Equip	90,914.59	84,245.69	6,668.90
1670 · Accumulated Depreciation	(27,258.30)	(27,258.30)	0.00
Total Fixed Assets	134,650.90	104,833.00	29,817.90
Other Assets			
1074 · WF Endowment Fund Investments	239,381.22	235,212.65	4,168.57
1700 · Beneficial Interest in MCCF	101,700.19	101,700.19	0.00
1702 · Beneficial Interest-Dixon Trust	629,575.79	629,660.15	(84.36)
Total Other Assets	970,657.20	966,572.99	4,084.21
TOTAL ASSETS	5,273,416.97	5,267,260.75	6,156.22
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2001 · *Accounts Payable	3,845.35	21,042.44	(17,197.09)
Total Accounts Payable	3,845.35	21,042.44	(17,197.09)
Other Current Liabilities			
2002 · AP-New Shelter Retainage	986.69	57,227.50	(56,240.81)
2025 · Accrued Benefits	5,492.91	5,492.91	0.00
2100 · Payroll Liabilities			
2101 · Federal Tax W/H Payable	400.02	870.24	(470.22)

	Jun 30, 20	Jun 30, 19	\$ Change
2102 · Medicare and SS Payable	966.92	2,065.69	(1,098.77)
2103 · Michigan W/H Payable	1,733.93	2,862.57	(1,128.64)
2104 · Suta Tax Payable	160.25	647.50	(487.25)
2108 · AFLAC pre-tax	(150.48)	80.64	(231.12)
2111 · Simple Plan Payable	1,691.89	308.44	1,383.45
2100 · Payroll Liabilities - Other	0.00	(4,301.92)	4,301.92
Total 2100 · Payroll Liabilities	4,802.53	2,533.16	2,269.37
2330 · N/P Mbank PPP Proceeds	54,300.00	0.00	54,300.00
2550 · Sales Tax Payable	67.63	0.00	67.63
Total Other Current Liabilities	65,649.76	65,253.57	396.19
Total Current Liabilities	69,495.11	86,296.01	(16,800.90)
Long Term Liabilities			
2300 · Mortgage-New Shelter	1,068,579.10	1,100,000.00	(31,420.90)
Total Long Term Liabilities	1,068,579.10	1,100,000.00	(31,420.90)
Total Liabilities	1,138,074.21	1,186,296.01	(48,221.80)
Equity			
3001 · Beg Net Assets Temp Restricted	1,230,388.00	1,230,388.00	0.00
3002 · Beg net Assets Perm Restricted	294,517.00	294,517.00	0.00
3040 · Beg net Assets Unrestricted	95,970.45	95,970.45	0.00
3900 · Retained Earnings	2,604,577.11	2,374,570.98	230,006.13
Net Income	(90,109.80)	85,518.31	(175,628.11)
Total Equity	4,135,342.76	4,080,964.74	54,378.02
TOTAL LIABILITIES & EQUITY	5,273,416.97	5,267,260.75	6,156.22

Upper Peninsula Animal Welfare Shelter, Inc.
Statement of Financial Income and Expense
June 2020

	Jun 20	Jun 19	Jan - Jun 20
Ordinary Income/Expense			
Income			
4000 · SHELTER REVENUE			
4005 · Pet Adoptions	3,907.50	8,395.00	21,777.45
4010 · Redeemed Animals	435.00	602.50	1,711.00
4017 · Dog Park	260.00	0.00	1,151.00
4020 · Government Contracted Services	779.50	1,286.00	5,205.50
4030 · Dog License Revenue	110.00	0.00	304.00
4031 · Microchipping	40.00	360.00	480.00
4032 · Nail Clipping	30.00	100.00	150.00
4033 · Community Spay/Neuter	100.00	150.00	3,530.00
4050 · Miscellaneous Services	30.00	224.00	120.00
4060 · Cremation Services Revenue	0.00	0.00	1,029.00
Total 4000 · SHELTER REVENUE	5,692.00	11,117.50	35,457.95
4156 · GRANT REVENUE			
4157 · General Grants	0.00	0.00	1,050.00
4156 · GRANT REVENUE - Other	0.00	0.00	0.00
Total 4156 · GRANT REVENUE	0.00	0.00	1,050.00
4200 · FUNDRAISING REVENUE			
4127 · Wash & Wag	0.00	1,636.76	0.00
4128 · Misc/3rd Party Fundraisers	0.00	0.00	1,214.00
4140 · Canisters	540.13	1,035.64	3,053.08
4143 · Econo Receipts	0.00	1,105.00	2,644.05
4144 · Cause for Paws	500.00	0.00	1,510.00
4146 · Rummage Sale	0.00	3,485.50	0.00
4147 · Strut Your Mutt	500.00	0.00	1,500.00
4151 · Raise The Woof	500.00	0.00	5,205.75
4170 · TUFT Golf Outing	6,250.00	4,325.00	7,250.00
4185 · Lights of Love	0.00	0.00	321.25
4197 · Calendar	133.00	132.00	3,065.83
Total 4200 · FUNDRAISING REVENUE	8,423.13	11,719.90	25,763.96
43400 · DIRECT PUBLIC SUPPORT			
4006 · Pet Care Sponsorship	955.00	300.00	3,294.48
4008 · Pet Promotion Sponsorship	100.00	35.00	240.00
4109 · Pink Lady	45.00	2,160.00	2,005.00
4110 · Donations	7,768.57	8,299.91	47,461.63
4120 · Special Gifts	246.45	548.07	3,733.45
4123 · Memorial Bricks/Tiles	500.00	990.00	500.00
4125 · Donated Svs/Material In Kind	2,286.00	0.00	17,444.50
4130 · Memorials/Honorariums	2,610.00	5,487.71	16,988.20
4132 · Deb's Dog Revenue	185.00	175.00	965.00
4135 · Bequests	0.00	0.00	19,140.22
4152 · Direct Solicitations	640.00	265.00	19,681.00
Total 43400 · DIRECT PUBLIC SUPPORT	15,336.02	18,260.69	131,453.48
4500 · OTHER Revenue			
4112 · Kids Club	0.00	0.00	100.00
4201 · Home2Home	20.00	0.00	65.00

