

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, October 26, 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. September 28, 2020 Regular Meeting
 - b. October 12, Special Meeting
5. Unfinished Business
 - a. Construction update (Amber)
 - b. Update on E.D. Search (Reva)
 - c. E-Vote Confirmation – Snowplowing Bid
 - d. E-Vote Confirmation – Settlement Negotiations with Animal Shelter Services
6. New Business
 - a. Report and Recommendation from the Finance Committee re: Change in SIMPLE Plan Administrator
 - b. Report and Recommendation from the Finance Committee re: Dixon Estate Allocation
 - c. Report and Recommendation from the Personnel Committee re: Revised Position Descriptions
7. Communications
8. President's Report
9. Treasurer's Report
 - a. September 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) – no report
- h. Donor Development (Ad Hoc) (Leslie) - written
- i. Vet Center Committee (Ad Hoc) – (Colleen) – no report
- j. IT Committee (Ad Hoc) (Chris) – nor report

12. Board Comment

13. Adjournment

Next Board Meeting Date: November 23, 2020

UPPER PENINSULA ANIMAL WELFARE SHELTER BOARD OF DIRECTORS MEETING

Monday, September 28, 2020 via Zoom Minutes

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

ABSENT: Austin Loehr (excused)

GUESTS: None.

1. Call to Order/Attendance: Meeting was called to order at 6:34 p.m.
2. Approval of Agenda: *Lynn made a motion, seconded by Colleen, to amend and approve the agenda as follows*
 - *Add #6.f. Dog Park Vendors**Motion passed with unanimous approval.*
3. Mission Moment: Lynn shared news of a successful animal transfer from Texas last Wednesday, September 23, 2020. Three vehicles were sent to Marinette, WI to meet the Texas shelter transfer animals – 34 cats in total. Lynn added that bringing in animals from struggling shelters to help them find forever homes is a great example of UPAWS's overall mission.
4. Approval of Minutes:
 - a) August 24, 2020 Regular Meeting – *Amber made a motion, seconded by Lynn, to approve the August minutes as corrected. Motion was passed with unanimous consent.*
5. Unfinished Business:
 - a) Construction Update – Amber met with the NMU construction group last Saturday, September 26, 2020 and reported that they completed the bulletin board they had been working on. Content must now be created and approved as it is currently empty. Still in process.
 - b) Update on E.D. Search – Reva reported that the Personnel Committee interviewed 3 candidates found on Indeed for the E.D. position (written report submitted). Two of the three candidates are to be interviewed in the next following weeks pending confirmation from Reva. As these interviews are to be set in-person, several board members expressed their concerns of meeting in person due to COVID-19 and requested if they could be added to a Zoom call instead. Lynn noted that we should extend Zoom invitations to the candidates as well as the Board members if they are uncomfortable meeting in-person with Alex in agreement with Lynn. Colleen disagrees with Lynn and added that 2nd

interviews need to be in-person and that she would be uncomfortable hiring someone she has not met face-to-face. Reva also noted that one of the candidates inquired if she would be able to do remote work with site time seeing how she lives on an island and travel would be difficult in the winter. Colleen would like to withdraw her application noting that we need the E.D. to be on-site to deal with day-to-day tasks. Reva added that Personnel will put all applications in the shared drive for Board review.

6. New Business:

- a) Pet Smart Contract – Colleen presented the Pet Smart Contract and recommended that we sign it as presented with Reva in agreement. Colleen further added that by not accepting the contract and becoming partners, it prevents UPAWS from getting funding through Pet Smart. *Amber made a motion, seconded by Leslie, to sign the contract as presented. Motion passed with unanimous approval.*
- b) IT Committee Purpose and Recommendations Discussion – Chris asked the Board how the IT Committee should present recommendations seeing how they are Ad Hoc. Leslie and Colleen both added that should IT have a recommendation; they should inform the Policies and Bylaws Committee. If the Policies and Bylaws Committee agree with IT's recommendation, they will then present to the Board for motion and approval. The other Board members agreed with Leslie and Colleen.
- c) Report and Recommendation from the Policy/Bylaw Committee – RE: Bylaws: Article 12: Amendments: Colleen recommended that Article 12 of the Bylaws be changed to “at least seven (7) calendar days” from “at least ten (10) calendar days” to ensure consistency with the rest of the Bylaws. *Chris made a motion, seconded by Lynn, to change the language in Article 12 of the Bylaws to seven calendar days from ten calendar days. Motion was passed with unanimous consent.*
- d) Propane Bids – Amber reported three different propane companies that presented bids: U.P. Propane, Choice Propane, and our current provider; Ferrell Gas. Amber added that we lease tanks and do not own them. All three companies are waiving the lease fee. Ferrell Gas remotely monitors propane levels (and waives those fees) while the other two need to be onsite to physically check propane levels. Amber noted that U.P. Propane will match a bid if it comes in lower than them. Amber further explained that she liked U.P. Propane's customer service and had questions answered quickly and thoroughly, while also noting that she had a bad experience with Choice Propane's service. Amber added; however, that Choice Propane's owner was accommodative and offered the first 200 gallons of propane for free while also being the cheapest overall. The index for price/gallon for U.P. Propane will remain the same – if it is lower, they will honor the lower price – through May 1, 2021. Colleen liked this guarantee. Choice Propane and Ferrell Gas also use a fixed pricing similar to U.P. Propane with the exception of different pricing. Alex added that remote monitoring of propane levels offers little to no extra value. Lynn stated that financially, Choice Propane is the better option. *Alex made a motion, seconded by Lynn, to accept the bid with Choice Propane. Colleen opposed and Amber abstained. Motion passed with majority approval.*

