

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, September 28, 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. August 24, 2020 Regular Meeting
5. Unfinished Business
 - a. Construction update (Amber)
 - b. Update on E.D. Search (Reva)
6. New Business
 - a. Pet Smart Contract
 - b. IT Committee Purpose and Recommendations Discussion
 - c. Report and Recommendation from the Policy/Bylaw Committee – RE: Bylaws: Article 12: Amendments
 - d. Propane Bids
 - e. Sasawin Memorandum of Understanding
7. Communications
8. President's Report
9. Treasurer's Report
 - a. August Financial Reports
10. Shelter Operations Report(s)
 - a. Community Relations/Volunteer Coordinator Report
 - b. Stats
 - c. Additional Operational Reports

11. Committee Reports

- a. Board Development Committee Report (Lynn) - written
- b. Finance Committee Report (Amber) – written
- c. Fundraising Committee Report (Austin) – written
- d. Paws Park Committee (Amber) – no report
- e. Strategic Planning Committee Report – on hold
- f. Personnel Committee Report (Reva) – written
- g. Policy / Bylaw Committee Report (Colleen) – written
- h. Donor Development (Ad Hoc) (Leslie) – written
- i. Vet Center Committee (Ad Hoc) – (Colleen) – written
- j. IT Committee (Ad Hoc) (Chris) – Written

12. Board Comment

13. Adjournment

Next Board Meeting Date: October 26, 2020

UPPER PENINSULA ANIMAL WELFARE SHELTER BOARD OF DIRECTORS MEETING

Monday, August 24, 2020 via Zoom Minutes

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

ABSENT: None.

GUESTS: None.

1. Call to Order/Attendance: Meeting was called to order at 6:00 p.m.
2. Approval of Agenda: Colleen made a motion, seconded by Lynn, to amend the agenda as follows
 - Add #4.b. Approval of Organizational Minutes
 - Rescind #5.c. Report and Recommendation from the IT Committee RE: Purchase of New Door Keypad and StrikeMotion passed with unanimous approval.
3. Mission Moment: None
4. Approval of Minutes:
 - a) July 27, 2020 Regular Meeting - Lynn made a motion, seconded by Colleen, to correct/amend the minutes as presented. Austin abstained. Motion was passed with majority consent.
 - b) July 27, 2020 Organizational Meeting – Colleen made a motion, seconded by Alex, to approve the minutes as amended. Austin abstained and Leslie opposed. Motion passed with majority.
5. Unfinished Business:
 - a) Signage for Naming Opportunities – Amber reported that we have a \$500 invoice for feed room expenses incurred by Sally's Fund. There was discussion around two choices to pay the invoice: (1) UPAWS covers the invoice and keeps the right to use the room as a naming opportunity or (2) Sally's Fund covers the invoice and they get the ability to auction off the naming opportunity and keep the proceeds. Austin made a motion, seconded by Lynn, to have Sally's Fund cover the \$500 invoice with the ability to auction off the naming opportunity. Alex abstained. Motion passed with majority. Amber will reconcile the naming opportunity list to make sure the people who paid are being acknowledged. Doing a public "Thank You" through a Mining Journal article was discussed as way to acknowledge in-kind donors as well as existing naming opportunity donors.

- b) Update on E.D. Search - Alex reported that 7,800 notices were sent on Sunday 08/23 and Monday 08/24 around the United States advertising the E.D. position. One interested applicant made contact but after discussion with their family ultimately decided not to pursue it any further. The search is still in process.

6. New Business:

- a) Board Development - Lynn reported that at the last Board Development meeting there were conflicting opinions on board positions and how they were chosen. Two different methods were discussed: (1) send all applicants to the Board of Directors for review or (2) allow the Board Development Committee to screen applications, distinguish between applicants and candidates, and make a recommendation to the Board based on BD Committee's due diligence. Amber, Austin, Colleen, and Brett were in favor of method 2 with Colleen further adding that she would like a full Board discussion around the BD Committee's recommendation. It was decided that method 2 with Board discussion will be used. In addition, Lynn will post applications to the shared drive.
- b) Fall Retreat – It was unanimously decided that the Fall Retreat should be postponed until COVID-19 has subsided. Leslie noted that she would like a better understanding of the purpose of a Fall Retreat with a structured agenda and punch-list items to discuss.
- c) Work Session – A work session was set for Monday, September 14th at 6 pm via Zoom to discuss Year-to-Date financials and a budget review as Amber is cutting expenses and raising revenue in the current budget. Amber will also submit the remaining naming opportunities to the Board for review.

7. Communications – No communications.

8. President's Report – Report attached. No questions. Lynn excused herself at 7:27 pm.

9. Treasurer's Report:

- a) July Financial Reports – Colleen presented several questions to Amber: (1) What was the progress on Rachel Query's donation to be used for a backup generator? Alex answered noting that he will follow up again with Hall. (2) Dixon Trust Fund and mortgage paperwork discussions were tabled until a 2020 Budget was approved but it never came back to the board. Answer was to discuss at the upcoming session and add to the September meeting. (3) Where is the PPP loan reflected in the financials? Amber answered that it is reflected in the Statement of Financial Position. The loan is not being paid back yet as we are still drawing from it. The loan total was \$54,000. Colleen made a motion, seconded by Alex to accept the July Financials as reported. Motion was unanimously approved.

10. Shelter Operation Reports

- a. Community Relations/Volunteer Coordinator Report – No comments.

- b. Stats – Colleen questioned whether PetPoint breaks down what the “other” category is in the report. Reva answered that it does. No other comments.
- c. Additional Operation Reports – In the process of interviewing for occasional part-time care givers. Two candidates are ready to start on September 1st. No other comments.

11. Committee Reports

- a. Board Development Committee Report (Lynn) – Meeting Minutes submitted.
- b. Finance Committee Report (Amber) – Written report submitted.
- c. Fundraising Committee Report (Austin) – Written report submitted.
- d. Paws Park Committee Report (Amber) – No report.
- e. Strategic Planning Committee Report – On hold. No report.
- f. Personnel Committee Report (Colleen) – Written report submitted.
- g. Policy/Bylaw Committee Report (Colleen) – Written report submitted.
- h. Donor Development (Ad Hoc) (Leslie) – No report.
- i. Vet Center Committee (Ad Hoc) (Colleen) – Did not meet.
- j. IT Committee (Ad Hoc) (Chris) – Did not meet.

12. Board Comment – Amber notified the Board that alcohol bottles were found in the dog park. She reviewed what should be done if someone is found drinking in the park.

13. Adjournment – Alex made a motion, supported by Austin, to adjourn the August 2020 Board of Directors meeting at 7:48 pm. Motion was passed with unanimous consent.

Next Board Meeting Date: September 28th, 2020

Respectfully submitted,

Counter-signed,

Brett Specker, Secretary

Reva Laituri, President



This Adoption Partner Agreement (“Agreement”) is entered into between PetSmart Charities Inc., an Arizona nonprofit corporation and tax-exempt public charity under Section 501(c)(3) of the Internal Revenue Code (“Code”), whose address is 19601 N. 27th Avenue, Phoenix, AZ 85027 (“Charities”), and Upper Peninsula Animal Welfare Shelter, Inc., whose address is 815 S M553, Gwinn MI 49841-8782 (“Adoption Partner”).

Section 1 – PetSmart Charities Adoption Program

- A. **Adoption Program.** Charities agrees to permit Adoption Partner to participate in the Charities’ adoption program (“Adoption Program”) located at one or more PetSmart Charities Adoption Centers or other space at PetSmart retail stores, or in the case of special events, locations specified by Charities (“Adoption Center”). The Adoption Program’s sole purpose is to help facilitate and provide a location to facilitate adoptions of dogs, cats, or other pets (“Pets”). Adoption Partner acknowledges that in addition to its organization, other adoption agencies may also be permitted by Charities to hold adoptions at the same time and location as the Adoption Partner.
- B. **Adoption Policies.** In addition to the terms and conditions contained in this Agreement, Adoption Partner acknowledges that it has received, and agrees that it and its employees and volunteers will comply with, any additional policies, procedures and/or manuals (collectively the “Policies”) as provided to Adoption Partner by Charities and/or PetSmart, Inc. (“PetSmart”), including any future changes to those policies, procedures and/or manuals. Charities reserves the right to amend such adoption policies in its sole and absolute discretion and will take reasonable steps to notify Adoption Partner of any changes.
- C. **Adoption Process.** Subject to this Agreement and applicable law, Adoption Partner will use its own adoption policies and procedures when offering Pets for adoption, and will make the final decision in the adoption of a Pet. Adoption Partner shall retain ownership of each Pet until the adoption process for such Pet is complete. Adoption Partner will require an adoption release form or other similar document specified by Charities to be signed by the adopting party.
- D. **Adoption Assistance.** If mutually agreed upon by Adoption Partner, Charities, and PetSmart, Charities may, through its relationship with PetSmart, facilitate use of PetSmart employees to support the Adoption Center, which may include conducting adoptions, providing care for Pets, and maintaining the facilities. In such event, Adoption Partner hereby authorizes Charities and/or PetSmart to carry out those activities agreed upon and to provide all reasonably necessary training on Adoption Partner’s practices, policies, and procedures.
- E. **Adoption Center.** Adoption Partner shall have the use of the Adoption Center free of rent or costs. The Parties will mutually agree upon one or more Adoption Center locations and the date Adoption Partner will begin use of each Adoption Center. Additional locations may be added from time to time as deemed necessary by both Parties. Additional locations and/or change of locations can be accomplished upon written request by Adoption Partner and written approval of such request by Charities in its sole and absolute discretion.
- F. **Damage to Adoption Center.** Adoption Partner will be responsible for any damage to the Adoption Center or related equipment caused by Adoption Partner, its staff, volunteers, Pets, or any other person or animal acting on or under Adoption Partner’s direction or control. Adoption Partner will, at its sole expense, maintain the Adoption Center in a clean, sanitary and orderly fashion and take preventative action to minimize the spread of communicable diseases among Pets. Adoption Partner is responsible for ensuring that the area is clean, fully sanitized and disinfected prior to departure.
- G. **Adoption Rewards.** Charities may elect to provide certain monetary grants in conjunction with the Adoption Program (“Rewards”). Charities, in its sole and absolute discretion may determine the election, amount, modification, or termination of Rewards. Adoption Partner agrees to use such Rewards in the furtherance of its charitable purpose, specifically its Pet adoption program, or if permitted by Charities, other charitable purposes advancing animal welfare. Adoption Partner may not use Rewards for lobbying or political activities, or any purpose not permitted by the Code.