	Jun 20	Jun 19	Jan - Jun 20
4205 · Resale Items Revenue	1,122.76	1,337.26	3,850.56
4215 · Interest Revenue	1.40	60.73	9.48
4220 · Miscellaneous Revenue	0.00	16.60	340.07
4223 · MCCF B.Reider Fund Distribution	0.00	0.00	15,880.29
4227 · Distribtution from Dixon Estate	0.00	2,295.51	5,748.77
4239 · Legacy Fundraising Income	0.00	850.91	0.00
Total 4500 · OTHER Revenue	1,144.16	4,561.01	25,994.17
46000 · Merchandise Sales	0.00	0.00	0.00
48600 · Service Sales	0.00	0.00	0.00
Total Income	30,595.31	45,659.10	219,719.56
Gross Profit	30,595.31	45,659.10	219,719.56
Expense			
5000 · Employee Expense			
5200 · Payroll Expenses	0.00	810.59	313.64
5201 · Wages & Salaries	12,061.65	25,128.88	93,871.84
5230 · Michigan Unemployment Payable	0.00	99.05	(22.04)
5235 · Employer Social Security	747.80	1,561.12	5,819.17
5240 · Employer Medicare	174.86	365.09	1,360.90
5245 · Worker's Compensation	289.00	0.00	5,030.00
Total 5000 · Employee Expense	13,273.31	27,964.73	106,373.51
5500 · OPERATING EXPENSE			
5009 · Phone/Network Access	209.83	219.35	2,158.70
5011 · Merchant Service Fees	304.81	381.03	2,609.77
5012 · Bank Service Charges	25.48	0.00	112.64
5013 · Paypal Fees	7.28	0.00	161.19
5014 · Square Fees	113.01	0.00	153.12
5050 · Utilities	2,480.20	2,311.23	16,158.64
5100 · Cleaning Supplies	131.41	120.56	2,853.25
5102 · Animal Supplies/Equipment	242.00	2,758.78	2,350.63
5105 · Repairs/Maintenance	424.37	613.38	3,046.40
5106 · Garbage/Snow Removal	0.00	390.01	6,163.18
5115 · Office Supplies/Postage	99.07	206.79	1,733.33
5116 · Postage	0.00	63.80	0.00
5117 · Community Spay/Neuter	188.00	145.00	2,454.00
5120 · Building/Auto Insurance	0.00	404.57	8,573.64
5125 · Food	785.00	623.23	7,834.40
5127 · Microchips	0.00	2,100.00	3,108.00
5130 · Medical Supplies-Vaccines	603.50	3,046.13	4,328.74
5135 · Vet Care	1,093.83	10,275.69	28,056.72
5137 · Vaccines	0.00	1,185.90	0.00
5139 · Spay Day Expense	0.00	0.00	0.00
5140 · Spay & Neuter Expense	578.05	4,199.50	12,758.05
5145 · Vehicle	169.74	1,218.03	464.62
5146 · Dog License Expense	24.00	14.00	98.00
5150 · Mileage	33.93	54.54	78.21
5165 · Cash over/short	2.16	0.05	(45.26)
5180 · Donated Services/Materials	0.00	0.00	2,100.00
5183 · Deb's Dog Expense	50.00	173.95	550.51

	Jun 20	Jun 19	Jan - Jun 20
5530 · Cremation Services Expense	137.00	0.00	1,231.00
6138 · Pink Lady Expense	0.00	0.00	3,390.96
6524 · Dog Park	49.52	0.00	425.04
6539 · Computer Software	92.50	19.88	840.73
Total 5500 · OPERATING EXPENSE	7,844.69	30,525.40	113,748.21
5550 · GRANT EXPENSE			
5551 · General Grants	0.00	100.00	799.89
5550 · GRANT EXPENSE - Other	0.00	0.00	500.00
Total 5550 · GRANT EXPENSE	0.00	100.00	1,299.89
5600 · FUNDRAISING EXPENSE			
6308 · Wash & Wag Expense	0.00	161.02	140.00
6311 · Cause for Paws Expense	0.00	0.00	180.00
6315 · Misc/3rd Party Fund Expense	0.00	0.00	(123.00)
6317 · Raise The Woof Expense	0.00	0.00	2,757.99
6322 · Rescue Raffle Expense	0.00	50.00	179.00
6330 · TUFT Golf Outing Expense	10.95	41.25	60.95
6550 · Strut Your Mutt Expense	0.00	0.00	(250.00)
Total 5600 · FUNDRAISING EXPENSE	10.95	252.27	2,944.94
59900 · POS Inventory Adjustments	550.35	0.00	0.00
6000 · OTHER EXPENSE			
5142 · Volunteer Program	50.00	70.00	339.92
6313 · Direct Solicitations	20.00	0.00	3,274.17
6503 · Community Outreach	75.00	0.00	251.00
6504 · Memorial Bricks/Tiles	0.00	0.00	2,750.00
6505 · Professional Fees	1,800.00	7,528.47	19,061.30
6510 · Publications	0.00	0.00	0.00
6511 · Pet Promotion Expense	233.50	186.23	1,337.66
6512 · Legacy Fundraising Expense	0.00	35.00	0.00
6515 · Promotions & Advertising	25.00	41.11	172.00
6523 · Kids Club	0.00	0.00	69.99
6525 · Resale Items Expense			
5129 · Employee Uniforms	0.00	0.00	66.50
6525 · Resale Items Expense - Other	448.71	416.48	3,581.61
Total 6525 · Resale Items Expense	448.71	416.48	3,648.11
6526 · MI Sales Tax	0.00	(80.27)	0.00
6530 · Conferences	0.00	236.00	0.00
6535 · Licenses, Dues, Permits & Fees	0.00	165.00	254.00
6540 · Miscellaneous Expense	81.97	0.00	2,072.92
6561 · Investment Expense	8,058.88	0.00	9,202.06
6590 · Mortgage Fees/Interest	2,721.11	0.00	16,161.37
Total 6000 · OTHER EXPENSE	13,514.17	8,598.02	58,594.50
6548 · Bad Debt Expense	10.00	0.00	20.00
Total Expense	35,203.47	67,440.42	282,981.05

	Jun 20	Jun 19	Jan - Jun 20
Net Ordinary Income	(4,608.16)	(21,781.32)	(63,261.49)
Other Income/Expense			
Other Income			
4226 · Change in Value-Dixon Trust	8,862.96	0.00	8,862.96
4300 · Unrealized Gain/Loss	(18,774.87)	9,201.30	(30,687.44)
4400 · RESTRICTED REVENUE			
7300 · New Shelter			
4219 · New Shelter Revenue	20.00	0.00	(2,085.00)
6519 · Capital/Bldg Improvements Exp	250.00	0.00	500.00
6536 · New Shelter Expense	0.00	(4,365.61)	(1,600.00)
Total 7300 · New Shelter	270.00	(4,365.61)	(3,185.00)
7400 · SALLY'S FUND			
4218 · Sally's Fund Revenue	300.00	60.00	300.00
6518 · Sally's Fund Expense	(333.21)	0.00	(1,467.75)
Total 7400 · SALLY'S FUND	(33.21)	60.00	(1,167.75)
7800 · COMMUNITY SPAY/NEUTER			
4210 · Community Spay/Neuter Revenue	0.00	0.00	0.00
Total 7800 · COMMUNITY SPAY/NEUTER	0.00	0.00	0.00
Total 4400 · RESTRICTED REVENUE	236.79	(4,305.61)	(4,352.75)
8000 · Reading Program Revenue	0.00	0.00	1,941.01
Total Other Income	(9,675.12)	4,895.69	(24,236.22)
Other Expense			
8001 · Reading Program Expense	0.00	0.00	2,612.09
Total Other Expense	0.00	0.00	2,612.09
Net Other Income	(9,675.12)	4,895.69	(26,848.31)
Net Income	(14,283.28)	(16,885.63)	(90,109.80)