- e) Sasawin Memorandum of Understanding – Colleen recommended to the Board that page two; bullet point three under Animal Care Requirements of the Memorandum be changed to say that UPAWS will not neuter/spay because they are not UPAWS animals. Lynn asked if Sasawin has foster homes and kennels in their area, and if they do, does Sasawin have a Memorandum of Understanding with those shelters. Colleen did not know. Lynn asked for impounding costs for Sasawin animals which was disclosed to be \$25/day. Lynn also asked for total cost per animal per day. Reva is working on this; however, to get accurate numbers there needs to be a “normal” year. Reva noted the current agreement states Sasawin gets to house animals at UPAWS for free but must pay for boarding costs. Lynn questioned if we take on animals prior to vaccination to which Colleen responded yes if it is an emergency further noting that those animals would be isolated from UPAWS animals. Reva raised the staff’s concern with this agreement as they believe that a spot is being given up for a UPAWS animal by accepting a Sasawin animal. Colleen added that UPAWS would assist with placement of such animals and gives UPAWS the ability to facilitate communication with other foster homes, shelters, etc. *Leslie made a motion, seconded by Amber, to change the language in the Sasawin Memorandum of Understanding to state UPAWS will not neuter/spay these animals. Lynn opposed. Motion was passed with majority consent.*
- f) Dog Park Vendors – Amber reported a net revenue of \$3,300 for the Paws Park Banner budget. Leslie added that she believes the signs should follow the same branding as the UPAWS logo. Amber replied stating it was a Board decision to make the Dog Park have its own identity. Colleen asked if guidelines are given to sponsors for sign design. Amber answered stating the only guideline is the size of the sign. Amber also added that those who purchased memorial brick/stone will get them fulfilled. *Lynn made a motion, seconded by Alex, to approve the Paws Park Banner budget as presented. Leslie abstained. Motion was approved with majority consent.*

7. Communications – No communications.

8. President’s Report – Leslie added that she liked the solicitation card that Reva designed. Reva will correct the report to change 39 kittens to 34 kittens per Lynn.

9. Treasurer’s Report:

- a) August Financial Reports – *Lynn made a motion, seconded by Brett, to approve August Financial Reports as presented. Motion was passed with unanimous approval.*

10. Shelter Operation Reports

- a. Community Relations/Volunteer Coordinator Report – No comments.
- b. Stats – No comments.
- c. Additional Operation Reports – No 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) – Written report submitted.
- i. Vet Center Committee (Ad Hoc) (Colleen) – Written report submitted.
- j. IT Committee (Ad Hoc) (Chris) – Written report submitted.

12. Board Comment – No comments.

13. Adjournment – *Lynn made a motion, seconded by Amber, to adjourn the meeting at 8:38 pm. Motion was passed with unanimous consent.*

Next Board Meeting Date: October 26th, 2020

Respectfully submitted,

Counter-signed,

Brett Specker, Secretary

Reva Laituri, President

**UPPER PENINSULA ANIMAL WELFARE SHELTER
BOARD OF DIRECTORS SPECIAL MEETING**

Monday, October 12, 2020 via Zoom Minutes

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

ABSENT: Alex Petrin (excused)

GUESTS: Hayley Weston (UPAWS Supervisor), Gwynne Ford (UPAWS Supervisor), Laura Rochefort (UPAWS Supervisor)

1. Call to Order/Attendance: Meeting was called to order at 6:01 pm.
2. Approval of Agenda: *Lynn made a motion, seconded by Chris, to approve the agenda as presented. Motion was passed with unanimous consent.*
3. Snowplowing Bids for 2020-2021: Two contract bids from Associated Constructors and Griffin Construction, Inc. were discussed. Colleen recounted multiple occurrences with Griffin last year where they did not fulfill the contract. There were many times, where UPAWS staff could not get into the shelter because the snow had not yet been cleared. Colleen added that the contractor we select clears snow on time as earlier and efficiently as possible. Gwynne further added to Colleen's statement noting she experienced several instances where Griffin did not clear snow on time and UPAWS staff was forced to do it themselves. Hayley indicated a need for more salt/sand as certain areas get slippery for people and animals. Laura questioned if the contract stated Griffin was to put down salt/sand for every clearing, to which Amber answered the contract states they will do it as needed. Amber noted that both Griffin and Associated requested one point of contact for someone that is onsite at the shelter. Amber further added that Associated is more expensive than Griffin and that Griffin has offered to address any concerns UPAWS has. She is worried we will run into issues with Associated similar to the ones with Griffin for the first year because they are not yet familiar with the shelter and its location. Colleen stated she believes this should not influence our decision as both contractors are professionals who should be able to fulfill a contract as written. Leslie added that snow clearing should be done earlier than 9:00 am, further noting that this is an operational issue if UPAWS staff cannot enter the shelter to administer medication for the animals, dog walks, etc. Laura and Gwynne both agreed with Leslie saying that a 7:30 am deadline for snow clearing is sufficient to complete their tasks in the morning before the shelter opens. Reva will be the main point of contact for supervisors should they have problems with the selected contractor. Amber will provide counteroffers to both companies laying out UPAWS expectations and concerns, earlier plowing deadline, salt/sand every time snow is cleared, etc. Amber will give both companies a deadline of Friday, October 16, 2020 to accept,