- H. Adoption Center Supplies. Charities may elect to provide products or pet food (collectively “Product”) for use by Adoption Partner solely for the operation of the Adoption Center. Charities, in its sole and absolute discretion may determine the election, modification, or termination of Product. Adoption Partner understands and agrees that Product is provided in “as-is” condition and that Charities and PetSmart make NO WARRANTY, COVENANT OR REPRESENTATION, EXPRESSED OR IMPLIED, REGARDING THE PRODUCT, INCLUDING WITHOUT LIMITATION, THEIR DESIGN OR MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE (EXCEPT CHARITIES WARRANTS IT HAS GOOD TITLE TO THE PRODUCT AND CAN TRANSFER GOOD TITLE TO ADOPTION PARTNER). CHARITIES SHALL NOT BE LIABLE FOR ANY DIRECT OR CONSEQUENTIAL DAMAGES OR LOSSES SUFFERED OR INCURRED BY ADOPTION PARTNER OR A THIRD PARTY AS A RESULT OF THE USE, OR CONSUMPTION OF THE PRODUCT. Adoption Partner waives any and all claims against and releases Charities or PetSmart from all liability associated with the use or consumption of the Product. Adoption Partner further understands and agrees that the U.S. Food and Drug Administration (“FDA”) regulations specify that protein derived from mammalian tissues is not to be used in ruminant feed and that the feeding of any pet food included with any Product to cattle or other ruminant animals is expressly prohibited by federal regulations.
- I. Reporting. Adoption Partner is required to submit the impact report(s) related to the Adoption Program specified by Charities along with any other information reasonably requested by Charities.
- J. Pet Eligibility. Except as specified in the Policies, all Pets must be spayed or neutered, and evaluated and deemed to be healthy, safe for interaction, adoptable, and in compliance with any applicable laws and regulations prior to placement in the Adoption Program. Pets showing or previously having shown any signs of aggression are strictly prohibited from the Adoption Program. Adoption Partner will isolate Pets at the first sign of illness or aggression and remove such Pets immediately from the Adoption Center and PetSmart premises.
- K. Request for Removal of Pet. Charities or its designee may require Adoption Partner to immediately remove any Pet from the Adoption Center or PetSmart premises as may be reasonably necessary to comply with Charities’ Adoption Policies, operate the Adoption Program, ensure the safety or well-being of any Pet or person, or comply with any applicable law or regulation, in Charities’ sole discretion.
- L. Employees and/or Volunteers. Adoption Partner agrees that Adoption Partner’s employees who are working or facilitating adoptions in the Adoption Program must be at least 18 years old. Adoption Partner’s volunteers must be at least 14 years old and properly supervised by the Adoption Partner. Volunteers under the age of 18 must always be accompanied and supervised by an adult. Adoption Partner and its employees and volunteers must always maintain a clean, neat and professional appearance, and conduct themselves in a professional and courteous manner. Adoption Partner shall only permit its employees and volunteers to participate in the Adoption Program.
- M. Agreement. Adoption Partner agrees to require all employees and volunteers working on behalf of Adoption Partner in conjunction with the Adoption Program to sign an agreement with Adoption Partner acknowledging that they are aware of and agree to comply with all policies, procedures and/manuals, including this Adoption Partner Agreement, and agreeing to waive all claims and liability against Charities and PetSmart resulting from participation in the Adoption Program.
- N. Potential Removal. In the event Charities or PetSmart has any objection to any Adoption Partner employee or volunteer, Charities or PetSmart shall have the right to require Adoption Partner to commence appropriate procedures to remedy the basis of any such objection. Upon reasonable request, PetSmart or Charities, in its sole discretion, may require the removal of the employee or volunteer from the Adoption Center or any other designated areas.
- O. Prohibited Conduct. Adoption Partner, its employees, volunteers or agents, may not, directly or indirectly during or after the term of this Agreement:
1. Sell, gift or generally compete with any of the products and/or services sold by PetSmart (such as grooming, pet training and veterinary services) while in the Adoption Center or on PetSmart premises.
 2. Conduct fundraising activities while in the Adoption Center or on PetSmart premises, including directly soliciting donations; except Adoption Partner is welcome to collect donations through use of a donation collection canister located where adoptions are being performed.
 3. Interfere in any way with the conduct of the business of PetSmart, Charities or any customer, tenant or occupant of the PetSmart store or shopping center at any time.

4. Allow any person or other organization to use its Adoption Group Number as assigned by Charities, its tax identification number, or participate in the Adoption Program using its name or identity.
5. Make, directly or indirectly, any negative statements, whether written or oral (including in any digital electronic format) or disparage any of the following: Charities, PetSmart, Banfield Pet Hospital, or any customer, tenant or occupant of the PetSmart store or shopping center; PetSmart or Charities product, service, employee, representative, volunteer or agent; or the activities or reputations of any other organization participating in the Adoption Program.

Section 2 – General Provisions

- A. Adoption Partner represents to Charities, as of the date of this Agreement and at all times during the term, that:
 1. Adoption Partner is either: (i) an organization exempt from federal income tax under Section 501(c)(3) of the Code, (ii) a governmental entity under Section 170(c)(1) of the Code that will use any Rewards exclusively for public purposes, or (iii) an “Indian tribal government,” under Section 7701(a)(40) of the Code, that is treated as a State that will use any Rewards exclusively for public purposes.
 2. Adoption Partner holds and will maintain any and all licenses, permits and registrations necessary or appropriate to operate and fulfill Adoption Partner’s mission.
 3. Adoption Partner is in compliance (and will comply) with all applicable federal, state, local and tribal laws, regulations and other requirements.
 4. Adoption Partner is not on any federal terrorism “watch list” and any Rewards will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders.
 5. Adoption Partner agrees that all representations or statements made by Adoption Partner in any application or any related communications from or on behalf of Adoption Partner are true and accurate in all material respects. Adoption Partner will notify Charities promptly in writing of any changes in such representations or statements.
- B. Adoption Partner agrees to maintain adequate books and records and other financial documents showing compliance with this Agreement. During the term of the Agreement and for two years afterwards, Charities may audit or review Adoption Partner’s books and records to confirm Adoption Partner’s compliance with the terms of the Agreement. Any such request will be made with at least ten (10) business days’ prior notice and during normal business hours. Following any such request, Adoption Partner will provide Charities with the requested records and will fully cooperate with Charities. During any such audit or review, Charities may, in its sole discretion, suspend participation in the Adoption Program and withhold any unpaid Rewards pending the outcome of the audit or review. Adoption Partner expressly grants permission to Charities or its designees to discuss with, or request documentation from, third parties about Adoption Partner related to performance under this Agreement. Adoption Partner agrees to cooperate with Charities in supplying additional information required for Charities to comply with governmental requests related to this Agreement. In addition, Adoption Partner agrees to retain and make available all records for Pet licensing and registration, adoptions and adopter information, adoption policies and procedures, as well as any other records required by law related to any Pet or operation of the Adoption Center.
- C. Nothing in this Agreement is intended or will be construed to create any type of partnership, joint venture, employment, franchise or other similar relationship between the parties. Charities and Adoption Partner are each independent entities and each will be solely responsible for the acts and omissions of its respective officers, agents, employees, volunteers, and representatives and during and after the term of the Agreement.
- D. Adoption Partner shall defend, indemnify and hold harmless Charities including its respective affiliates, directors, officers, managers, employees, representatives, agents, assigns and successors, from and against all costs, claims, losses, liabilities, property damage, bodily injury or death, or intellectual property infringement (including reasonable attorneys’ fees and expenses), incident to or arising out of Adoption Partner’s: breach of this Agreement; willful misconduct or negligent act(s) or omission(s); receipt or use of the Rewards; participation in the Adoption Program, including injury or damage caused by or involving Adoption Partner’s Pets; possession, storage, use, consumption and disposal of any Product; employment and/or worker compensation claims; or violation of applicable law. Notwithstanding the foregoing, this provision shall not be applicable if Adoption Partner is a governmental entity and as such, is prohibited by law from indemnifying Charities.
- E. Adoption Partner agrees that it will not discriminate by reason of race, color, creed, religion, national origin, age, sexual orientation, disability, veteran status, gender, marital status or any other legally protected status.

- F. Adoption Partner agrees that it will acknowledge Charities' support in any promotional materials, including websites and social media platforms. Adoption Partner must obtain prior written approval by Charities and will provide Charities at least ten (10) business days to review, for quality control purposes, the proposed use. If Charities permits Adoption Partner use of its logo, such use is a limited, non-exclusive, revocable right to use. Adoption Partner may not use Charities' logo for any purpose other than the use permitted by Charities, and Charities may immediately terminate use if it is determined by Charities to be unacceptable. Adoption Partner will not use either Charities' name or logo in a negative light or critical manner. Any right given to Adoption Partner for the use of Charities name or logo may not be transferred, assigned or sublicensed.
- G. Charities has the limited, non-exclusive, revocable right to publish, print, transmit, display or otherwise use Adoption Partner's name and logo. Such use may be in electronic or digital format (including e-mail, social media platforms or websites) or in printed form. Charities will not use Adoption Partner's name or logo in a negative light or critical manner. Charities' use of Adoption Partner's name or logo will be used only to support or further Charities' mission.
- H. If either party brings an action to enforce its rights under this Agreement, the prevailing party may recover its expenses (including reasonable attorneys' fees) incurred in connection with the action and any appeal from the losing party.
- I. This Agreement shall remain in full force and effect until terminated by either Party as set forth herein. Either party may terminate this Agreement at any time, with or without cause, upon at least thirty (30) days written notice of such termination to the other party. Charities may immediately terminate this Agreement upon written notice to Adoption Partner if Charities determines, in its sole discretion, that Adoption Partner: has breached any term of this Agreement; is the subject of any legal, regulatory or media investigation or is engaged in any action or course that appears to be unprofessional, uncharitable, disreputable, or otherwise inappropriate; ceases to operate or materially and adversely changes its method of operation, is insolvent, or files for or is the subject of any type of receivership, bankruptcy or similar proceeding; or has not complied with the requirements of any other agreement with Charities. If Charities terminates this Agreement for cause, it may, in its sole and absolute discretion: withhold any pending or future Rewards; or revoke any Rewards not used in accordance with this Agreement and require that all previously provided Rewards be returned.
- J. This Agreement constitutes the entire agreement and understanding between the parties and supersedes all other prior and contemporaneous communications, discussions, understandings, negotiations, arrangements and agreements, whether written or oral, relating to the subject matter of this Agreement. This Agreement shall not be construed for or against any party based on which party drafted this Agreement, and each party had the opportunity to review this Agreement with their respective legal counsel to the party's satisfaction. This Agreement will not be effective until all information requested by Charities is provided by Adoption Partner and is fully executed. Charities and Adoption Partner each represent that the individuals signing are duly authorized to execute this Agreement. This Agreement may be executed in one or more counterparts, each of which shall be deemed an enforceable original, but all of which together shall constitute one and the same instrument. Facsimile and other electronic signatures shall be as effective and binding as original signatures.

TO EVIDENCE THEIR AGREEMENT, the parties have executed and delivered this Adoption Partner Agreement, all effective as of the last date written below.

"CHARITIES"

PetSmart Charities, Inc.

Signature: _____

Name: _____

Title: _____

Date: _____

"ADOPTION PARTNER"

Upper Peninsula Animal Welfare Shelter, Inc

Signature: _____

Name: Reva Laituri

Title: _____

Date: _____

Policy & Bylaws Committee
Report & Recommendation

September 18, 2020

Report & Recommendation: Change to UPAWS Bylaws: Article 12: Amendments

Modify the number of days for notification of changes to Bylaws to be consistent with number of days notification for the Board Development Committee as stated in Article 7: Board Membership.

Purpose is to ensure consistencies in the language within the Board Bylaws.

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 **seven (7)** ~~ten (10)~~ calendar days prior to the meeting. The Bylaws, as amended, will receive final approval by the Board of Directors.

Article 7: BOARD MEMBERSHIP

- 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.

September 25, 2020

UPAWS Organization
815 South State Highway M553
Gwinn, MI 49841

treasurer@upaws.org

UPAWS Treasurer,

Thank you for reaching out to us for a quote on propane services at your new facility. We would be happy to provide you with the following for your consideration:

- Free (2) tank installation at existing location
- Proper regulation equipment for the system
- System safety check including leak and pressure testing
- One time first fill price of .799 per gallon plus applicable tax
- Fixed price for one year at a cap price of .949 per gallon plus applicable taxes

Additionally, because I believe in your mission, our company would donate 200 gallons of free gas for the shelter upon tank installation. We look forward to hearing for you.

Sincerely,

Daryl Lawrence

Daryl Lawrence
Owner/Operations Manager
(906) 286-9580

U.P. Propane

N3940 U.S. 2 North, Iron Mountain, MI 49801

906-774-5222

Serviced out of the Gwinn Office 906-346-6666 FAX: 906-346-7777

PRICE PROTECTION PLAN

2020/2021 Propane Purchase Agreement

Guaranteed Fixed Price

A guaranteed fixed price per gallon of propane will be established for delivery through May 1, 2021. You are guaranteed not to exceed \$.999/10 price per gallon. If the propane market price decreases your price will also decrease. We will give you a first fill price of \$.899/10 per gallon. Your account will be set up on an automatic delivery schedule. There are no other fees associated with delivered propane. Price per gallon does not include sales tax if applicable.

___ **Sign me up for the Guaranteed Fixed Price**

Gallons	Price Per Gallon	Estimated Yearly Cost
<u>12,000</u>	<u>\$.99 9/10</u>	<u>\$11,988.00</u>

I acknowledge that I have read and understand this agreement in its entirety. I agree to the terms and conditions contained within, and my signature constitutes this as a binding agreement between the parties. I understand that if my account becomes past due that I will lose my fixed rate and my account will move to market rate. As a fixed price customer, I agree that I will be an auto-fill customer and U.P. Propane will monitor and schedule my deliveries.