Upper Peninsula Animal Welfare Shelter, Inc.
Budget to Actual 2020

June 2020

	Jun 20	Budget	Jan - Jun 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · SHELTER REVENUE					
4005 · Pet Adoptions	3,907.50	7,666.66	21,777.45	46,000.04	92,000.00
4010 · Redeemed Animals	435.00	333.33	1,711.00	2,000.02	4,000.00
4017 · Dog Park	260.00	750.00	1,151.00	4,500.00	9,000.00
4018 · Rentals	0.00	200.00	0.00	1,200.00	2,400.00
4020 · Government Contracted Services	779.50	833.33	5,205.50	4,999.98	10,000.00
4025 · Restitutions/Investigations	0.00	0.00	0.00	0.00	0.00
4030 · Dog License Revenue	110.00	41.66	304.00	249.96	500.00
4031 · Microchipping	40.00	100.00	480.00	600.00	1,200.00
4032 · Nail Clipping	30.00	62.50	150.00	375.00	750.00
4033 · Community Spay/Neuter	100.00	416.66	3,530.00	2,500.04	5,000.00
4050 · Miscellaneous Services	30.00	50.00	120.00	300.00	600.00
4060 · Cremation Services Revenue	0.00	208.33	1,029.00	1,250.02	2,500.00
Total 4000 · SHELTER REVENUE	5,692.00	10,662.47	35,457.95	63,975.06	127,950.00
4156 · GRANT REVENUE					
4157 · General Grants	0.00	4,166.66	1,050.00	24,999.96	50,000.00
4156 · GRANT REVENUE - Other	0.00		0.00		
Total 4156 · GRANT REVENUE	0.00	4,166.66	1,050.00	24,999.96	50,000.00
4200 · FUNDRAISING REVENUE					
4127 · Wash & Wag	0.00	1,345.00	0.00	1,345.00	1,345.00
4128 · Misc/3rd Party Fundraisers	0.00	357.92	1,214.00	2,147.48	4,295.00
4140 · Canisters	540.13	850.00	3,053.08	5,100.00	10,200.00
4143 · Econo Receipts	0.00	625.00	2,644.05	3,750.00	7,500.00
4144 · Cause for Paws	500.00	0.00	1,510.00	0.00	25,500.00
4146 · Rummage Sale	0.00	0.00	0.00	0.00	0.00
4147 · Strut Your Mutt	500.00	0.00	1,500.00	0.00	22,000.00
4151 · Raise The Woof	500.00	0.00	5,205.75	6,850.00	6,850.00
4170 · TUFT Golf Outing	6,250.00	0.00	7,250.00	0.00	19,900.00
4183 · Rescue Raffle	0.00	2,000.00	0.00	2,000.00	4,000.00
4185 · Lights of Love	0.00	0.00	321.25	0.00	3,100.00
4197 · Calendar	133.00	897.33	3,065.83	5,383.98	10,768.00
4204 · MZD Santa Pics	0.00	0.00	0.00	0.00	3,080.00
Total 4200 · FUNDRAISING REVENUE	8,423.13	6,075.25	25,763.96	26,576.46	118,538.00
43400 · DIRECT PUBLIC SUPPORT					
4006 · Pet Care Sponsorship	955.00	916.70	3,294.48	5,500.04	11,000.00
4008 · Pet Promotion Sponsorship	100.00	116.66	240.00	699.98	1,400.00
4109 · Pink Lady	45.00	500.00	2,005.00	3,000.00	6,000.00
4110 · Donations	7,768.57	10,416.66	47,461.63	62,499.96	125,000.00
4120 · Special Gifts	246.45	958.31	3,733.45	5,750.02	11,500.00
4123 · Memorial Bricks/Tiles	500.00	625.00	500.00	3,750.00	7,500.00
4125 · Donated Svs/Material In Kind	2,286.00	0.00	17,444.50	0.00	0.00
4130 · Memorials/Honorariums	2,610.00	4,166.66	16,988.20	25,000.04	50,000.00
4132 · Deb's Dog Revenue	185.00	125.00	965.00	750.00	1,500.00
4135 · Bequests	0.00	0.00	19,140.22	0.00	0.00
4152 · Direct Solicitations	640.00	3,333.33	19,681.00	19,999.98	40,000.00
4188 · Naming Opportunities	0.00	6,333.33	0.00	37,999.98	76,000.00
Total 43400 · DIRECT PUBLIC SUPPORT	15,336.02	27,491.65	131,453.48	164,950.00	329,900.00
4500 · OTHER Revenue					
4112 · Kids Club	0.00	116.70	100.00	700.00	1,400.00
4201 · Home2Home	20.00	12.50	65.00	75.00	150.00
4205 · Resale Items Revenue	1,122.76	2,916.67	3,850.56	17,499.98	35,000.00
4215 · Interest Revenue	1.40	4.00	9.48	24.00	48.00
4220 · Miscellaneous Revenue	0.00	0.00	340.07	0.00	0.00
4221 · Endowment Fund Earnings	0.00	416.66	0.00	2,500.04	5,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	541.66	15,880.29	3,250.04	6,500.00
4227 · Distribtution from Dixon Estate	0.00	933.33	5,748.77	5,600.02	11,200.00
Total 4500 · OTHER Revenue	1,144.16	4,941.52	25,994.17	29,649.08	59,298.00
46000 · Merchandise Sales	0.00		0.00		
48600 · Service Sales	0.00		0.00		
Total Income	30,595.31	53,337.55	219,719.56	310,150.56	685,686.00
Gross Profit	30,595.31	53,337.55	219,719.56	310,150.56	685,686.00
Expense					
5000 · Employee Expense					
5200 · Payroll Expenses	0.00		313.64		
5201 · Wages & Salaries	12,061.65	25,942.60	93,871.84	155,655.54	311,311.00