counter, or deny her counteroffer. Once both companies respond, Amber will submit to the Board for e-Vote.

4. Adjournment: *Lynn made a motion, seconded by Austin, to adjourn the meeting at 7:10 pm.*

Respectfully submitted,

Counter-signed,

Brett Specker, Secretary

Reva Laituri, President

Thursday, October 15, 2020

Snow Removal Bid E-Vote

Voting results to award the 2020-21 snow removal bid to Griffin Construction via email.

1. Reva Laituri - Yes
2. Brett Specker – Yes
3. Austin Loehr – Yes
4. Amber Talo – Yes
5. Lynn Andronis – Yes
6. Leslie Hurst – Yes
7. Colleen Whitehead – No
8. Alex Petrin – Yes
9. Chris Danik - *Yes

Results: 7 yes votes; 1 no vote; 1 not counted.

The 2020-21 snow removal bid will be awarded to Griffin Construction.

*Chris Danik voted yes but will not be counted as he voted beyond the 4:00 pm Saturday, October 17, 2020 deadline.



UPAWS

I would like to submit the following proposal for snow removal.

Plowing would begin as of November 1, 2020 and continue until April 1, 2021.

Services as follows:

- Removal to be completed once snowfall reaches 2".
- Snow blow or shovel sidewalk by entrances
- Dog park to be cleared at the direction of UPAWS representative.
- Truck spread salt on driveways and parking areas as needed
- Horse Barn to be cleared out as needed
- Hauling of snow from premises will be available at contractor's discretion or as requested by customer. This will be an additional charge and will be coordinated with customer.
- We will make every effort to have snow removed by 7:30 am.
- We will need One point of contact for snow removal and scheduling of sanding, horse barn, and dog park snow removal.

Proposed Pricing to be:

PER TIME BILLING

Plowing \$120.00 per push

Snow blowing \$35 per hour using your equipment

Sidewalks estimated to take 1 hour to snow blow with tractor

Dog park estimated to take 3 hours with tractor.

Loader time billed at \$120 per hour if needed to move banks, dog park, horse barn

Salt \$150.00 per application of entire lot adjustment will be made for entry or partial applications. Estimated at 2 times monthly

2018-19 and 19-20 we plowed an average of 8 times per month.

Billing to be once per month.

Thank you for your consideration

Sincerely

James Goriesky

Griffin Construction

Acceptance of Proposal

A handwritten signature in blue ink, appearing to read "J. Goriesky", is written over a horizontal line.

Date

10/19/2020

Tuesday, October 20, 2020

Animal Shelter Services Offer to Settle E-Vote

Voting results to move forward to reach a settlement agreement with Animal Shelter services via email.

1. Reva Laituri – Yes
2. Amber Talo – Yes
3. Colleen Whitehead – Yes
4. Brett Specker – Yes
5. Alex Petrin – Yes
6. Chris Danik – Yes
7. Austin Loehr – Yes
8. Lynn Andronis – Yes
9. Leslie Hurst - Yes

Results: 9 yes votes.

UPAWS will move forward to reach a settlement agreement with Animal Shelter Services.

Finance Committee
Report & Recommendation
October 22, 2020

- The UPAWS employee benefit (Personnel Policies, Article III, Section 15) of participation in a SIMPLE plan has been re-evaluated for a change in Plan Administrator.
- A joint meeting was completed on October 7, 2020 with Plan Sponsor Consultants (point of contact of Scott Ciullo, Executive Vice President) and the Finance and Personnel Committees to review the plan options and potential process for changing the SIMPLE plan administrator.

The Finance Committee is recommending the Following:

To change UPAWS Simple Plan Administrator from Thrivent Financial to Plan Sponsor Consultants.

ARTICLE III. EMPLOYEE BENEFITS. Section 15. Retirement. All employees, upon completing two years of employment, shall be offered participation in an IRA "Simple Plan". UPAWS will match up to 2% of the employee's gross wages.