Customer Signature _____ Date _____

Name UPAWS

Contact: Amber Talo - Treasurer

Address: 815 South M-553

City: Gwinn State: MI Zip: 49841

Phone: 906-475-6661 Office / 906-458-9904 Amber Talo E-Mail: atalo@upaws.org

Propane Gas 2019 & 2020 Thru 6/25/20														
Date	Gals.	Price/gal	Total											
1/8/19	728.7	\$ 1.349	\$ 983.02											
1/24/19	580.4	\$ 1.349	\$ 917.86											
2/12/19	200	\$ 1.349	\$ 269.80											
2/26/19	994.8	\$ 1.349	\$ 1,341.99											
3/12/19	678.4	\$ 1.349	\$ 915.16											
4/2/19	714.3	\$ 1.349	\$ 963.59											
4/15/19			\$ 80.00	No slip - just internet invoice - Not sure what it is for.										
4/24/19	558.9	\$ 1.349	\$ 753.96											
5/22/19	600.5	\$ 1.569	\$ 942.18											
6/19/19	3002	\$ 1.599	\$ 480.02											
8/30/19	446.6	\$ 1.219	\$ 544.41											
10/1/19	265.6	\$ 1.219	\$ 323.77											
10/30/19	617.4	\$ 1.050	\$648.27											
11/18/19	840	\$ 1.050	\$ 882.00											
12/10/19	684	\$ 1.199	\$ 820.12											
12/26/19	730.7	\$ 1.199	\$ 876.11											
2019 Totals	11,642		\$ 11,742.26											
1/16/20	744.9	\$ 1.199	\$ 893.14											
1/24/20	200	\$ 1.349	\$ 269.80											
2/8/20	934.1	\$ 1.349	\$ 1,260.10											
2/5/20	800	\$ 1.199	\$ 959.20											
2/19/20	661.1	\$ 1.199	\$ 782.66											
3/12/20	650	\$ 1.199	\$ 779.35											
6/3/20	400	\$ 1.104	\$ 441.60											
6/25/20	400	\$ 1.304	\$ 452.16											
2020 YTD	4,790		\$ 5,838.01											
We currently LEASE ferrel gas tanks- we do not own our tanks														
Ferrell Gas Price:														
				2020 price will be 1.199/gal currently on index of \$1.0871/gal which is lower, the locked in price would start Nov 1st when index increases and then be locked in at new price.										
				In-kind Donation: Ferrellgas waives the tank lease fees, monitor to remotely monitor fee is also waived. Did not submit written bid, only verbal.										
Choice Propane:														
Price to lease:		Price for Remote Monitor: they do not offer remote monitoring												
		Fixed Price/gal: bid attached												
U.P. Propane														
				no lease price as long as you go through 1 tank 1st year. Bid attached										
				could be placed on an auto-fill system, they don't have remote monitor attached										

**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, based upon a Survivor's decision. Survivors are eligible to apply for financial assistance from UPAWS in 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:** _____

Sasawin Safe Haven
Owner Extended Care Contract

Owner Name	
Street Address	
City & Zip Code	
Phone Number	

Emergency Contact:

Name: _____

Phone Number: _____

Animal(s) Name & ID # : _____

- The animal(s) listed above has been approved to remain in a Sasawin foster placement for an estimated period of _____ days from today's date, with the cooperation of Sasawin Safe Haven, the animal's owner and the foster placement.
- **I understand that Sasawin and the foster placement have agreed to extend the care of my pet(s) beyond the standard policy of 90 days. I understand that if I fail to contact Sasawin Safe Haven to make arrangements to retrieve my pet(s) within this extended period. I will forfeit all legal rights to my pet(s) to Sasawin Safe Haven and they will surrender my pet(s) to an animal shelter.**

Owner's Printed Name:

Owner's Signature: _____ **Date:** _____

Sasawin Safe Haven Staff Printed Name:

Staff Signature: _____ **Date:** _____

Animal Surrender Form

The questions on this Intake Form are intended to help us better care for your animal (s). While the animal (s) is under our care, the confidentiality terms of the Women's Center will remain in effect and such confidentiality will also remain with the animal(s) in care. This information will not be shared with outside individuals and shall not be disclosed to anyone.

1. Date of Admission/Transfer: _____

2. Name of Animal : _____

3. Species / Breed / Gender / Age: _____

4. Spayed/Neutered: _____

5. Veterinarian Name/Phone (if available): _____

6. Copy of pet(s) veterinary medical records provided: Yes No

7. Are the animal's vaccinations current? Yes No

8. If no, list the vaccinations that need updating: _____

9. Have any cats been tested for feline leukemia and FIV? Yes No

Results and date: _____

10. Have any dogs been tested for heartworm? Yes No

Results and date: _____

Type of treatment provided: _____

11. List any known behavior issues with the animal (i.e., excessive noise, aggression, fearful of strangers, separation anxiety, etc.): _____

12. Any medical conditions we should be aware of? Yes No

If yes, please describe the condition and current treatment: _____

13. How has the animal been housed (i.e., crate-trained, indoor/outdoor pets, outdoor only pets, etc.)? _____

14. Has the animal received flea/tick/parasite prevention treatment? Yes No

Date given/provided: _____

Type/Name of preventative used: _____

15. Is the animal house trained/litter box trained? Yes No

If no, describe what accommodations are needed: _____

16. Has the animal ever bitten someone? Yes No

If yes, describe the circumstances: _____

17. Are the animal's food, collars, litter box and/or medication been provided? Yes No

If no, what supplies should be provided: _____

Vaccinations and a medical examination will be provided to each pet(s). If a pet requires immediate medical care upon entry to the UPAWS, or during their stay, due to injury or illness, as long as an agreement is in place with Sasawin for foster care for the animal, Sasawin shall be responsible for the cost of services that the veterinarian will provide.

Please be advised that UPAWS may be 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 pet being care for by 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 pet, the Survivor agrees to release and discharge UPAWS and Sasawin, 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 pet receives as a direct consequence of a violation of law.

I agree that my pet has been relinquished to UPAWS and that UPAWS may place my pet for adoption, rescue, or transfer. I agree that UPAWS will update any vaccinations for my pet and that if unforeseen emergency medical care is required, my pet will receive that treatment. If my pet is on medication for an existing condition, I agree to provide the medication to UPAWS, if possible.

I agree to release and discharge the UPAWS, the Women's Center, and Sasawin Safe Haven, 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 my pet receives as a direct consequence of a violation of law.

Survivor Signature: _____

Date: _____

Sasawin Safe Haven Signature: _____

Date: _____

PRESIDENT'S REPORT

September 28, 2020

The direct mail solicitation has gone out and to date, has brought in almost \$9,600 in donations and pledges. Because there was an error and the back side of the return card did not get printed, the printer has waived all the printing costs, so all we paid was a little over \$600 for the postage to mail. A few people have made nice comments on the change in format. Instead of a regular letter, we went to a card format with a short appeal and story. We are still getting a good response and expect it to do as well as projected.

We are moving forward on a social media appeal to obtain funding to purchase a wheelchair for the dog that was seized in a neglect case. We had to wait until she had her spay appointment so that the vet could get accurate measurements while she was under anesthesia.

Now that the remaining naming opportunities have been updated into a flyer, I provided copies to two individuals who inquired several months ago. I encourage all board members to reach out to anyone who might be interested and share the information. If you do not have immediate access to the flyer or form, Amber or I can forward those to you.

Still meeting with supervisors and Ann on a weekly basis, which continues to help with efficiency and communication.

Ann and the supervisors coordinated a kitten and cat transfer from an Athens, Texas shelter. Along with Ann and Lynn, I was privileged to assist by meeting the transport in Marinette. It was a nice break and a feel good activity. I believe the final tally was 39 kittens and cats, many of which have already found homes. The process is slower than normal, in part because most had to be spayed/neutered before being made available, but also due to the continuing need to do adoption meets by appointment.

The barn is in use again with another horse seizure.

This past month has been extremely busy, but most things more properly fell under other committee reports or general volunteerism.

Respectfully submitted,

Reva Laituri

President

Upper Peninsula Animal Welfare Shelter, Inc.

A/P Aging Summary 2020

As of August 31, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
906 Technologies	45.00	0.00	0.00	0.00	0.00	45.00
Animal Medical Center of Marquette	1,405.00	0.00	0.00	0.00	0.00	1,405.00
Ann Brownell	384.49	0.00	0.00	0.00	0.00	384.49
Bayshore Vet Associates	411.90	0.00	0.00	0.00	0.00	411.90
Gwinn-Sawyer Veterinary Clinic	1,504.69	0.00	0.00	0.00	0.00	1,504.69
HSB Vet Supply	84.71	0.00	0.00	0.00	0.00	84.71
LACOSSE & ACCOCIATES CPA PC	510.00	0.00	0.00	0.00	0.00	510.00
Marquette Veterinary Clinic	243.00	0.00	0.00	0.00	0.00	243.00
Midwest Cremation Services	170.00	0.00	0.00	0.00	0.00	170.00
Negaunee Vet Clinic	291.00	0.00	0.00	0.00	0.00	291.00
Pride Printing	5,229.64	0.00	0.00	0.00	0.00	5,229.64
Zoetis	416.75	0.00	0.00	0.00	0.00	416.75
TOTAL	<u>10,696.18</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,696.18</u>

Upper Peninsula Animal Welfare Shelter, Inc.
A/R Aging Summary 2020
As of August 31, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
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	2,800.00	2,800.00
Bob & Crystal Swanson	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Carolyn & Bob Myers	0.00	0.00	0.00	0.00	10,955.00	10,955.00
Colleen C. Whitehead	0.00	0.00	0.00	0.00	3,250.00	3,250.00
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	20,000.00	20,000.00
Kathi Fosburg1	0.00	0.00	0.00	0.00	740.00	740.00
Kori & Byron Tossava	0.00	0.00	0.00	0.00	5,700.00	5,700.00
Lynn Andronis	0.00	0.00	0.00	0.00	2,000.00	2,000.00
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	3,350.00	3,350.00
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	1,650.00	1,650.00
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
Sandra Place	0.00	25.00	0.00	0.00	0.00	25.00
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	12,000.00	12,000.00
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	0.00	25.00	0.00	0.00	70,270.00	70,295.00