	Jun 20	Budget	Jan - Jun 20	YTD Budget	Annual Budget
5225 · Simple Plan Employer	0.00	106.21	0.00	637.26	1,274.52
5230 · Michigan Unemployment Payable	0.00	105.00	(22.04)	630.00	1,260.00
5235 · Employer Social Security	747.80	1,608.44	5,819.17	9,650.64	19,301.28
5240 · Employer Medicare	174.86	376.17	1,360.90	2,256.98	4,514.00
5245 · Worker's Compensation	289.00	274.66	5,030.00	1,648.04	3,296.00
Total 5000 · Employee Expense	13,273.31	28,413.08	106,373.51	170,478.46	340,956.80
5500 · OPERATING EXPENSE					
5009 · Phone/Network Access	209.83	234.83	2,158.70	1,409.02	2,818.00
5011 · Merchant Service Fees	304.81	500.00	2,609.77	3,000.00	6,000.00
5012 · Bank Service Charges	25.48	10.00	112.64	60.00	120.00
5013 · Paypal Fees	7.28	45.00	161.19	270.00	540.00
5014 · Square Fees	113.01		153.12		
5050 · Utilities	2,480.20	3,000.00	16,158.64	18,000.00	36,000.00
5100 · Cleaning Supplies	131.41	300.00	2,853.25	1,800.00	3,600.00
5102 · Animal Supplies/Equipment	242.00	250.00	2,350.63	1,500.00	3,000.00
5105 · Repairs/Maintenance	424.37	500.00	3,046.40	3,000.00	6,000.00
5106 · Garbage/Snow Removal	0.00	700.00	6,163.18	5,300.00	10,000.00
5115 · Office Supplies/Postage	99.07	506.25	1,733.33	3,037.50	6,075.00
5117 · Community Spay/Neuter	188.00	833.33	2,454.00	5,000.02	10,000.00
5120 · Building/Auto Insurance	0.00	709.66	8,573.64	4,258.04	8,516.00
5125 · Food	785.00	708.33	7,834.40	4,250.02	8,500.00
5127 · Microchips	0.00	750.00	3,108.00	4,500.00	9,000.00
5130 · Medical Supplies-Vaccines	603.50	1,833.33	4,328.74	11,000.02	22,000.00
5135 · Vet Care	1,093.83	5,416.00	28,056.72	32,496.00	65,000.00
5140 · Spay & Neuter Expense	578.05	2,166.66	12,758.05	13,000.04	26,000.00
5145 · Vehicle	169.74	250.00	464.62	1,500.00	3,000.00
5146 · Dog License Expense	24.00	16.60	98.00	99.60	200.00
5150 · Mileage	33.93	62.50	78.21	375.00	750.00
5165 · Cash over/short	2.16		(45.26)		
5180 · Donated Services/Materials	0.00		2,100.00		
5183 · Deb's Dog Expense	50.00	100.00	550.51	600.00	1,200.00
5530 · Cremation Services Expense	137.00	166.67	1,231.00	1,000.02	2,000.00
6138 · Pink Lady Expense	0.00	500.00	3,390.96	3,000.00	6,000.00
6524 · Dog Park	49.52	175.00	425.04	1,050.00	2,100.00
6528 · Rentals	0.00	0.00	0.00	0.00	0.00
6539 · Computer Software	92.50	83.33	840.73	500.02	1,000.00
6565 · IT Consulting	0.00	375.00	0.00	2,250.00	4,500.00
Total 5500 · OPERATING EXPENSE	7,844.69	20,192.49	113,748.21	122,255.30	243,919.00
5550 · GRANT EXPENSE					
5551 · General Grants	0.00	416.68	799.89	2,500.00	5,000.00
5550 · GRANT EXPENSE - Other	0.00		500.00		
Total 5550 · GRANT EXPENSE	0.00	416.68	1,299.89	2,500.00	5,000.00
5600 · FUNDRAISING EXPENSE					
5603 · MZD Santa Pics Expense	0.00	0.00	0.00	0.00	30.00
6307 · Calendar Expense	0.00	252.08	0.00	1,512.48	3,025.00
6308 · Wash & Wag Expense	0.00	455.00	140.00	455.00	455.00
6311 · Cause for Paws Expense	0.00	0.00	180.00	0.00	7,000.00
6312 · Rummage Sale Expense	0.00	0.00	0.00	0.00	0.00
6315 · Misc/3rd Party Fund Expense	0.00	0.00	(123.00)	325.00	575.00
6317 · Raise The Woof Expense	0.00	0.00	2,757.99	3,443.83	3,443.83
6322 · Rescue Raffle Expense	0.00	100.00	179.00	150.00	2,150.00
6324 · Miscellaneous Expenses	0.00	77.08	0.00	462.48	925.00
6330 · TUFT Golf Outing Expense	10.95	0.00	60.95	0.00	7,237.50
6355 · Lights of Love Expense	0.00	0.00	0.00	0.00	100.00
6550 · Strut Your Mutt Expense	0.00	0.00	(250.00)	0.00	4,965.00
6551 · Canisters Expense	0.00	16.66	0.00	99.96	200.00
Total 5600 · FUNDRAISING EXPENSE	10.95	900.82	2,944.94	6,448.75	30,106.33
59900 · POS Inventory Adjustments	550.35		0.00		
6000 · OTHER EXPENSE					
5142 · Volunteer Program	50.00	166.67	339.92	999.98	2,000.00
6313 · Direct Solicitations	20.00	800.00	3,274.17	4,800.00	9,600.00
6503 · Community Outreach	75.00	176.70	251.00	1,060.04	2,120.00
6504 · Memorial Bricks/Tiles	0.00	316.66	2,750.00	1,900.04	3,800.00
6505 · Professional Fees	1,800.00	1,333.33	19,061.30	8,000.02	16,000.00
6510 · Publications	0.00	1,125.00	0.00	6,750.00	13,500.00
6511 · Pet Promotion Expense	233.50	291.66	1,337.66	1,750.04	3,500.00
6515 · Promotions & Advertising	25.00	311.33	172.00	1,867.98	3,736.00
6523 · Kids Club	0.00	84.16	69.99	505.04	1,010.00
6525 · Resale Items Expense					
5129 · Employee Uniforms	0.00	25.00	66.50	150.00	300.00