Finance Committee Recommendation

October 22, 2020

Present: Amber Talo, Reva Laituri, Brett Specker, Chris Danik

Absent (excused): Kristine McDonnell

UPAWS received an additional allocation in the amount of \$22,052.00 from the Dixon Trust on 12/17/2019. The Finance Committee recommended to the Board on 1/9/2020 that said amount be allocated towards the Principal Balance of our Building Loan. After further review of our financials, the Finance Committee recommends the \$22,052.00 Dixon Trust allocation be applied towards the Principle Balance of our Building Loan.

Respectfully submitted,

Amber Talo

Chair

Personnel Committee
Report & Recommendation
October 26, 2020

Recommendation to the UPAWS Board of Directors

The Personnel Committee is recommending the approval of the following UPAWS Position Descriptions to be amended to the existing Personnel Policies:

Animal Caregiver Position Description

- This is an existing position within the organizational structure and operational budget. Position Description is attached.

Maintenance – Custodian Position Description

- This is an existing position within the organizational structure and operational budget. Position Description is attached.

Bookkeeper / Administrative Assistant Position Description

- Position Description is attached.
- The Bookkeeper/Donor Database Coordinator is an existing position within the organizational structure.
- The original position was Part-Time and has been modified to include Administrative Assistant position duties and therefore increased to a Full-Time position.
- The Personnel Committee is recommending moving forward with the hiring process with a target start date in December. This will then allow for a transition period in December prior to the end of the contract with the existing contract Bookkeeper.
- The Bookkeeper position is not included in the 2020 operating budget, however the costs for the bookkeeping functions are included under Professional Fees for services provided by LaCosse & Associates and Makela, Toutant, et al., for bookkeeping and payroll functions.
- This recommendation would simply convert/move those existing funds into the salary line item versus professional fees.



**UPPER PENINSULA ANIMAL WELFARE SHELTER
POSITION DESCRIPTION**

JOB TITLE	Animal Caregiver		
EMPLOYEE NAME	Vacant		
FLSA STATUS	Non-Exempt / Hourly	SALARY LEVEL	\$9.65 per hour
STATUS	Full Time and Part Time positions	LOCATION	Marquette County
REPORTS TO	Supervisor		

POSITION SUMMARY: The Animal Caregiver position is responsible for the day-to-day care and well being of all animals being housed within the shelter.

EDUCATIONAL AND QUALIFICATION REQUIREMENTS: High School Diploma or GED equivalent. One (1) year experience in animal care, handling, or training preferred. Experience in an animal shelter or animal welfare setting is preferred. Must be able to carry out the essential duties, functions and responsibilities of the position. Basic communication and interpersonal skills in handling interactions with staff and visitors. Ability to read, write, understand, and follow written and verbal instructions. Ability to follow safety procedures to avoid creation of hazards and contamination of oneself, staff and visitors. Must be able to use a variety of cleaning agents and solutions to clean a variety of stains and bacteria utilizing basic cleaning equipment. Possess a valid driver's license and be deemed an acceptable risk by the insurance carrier.

ADDITIONAL PREFERRED SKILLS AND ABILITIES: Practical knowledge of animal welfare program systems and practices. Must possess care and compassion towards animals, ability to perform job duties and follow directions with minimal supervision, tolerance for high level of noise and odors, ability to work as a part of team, and good public relations skills.

ESSENTIAL DUTIES include the following, in addition to other related duties that may be assigned by the Supervisor or Executive Director:

- Responsible for feeding, providing fresh water, bathing, and providing any required specialized care for sheltered animals, treating all animals with the dignity and respect they deserve.
- Clean and maintain all animal areas, including inside and outside, following proper procedures.

- Observe behavioral changes and health conditions regularly to avoid any illness, diseases and injuries. Provide medications or special diets as needed or as directed.
- Assist potential adopters in the selection and the adoption process for pets, including any required meets between potential adopters and animals, such as dog meet-and-greets.
- Assist Supervisors or Vet Assistant with admission exams or administering medications.
- Maintain a safe working environment at all times. Inform Supervisor of any recommended changes or improvements.
- Assist the public, volunteers, interns and community services workers as instructed by Supervisor.
- Maintain animal supplies and ensure all are appropriately stocked. Notify supervisor immediately of any supply shortages or if equipment is unusable or in need of replacement.
- Use positive training methods when working with sheltered dogs, cats and small animals, and promote these methods with the public.
- Develop and implement opportunities for animal enrichment. Create opportunities for physical activities to exercise animals during periods of care.
- Maintain confidentiality of shelter records and information.
- Perform assigned tasks based on general methods, procedures, policies and goals established the Executive Director. Ability to receive direction from the Supervisors or Executive Director through oral and written instruction.
- Report all incidents and maintain any necessary reports or records.
- Ensure compliance and adherence to all UPAWS policies and procedures and applicable local, state and federal laws and regulations, including safety guidelines in place to safeguard staff, animals, facilities and UPAWS reputation.

SUPERVISION EXERCISED: None.