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

	Aug 20	Budget	Jan - Aug 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 - SHELTER REVENUE					
4005 - Pet Adoptions	5,680.00	7,666.66	32,468.85	61,333.36	92,000.00
4010 - Redeemed Animals	861.00	333.33	2,982.00	2,666.68	4,000.00
4017 - Dog Park	255.00	750.00	1,476.00	6,000.00	9,000.00
4018 - Rentals	0.00	200.00	0.00	1,600.00	2,400.00
4020 - Government Contracted Services	624.00	833.33	8,734.00	6,666.68	10,000.00
4025 - Restitutions/Investigations	0.00	0.00	0.00	0.00	0.00
4030 - Dog License Revenue	28.00	41.66	332.00	333.36	500.00
4031 - Microchipping	20.00	100.00	660.00	800.00	1,200.00
4032 - Nail Clipping	30.00	62.50	190.00	500.00	750.00
4033 - Community Spay/Neuter	150.00	416.66	3,680.00	3,333.36	5,000.00
4050 - Miscellaneous Services	126.00	50.00	402.00	400.00	600.00
4060 - Cremation Services Revenue	0.00	208.33	1,029.00	1,666.68	2,500.00
Total 4000 - SHELTER REVENUE	7,774.00	10,662.47	51,953.85	85,300.12	127,950.00
4156 - GRANT REVENUE					
4157 - General Grants	1,000.00	4,166.68	2,050.00	33,333.30	50,000.00
4156 - GRANT REVENUE - Other	0.00		0.00		
Total 4156 - GRANT REVENUE	1,000.00	4,166.68	2,050.00	33,333.30	50,000.00
4200 - FUNDRAISING REVENUE					
4127 - Wash & Wag	0.00	0.00	0.00	1,345.00	1,345.00
4128 - Misc/3rd Party Fundraisers	0.00	357.92	1,214.00	2,863.32	4,295.00
4140 - Canisters	810.52	850.00	4,781.77	6,800.00	10,200.00
4143 - Econo Receipts	0.00	625.00	2,644.05	5,000.00	7,500.00
4144 - Cause for Paws	0.00	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	535.00	0.00	2,035.00	0.00	22,000.00
4151 - Raise The Woof	0.00	0.00	5,205.75	6,850.00	6,850.00
4170 - TUFT Golf Outing	100.00	0.00	19,360.00	19,900.00	19,900.00
4183 - Rescue Raffle	0.00	0.00	0.00	4,000.00	4,000.00
4185 - Lights of Love	0.00	0.00	321.25	0.00	3,100.00
4197 - Calendar	147.25	897.33	25,666.33	7,178.68	10,768.00
4204 - MZD Santa Pics	0.00	0.00	0.00	0.00	3,080.00
Total 4200 - FUNDRAISING REVENUE	1,592.77	2,730.25	62,738.15	53,937.00	118,538.00
43400 - DIRECT PUBLIC SUPPORT					
4006 - Pet Care Sponsorship	1,035.00	916.66	4,099.48	7,333.36	11,000.00
4008 - Pet Promotion Sponsorship	0.00	116.68	365.00	933.32	1,400.00
4109 - Pink Lady	445.00	500.00	2,585.00	4,000.00	6,000.00
4110 - Donations	4,351.21	10,416.66	68,549.09	83,333.28	125,000.00
4120 - Special Gifts	881.00	958.33	5,093.06	7,666.68	11,500.00
4123 - Memorial Bricks/Tiles	0.00	625.00	984.00	5,000.00	7,500.00
4125 - Donated Svs/Material In Kind	3,930.00	0.00	23,859.50	0.00	0.00
4130 - Memorials/Honorariums	1,512.00	4,166.66	20,183.20	33,333.36	50,000.00
4132 - Deb's Dog Revenue	275.00	125.00	1,575.00	1,000.00	1,500.00
4135 - Bequests	0.00	0.00	19,140.22	0.00	0.00
4152 - Direct Solicitations	3,670.00	3,333.33	25,006.00	26,666.64	40,000.00
4188 - Naming Opportunities	0.00	6,333.33	500.00	50,666.64	76,000.00
Total 43400 - DIRECT PUBLIC SUPPORT	16,099.21	27,491.65	171,939.55	219,933.28	329,900.00
4500 - OTHER Revenue					
4112 - Kids Club	0.00	116.66	100.00	933.36	1,400.00
4201 - Home2Home	15.00	12.50	80.00	100.00	150.00
4205 - Resale Items Revenue	728.27	2,916.67	5,480.57	23,333.32	35,000.00
4215 - Interest Revenue	1.36	4.00	12.20	32.00	48.00
4220 - Miscellaneous Revenue	107.00	0.00	472.07	0.00	0.00
4221 - Endowment Fund Earnings	0.00	416.66	0.00	3,333.36	5,000.00
4223 - MCCC B.Reider Fund Distribution	0.00	541.66	15,880.29	4,333.36	6,500.00
4227 - Distribution from Dixon Estate	0.00	933.33	7,808.80	7,466.68	11,200.00
Total 4500 - OTHER Revenue	851.63	4,941.48	29,833.93	39,532.08	59,298.00
46000 - Merchandise Sales	0.00		0.00		
48600 - Service Sales	0.00		0.00		
Total Income	27,317.61	49,992.53	318,515.48	432,035.78	685,686.00
Gross Profit	27,317.61	49,992.53	318,515.48	432,035.78	685,686.00
Expense					
5000 - Employee Expense					
5200 - Payroll Expenses	0.00		313.64		
5201 - Wages & Salaries	15,966.48	25,942.58	125,289.74	207,540.70	311,311.00
5225 - Simple Plan Employer	0.00	106.21	0.00	849.68	1,274.52
5230 - Michigan Unemployment Payable	0.00	105.00	109.15	840.00	1,260.00
5235 - Employer Social Security	989.94	1,608.44	7,766.03	12,867.52	19,301.28
5240 - Employer Medicare	231.52	376.17	1,816.45	3,009.32	4,514.00
5245 - Worker's Compensation	289.00	274.66	5,608.00	2,197.36	3,296.00
Total 5000 - Employee Expense	17,476.94	28,413.06	140,903.01	227,304.58	340,956.80
5500 - OPERATING EXPENSE					
5009 - Phone/Network Access	254.83	234.83	2,729.09	1,878.68	2,818.00
5011 - Merchant Service Fees	271.33	500.00	3,264.01	4,000.00	6,000.00
5012 - Bank Service Charges	16.13	10.00	138.77	80.00	120.00
5013 - Paypal Fees	(836.50)	45.00	55.12	360.00	540.00
5014 - Square Fees	720.94		968.24		
5050 - Utilities	1,618.55	3,000.00	18,103.14	24,000.00	36,000.00
5100 - Cleaning Supplies	976.00	300.00	4,033.03	2,400.00	3,600.00
5102 - Animal Supplies/Equipment	301.00	250.00	2,801.63	2,000.00	3,000.00
5105 - Repairs/Maintenance	254.34	500.00	5,172.78	4,000.00	6,000.00
5106 - Garbage/Snow Removal	0.00	700.00	6,163.18	6,700.00	10,000.00
5115 - Office Supplies/Postage	205.45	506.25	2,188.03	4,050.00	6,075.00
5117 - Community Spay/Neuter	325.00	833.33	3,200.00	6,666.68	10,000.00
5120 - Building/Auto Insurance	(180.37)	709.66	9,532.55	5,677.36	8,516.00
5125 - Food	1,099.50	708.33	10,764.79	5,666.68	8,500.00
5127 - Microchips	0.00	750.00	3,108.00	6,000.00	9,000.00

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

	Aug 20	Budget	Jan - Aug 20	YTD Budget	Annual Budget
5130 - Medical Supplies-Vaccines	930.39	1,833.33	6,221.95	14,666.68	22,000.00
5135 - Vet Care	2,160.50	5,416.00	36,041.66	43,328.00	65,000.00
5140 - Spay & Neuter Expense	1,769.19	2,166.66	17,104.99	17,333.36	26,000.00
5145 - Vehicle	45.82	250.00	608.00	2,000.00	3,000.00
5146 - Dog License Expense	306.00	16.80	404.00	133.20	200.00
5150 - Mileage	0.00	62.50	116.74	500.00	750.00
5165 - Cash over/short	0.00		(45.26)		
5180 - Donated Services/Materials	0.00		2,100.00		
5183 - Deb's Dog Expense	0.00	100.00	660.66	800.00	1,200.00
5530 - Cremation Services Expense	150.00	166.67	1,616.00	1,333.36	2,000.00
6138 - Pink Lady Expense	84.00	500.00	3,474.96	4,000.00	6,000.00
6524 - Dog Park	0.00	175.00	524.77	1,400.00	2,100.00
6528 - Rentals	0.00	0.00	0.00	0.00	0.00
6539 - Computer Software	0.00	83.33	840.73	666.68	1,000.00
6565 - IT Consulting	0.00	375.00	0.00	3,000.00	4,500.00
Total 5500 - OPERATING EXPENSE	10,472.10	20,192.69	141,891.56	162,640.68	243,919.00
5550 - GRANT EXPENSE					
5551 - General Grants	0.00	416.68	799.89	3,333.36	5,000.00
5550 - GRANT EXPENSE - Other	0.00		500.00		
Total 5550 - GRANT EXPENSE	0.00	416.68	1,299.89	3,333.36	5,000.00
5600 - FUNDRAISING EXPENSE					
5603 - MZD Santa Pics Expense	0.00	0.00	0.00	0.00	30.00
6307 - Calendar Expense	843.81	252.08	843.81	2,016.64	3,025.00
6308 - Wash & Wag Expense	0.00	0.00	140.00	455.00	455.00
6311 - Cause for Paws Expense	0.00	0.00	196.00	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	250.00	(123.00)	575.00	575.00
6317 - Raise The Woof Expense	0.00	0.00	2,773.99	3,443.83	3,443.83
6322 - Rescue Raffle Expense	0.00	0.00	179.00	2,150.00	2,150.00
6324 - Miscellaneous Expenses	0.00	77.08	0.00	616.68	925.00
6330 - TUFT Golf Outing Expense	0.00	0.00	6,841.30	7,237.50	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	(234.00)	0.00	4,965.00
6551 - Canisters Expense	0.00	16.66	0.00	133.34	200.00
Total 5600 - FUNDRAISING EXPENSE	843.81	595.82	10,617.10	16,627.99	30,106.33
59900 - POS Inventory Adjustments	0.00		0.00		
6000 - OTHER EXPENSE					
5142 - Volunteer Program	50.00	166.67	439.92	1,333.32	2,000.00
6313 - Direct Solicitations	0.00	800.00	3,274.17	6,400.00	9,600.00
6503 - Community Outreach	121.00	176.66	402.00	1,413.36	2,120.00
6504 - Memorial Bricks/Tiles	125.00	316.66	3,154.34	2,533.36	3,800.00
6505 - Professional Fees	1,700.00	1,333.33	22,667.30	10,666.68	16,000.00
6510 - Publications	0.00	1,125.00	5,229.64	9,000.00	13,500.00
6511 - Pet Promotion Expense	477.71	291.66	1,921.42	2,333.36	3,500.00
6515 - Promotions & Advertising	24.00	311.33	226.00	2,490.64	3,736.00
6523 - Kids Club	0.00	84.16	69.99	673.36	1,010.00
6525 - Resale Items Expense					
5129 - Employee Uniforms	0.00	25.00	66.50	200.00	300.00
6525 - Resale Items Expense - Other	806.98	1,833.33	5,229.60	14,666.64	22,000.00
Total 6525 - Resale Items Expense	806.98	1,858.33	5,296.10	14,866.64	22,300.00
6530 - Conferences	0.00	166.68	44.00	1,333.30	2,000.00
6532 - Donor Development	0.00	130.00	0.00	1,040.00	1,560.00
6535 - Licenses, Dues, Permits & Fees	0.00	125.00	254.00	1,000.00	1,500.00
6540 - Miscellaneous Expense	600.00	100.00	2,699.17	800.00	1,200.00
6561 - Investment Expense	0.00	0.00	9,801.11	0.00	0.00
6590 - Mortgage Fees/Interest	2,706.69	2,720.10	21,494.98	21,595.11	32,234.35
6688 - Naming Opportunity Expense	663.00	20.00	663.00	160.00	240.00
Total 6000 - OTHER EXPENSE	7,274.38	9,725.58	77,637.14	77,639.13	116,300.35
6548 - Bad Debt Expense	0.00		30.00		
Total Expense	36,067.23	59,343.83	372,378.70	487,545.74	736,282.48
Net Ordinary Income	(8,749.62)	(9,351.30)	(53,863.22)	(55,509.96)	(50,596.48)
Other Income/Expense					
Other Income					
4226 - Change in Value-Dixon Trust	0.00		8,862.96		
4300 - Unrealized Gain/Loss	6,801.33		(14,940.24)		
4400 - RESTRICTED REVENUE					
7300 - New Shelter					
4219 - New Shelter Revenue	0.00		(2,085.00)		
6519 - Capital/Bldg Improvements Exp	25.00		525.00		
6536 - New Shelter Expense	(132.99)		(2,711.97)		
Total 7300 - New Shelter	(107.99)		(4,271.97)		
7400 - SALLY'S FUND					
4218 - Sally's Fund Revenue	0.00	75.00	300.00	600.00	3,900.00
6518 - Sally's Fund Expense	0.00	(50.00)	(3,552.62)	(50.00)	(375.00)
Total 7400 - SALLY'S FUND	0.00	25.00	(3,252.62)	550.00	3,525.00
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	(107.99)	25.00	(7,524.59)	550.00	3,525.00
8000 - Reading Program Revenue	(128.54)	0.00	1,812.47	1,990.00	1,990.00
Total Other Income	6,564.80	25.00	(11,789.40)	2,540.00	5,515.00
Other Expense					
8001 - Reading Program Expense	261.00	0.00	2,873.09	(2,990.00)	(2,990.00)
Total Other Expense	261.00	0.00	2,873.09	(2,990.00)	(2,990.00)
Net Other Income	6,303.80	25.00	(14,662.49)	5,530.00	8,505.00
Net Income	(2,445.82)	(9,326.30)	(68,525.71)	(49,979.96)	(42,091.48)

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09/22/20

Accrual Basis

Upper Peninsula Animal Welfare Shelter, Inc.

Transaction Detail By Account

August 2020

Type	Date	Num	Name	Memo	Clr	Split
43400 · DIRECT PUBLIC SUPPORT						
4125 · Donated Svs/Material In Kind						
General Journal	08/31/2020	in kind				5100 · Cleaning Supplies
General Journal	08/31/2020	in kind		LACOSSE		6505 · Professional Fees
Total 4125 · Donated Svs/Material In Kind						
Total 43400 · DIRECT PUBLIC SUPPORT						
TOTAL						

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09/22/20

Accrual Basis

Upper Peninsula Animal Welfare Shelter, Inc.