	Jun 20	Budget	Jan - Jun 20	YTD Budget	Annual Budget
6525 · Resale Items Expense - Other	448.71	1,833.33	3,581.61	10,999.98	22,000.00
Total 6525 · Resale Items Expense	448.71	1,858.33	3,648.11	11,149.98	22,300.00
6530 · Conferences	0.00	166.66	0.00	999.96	2,000.00
6532 · Donor Development	0.00	130.00	0.00	780.00	1,560.00
6535 · Licenses, Dues, Permits & Fees	0.00	125.00	254.00	750.00	1,500.00
6540 · Miscellaneous Expense	81.97	100.00	2,072.92	600.00	1,200.00
6561 · Investment Expense	8,058.88	0.00	9,202.06	0.00	0.00
6590 · Mortgage Fees/Interest	2,721.11	2,733.54	16,161.37	16,236.04	32,234.35
6688 · Naming Opportunity Expense	0.00	20.00	0.00	120.00	240.00
Total 6000 · OTHER EXPENSE	13,514.17	9,739.04	58,594.50	58,269.12	116,300.35
6548 · Bad Debt Expense	10.00		20.00		
Total Expense	35,203.47	59,662.11	282,981.05	359,951.63	736,282.48
Net Ordinary Income	(4,608.16)	(6,324.56)	(63,261.49)	(49,801.07)	(50,596.48)
Other Income/Expense					
Other Income					
4226 · Change in Value-Dixon Trust	8,862.96		8,862.96		
4300 · Unrealized Gain/Loss	(18,774.87)		(30,687.44)		
4400 · RESTRICTED REVENUE					
7300 · New Shelter					
4219 · New Shelter Revenue	20.00		(2,085.00)		
6519 · Capital/Bldg Improvements Exp	250.00		500.00		
6536 · New Shelter Expense	0.00		(1,600.00)		
Total 7300 · New Shelter	270.00		(3,185.00)		
7400 · SALLY'S FUND					
4218 · Sally's Fund Revenue	300.00	75.00	300.00	450.00	900.00
6518 · Sally's Fund Expense	(333.21)	0.00	(1,467.75)	0.00	(375.00)
Total 7400 · SALLY'S FUND	(33.21)	75.00	(1,167.75)	450.00	525.00
7800 · COMMUNITY SPAY/NEUTER					
4210 · Community Spay/Neuter Revenue	0.00		0.00		
Total 7800 · COMMUNITY SPAY/NEUTER	0.00		0.00		
Total 4400 · RESTRICTED REVENUE	236.79	75.00	(4,352.75)	450.00	525.00
8000 · Reading Program Revenue	0.00	0.00	1,941.01	1,990.00	1,990.00
Total Other Income	(9,675.12)	75.00	(24,236.22)	2,440.00	2,515.00
Other Expense					
8001 · Reading Program Expense	0.00	0.00	2,612.09	(2,990.00)	(2,990.00)
Total Other Expense	0.00	0.00	2,612.09	(2,990.00)	(2,990.00)
Net Other Income	(9,675.12)	75.00	(26,848.31)	5,430.00	5,505.00
Net Income	(14,283.28)	(6,249.56)	(90,109.80)	(44,371.07)	(45,091.48)

Upper Peninsula Animal Welfare Shelter, Inc.

A/P Aging Summary 2020

As of June 30, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
906 Technologies	37.50	0.00	0.00	0.00	0.00	37.50
Bayshore Veterinary Hospital	392.88	0.00	0.00	0.00	0.00	392.88
Ferrellgas	452.16	0.00	0.00	0.00	0.00	452.16
LACOSSE & ACCOCIATES CPA PC	450.00	0.00	0.00	0.00	0.00	450.00
Marquette Veterinary Clinic	239.50	0.00	0.00	0.00	0.00	239.50
Midwest Cremation Services	227.00	0.00	0.00	0.00	0.00	227.00
Negaunee Vet Clinic	243.50	0.00	0.00	0.00	0.00	243.50
Peninsula Pharmacy	13.90	0.00	0.00	0.00	0.00	13.90
Reva Laituri	367.15	0.00	0.00	0.00	0.00	367.15
Super One Foods - Negaunee	67.50	0.00	0.00	0.00	0.00	67.50
Swick	215.00	0.00	0.00	0.00	0.00	215.00
The Mining Journal	144.00	0.00	0.00	0.00	0.00	144.00
Us Telecom Brokers	419.56	0.00	0.00	0.00	0.00	419.56
Zoetis	575.70	0.00	0.00	0.00	0.00	575.70
TOTAL	<u>3,845.35</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,845.35</u>

Upper Peninsula Animal Welfare Shelter, Inc.

A/R Aging Summary 2020

As of June 30, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
1st of the Month Donors	0.00	0.00	0.00	0.00	(575.00)	(575.00)
Amber Talo	0.00	0.00	0.00	0.00	2,900.00	2,900.00
Bob & Crystal Swanson	0.00	0.00	0.00	0.00	4,000.00	4,000.00
Carolyn & Bob Myers	0.00	0.00	0.00	0.00	11625.00	11625.00
Colleen C. Whitehead	0.00	0.00	0.00	0.00	3,500.00	3,500.00
Gary & Linda Dionne	0.00	0.00	0.00	0.00	0.00	0.00
Hall Construcion	0.00	0.00	0.00	0.00	20000.00	20000.00
Kathi Fosburg1	0.00	0.00	0.00	0.00	820.00	820.00
Kori & Byron Tossava	0.00	0.00	0.00	0.00	5,900.00	5,900.00
Lynn Andronis	0.00	0.00	0.00	0.00	2,100.00	2,100.00
Makela, Toutant, Hill, Nardi & Katona	0.00	0.00	0.00	0.00	(500.00)	(500.00)
Marquette City	0.00	0.00	0.00	0.00	365.50	365.50
mBank (Customer)	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Michelle Dillinger	0.00	0.00	0.00	0.00	3,450.00	3,450.00
MQT County	0.00	0.00	0.00	0.00	(502.00)	(502.00)
MTHNK, P.C.	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Nancy Wiseman-Seminoff	0.00	0.00	0.00	0.00	0.00	0.00
Negaunee City Police	0.00	0.00	0.00	0.00	136.50	136.50
Paul, Kathy & Austin Nardi	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Reva V Laituri	0.00	0.00	0.00	0.00	1,800.00	1,800.00
Richard Storti	0.00	0.00	0.00	0.00	200.00	200.00
Rita Svetly	0.00	0.00	0.00	0.00	200.00	200.00
Swick, Tom & Lynn	0.00	0.00	0.00	0.00	(5,000.00)	(5,000.00)
Theresa Sell	0.00	0.00	0.00	0.00	13000.00	13000.00
Tom & Kathy Leone	0.00	0.00	0.00	0.00	5,000.00	5,000.00
TruNorth Federal Credit Union	0.00	0.00	0.00	0.00	500.00	500.00
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>73920.00</u>	<u>73920.00</u>

Volunteer & Community Outreach Coordinator Report

JULY 2020

- NEWSLETTER: Mailed out 4000 mid-June was in homes
- In-shelter new volunteer orientations – ON HOLD due to COVID19
- Foster volunteers – 1 new fosters application
- GRANTS PENDING:
 - 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 6/19/20.**
- Bissell Pet Foundation COVID19 National Empty the Shelters Event (third one): Held July 10-12 - 7 adult cats and 1 dog adopted. All requirements fulfilled and bill submitted.
- RETAIL: Filled in orders and checked in POS (animal supplies).
- MEDIA: TV6, ABC10, TV3: Pet Photo Calendar Contest VOTE story. TV6 – UPAWS Adoption Programs story
- Website: Going through all pages and links to update. Made a DIY Fundraiser page & Updated Surrender web page (in process).

DIY page: <https://upaws.org/host-a-diy-fundraiser/>

Can't Keep Your Pet Solutions: <https://upaws.org/cant-keep-your-pet/>
- CONFERENCE - attended the following:

Humane Society of the United States' Animal Care Expo Online 3-day online conference (enclosed PDF). Only \$29 for all three days. The materials will be accessible until Nov. 1st.
- COVID19: Continuing to monitor CODVID19 for our communication from UPAWS to public.