WORK ENVIRONMENT: Working hours vary depending on scheduling of programs and often include evenings, weekends, and holidays in addition to daytime hours. Must be able to tolerate loud working conditions and strong odors. This position may be exposed to certain health risks that are inherent when working within an animal shelter facility. This position requires exposure to outside environment. When performing the duties of this job, the

employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. The employee must be physically able to lift and/or move heavy objects, often up to 50 pounds.

EQUIPMENT AND MATERIALS USED: Janitorial, office, UPAWS vehicle, cameras, animal handling gear, safety glasses, rubber gloves, hose and disinfectant mixing spray attachment, chemical disinfectants and cleaners, shovels, mops, buckets, snow scoop, squeegee, scrub brushes, ladder, brooms, scissors, rakes, wheelbarrow, washing machine and dryer, animal crates, aquariums, spray bottles, bleach and other disinfectants, window cleaner, soaps, shampoos, towels, pet food, old clothing/bedding, cat litter, wood shavings, hay straw, newspaper, water bottles leashes and collars, and other supplies/materials as instructed by Supervisor.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of the Supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.



**UPPER PENINSULA ANIMAL WELFARE SHELTER
POSITION DESCRIPTION**

JOB TITLE	Maintenance/Custodian		
EMPLOYEE NAME	Vacant		
FLSA STATUS	Non-Exempt / Hourly	SALARY LEVEL	\$12.00 per hour
STATUS	Part Time	LOCATION	Marquette County
REPORTS TO	Supervisors		

POSITION SUMMARY: The Maintenance/Custodian position is responsible for the day-to-day maintenance and repair of the building, landscaping, grounds and equipment. Responsible for general custodial duties, including visual and bacterial cleanliness.

EDUCATIONAL AND QUALIFICATION REQUIREMENTS: One (1) year experience working in a facility setting providing custodial and/or grounds keeping services preferred. High School Diploma or GED equivalent. Must be able to carry out the essential duties, functions and responsibilities of the position. Must be able to interpret manufacturer's instructions and drawings, construction plans and specifications and building codes. Skill in using cleaning tools such as buffers, vacuum cleaners and proper cleaning techniques. Basic communication and interpersonal skills in handling interactions with staff and visitors. Ability to read, write, understand, and follow written and verbal instructions. Ability to follow safety procedures to avoid creation of hazards and contamination of oneself, staff and visitors. Must be able to use a variety of cleaning agents and solutions to clean a variety of stains and bacteria. Ability to clean and make mechanical adjustments on machines and other uses of custodial supplies and cleaning equipment. Possess a valid Michigan driver's license, and be deemed an acceptable risk by the insurance carrier.

ADDITIONAL PREFERRED SKILLS AND ABILITIES: Knowledge of standard plumbing methods and techniques and skills to remove, clean, and reinstall. Knowledge of electrical fixtures, wiring, and control; such as light switches, circuit breakers, fuses, relays and outlets, how they are installed and how they operate. Knowledge of mechanical and electrical equipment utilized in the Shelter. Knowledge and understanding of facilities operations, HVAC systems, maintenance and repair of equipment, the functioning of building systems and their inter-relationships to provide comprehensive building environmental control. Practical knowledge of animal welfare program systems and practices.

ESSENTIAL DUTIES include the following; other related duties may be assigned by the Executive Director:

- Responsible for overall facility maintenance, including maintaining safe conditions and environment for employees, animals and public and ensuring the security of all animals and the entire shelter facility.
- Vacuum, sweep, mop, scrub, apply floor finish and polish floor surfaces throughout the Shelter. Work is done by hand or with powered equipment, some of which require a training period. Keep inventory of cleaning materials and equipment and requests supplies when necessary.
- Empty waste baskets and trash containers from offices and regular trash containers from assigned areas throughout the facility. Take the refuse outside to dumpsters. Clean containers as necessary.
- Wash windows identified within the facility, dust blinds, wash walls, dust vents, replace light fixtures in all areas on a routine basis or when required. These duties require climbing and standing on ladders. Wash chairs and benches in reception area. Use mops, brushes, cloths and cleaning solutions in the performance of duties.
- Keep restrooms in a clean, orderly, and sanitary condition by sweeping and scrubbing floors. Clean, disinfect, and deodorize lavatories, urinals, and toilet bowls. Clean mirrors, dispensers, vents, and water fountains. Dust ledges and woodwork. Replace deodorizers, toilet tissue, hand towels, and soaps.
- Responsible for facility maintenance; to include changing HVAC filters, cleaning drain traps, minor repairs, and other miscellaneous work requests. Assist in moving heavy items, such as furniture, exam tables, and cabinets.
- Assist with picking up and stocking supplies; to include inventorying and stocking supplies to ensure adequate quantities are available on a consistent basis. Responsible for dropping off recycling and miscellaneous errands, as requested. Identify supplies and materials needed on a quarterly basis for the Executive Director's review and inclusion in the annual budget.
- Responsible for maintaining landscaping and ensuring proper upkeep of sidewalks, driveways, parking lots and other ground features; to include snow blowing and removal, mowing and grounds clean up as needed.
- Plan for the use of equipment, materials, and tools on a daily or project-by-project basis, taking into account overall Shelter needs and input from the staff. Ensure supplies and materials are ordered and delivered to the Shelter so as not to create delays or

shortages.