Transaction Detail By Account

August 2020

Amount	Balance
2,740.00	2,740.00
1,190.00	3,930.00
3,930.00	3,930.00
3,930.00	3,930.00
3,930.00	3,930.00

Upper Peninsula Animal Welfare Shelter, Inc.
Statement of Financial Position
As of August 31, 2020

	<u>Aug 31, 20</u>	<u>Aug 31, 19</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1010 - mBank Checking	167,143.09	80,357.73	86,785.36
1011 - mBank General Savings	234,480.73	234,498.42	(17.69)
1012 - mBank Sally's Fund Savings	14,521.25	16,021.82	(1,500.57)
1013 - mBank Capital Campaign Checking	64,707.87	109,965.10	(45,257.23)
1016 - mBank Capital Campaign Savings	32,014.55	31,997.15	17.40
1017 - mBank PPP Loan	7,672.10	0.00	7,672.10
1070 - PayPal account	46.19	1,370.77	(1,324.58)
1090 - Cash in Drawer	150.00	0.00	150.00
Total Checking/Savings	<u>520,735.78</u>	<u>474,210.99</u>	<u>46,524.79</u>
Accounts Receivable			
1524 - Capital Campaign Pledges	70,295.00	100,475.00	(30,180.00)
Total Accounts Receivable	<u>70,295.00</u>	<u>100,475.00</u>	<u>(30,180.00)</u>
Other Current Assets			
1080 - Petty Cash	400.00	400.00	0.00
12100 - Inventory Asset	(49.36)	3,169.12	(3,218.48)
1499 - Undeposited Funds	0.00	322.86	(322.86)
1528 - N.S. Constuction in Progress	3,592,973.99	3,592,973.99	0.00
1540 - Allowance for Uncol Promises	(2,364.00)	(2,364.00)	0.00
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	<u>3,584,947.22</u>	<u>3,589,501.97</u>	<u>(4,554.75)</u>
Total Current Assets	<u>4,175,978.00</u>	<u>4,164,187.96</u>	<u>11,790.04</u>
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	88,218.62	2,695.97
1670 - Accumulated Depreciation	(27,258.30)	(27,258.30)	0.00
Total Fixed Assets	<u>134,650.90</u>	<u>108,805.93</u>	<u>25,844.97</u>
Other Assets			
1074 - WF Endowment Fund Investments	254,529.37	235,212.65	19,316.72
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)
9999 - Point of Sale General Asset	(14.00)	0.00	(14.00)
Total Other Assets	<u>985,791.35</u>	<u>966,572.99</u>	<u>19,218.36</u>
TOTAL ASSETS	<u>5,296,420.25</u>	<u>5,239,566.88</u>	<u>56,853.37</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2001 - *Accounts Payable	10,696.18	2,239.86	8,456.32
Total Accounts Payable	<u>10,696.18</u>	<u>2,239.86</u>	<u>8,456.32</u>
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			
2102 - Medicare and SS Payable	0.03	0.00	0.03
2103 - Michigan W/H Payable	1,100.68	1,823.66	(722.98)
2104 - Suta Tax Payable	0.00	81.45	(81.45)
2108 - AFLAC pre-tax	(150.48)	80.64	(231.12)
2111 - Simple Plan Payable	3,775.09	716.81	3,058.28
2100 - Payroll Liabilities - Other	0.00	40.28	(40.28)
Total 2100 - Payroll Liabilities	<u>4,725.32</u>	<u>2,742.84</u>	<u>1,982.48</u>
2330 - N/P Mbank PPP Proceeds	54,300.00	0.00	54,300.00
2550 - Sales Tax Payable	43.72	130.68	(86.96)
Total Other Current Liabilities	<u>65,548.64</u>	<u>65,593.93</u>	<u>(45.29)</u>
Total Current Liabilities	<u>76,244.82</u>	<u>67,833.79</u>	<u>8,411.03</u>
Long Term Liabilities			
2300 - Mortgage-New Shelter	1,063,249.33	1,094,828.41	(31,579.08)
Total Long Term Liabilities	<u>1,063,249.33</u>	<u>1,094,828.41</u>	<u>(31,579.08)</u>
Total Liabilities	<u>1,139,494.15</u>	<u>1,162,662.20</u>	<u>(23,168.05)</u>
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	2,604,576.36	2,374,570.98	230,005.38
Net Income	(68,525.71)	81,458.25	(149,983.96)

Upper Peninsula Animal Welfare Shelter, Inc.
Statement of Financial Position
As of August 31, 2020

	Aug 31, 20	Aug 31, 19	\$ Change
Total Equity	4,156,926.10	4,076,904.68	80,021.42
TOTAL LIABILITIES & EQUITY	5,296,420.25	5,239,566.88	56,853.37

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

	<u>Aug 20</u>	<u>Aug 19</u>	<u>Jan - Aug 20</u>
Ordinary Income/Expense			
Income			
4000 · SHELTER REVENUE			
4005 · Pet Adoptions	5,680.00	8,085.00	32,468.85
4010 · Redeemed Animals	861.00	279.12	2,982.00
4017 · Dog Park	255.00	2,465.00	1,476.00
4018 · Rentals	0.00	200.00	0.00
4020 · Government Contracted Services	624.00	0.00	8,734.00
4030 · Dog License Revenue	28.00	0.00	332.00
4031 · Microchipping	20.00	245.00	660.00
4032 · Nail Clipping	30.00	20.00	190.00
4033 · Community Spay/Neuter	150.00	0.00	3,680.00
4050 · Miscellaneous Services	126.00	10.00	402.00
4060 · Cremation Services Revenue	0.00	0.00	1,029.00
Total 4000 · SHELTER REVENUE	<u>7,774.00</u>	<u>11,304.12</u>	<u>51,953.85</u>
4156 · GRANT REVENUE			
4157 · General Grants	1,000.00	200.00	2,050.00
4156 · GRANT REVENUE - Other	0.00	0.00	0.00
Total 4156 · GRANT REVENUE	<u>1,000.00</u>	<u>200.00</u>	<u>2,050.00</u>
4200 · FUNDRAISING REVENUE			
4128 · Misc/3rd Party Fundraisers	0.00	2,000.00	1,214.00
4140 · Canisters	810.52	1,542.08	4,781.77
4143 · Econo Receipts	0.00	0.00	2,644.05
4144 · Cause for Paws	0.00	525.00	1,510.00
4147 · Strut Your Mutt	535.00	600.50	2,035.00
4151 · Raise The Woof	0.00	0.00	5,205.75
4170 · TUFT Golf Outing	100.00	100.00	19,360.00
4183 · Rescue Raffle	0.00	2,050.00	0.00
4185 · Lights of Love	0.00	0.00	321.25
4197 · Calendar	147.25	326.75	25,666.33
Total 4200 · FUNDRAISING REVENUE	<u>1,592.77</u>	<u>7,144.33</u>	<u>62,738.15</u>
43400 · DIRECT PUBLIC SUPPORT			
4006 · Pet Care Sponsorship	1,035.00	485.00	4,099.48
4008 · Pet Promotion Sponsorship	0.00	32.00	365.00
4109 · Pink Lady	445.00	8,720.00	2,585.00
4110 · Donations	4,351.21	7,184.44	68,549.09
4120 · Special Gifts	881.00	217.75	5,093.06
4123 · Memorial Bricks/Tiles	0.00	250.00	984.00
4125 · Donated Svs/Material In Kind	3,930.00	2,888.51	23,859.50
4130 · Memorials/Honorariums	1,512.00	4,101.50	20,183.20
4132 · Deb's Dog Revenue	275.00	0.00	1,575.00
4135 · Bequests	0.00	1,272.00	19,140.22
4152 · Direct Solicitations	3,670.00	0.00	25,006.00
4188 · Naming Opportunities	0.00	0.00	500.00
Total 43400 · DIRECT PUBLIC SUPPORT	<u>16,099.21</u>	<u>25,151.20</u>	<u>171,939.55</u>
4500 · OTHER Revenue			
4112 · Kids Club	0.00	0.00	100.00
4201 · Home2Home	15.00	0.00	80.00
4205 · Resale Items Revenue	728.27	1,515.47	5,480.57
4215 · Interest Revenue	1.36	36.92	12.20
4220 · Miscellaneous Revenue	107.00	0.00	472.07
4223 · MCCF B.Reider Fund Distribution	0.00	0.00	15,880.29
4227 · Distribution from Dixon Estate	0.00	0.00	7,808.80
4239 · Legacy Fundraising Income	0.00	510.00	0.00
Total 4500 · OTHER Revenue	<u>851.63</u>	<u>2,062.39</u>	<u>29,833.93</u>
46000 · Merchandise Sales	0.00	170.95	0.00
48600 · Service Sales	0.00	0.00	0.00
Total Income	<u>27,317.61</u>	<u>46,032.99</u>	<u>318,515.48</u>
Gross Profit	27,317.61	46,032.99	318,515.48
Expense			
5000 · Employee Expense			
5200 · Payroll Expenses	0.00	40.25	313.64
5201 · Wages & Salaries	15,966.48	25,378.79	125,289.74
5230 · Michigan Unemployment Payable	0.00	47.74	109.15
5235 · Employer Social Security	989.94	1,568.51	7,766.03
5240 · Employer Medicare	231.52	366.82	1,816.45
5245 · Worker's Compensation	289.00	295.00	5,608.00
Total 5000 · Employee Expense	<u>17,476.94</u>	<u>27,697.11</u>	<u>140,903.01</u>
5500 · OPERATING EXPENSE			
5009 · Phone/Network Access	254.83	88.54	2,729.09
5011 · Merchant Service Fees	271.33	1,099.43	3,264.01
5012 · Bank Service Charges	16.13	0.00	138.77
5013 · Paypal Fees	(836.50)	48.65	55.12

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

	<u>Aug 20</u>	<u>Aug 19</u>	<u>Jan - Aug 20</u>
5014 · Square Fees	720.94	0.00	968.24
5050 · Utilities	1,618.55	2,041.39	18,103.14
5100 · Cleaning Supplies	976.00	0.00	4,033.03
5102 · Animal Supplies/Equipment	301.00	36.37	2,801.63
5105 · Repairs/Maintenance	254.34	422.99	5,172.78
5106 · Garbage/Snow Removal	0.00	275.01	6,163.18
5115 · Office Supplies/Postage	205.45	75.00	2,188.03
5116 · Postage	0.00	68.70	0.00
5117 · Community Spay/Neuter	325.00	167.00	3,200.00
5120 · Building/Auto Insurance	(180.37)	995.00	9,532.55
5125 · Food	1,099.50	242.73	10,764.79
5127 · Microchips	0.00	0.00	3,108.00
5130 · Medical Supplies-Vaccines	930.39	88.99	6,221.95
5135 · Vet Care	2,160.50	369.50	36,041.66
5137 · Vaccines	0.00	926.92	0.00
5140 · Spay & Neuter Expense	1,769.19	0.00	17,104.99
5141 · Animal Equipment	0.00	12.00	0.00
5145 · Vehicle	45.82	0.00	608.00
5146 · Dog License Expense	306.00	0.00	404.00
5150 · Mileage	0.00	49.68	116.74
5165 · Cash over/short	0.00	(1.11)	(45.26)
5180 · Donated Services/Materials	0.00	0.00	2,100.00
5183 · Deb's Dog Expense	0.00	0.00	660.66
5530 · Cremation Services Expense	150.00	0.00	1,616.00
6138 · Pink Lady Expense	84.00	0.00	3,474.96
6524 · Dog Park	0.00	0.00	524.77
6539 · Computer Software	0.00	0.00	840.73
Total 5500 · OPERATING EXPENSE	10,472.10	7,006.79	141,891.56
5550 · GRANT EXPENSE			
5551 · General Grants	0.00	0.00	799.89
5550 · GRANT EXPENSE - Other	0.00	0.00	500.00
Total 5550 · GRANT EXPENSE	0.00	0.00	1,299.89
5600 · FUNDRAISING EXPENSE			
6307 · Calendar Expense	843.81	0.00	843.81
6308 · Wash & Wag Expense	0.00	0.00	140.00
6311 · Cause for Paws Expense	0.00	750.00	196.00
6315 · Misc/3rd Party Fund Expense	0.00	0.00	(123.00)
6317 · Raise The Woof Expense	0.00	0.00	2,773.99
6322 · Rescue Raffle Expense	0.00	50.00	179.00
6330 · TUFT Golf Outing Expense	0.00	0.00	6,841.30
6550 · Strut Your Mutt Expense	0.00	415.92	(234.00)
Total 5600 · FUNDRAISING EXPENSE	843.81	1,215.92	10,617.10
59900 · POS Inventory Adjustments	0.00	(593.02)	0.00
6000 · OTHER EXPENSE			
5142 · Volunteer Program	50.00	0.00	439.92
6313 · Direct Solicitations	0.00	0.00	3,274.17
6503 · Community Outreach	121.00	0.00	402.00
6504 · Memorial Bricks/Tiles	125.00	0.00	3,154.34
6505 · Professional Fees	1,700.00	588.36	22,667.30
6510 · Publications	0.00	4,184.40	5,229.64
6511 · Pet Promotion Expense	477.71	0.00	1,921.42
6512 · Legacy Fundraising Expense	0.00	31.93	0.00
6515 · Promotions & Advertising	24.00	2,747.00	226.00
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	806.98	523.79	5,229.60
Total 6525 · Resale Items Expense	806.98	523.79	5,296.10
6530 · Conferences	0.00	0.00	44.00
6535 · Licenses, Dues, Permits & Fees	0.00	0.00	254.00
6540 · Miscellaneous Expense	600.00	(6,651.94)	2,699.17
6561 · Investment Expense	0.00	0.00	9,801.11
6590 · Mortgage Fees/Interest	2,706.69	2,787.63	21,494.98
6688 · Naming Opportunity Expense	663.00	0.00	663.00
Total 6000 · OTHER EXPENSE	7,274.38	4,211.17	77,637.14
6548 · Bad Debt Expense	0.00	146.53	30.00
Total Expense	36,067.23	39,684.50	372,378.70
Net Ordinary Income	(8,749.62)	6,348.49	(53,863.22)
Other Income/Expense			
Other Income			
4226 · Change in Value-Dixon Trust	0.00	0.00	8,862.96
4300 · Unrealized Gain/Loss	6,801.33	0.00	(14,940.24)
4400 · RESTRICTED REVENUE			