Thank you,

Ann Brownell – July 19, 2020

	<5 mos.		<5 mos.			
June 2020	DOGS	PUPS	CATS	KITS	OTHER	TOTAL
Beginning Count	11	1	11	4	8	35
INTAKE						YTD
Owner Surrender	6	1	24	0	12	43
Returned Adoption	5	0	3	0	2	10
Stray (from Police, Public and Shelter Pickup)	18	1	14	8	0	41
Born in Care	0	0	0	0	0	0
Transferred from Other Shelters	0	0	14	0	0	14
Special Hold	2	0	0	0	0	2
Seized/Custody (Cruelty & Neglect)	0	0	0	0	0	0
Total Intakes	31	2	55	8	14	110

OUTCOMES

Adoptions (shelter, foster home or special event)	13	0	28	7	14	62	356
Total Adoptions YTD	85	10	169	28	64	356	
Returned to Owner	15	0	4	0	0	19	96
Transferred to Rescue Groups/Shelters	0	0	0	0	0	0	21
Total Live Outcomes	28	0	32	7	14	81	473

EUTHANIZED/DEATHS/MISSING/STOLEN

Dangerous	1	0	0	0	0	1	5
Dying	0	0	1	0	0	1	4
Animal's Name and Reason	PRINCE- Dangerous		SOLTICE- Dying				
TOTAL ANIMALS EUTHANIZED	1	0	1	0	0	2	9
Died at shelter/foster home - Unknown	0	0	0	0	0	0	3
Missing/Stolen/Escaped	0	0	0	0	0	0	0
Animal's Name and Reason							
Total Euth/Died/Other Outcomes	1	0	1	0	0	2	12
Ending Count	13	3	33	5	8	62	

SAVE RATE (Intake- Euthanasia Outcome)/Intake	98.2%	97.9%
ASPCA Live Release Rate (Live Outcomes/ Intake)	73.6%	108.5%

OTHER INFO

	Dogs	Cats
Avg. Length of Stay	11.0	9.5
Monthly Return Rate (returns/adoptions)	38%	9%

APRIL 2020 - CLINIC SERVICES	DOGS	CATS	OTHER	TOTAL	YTD
Owner Requested Euthanasia	1	0	0	1	5
Bite Hold (for Owner)	0	0	0	0	0
Spay/Day	0	0	0	0	62
Community Spay/Neuter (Spay It Forward)	2	1	0	3	7
Microchipping	1	1	0	2	22
Domestic Violence	0	0	0	0	0
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	7	0	0	7	26
Service - Home 2 Home	1	1	0	2	4
Service - Nailtrims	0	3	0	3	13
Service - Dog Licenses	3	0	0	3	12
Service - Cremation Services	0	0	0	0	5
Total	15	6	0	21	156

Addendum to Operational Report, July 2020

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

- SuperOne pickup about once/month, I coordinate with Supervisors, expect one week of July 27th.
- Have made two Alter drop-offs since their re-opening in June.
- Contacted Marty at Thriftish on the 14th about doing a pickup, heard it was piling up. Told him it was ok to just call the shelter and arrange pick-up with staff, I'm checking if it took place.
- Took garbage & rigid recycling from the Community Room (*and from the green garbage can outside entrance - maybe maintenance can make sure this one gets emptied, it was smelly so I sprayed it with Lysol*). Straightened up the kitchen; moved tables and chairs to the storage room. When Laura asked me about returnables I said Linda might do that, said they can take ones from the kitchen too.
- Community Room - working through I.T. subcommittee to ready the area for rentals (keypad for vestibule to shelter door, securing fundraising door by swapping always on lock from storage room). Will start working on a website page and flyer to be ready for marketing rentals when we are able. Haven't done much on documents but will make a priority for August.

Alex - Very nice work on the shelving in the new storage shed - Thank You!

UPAWS Board Development Committee

July Meeting Minutes

7-14-2020

ZOOM Meeting – START TIME 5:00 PM

1. Call to Order
 - a. Present – Scott Jandron (Chair), Reva Laituri, Kathi Fosburg, Crystal Swanson, Lynn Andronis.
 - b. Absent – Linda Roncaglione.

2. New Applicant Interviews
 - a. 5 PM – Lauren Connolly, DVM.
 - b. 6 PM – Karen Omeara.
 - c. 7 PM – Emily Kanasty.
 - d. The committee interviewed each of the applicants. We are now in the process of contacting references and ensuring each potential new Board member fulfills the pre-recommendation requirements of a facility tour and attendance of a Board meeting. We will discuss each applicant once we have all of the information collected.
 - e. The committee agreed that Dr. Connolly would not need another tour, since she already had one with Kori some time ago. She also has been volunteering at UPAWS, so she is familiar with the facility.

3. Current Board Members who are up for re-election.
 - a. Leslie Hurst
 - b. Austin Loehr
 - c. The Board Development Committee voted to recommend retaining both Leslie and Austin as Board Members for 3-year terms. This will require a majority vote by the Board.

FINANCE COMMITTEE MINUTES

July 22, 2020

Zoom 5:30-6:15 PM

Present: Amber Talo, Reva Laituri, Kristine McDonnell

1. Agenda:
 - a. June Financials
 - b. Review of proposed Barn budget
 - c. Review of Bookkeeper Contract
2. Reviewed June Financials: There were a few items that are still being assigned to the wrong account from the POS system. Particularly, the Dog Licenses going to an inventory asset instead of dog license revenue. Amber will schedule a meeting with Dane to continue to work this out. Edited the June financials to correct these errors prior to submitting June financial statements to the Board for review and approval.
3. Reviewed a proposed budget for future improvement to Large Animal Pole Barn. Last year the Board approved a budget for the large paddock and stalls which were completed by Sally's Fund volunteers. The small paddock and feed room still need to be completed. In addition, the Sally's Fund volunteers have proposed the importance of adding a designated manure pit. This would also eliminate staff concern of UPAWS dogs interested in the horse manure. At our May meeting, we had a pretty thorough discussion regarding this budget and have decided to table this budget. Since tabling this budget, the feed room, manure pit, and additional lean-materials/labor have been donated in-kind. The manure pit has also received a \$500.00 naming opportunity donation. We are recommending the small paddock material budget be approved for reimbursement.
4. Reviewed spreadsheet documenting total invoice cost, donated in-kind, and net invoice cost of contract bookkeeping services throughout the original bookkeeping contract timeline. We also reviewed the cost of payroll services through MTNHK. We are recommending to renew our contract bookkeeping services, and transition payroll/payroll taxes/fringe benefit payments to our contract bookkeeper which can now be done in house that our Quickbooks is up to date and errors are being fixed. We are still having some POS and NEON issues that need to be flushed out, but we believe we can start to do payroll in-house which will save us some money. LaCosse & Associates did request an increase from \$25/hr to \$30/hr but in reviewing the hours completed and billed for contract bookkeeper services we are still well below the \$20,000 limit even with increasing the hours and especially with transitioning payroll services.