- Determine and change priorities, and work requests when necessary and make minor deviations in procedures to overcome problems such as equipment failure, material delays, or unplanned absences. Notify Executive Director when revisions to established priorities, personnel or other resources are required.
- Maintain custodial equipment by cleaning, oiling or adjusting machine to ensure maximum use. Report all necessary major repairs to the Executive Director. Maintain a process for preventive maintenance and adds new equipment to maintenance schedule as needed.
- Perform assigned tasks based on general methods, procedures, policies and goals established the Executive Director. Receive direction from the Executive Director through oral and written instruction, as well as work orders.
- Report all incidents, maintains necessary reports and records.
- Ensures compliance and adherence to all UPAWS policies and procedures and applicable local, state and federal laws and regulations, including safety and permits; ensure strong risk management practices are in place to safeguard staff, animals, facilities and UPAWS reputation.

SUPERVISION EXERCISED: None.

WORK ENVIRONMENT: Working hours vary depending on scheduling of programs and often include evenings, weekends, and holidays in addition to daytime hours. Must be able to tolerate loud working conditions and strong odors. This position may be exposed to certain health risks that are inherent when working within an animal shelter facility. This position requires exposure to outside environment. When performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of standing, walking, driving or riding in maintenance vehicles. The employee must be physically able to lift and/or move heavy objects, often up to 100 pounds.

EQUIPMENT AND MATERIALS USED: Janitorial, safety, office, seasonal tools, UPAWS vehicle, cameras, animal handling gear, chemical disinfectants and cleaners, others as specified.

Approved: 08/26/19



**UPPER PENINSULA ANIMAL WELFARE SHELTER
POSITION DESCRIPTION**

JOB TITLE	Bookkeeper/ Administrative Assistant		
EMPLOYEE NAME	Vacant		
FLSA STATUS	Non-Exempt	SALARY LEVEL	\$13.00 per hour
STATUS	Full Time	LOCATION	Marquette County
REPORTS TO	Executive Director		

POSITION SUMMARY: The Bookkeeper/Administrative Assistant provides administrative support for the UPAWS Executive Director.

EDUCATIONAL AND QUALIFICATION REQUIREMENTS: Associate degree in business or accounting, or equivalent experience. Preferred minimum of two year's work experience directly related to the duties and responsibilities of the position. Prefer experience in personnel and office management. Strong interpersonal and communication skills (both oral and written) and the ability to work effectively with a wide range of constituencies. Knowledge of the fiscal management principles and practices in preparation of budget formulation and financial reports. Excellent computer skills, including proficiency in using word processing, spreadsheets, data bases and Quickbooks. Ability to establish priorities, maintain confidentiality, and work in collaboration with the Executive Director and staff. Ability to manage competing priorities. Possess a valid Michigan driver's license and be deemed an acceptable risk by the insurance carrier.

ADDITIONAL SKILLS AND ABILITIES: Practical understanding and commitment to UPAWS Mission and Vision. Ability to gather data, compile information/notes, and prepare reports, memos and letters. Ability to communicate effectively, verbally and in writing. Ability to create, compose, and edit written materials. Skills in the use of personal computers and related software. Strong analytical skills, ability to learn and effectively use information management systems (Neon). Detail oriented with superior organizational skills. Highly motivated with ability to work independently. Ability to receive direction from the Executive Director through oral and written instruction.

ESSENTIAL DUTIES include the following; other related duties may be assigned by the Executive Director:

Bookkeeper functions:

- Complete bi-weekly payroll and maintain payroll and fringe benefits (AFLAC, SIMPLE Plan) database

- Enter employee approved timesheets into Quickbooks and file required payroll taxes
- Reconcile monthly bank account and investment statements and review with Treasurer and Executive Director
- Maintain database to track bequests in Quickbooks for appropriate reporting
- Ensure all electronic donation information is entered into Quickbooks and/or Neon
- Maintain Accounts Payable including disbursement of funds for all shelter operations
- Maintain Accounts Receivable, including preparation of all invoices
- Obtain required signatures for all bills/invoices and checks
- Assist with recording new assets and updating fixed asset list and depreciation schedule
- Enter all financial transactions into Quickbooks accurately and in a timely manner
 - Document deposits in Quickbooks
 - Document/Enter credit card charges and petty cash receipts into Quickbooks
 - Reconcile all accounts in Quickbooks against statements
- On a monthly basis, run and print Profit & Loss and Balance Sheet with previous year comparison for Board and Executive Director review and approval
- Analyze monthly financial reports and address any variances with Treasurer
- Reconciliation of monthly municipal billing per existing contractual agreements
- Prepare and/or maintain appropriate financial records according to Federal, State, Local laws/statutes, comply with the auditor's recommendation and general accounting practices
- Assist with annual audit as needed
- Maintain calendar of financial document deadlines and ensure adherence
- Assist the UPAWS Treasurer and applicable staff on an as-needed basis based upon written or verbal request from the UPAWS Board of Directors
- Assist in the review and development of policies and procedures, manuals and organizational forms that may be identified to improve financial record keeping for UPAWS