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

	<u>Aug 20</u>	<u>Aug 19</u>	<u>Jan - Aug 20</u>
7300 - New Shelter			
4219 - New Shelter Revenue	0.00	(44,552.70)	(2,085.00)
6519 - Capital/Bldg Improvements Exp	25.00	0.00	525.00
6536 - New Shelter Expense	<u>(132.99)</u>	<u>0.00</u>	<u>(2,711.97)</u>
Total 7300 - New Shelter	<u>(107.99)</u>	<u>(44,552.70)</u>	<u>(4,271.97)</u>
7400 - SALLY'S FUND			
4218 - Sally's Fund Revenue	0.00	0.00	300.00
6518 - Sally's Fund Expense	<u>0.00</u>	<u>(50.00)</u>	<u>(3,552.62)</u>
Total 7400 - SALLY'S FUND	<u>0.00</u>	<u>(50.00)</u>	<u>(3,252.62)</u>
7800 - COMMUNITY SPAY/NEUTER			
4210 - Community Spay/Neuter Revenue	<u>0.00</u>	<u>50.00</u>	<u>0.00</u>
Total 7800 - COMMUNITY SPAY/NEUTER	<u>0.00</u>	<u>50.00</u>	<u>0.00</u>
Total 4400 - RESTRICTED REVENUE	<u>(107.99)</u>	<u>(44,552.70)</u>	<u>(7,524.59)</u>
8000 - Reading Program Revenue	<u>(128.54)</u>	<u>0.00</u>	<u>1,812.47</u>
Total Other Income	<u>6,564.80</u>	<u>(44,552.70)</u>	<u>(11,789.40)</u>
Other Expense			
8001 - Reading Program Expense	<u>261.00</u>	<u>0.00</u>	<u>2,873.09</u>
Total Other Expense	<u>261.00</u>	<u>0.00</u>	<u>2,873.09</u>
Net Other Income	<u>6,303.80</u>	<u>(44,552.70)</u>	<u>(14,662.49)</u>
Net Income	<u><u>(2,445.82)</u></u>	<u><u>(38,204.21)</u></u>	<u><u>(68,525.71)</u></u>

Upper Peninsula Animal Welfare Shelter, Inc.
Transaction Detail By Account
January through December 2020

	Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
43400 - DIRECT PUBLIC SUPPORT									
4125 - Donated Svs/Material In Kind									
	General Journal	01/01/2020	12/2038	In Kind Donations			5100 - Cleaning Supplies	1,523.50	1,523.50
	Sales Receipt	01/31/2020	1726	Lacosse & Associates, CPA PC			1499 - Undeposited Funds	2,100.00	3,623.50
	Sales Receipt	02/29/2020	2000	Lacosse & Associates, CPA PC			1499 - Undeposited Funds	1,950.00	5,573.50
	General Journal	02/29/2020	12/2057		FEB IN KIND DONATIONS		5100 - Cleaning Supplies	2,164.00	7,737.50
	Sales Receipt	03/01/2020	2001	Ann Brownell C	11 new pet Canvases		1499 - Undeposited Funds	462.00	8,199.50
	Sales Receipt	03/31/2020	2137	Lacosse & Associates, CPA PC	acctg fees		1499 - Undeposited Funds	750.00	8,949.50
	General Journal	03/31/2020	38-wf		in kind Lacosse		1499 - Undeposited Funds	-750.00	8,199.50
	General Journal	03/31/2020	331-IK		March in kind donations		5100 - Cleaning Supplies	908.00	9,107.50
	General Journal	04/30/2020	po box		lacosse donated services april		6505 - Professional Fees	1,500.00	10,607.50
	General Journal	04/30/2020	104		in kind donations		5100 - Cleaning Supplies	1,141.00	11,748.50
	General Journal	05/31/2020	adj		lacosse charitable discount		6505 - Professional Fees	1,950.00	13,698.50
	General Journal	05/31/2020	in kind may		in kind may		5100 - Cleaning Supplies	1,460.00	15,158.50
	General Journal	06/30/2020	jun in kind		lacosse		6505 - Professional Fees	1,350.00	16,508.50
	General Journal	06/30/2020	jun in kind				5100 - Cleaning Supplies	936.00	17,444.50
	General Journal	07/31/2020	don svcs		lacosse		6505 - Professional Fees	840.00	18,284.50
	General Journal	07/31/2020	in kind				5100 - Cleaning Supplies	1,645.00	19,929.50
	General Journal	08/31/2020	in kind				5100 - Cleaning Supplies	2,740.00	22,669.50
	General Journal	08/31/2020	in kind		LACOSSE		6505 - Professional Fees	1,190.00	23,859.50
Total 4125 - Donated Svs/Material In Kind								<u>23,859.50</u>	<u>23,859.50</u>
Total 43400 - DIRECT PUBLIC SUPPORT								<u>23,859.50</u>	<u>23,859.50</u>
TOTAL								<u><u>23,859.50</u></u>	<u><u>23,859.50</u></u>

Volunteer & Community Outreach Coordinator Report SEPTEMBER 2020

- Foster volunteers – 6 new fosters application. Many kittens in foster care.
- Foster Orientation Video: Re-did the video due to needing to update some important information. LINK: <https://www.youtube.com/watch?v=nN8Q-DpVyEU>
- Foster Manual: Working on updating and redoing.
- Bissell Pet Foundation COVID19 National Empty the Shelters Event (4TH one): Applied to participate – grant excepted. Event is Oct. 1-4.
- RETAIL: Filled in orders and checked in POS (animal supplies).
- Website, Social Media: Posting, upkeep, help with making new pages, advertising daily. Thank you to Amber for her assistance in advertising fundraisers. I appreciate the help! 😊
- WEBINAR - attended the following:
“HSUS Adopters Welcome in 2020” I would like to encourage everyone to watch this. It is an excellent refresher on the importance of “Adopters Welcome” and why UPAWS practices this philosophy. If anyone on Board is interested – I have access to the Animal Sheltering Expo until Nov. 1st.
- “Petco Holiday Wishes Campaign” – Finalized story applications as well as Petco application for the campaign.
- Transfers: Coordinated w/ supervisors for 34 kittens to be transported from Athens Texas. Their shelter drove to Marinette and Lynn, Reva and I drove to meet them and bring the kitties back. They are all very social and sweet.
- Read with UPAWS:
Completed and submitted the Literacy Legacy Fund of Michigan mid-grant report to the LLFM Board of Directors. Another report is due January 31st.
Launched **Read with UPAWS** virtual video storytelling program.

TV6 did a story on the Program. New videos are posted every Sunday. I am in the process of making more video, however they are time consuming, so they take a while. But they are fun to make!

Here is the Playlist: <https://www.youtube.com/playlist?list=PLKFteCD8oEsZc2nU5OPXN6otxRDARi8HO>

Thank you,

Ann Brownell – September 25, 2020

	<5 mos.		<5 mos.			
August 2020	DOGS	PUPS	CATS	KITS	OTHER	TOTAL
Beginning Count	11	9	19	12	9	60
INTAKE						YTD
Owner Surrender	16	1	21	5	0	43
Returned Adoption	0	0	0	0	0	0
Stray (from Police, Public and Shelter Pickup)	20	1	20	12	7	60
Born in Care	0	0	0	0	0	0
Transferred from Other Shelters	0	0	1	16		17
Special Hold	0	0	0	0	0	0
Seized/Custody (Cruelty & Neglect)	0	0	0	0	0	0
Total Intakes	36	2	42	33	7	120

OUTCOMES

Adoptions (shelter, foster home or special event)	11	3	26	16	8	64	485
Total Adoptions YTD	112	16	225	51	81	485	
Returned to Owner	20	2	11	0	0	33	148
Transferred to Rescue Groups/Shelters	0	0	0	0	0	0	23
Total Live Outcomes	31	5	37	16	8	97	656

EUTHANIZED/DEATHS/MISSING/STOLEN

Dangerous	1	0	0	0	0	1	7
Dying	0	1	0	0	0	1	7
Animal's Name and Reason	JUNIOR-Dangerous	SPRITZ-Dying					
TOTAL ANIMALS EUTHANIZED	1	1	0	0	0	2	14
Died at shelter/foster home - Unknown	0	0	0	0	1	1	4
Missing/Stolen/Escaped/DOA	0	0	0	0	0	0	1
Animal's Name and Reason					DONALD (Duck)-unknown		
Total Euth/Died/Other Outcomes	1	1	0	0	1	3	19
Ending Count	15	5	24	29	7	80	
Manual Count	14	6	25	28	7	80	
SAVE RATE (Intake- Euthanasia Outcome)/Intake						98.3%	97.8%
ASPCA Live Release Rate (Live Outcomes/ Intake)						80.8%	101.9%

OTHER INFO

	Dogs	Cats
Avg. Length of Stay	17.4	32.9
Monthly Return Rate (returns/adoptions)	0%	0%

July 2020 - CLINIC SERVICES	DOGS	CATS	OTHER	TOTAL	YTD
Owner Requested Euthanasia	1	0	0	1	6
Bite Hold (for Owner)	0	0	0	0	0
Spay/Day	0	0	0	0	62
Community Spay/Neuter (Spay It Forward)	0	2	0	2	9
Microchipping	0	1	0	1	31
Domestic Violence	0	0	0	0	2
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	6	0	0	6	34
Service - Home 2 Home	1	0	0	1	5
Service - Nailtrims	0	0	0	0	14
Service - Dog Licenses	0	0	0	0	12
Service - Cremation Services	1	0	0	1	8
Total	9	3	0	12	183

UPAWS
Board Development Committee Meeting Minutes
September 10, 2020

Present – Lynn Andronis (Chair), Kathi Fosburg, Reva Laituri, Linda Roncaglione, Crystal Swanson.

Guest: Colleen Whitehead

1. Currently, we have 3 vacant positions; one expires in 2022 and two expire in 2023.
2. Discussion and review of Board Development Process with members.
3. Member Updates: Kathi reported that the individuals she has approached (with CPA experiences) are not able to apply for an empty board position at this time.
4. Review/Discussion/Determination of Applicants' Status:
 - Lauren Connolly – Interview done; attendance at board meeting done; reviewed reference checks information. After a candid discussion, *motion was made by Crystal, seconded by Reva, to not move forward with recommending her for a position on our board. Motion passed, with Lynn abstaining.* Lynn will notify Lauren.
 - Karen O'Meara – Interview done; attendance at board meeting done; reviewed reference checks information. Final consensus was to not move forward with recommending her to the board but, instead re-direct her talents to either the Fundraising Committee or Strategic Planning Committee. Lynn will notify Karen.
 - Emily Kanasty – applicant did not attend the July board meeting, so her file is incomplete although one reference check was done. The second reference had an incorrect phone number. *Crystal made a motion, seconded by Kathi, to not move forward in the process. Motion passed with unanimous consent.* Lynn will notify Emily.
5. Application from Brian Hummel: Application reviewed by members. Lynn will send a thank you email acknowledging receipt of the application, possibly schedule an interview for our next meeting, and consent to contact his references in the interim.