Respectfully submitted,

Amber Talo

FUNDRAISING COMMITTEE Minutes
July 20, 2020, 5:30 p.m.
Via Zoom

Upcoming/Ongoing Fundraisers:

1. Tee Up For Tails (July 2020) (Karen)
 - a. TUFT had a great turn out. Karen reported 28 teams registering, with 26 actually showing up, a few different businesses increasing their sponsorship from previous years and an overall wonderful event. Karen mentioned that we were looking to be pretty close to her budget despite having fewer teams than normal, expense cost was down leading to a very successful event for us.
2. Strut Your Mutt (September 2020) (Chris and Austin)
 - a. Austin talked about the high possibility of moving the event virtually due to the continuous rise in Covid-19 cases. We talked amongst the group on everyone's thoughts about making it virtual and it seemed a rather unanimous consensus. Although having the event virtual could lead to a potential loss in revenue it would be safer for all involved and for UPAWS to make it virtual.
3. Pet calendar
 - a. Reva mentioned that the Norman Is in the lead with a record number of votes / entries (225 record entry) and a total of 8,010 votes
 - b. 34,562 votes cast at \$.25 a piece
 - c. So far the fundraiser is going well and Norman is really taking a massive lead in the polls.

Other Business:

1. Canister Report (Reva)
 - a. Report Attached
2. Covid Action Plans
 - a. File attached

- b. Austin wanted to go over this because of the Parks and Rec asking him to put together a Covid Action Plan. This can serve as a template for future events if called for and can be used and tweaked as need be.

3. New Business

- a. Karen mentioned that the Pet tag event at EconoFoods might be moved to a round up for UPAWS event instead. She is just waiting to hear back from Zac about what his thoughts are.
- b. Reva brought up a new idea for a fundraiser in the absences of any fundraisers that might get canceled. We as a group discussed the idea and all came to a general consensus that the idea was great and we can definitely work this into our fundraisers for the year.

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	\$ 48.50	\$ 28.50	\$ 85.00							\$ 309.25
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 - June '20	\$ -	\$ -	\$ -	\$ -	\$ 15.73	\$ 10.66							\$ 26.39
Big Boy	K. Rhodes		\$ -	\$ -	\$ -	\$ -	\$ 36.77	\$ -							\$ 36.77
Bodega	C. Swanson	May-17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
Border Grill Main	C. Swanson	Disappeared June '20	\$ 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	\$ -	\$ 20.25	\$ -							\$ 57.50
Cedar Motor Inn	C. Swanson			\$ 5.63	\$ -	\$ -	\$ -	\$ 7.04							\$ 12.67
Check 'N Cash - Ish.	D. Laituri	Jan '17	\$ -	\$ 11.25	\$ -	\$ -	\$ -	\$ 5.25							\$ 16.50
Crossroads Convenience Store	D. Laituri	May-17	\$ 26.00	\$ 18.25	\$ 23.50	\$ 11.25	\$ 16.50	\$ 80.50							\$ 176.00
Culvers	C. Swanson	May '18 - May '20	\$ 65.87	\$ 108.61	\$ 36.48	\$ -									\$ 210.96
Elaines	D. Laituri	May '18 -	\$ 10.75	\$ -	\$ 6.00	\$ -	\$ 12.75	\$ 7.00							\$ 36.50
Freedom Gas	C. Swanson		\$ 11.24	\$ 10.79	\$ 47.73	\$ -	\$ 34.65	\$ 17.89							\$ 122.30
Great Lakes Fresh Market	D. Laituri	Jul '16 -	\$ -	\$ 40.25	\$ 32.00	\$ 20.25	\$ 45.75	\$ -							\$ 138.25
Gwinn/Sawyer Vet Clinic	R. Laituri		\$ -	\$ -	\$ 36.75	\$ -	\$ -	\$ -							\$ 36.75
Honor Credit Union - Gwinn	R. Gustafson	Jun-17	\$ 19.56	\$ -	\$ -	\$ -	\$ -	\$ -							\$ 19.56
Honor Credit Union - Marquette	C. Swanson	May-17	\$ 3.25	\$ -	\$ -	\$ -	\$ -	\$ 6.76							\$ 10.01
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	\$ -	\$ 20.21	\$ 19.09							\$ 78.26
Jeffrey's	C. Swanson	removed Jun '20	\$ 15.16	\$ 6.81	\$ -	\$ -	\$ -	\$ 5.37							\$ 27.34
Jubilee Ishpeming	D. Laituri		\$ 21.75	\$ 12.25	\$ 27.50	\$ -	\$ 23.25	\$ 22.50							\$ 107.25
Kassel's Korner	R. Laituri	Jun '18	\$ -	\$ -	\$ 104.25	\$ 22.75	\$ 35.00	\$ 34.25							\$ 196.25
Kountry Korner	R. Gustafson		\$ 47.10	\$ -	\$ 40.00	\$ 58.25	\$ -	\$ 91.00							\$ 236.35
Main Street Pizza - Harvey	D. Laituri	Oct '16 -	\$ -	\$ 15.75	\$ 5.00	\$ -	\$ -	\$ -							\$ 20.75
Mares-z-Doats	K. Rhodes		\$ -	\$ -	\$ -	\$ -	\$ 47.25	\$ -							\$ 47.25
My Place	C. Swanson	Jun '17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15.05							\$ 15.05
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 -	\$ -	\$ -	\$ -	\$ -	\$ 38.65	\$ -							\$ 38.65
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	\$ -	\$ 21.00	\$ -	\$ -							\$ 48.50
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	\$ 12.25	\$ -	\$ 56.25							\$ 229.50
Thrifty's	D. Laituri	July '16	\$ 13.00	\$ -	\$ 20.00	\$ -	\$ -	\$ -							\$ 33.00
Togo's Marquette	C. Swanson	pulled 5/20	\$ 11.35	\$ 21.09	\$ 17.92	\$ -	\$ 1.20								\$ 51.56
Tractor Supply	D. Laituri	Jul '15 -	\$ 12.75	\$ -	\$ -	\$ 32.00	\$ -	\$ -							\$ 44.75
Tru North FCU Main	R. Laituri		\$ -	\$ 10.25	\$ -	\$ -	\$ -	\$ -							\$ 10.25
Tru North Wal Mart	C. Swanson		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
UPAWS Canister	Self		\$ 130.30	\$ 70.00	\$ 80.00	\$ -	\$ 48.00	\$ 10.00							\$ 338.30
UPAWS Kiosk	K. Rhodes		\$ -	\$ -	\$ -	\$ -	\$ 9.96	\$ -							\$ 9.96
Vango's	C. Swanson	pulled 5/20	\$ -	\$ -	\$ -	\$ -	\$ 8.27								\$ 8.27
White's Party Store	C. Swanson		\$ 50.62	\$ 27.60	\$ 41.78	\$ -	\$ -	\$ 66.52							\$ 186.52
Total			\$ 664.94	\$ 489.49	\$ 689.58	\$ 226.25	\$ 442.69	\$ 540.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,053.08
			Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total
		2019 Totals	\$ 867.87	\$ 748.32	\$ 1,022.42	\$ 825.54	\$ 518.04	\$ 1,035.62							5,017.81