Administrative Assistant Functions:

- Receive and review all incoming mail daily, route mail for proper distribution, prepare outgoing mail, determine appropriate postage, and ensure delivery to intended destination
- Perform record keeping utilizing policies & guidelines, establish, maintain, and update files
- Compose, edit, and type routine correspondence, forms, requisitions, proposals, etc.
- Provide special reports as requested by the Executive Director
- Assist in compiling data/statistical report for grant proposal preparations and newsletters
- Compile monthly statistical animal reports, including the Shelter Animals Count and monthly UPAWS Board of Directors "Year to Date Statistics" report
- Oversee and maintain schedule for UPAWS Community Room usage
- Assist Executive Director in organizing and coordinating program related community events and conferences
- Perform assigned tasks based on general methods, procedures, policies, and goals

established by the Executive Director

SUPERVISION EXERCISED: None.

WORK ENVIRONMENT: Working hours vary depending on scheduling of programs and often include evenings, weekends, and holidays in addition to daytime hours. Must be able to tolerate loud working conditions and strong odors.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of the Executive Director to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

Amended 10/14/20

PRESIDENT'S REPORT

October 26, 2020

Interview was done with the Mining Journal regarding fundraising and the pandemic.

Sasawin MOU and PetSmart contract have been signed. Some issues have arisen and are being addressed.

Department of Agriculture did their surprise inspection and found no issues. Dr. Robinson did review the paperwork on transfers from out of state to make sure all the proper vaccinations and health protocols had been followed and found everything to be in order.

We were contacted by the Sands Township Emergency Services. They would like to do some cross training with their volunteers and our staff. The supervisors are very excited to participate in this. Supervisors will contact their Safety and Training Officer.

An incident occurred with a new dog park member bringing her dog to the paddock to meet a horse. When informed the area was restricted and her presence was a safety issue for everyone concerned, including the animals, and was told she was not allowed past the signs, near the barn or fence, she insisted she could go anywhere she wanted and the rules did not apply to her because of her position with a local TV station. She then took the matter one step further and said she "could write good stories or bad stories" about UPAWS, and could "turn people to other organizations". Because she does indeed have the power to do just that, the incident was reported to the station she works for. The station apologized, said they don't tolerate that kind of behavior, and have taken steps to insure it does not happen again.

There is now another person who is approaching shelter dogs who are being walked, wanting to pet them. She has been repeatedly told to not do so for safety reasons, to no avail. Some of the dogs are on bite holds and can present a danger to her and to staff. This matter is being addressed.

Negotiations with Animal Shelter Services has been referred to our Attorney.

A second transfer of 31 kittens arrived from Texas on October 21st. This time they drove them all the way to our shelter.

Respectfully submitted,
Reva Laituri
President

Upper Peninsula Animal Welfare Shelter, Inc.

A/P Aging Summary 2020

As of September 30, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>
906 Technologies	45.00	0.00	0.00	0.00	0.00
Animal Medical Center of Marquette	4,848.00	0.00	0.00	0.00	0.00
Ann Brownell	232.75	0.00	0.00	0.00	0.00
DEX YP	219.76	0.00	0.00	0.00	0.00
HSB Vet Supply	362.62	0.00	0.00	0.00	0.00
Karen Rhodes{	168.50	0.00	0.00	0.00	0.00
LACOSSE & ACCOCIATES CPA PC	720.00	0.00	0.00	0.00	0.00
Marquette Veterinary Clinic	166.50	0.00	0.00	0.00	0.00
Midwest Cremation Services	25.00	0.00	0.00	0.00	0.00
Negaunee Vet Clinic	466.50	0.00	0.00	0.00	0.00
Northern Veterinary Associates	2,333.35	0.00	0.00	0.00	0.00
Red Dingo	8.00	0.00	0.00	0.00	0.00
Sault Animal Hospital	31.00	0.00	0.00	0.00	0.00
Super One Foods - Negaunee	381.46	0.00	0.00	0.00	0.00
Visa	0.00	225.13	0.00	0.00	0.00
Zoetis	45.50	0.00	0.00	0.00	0.00
TOTAL	<u>10,053.94</u>	<u>225.13</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

	<u>TOTAL</u>
906 Technologies	45.00
Animal Medical Center of Marquette	4,848.00
Ann Brownell	232.75
DEX YP	219.76
HSB Vet Supply	362.62
Karen Rhodes{	168.50
LACOSSE & ACCOCIATES CPA PC	720.00
Marquette Veterinary Clinic	166.50
Midwest Cremation Services	25.00
Negaunee Vet Clinic	466.50
Northern Veterinary Associates	2,333.35
Red Dingo	8.00
Sault Animal Hospital	31.00
Super One Foods - Negaunee	381.46
Visa	225.13
Zoetis	45.50
TOTAL	<u><u>10,279.07</u></u>