Submitted,

Lynn Andronis, Chair

NEXT MEETING SCHEDULED FOR THURSDAY, OCTOBER 8 AT 5 PM

FINANCE COMMITTEE MINUTES

September 24, 2020

Zoom 5:30-7:00 PM

Present: Amber Talo, Reva Laituri, Kristine McDonnell, Chris Danik

Absent: Brett Specker

1. Agenda:

- a. Review of August Financials
- b. Review of 2020 Budget DRAFT REVISIONS- will submit to Board of Directors for review. New proposed budgets for Dog Park Sponsor Banners, Horseshoe Wall, and Vet Center Equipment grant are included in the draft budget revisions. If we do not move forward quickly on the Dog Park Sponsor Banners and Horseshoe wall, the projects will be delayed until 2021 and delay any possible incoming revenue. Earlier this year, we received a grant from the State of MI Dept of Agriculture and Rural Development (MDARD) in the amount of \$4584 specifically for vet center equipment (IV pump, anesthesia machine, and 2 instrument packs) We have received a quote from Covetrus for the equipment and Dr. Jandron worked with them to get the lowest possible discount. However, the total cost for the equipment comes to \$4,984.72. Which leaves a difference of \$400.72 which has been budgeted for in 5102 Equipment.
- c. Report and Recommendation from Personnel to Finance- The Finance Committee has agreed to set up a joint meeting with Plan Sponsors Consultants (Scott Ciullo) to discuss a possible change in Simple Plan Administrators.
- d. Review of Dixon Trust Funds Allocation recommendation previously tabled by Board of Directors
 - i. Previous recommendation attached- review due to COVID-19 and status of finances. Currently this distribution is recorded in 4227 Distribution from Dixon Estate and deposited into UPAWS General Checking Account. At this time the Finance Committee has tabled any formal recommendation, as we seek possible investment opportunities or perhaps just transferring the funds into savings restricting them for future needs.
- e. Rachel Crary donation designation
 - i. Received \$99,7750.00 in November, 2019 that was an unrestricted donation. The Board previously was discussing the possibility of restricting a portion towards the purchase of a generator. The allocation of this donation was tabled until this was looked further into.
 - ii. The Finance Committee discussed the need for a generator. To our knowledge no one has investigated costs for generator, but it was our understanding is that the greatest need for a generator would be when the vet center is fully functional. Since that seems to be quite a bit a

ways, the committee discussed a cheaper more immediate solution to safety concerns with a cell phone booster. The IT Committee will research costs, and the Finance Committee will review further.

- f. Review of Propane Bids (received so far)
 - i. Received a written bid from UP Propane, verbal from Ferrell Gas, and waiting for Choice Propane to submit their bid which they anticipate having to us by Monday 9/28.
- g. Review of Snow Removal Bids (received so far)
 - i. Received a written bid from Griffin Construction. Associated Construction will be submitting a bid, and anticipates having that to us by Monday 9/28.
- h. Paws Park Sponsor Banner Budget and Horseshoe Wall Proposal- Included in 2020 Draft revisions.

Respectfully submitted,

Amber Talo

Chair

FUNDRAISING COMMITTEE Minutes
September 14th, 2020, 5:30 p.m.
Via Zoom

Upcoming/Ongoing Fundraisers:

1. Round up for UPAWS (September 2020) (Karen)
 - a. Karen is running the event through September 20th
2. Pet Calendar (Reva)
 - a. Reva got the final proof the other day to look for errors and proof read. She wanted to talk to the company to see what it would cost to mail out calendars for people that wouldn't be able to come in and get them.
 - b. Reva is currently working with the shipping company to get an estimate on everything between handling and shipping. \$1 handling and if we get 200 its \$1 per calendar to ship.
 - c. Reva and Chris talked about getting something set up on the website where people can order calendars. Chris talked about the possibility of doing it through NEON. Reva had asked about possibly raising the price slightly and offering free shipping. Chris mentioned the difficulty of doing it through NEON but he is making a mock up of it to send to Reva to review.
3. Rescue Raffle (Chris)
 - a. Chris talked about the wrapping up of Rescue Raffle.
 - b. WE ended up making just over \$3700 when all was said done.
 - c. We had a total of 1042 tickets which is very good.
 - d. Chris and Leslie had set up a table at the mall and sold tickets which did very well.
 - e. Chris mentioned that we ended up getting \$600 worth of prizes donated back to us.
 - f. Leslie mentioned entering in people who purchased tickets into NEON
 - g. Chris mentioned that the grand prize winner ended up purchasing one ticket and was the big winner! Looks to be they could be a great family and possibly great supporter of UPAWS.

4. Strut Your Mutt (Austin)

a.

5. Cause for Paws (Amber)

a. Amber has officially canceled C4P due to Covid

i. with restrictions set up on Covid this would not be beneficial to both UPAWS and our business donors.

b. Amber is working on securing a date for next year but with weddings being canceled it is being tough to get dates.

c. Amber asked to air a little message on Facebook to people about the cancellation of the event.

i. The committee agreed that this was a good idea both to cancel and to release a statement via Facebook saying that we unfortunately canceled the event.

6. Pet Photos with Santa (Lynn)

a. Lynn said she was going to go talk to the people at M-Z-D to see if they are ok with us doing the event in November

b. Leslie mentioned that if we can't do it at MZD that we could for sure do it in the community room.

c. She brought up that she likes to do the event in November to get people out of the running around for Christmas scramble

d. The workers would not be able to do safers in the community room due to all the decorations

e. Lynn is hopeful that we can do the event and would like to still do it.

7. L.O.L (Karen)

a. Karen is looking to find volunteers as some are not comfortable being out in public due to Covid

b. she looked at possible dropping Sunday but the main struggle is finding Volunteers for the event.

c. Marlene asked about the timing of the event and if it would be from Nov- December

d. Ann mentioned that she had put a small budget for the inventory and basic items like T shirts and sweats

e. Amber mentioned that we could possibly go to a shorter time frame of being open, Lynn mentioning different hours, and Leslie saying that we could start at a later date.

f. Leslie had mentioned putting a plexiglass screen in front of the Cash register.

Other Business:

1. Canister Report (Reva)
 - a. Report Attached
2. Budget Reviews for next year
 - a. Plan for Covid problems in the budget for 2021 first quarter with the idea.
3. Neon Store Information (Chris)
 - a. Chris looked into possibly selling our items via neon online. The main focus was on the cost to ship items like heavier things like hoodies and sweat pants which would be \$5- \$8
 - b. Although it is pricey he thinks that it wouldn't be a problem
 - c. Marlene mentioned that we could do a \$\$ amount that then they receive free shipping
 - d. Karen mentioned that we need to keep in mind about returns and exchanges. Amber mentioned that we could put in a disclaimer about no exchanges and refunds.
 - e. Ann brought up Cafe Press pricing in the discussion and how it was high priced and not comfortable.
 - f. Leslie mentioned keeping it to simple items that we know would be good sellers and keep it simple. Ann suggested only selling T-Shirts, she also mentioned that people when they get online items are going to expect it fast.
 - g. Marlenes thoughts on the store, she mentioned that every year people ask to get shirts shipped. Marlene is all for it.
 - h. Ann mentioned that she doesn't think that she can find someone day in and day out to handle. Chris said he would handle it this year as a trial run to see how it goes. Ann says she is for it but that it needs to get set up sooner rather than later. She also mentioned selling hats and winter hats.
 - i. Leslie would not support a volunteer and we need to make sure everything is going correctly. Leslie mentioned that most people keep it to ten items or less to make it the most beneficial. Leslie is all for it.
 - j. Amber mentioned that packages are normally able to be shipped out within 1 to 2 days. We would just say that packages typically ship between that day range. Amber is all for it. Amber even mentioned possibly selling UPAWS Masks.

- k. Karen likes the idea and mentioned the increase in online shopping and made the input that we should add a button to just make a donation. Chris mentioned that it is already on the final payment process so its all set.
 - l. Reva is concerned that this wont get dumped on staff but is all for the idea.
 - m. Lynn agrees for the idea and mentioned the success that people have had with like etsy stores and other people that do small online shops.
 - n. Chris will get a budget put together and out for review but this is a fundraiser and not a resale.
4. New Ways to Bring in Funds
- a. Open Discussion on new ways to try and make up for lost revenue
 - b. Ann mentioned the new idea of doing a pop up store at the vestibule at UPAWS and she does a special order and sell calendars and items. As long as it doesn't compete with L. O. L.
 - i. Karen mentioned that the benefit of this would be getting different groups of people and not the same thing.
 - ii. Karen would just need to increase her budget
 - c. Amber mentioned the lock up fundraiser that will be replacing C4P. They are looking for 20 local celebrities that will raise \$500 to get them out of the "Kennel". If you have any suggestions send them on to Amber or Ann. Lynn mentioned trying to get state or national figures. They will be locked up at our facilities.
 - i. Leslie mentioned the travel restrictions that have happened to be weary of that.
 - ii. The date picked was the 10th of December from 5 to 9
 - iii. Try and get the animals home for the holiday.
 - iv. Ann and them will try and do a live stream.

PERSONNEL COMMITTEE REPORT

September 9, 2020

UPAWS Shelter

Present: Reva Laituri (Chair), Lynn Andronis, Alex Petrin (Zoom), Colleen Whitehead

Alex announced he would be resigning from the committee due to personal time constraints. He will transition over to Reva contact and other relative information he has regarding his discussions with Tim Crum from Animal Shelter Services.

A lengthy discussion ensued regarding Animal Shelter Services and their services. Alex provided an update on the most recent information he received from Tim Crum. Reva will contact Tim requesting more detailed reports. The posting period on Indeed has expired for the ED position – Reva will ask Ann to repost.

Reva noted that job postings on the website only contain a link to Indeed to apply. Following discussion, she will ask Ann to direct interested applicants to apply directly to UPAWS and also provide a downloadable application.

With the resignation of the contracted Maintenance Worker and the need to hire someone full time for the winter season, the Maintenance/Custodial position has been posted. Colleen noted that some applicants for the Caregiver positions also have maintenance and custodial experience and those applications have been pulled for consideration for the maintenance worker position. Alex recommended that HVAC experience be a priority as there seems to be continuous problems in that area.

One Occasional Part-time Animal Caregiver is still needed and the job opening has been posted.

The committee reviewed a draft of a Bookkeeper/Administrative Assistant position description. Colleen will make some revisions and provide copies to the committee for further review.

The committee reviewed a draft of a social media policy for the employees. Reva noted the supervisors had also reviewed the draft and made one suggestion. Colleen will revise and provide an amended draft for the committee to review and upon approval will draft a Report and Recommendation for board approval at the September meeting.

Colleen provided drafts of a New Employee Checklist and a Separation Checklist. Colleen noted that the IT committee had also been working on a list and had suggested combining the two. The difference between the lists, however, is that the list Colleen prepared addresses actions or items required by employees, while many of the items of items on the IT list were to allow or remove behind-the-scenes access to computer programs. Where there was crossover, such as building access and security, Colleen incorporated those into the lists she drafted.

A possible change in a Simple Plan carrier was discussed. Colleen has discussed the switch with the two employees who are currently enrolled and they have no issues with the transfer. A

recommendation will be made to the Finance Committee to set up a meeting with the representative of Retirement Plan Advisory Services.

Colleen noted she is still waiting for feedback from the committee on a draft position description she provided for the Vet Assistant position.

Colleen reported that payroll would be transitioned to the bookkeeper in October and she would like to meet with the bookkeeper this month to begin transitioning everything over and avoid any glitches with the switch.

The meeting was adjourned at 11:25 a.m.

The next meeting is Wednesday, October 14th at 9:00 a.m. at the shelter.