UPAWS COVID-19 ACTION PLAN 2020

OVERVIEW:

- Our plan at Jackson Mine Park is to keep everyone as safe as possible amongst the current Covid-19 pandemic. To do this, UPAWS will be following CDC Guidelines in making sure that Masks are always worn (for those that do not have medical issues preventing them from wearing masks).
- Per the Governor's request, we will also practice social distancing by making sure people who register at the event are spaced 6 feet apart. UPAWS will buy spray on chalk to help mark off 6-foot increments as well as remind others to please remain 6 feet apart from each other while registering.
- We will have hand sanitizer available for others to use at the tables as well as thoroughly wiping down everything once we are done.
- At registration everyone will be required to answer the following questions:
 - In the last two weeks, have you been on an airplane or traveled to a "Hot Spot" with Covid-19 cases in this community?
 - In the last two weeks, did you care for or have close contact with someone who tested positive for Covid-19?
 - In the last two weeks, have you been told by a health official that you may have been exposed to coronavirus?
 - Are you experiencing any symptoms? (fever, cough, sore throat, headache)
- If any of these questions come back with answers that might lead us to believe that someone has the Coronavirus then they will be asked to kindly leave.

PERSONNEL COMMITTEE MEETING REPORT
July 8, 2020, 3:00 P.M., Via Zoom

Present: Reva Laituri, Alex Petrin, Colleen Whitehead

Absent: Scott Jandron

The position of the vacant Maintenance/Custodian worker was discussed at length. Following a discussion, it was the consensus to make a recommendation to the board that we open the position as a short term contract expiring September 30.

There are still two Part-time Animal Caregiver positions open. All employees who were on layoff have been recalled. Census and needs have risen to the point where the Supervisors feel they can be filled. It was decided to post the positions.

The Vet Assistant position is still vacant and the committee agreed to not fill it at this time. Colleen volunteered to reformat the description to align with all the others and to incorporate any changes that we felt are needed. The rest of the committee is to get back to her with any proposed changes. Once completed the new job description will go to the board for approval.

The committee briefly discussed an application for the Executive Director position which was received from Animal Shelter Services. The committee decided to that we would also post the position on Indeed.

Colleen presented two versions of the organizational chart – one with a hired Bookkeeper and one without. Because the intent is to fill the position, it was decided to leave the bookkeeper position in the chart. The Maintenance/Custodian and Vet Assistant positions were placed under the direction supervision of the supervisors so as to provide on-site supervision until such time as an E.D. is hired. Colleen will provide the board with the Chart at the next board meeting.

The committee discussed which employees should be listed as drivers on our van insurance. The insurance company said it is not necessary to list employees who drive on occasion. After discussion, it was agreed that only the Supervisors, Vet Assistant, the Volunteer/Community Outreach Coordinator and possibly the Maintenance/Custodian worker be listed.

Miscellaneous Notes:

- Reva noted that the Supervisors will be conducting evaluations on all the employees.
- Colleen noted that there has been an increase in overtime hours. It is anticipated that as employees are being called back and vacant positions filled, overtime should be reduced.

- Colleen noted that she, Amber, and Brett have been researching Simple Plans and will be making a recommendation to board in the near future.
- Reva will remind supervisors to enforce social distancing and mask-wearing guidelines.

Respectfully submitted,

Reva Laituri

Chairperson

POLICY & BYLAWS COMMITTEE

Chaired by: Colleen Whitehead

Date: July 16th, 2020 10:30 am -12:00 pm at UPAWS

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

Discussion:

- Reviewed draft changes to Bylaws in reference to the addition of Paws Park as a Standing Committee.
- Reviewed draft changes to Board Policy 10.0 in regards to the addition of the Paws Park Standing Committee description.
- Reviewed pending policies and employee and volunteer policy for Social Media; will be on the August P/B Committee agenda.

Assignments:

- Colleen to compile pending policies in development – Board Actions and Annual Report.
- Colleen to bring drafted Social Media policies for P/B Committee review and discussion.
- Committee members will continue revisions to Board Officer descriptions and bring to the next P/B Committee meeting.
- 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)

Next Meeting:

- August 20th, 2020 at 10:00 a.m. Location to be determined; monthly meeting is usually the 3rd Thursday of each month.

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

The IT Committee met on July 21st at 3:00pm via Zoom.

Present: Chris Danik, Dane Ford, Leslie Hurst

Project Updates

After Hours Lobby Door Strike

- Reviewed a quote from Luke Guindon
- 906 Technologies was contacted on July 10th asking for a quote. Got a reply on the 13th directing our request to the person that would handle that there. Have not heard a response since then. Their original quote came in much higher than Luke when we first looked into this.
- Discussed that having this keypad is very important to being able to rent out the community room. We need to be able to ensure the shelter stays secure while the community room is in use after our regular business hours.
 - Also talked about some of the potential issues with the type of lock installed on the storage room door. Chris will work with Alex on the Building/Grounds side as for what we should do there.
- We recommend to the board moving forward with Luke's quote to install the new keypad and door strike

Camera System

- Have yet another request in to 906 Technologies to fix that back camera
- Talked about future expansion and what would be the best way to future proof our system to allow for additions later.
 - Our DVR will only support one more camera. The DVR is proprietary so we have to use their cameras, which are pretty low-end cameras and don't have a lot of options.
 - Moving to a Synology or similar NAS (Network Attached Storage) will give us some flexibility for new cameras. We also would no longer have to use the same brand of camera.
 - The issue of retaining only 72 hours of footage was brought up. Switching to a NAS would give us more space to hold more footage. If our cameras supported motion detection, we could set them to only record when there is activity. This would save a ton of space, however our cameras do not support this feature.
- First priority is a new camera in the after hours lobby
 - Future expansion will be considered when presenting a recommendation to the Board

Hardware Inventory and Software Licenses

- Dane had completed an initial inventory of all of the hardware we have. This is available in the InfoTech Google Drive. Leslie mentioned it may be a good idea to maintain a list of licensed software as well to track when to renew the various software licenses. We will be adding that to the Google Drive

Phone System

- Outstanding issues from Superior Eagle switch
 - Polycom phones are still calling themselves in the back. Dane has been sending logs to Superior Eagle to troubleshoot. May have to switch those to Grandstream phones like we did with the phones up front.
 - Even though we are still working through a couple issues, the support has been excellent. We would never have this level of contact with a bigger provider like Vonage.

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

Respectfully submitted,

Chris Danik
IT Committee Chair