Respectfully submitted,

Reva Laituri

Chairperson

POLICY & BYLAWS COMMITTEE

Chaired by: Colleen Whitehead

Date: September 17th, 2020 10:00 am -12:00 pm at UPAWS

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

Discussion:

- Committee had a lengthy discussion on the Social Media Policy that has been drafted. Per past Board direction, the policy was lengthened to include more detail, but the Committee is considering presenting a shorter version that would be more consistent with the existing Personnel Policy format and more general. The Committee ended up tabling the Policy and will review both the one page version and one paragraph version at next month's meeting and determine which policy format to forward to the full Board for approval.
- Reviewed the draft documents being prepared for Board Officer "position descriptions". The Committee agreed that each member will go back and work on revising to be in similar format and language. Discussion on position descriptions to continue at October P/B Committee meeting.
- Reviewed draft Board Actions Policy. Included discussion on policy regarding the archiving of Closed Session Meeting and Ballots, both hard copies and electronic copies. Language to be written and added to the draft Board Actions Policy for next month's meeting.
- Discussion on need for consistent language within Board Bylaws for Article 12: Amendments and Article 7: Board Membership. To ensure consistencies in the language within the Board Bylaws, the Committee will be recommending to modify the number of days for notification of changes to Bylaws to be consistent with number of days notification for the Board Development Committee. Committee agreed that a Report & Recommendation should be drafted and presented at this month's Board meeting.

Assignments:

- Committee members to review and provide feedback on two different versions of the draft employee Social Media policy.
- Committee members will continue revisions to Board Officer descriptions and bring to the next P/B Committee meeting.
- Colleen to draft R&R for September Board meeting.
- Colleen to make edits/changes to draft Board Actions Policy for Committee review.

Next Meeting:

- October 15th, 2020 at 10:00 a.m. Meetings held at UPAWS, monthly meeting is usually the 3rd Thursday of each month.

Donor Development Ad-Hoc Committee Board Report September, 2020

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

Meetings: Committee Zoom Meeting on Sept 17 (Lynn, Chris, Reva, Leslie). Misc. zoom and phone meetings to clarify data entry & issues.

Neon Conversion, Data Entry, Setup:

- Working on Aug/Sept ACH, Recurring CC, Paypal; July/Aug PetPoint; Aug-Dec 2019 Recurring CC (thanks Amber!).
- Work continues on entering current and past event data, TUFT, verifying Raise the Woof. Need to compare to EventBrite.
- We will review the dog park membership setup at the Oct. next meeting (TBD) with Amber included.
- We will review the Process Flow diagram at our Oct. meeting, we need to streamline data entry, it is too time-consuming. Discuss possible data entry alternatives.
- Lynn and Leslie continue to process duplicates (this will never go away).

Neon Reporting:

- Leslie reconciles Tributes (must be done manually) and sends a report to Karen R.. Quite a few from Strut donations.
- Leslie continues to produce monthly payout for Amber for QB (goal is to be done by 3rd of month). We still need to meet with NeonPay to work through integrating Neon to QB. Leslie reviewed the process at the Sept 17 meeting. Reva explained how we track restricted funds.

Website Campaigns:

- Chris created a campaign (webpage) for Pet Promotions. This enables us to capture the data correctly and not have to make manual adjustments.
- Working on creating a Fall email campaign for those not included in solicitation.

Open Cases:

- 133217 - Split Donation Donor Covered Fee Not Split, still waiting resolution.

Training:

Leslie attended GoToWebinar - Anything But Normal: What GivingTuesday Now Can Teach Us For Giving Tuesday on 9/23, posted to

Work Queue & Opportunities:

- Memberships - need to understand, test, then make a recommendation to Policy/Bylaw.
- Volunteer - Ann has access and documentation link to review, it's her decision.
- Grants - Colleen & Ann have access and documentation link to investigate.
- MyEmma replacement - working with Ann as time allows to investigate.

Respectfully submitted,
Leslie Hurst, Donor Development Chair

VET CENTER – AD HOC COMMITTEE

Chaired by: Colleen Whitehead

Date: September 9th, 2020 5:00 pm – 6:00 pm at UPAWS Community Room

Members Present: Colleen Whitehead, Dr. Scott Jandron, Kathi Fosberg, Jessi Hurd

Guest: Laura Rochefort

Discussion:

- Reviewed overall Committee responsibilities
- Laura presented information on a water treadmill that could be used for animal physical rehabilitation activities, approximate cost of \$3,000-\$5,000. Committee discussed possibility as a revenue source
- Discussion of priorities for the Committee including, funding, policies & procedures, Vet Assistant position, communication plan for area Veterinarians
- Discussion of a strategic or business plan for the Vet Center as a program
- Review of possible funding sources including Red Rover and Banfield grants
- Review of MDARD grant and grant requirements
- Committee discussed and agreed to place any community meetings with area Veterinarians on hold until a plan is in place for the Vet Center

Assignments:

- Scott to contact Covetrus re: quotes for equipment included under the MDARD grant
- Scott is working with Laura on reviewing and drafting possible Policy & Procedure documents
- Colleen to forward draft language for the Vet Assistant position and will work with Jessi on revising language
- Scott will forward Excel versions of the Vet Center equipment lists
- Kathi and Jessi will research possible sample business plans for vet center programs
- Colleen will bring draft outline of information needed for the Banfield equipment grant to the next meeting

Next Meeting:

- September 22nd, 2020 at 5:00 p.m. UPAWS Community Room

VET CENTER – AD HOC COMMITTEE

Chaired by: Colleen Whitehead

Date: September 22nd, 2020 5:00 pm – 6:00 pm at UPAWS Community Room

Members Present: Colleen Whitehead, Dr. Scott Jandron, Kathi Fosberg, Jessi Hurd

Guest: Laura Rochefort

Discussion:

Colleen let the Committee know that the Banfield Foundation has suspended accepting grant proposals. Reviewed other potential grants and will continue to research possible funding opportunities.

Committee discussion and review of the position description for the Vet Assistant. Colleen will make edits/revisions and have a final draft for review by the Committee in October and then forward to the Personnel Committee. We hope to have it on the October Board agenda for approval of the revised position description by the Board.

Earlier this year, UPAWS received a grant from the State of MI Dept of Agriculture and Rural Development (MDARD) in the amount of \$4,584 specifically for vet center equipment (IV Pump, Anesthesia Machine, and 2 instrument packs). Quote from Covetrus for the equipment came to \$4,984.72, a difference of \$400.72. Colleen to email Amber/Finance Committee to clarify process for request/approval for additional funds.

Discussion on other shelter programs that have veterinary services or visiting veterinarians. Jessi to contact Delta County, they have a visiting veterinary service for spay/neuter surgeries. Kathi will look into Madison, WI shelter and Colleen to investigate Albuquerque Humane Society regarding their vet center operations.

Laura provided an overview of the water treadmill. Average cost is approximately \$32,000 which is much higher than anticipated. Laura will forward information to Colleen who will provide to all Committee members. Discussion of possible options for funding the equipment and other shelter programs with similar rehabilitation services.

Reviewed the current SOP status for the Vet Center. Laura has a file of draft documents. Scott will review and identify any gaps in policy. Committee will then work on dividing workload to create and develop applicable policies. Committee members will check with other shelter programs for applicable policy samples.

Reviewed pending Vet Center equipment list – Scott will review and create master list.
Reviewed operational supplies list – Jessi will review and create master list.

Kathi agreed to continue researching possible business plan templates specific to Vet Center operations affiliated with shelter operations.

After the Committee meeting adjourned, a tour of the Vet Center area and rooms was conducted to familiarize the Committee members with the area.

Next Meeting:

- October 14th, 2020 at 5:00 p.m. UPAWS Community Room

UPAWS IT Committee
September 2020 Minutes
9/20/2020 Meeting Held at 3:00 PM (Zoom)

Present: Chris Danik, Dane Ford, Leslie Hurst

A. Update on Phone / Fax Issues

- a. Continuing fax issue with AMC. Superior Eagle is troubleshooting directly with them.
- b. Phone and fax issues should be reported to Superior Eagle as soon as possible
- c. Discussed how day to day technology issues should be handled and who should call the vendor for support. IT committee will be documenting all vendor support contacts. Ultimately a contact that is at the shelter day to day should have the authority to do so. IT will work with the Personnel Committee and Policy/Bylaw on a recommendation.

B. Website Animal Listings Outage

- a. Status updates: <https://pethealth.statuspage.io/>
 - i. Chris will follow up with Supervisors to set up status updates for supervisors@upaws.org so they know immediately when there is an outage.
 - ii. We need to add this as a note within PetPoint docs

C. Provisioning / Deprovisioning Checklist

- a. Discussed and reviewed DRAFT of provisioning/deprovisioning to make sure all items are on there. Chris notified Personnel that the draft is available on the drive. Chris offered a joint effort between Personnel and IT to develop this. Per Colleen, Personnel will develop their own form and IT can provide input as the draft is presented to the board. For reference, the DRAFTS are included with this report. This could be added to HR/Personnel items for a full onboarding / offboarding process.

D. PC Endpoint Protection

- a. Norton Lifelock \$44/year 10 PCs \$88/year 20PCs (Tech Soup)
 - i. IT recommends 10 licenses for purchase
- b. BitDefender Gravity Zone Business \$55/year 10 PCs \$115/year 25 PCs (Tech Soup)

E. Windows 10 Upgrades / Fob System Machine

- a. Dane has created a new version of the software and hardware inventory
- b. Fob System - potential vulnerabilities with Windows 7. HubManager only supports up to Windows 8. Potential solutions Dane will research:
 - i. Upgrade to Windows 8 or Windows 10
 - ii. Remove from network
 - iii. Separate PC on a different VLAN
- c. Dane updated all PCs to Windows 10 (except Fob PC and HVAC PC)
- d. Dane donated and upgraded RAM in POS PC, Vet PC, and Supervisor PCs

F. Cell Phone Booster

- a. Chris will reach out to Range Telecommunications for a quote and information. To our knowledge, there are no other local companies that do this type of work.
- b. Should reach Paws Park gate, horsebarn, and the shelter

G. TSheets Proposal Update

- a. The IT committee discussed the current status of UPAWS potentially using TSheets. As of the last board meeting, Finance is still not ready to pursue it. IT had previously done a proposal at Amber's request and identified a cost savings. However, Dane mentioned that Colleen had asked him about other software for time keeping. Dane will research a list of option.

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

Respectfully submitted,

Chris Danik
IT Committee Chair

Caretaker Provisioning Checklist

Validated By:

Employee Name:

Provisioner Initials

1. Door Keycode

2. Key Fob

3. Alarm Code

4. G-Suite Account

5. Petpoint Account

Caretaker Deprovisioning Checklist

Validated By:

Employee Name:

Deprovisioner Initials

- | | | |
|---------------------|-------|-------|
| 1. Door Keycode | _____ | _____ |
| 2. Key Fob | _____ | _____ |
| 3. Alarm Code | _____ | _____ |
| 4. G-Suite Account | _____ | _____ |
| 5. Petpoint Account | _____ | _____ |

Supervisor Provisioning Checklist

Validated By:

Employee Name:

Provisioner Initials

1. Door Keycode	<hr/>	<hr/>
2. Key Fob	<hr/>	<hr/>
3. Master Key	<hr/>	<hr/>
4. Safe Code?	<hr/>	<hr/>
5. Alarm Code	<hr/>	<hr/>
6. G-Suite Account	<hr/>	<hr/>
7. Petpoint Account	<hr/>	<hr/>
8. Bitwarden Account	<hr/>	<hr/>
9. Vlogistics Account	<hr/>	<hr/>
10. Camera Account	<hr/>	<hr/>
11. Quickbooks POS	<hr/>	<hr/>
12. (Optional) Zoetis	<hr/>	<hr/>
13. (Optional) Vet Direct	<hr/>	<hr/>

Supervisor Deprovisioning Checklist

Validated By:

Employee Name:

Deprovisioner Initials

- | | | |
|---------------------------|-------|-------|
| 1. Door Keycode | _____ | _____ |
| 2. Key Fob | _____ | _____ |
| 3. Master Key | _____ | _____ |
| 4. Safe Code? | _____ | _____ |
| 5. Alarm Code | _____ | _____ |
| 6. G-Suite Account | _____ | _____ |
| 7. Petpoint Account | _____ | _____ |
| 8. Bitwarden Account | _____ | _____ |
| 9. Vlogistics Account | _____ | _____ |
| 10. Camera Account | _____ | _____ |
| 11. Quickbooks POS | _____ | _____ |
| 12. (Optional) Zoetis | _____ | _____ |
| 13. (Optional) Vet Direct | _____ | _____ |