Upper Peninsula Animal Welfare Shelter, Inc.
A/R Aging Summary 2020
As of September 30, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>
1st of the Month Donors	0.00	0.00	0.00	0.00	(575.00)
Amber Talo	0.00	0.00	0.00	0.00	2,750.00
Bob & Crystal Swanson	0.00	0.00	0.00	0.00	3,000.00
Carolyn & Bob Myers	0.00	0.00	0.00	0.00	10,620.00
Colleen C. Whitehead	0.00	0.00	0.00	0.00	3,250.00
Gary & Linda Dionne	0.00	0.00	0.00	0.00	0.00
Hall Construcion	0.00	0.00	0.00	0.00	20,000.00
Kathi Fosburg1	0.00	0.00	0.00	0.00	700.00
Kori & Byron Tossava	0.00	0.00	0.00	0.00	5,600.00
Lynn Andronis	0.00	0.00	0.00	0.00	1,950.00
Makela, Toutant, Hill, Nardi & Katona	0.00	0.00	0.00	0.00	(500.00)
Marquette City	0.00	0.00	0.00	0.00	365.50
mBank (Customer)	0.00	0.00	0.00	0.00	2,000.00
Michelle Dillinger	0.00	0.00	0.00	0.00	3,300.00
MTHNK, P.C.	0.00	0.00	0.00	0.00	2,000.00
Nancy Wiseman-Seminoff	0.00	0.00	0.00	0.00	0.00
Negaunee City Police	0.00	0.00	0.00	0.00	136.50
Paul, Kathy & Austin Nardi	0.00	0.00	0.00	0.00	1,000.00
Reva V Laituri	0.00	0.00	0.00	0.00	1,650.00
Richard Storti	0.00	0.00	0.00	0.00	200.00
Rita Svetly	0.00	0.00	0.00	0.00	200.00
Swick, Tom & Lynn	0.00	0.00	0.00	0.00	(5,000.00)
Theresa Sell	0.00	0.00	0.00	0.00	11,925.00
Tom & Kathy Leone	0.00	0.00	0.00	0.00	4,500.00
TruNorth Federal Credit Union	0.00	0.00	0.00	0.00	500.00
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>69,572.00</u>

	<u>TOTAL</u>
1st of the Month Donors	(575.00)
Amber Talo	2,750.00
Bob & Crystal Swanson	3,000.00
Carolyn & Bob Myers	10,620.00
Colleen C. Whitehead	3,250.00
Gary & Linda Dionne	0.00
Hall Construcion	20,000.00
Kathi Fosburg1	700.00
Kori & Byron Tossava	5,600.00
Lynn Andronis	1,950.00
Makela, Toutant, Hill, Nardi & Katona	(500.00)
Marquette City	365.50
mBank (Customer)	2,000.00
Michelle Dillinger	3,300.00
MTHNK, P.C.	2,000.00
Nancy Wiseman-Seminoff	0.00
Negaunee City Police	136.50
Paul, Kathy & Austin Nardi	1,000.00
Reva V Laituri	1,650.00
Richard Storti	200.00
Rita Svetly	200.00
Swick, Tom & Lynn	(5,000.00)
Theresa Sell	11,925.00
Tom & Kathy Leone	4,500.00
TruNorth Federal Credit Union	500.00
TOTAL	<u>69,572.00</u>

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

	<u>Sep 20</u>	<u>Budget</u>	<u>Jan - Sep 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
4000 - SHELTER REVENUE					
4005 - Pet Adoptions	11,195.00	7,666.66	43,663.85	69,000.02	92,000.00
4010 - Redeemed Animals	335.00	333.33	3,317.00	3,000.01	4,000.00
4017 - Dog Park	140.00	750.00	1,616.00	6,750.00	9,000.00
4018 - Rentals	0.00	200.00	0.00	1,800.00	2,400.00
4020 - Government Contracted Services	2,217.00	833.33	10,951.00	7,500.01	10,000.00
4025 - Restitutions/Investigations	0.00	0.00	0.00	0.00	0.00
4030 - Dog License Revenue	0.00	41.66	332.00	375.02	500.00
4031 - Microchipping	60.00	100.00	720.00	900.00	1,200.00
4032 - Nail Clipping	10.00	62.50	200.00	562.50	750.00
4033 - Community Spay/Neuter	50.00	416.66	3,730.00	3,750.02	5,000.00
4050 - Miscellaneous Services	110.00	50.00	512.00	450.00	600.00
4060 - Cremation Services Revenue	0.00	208.33	1,029.00	1,875.01	2,500.00
Total 4000 - SHELTER REVENUE	14,117.00	10,662.47	66,070.85	95,962.59	127,950.00
4156 - GRANT REVENUE					
4157 - General Grants	207.00	4,166.68	2,257.00	37,499.98	50,000.00
4156 - GRANT REVENUE - Other	0.00		0.00		
Total 4156 - GRANT REVENUE	207.00	4,166.68	2,257.00	37,499.98	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	1,126.53	357.92	2,340.53	3,221.24	4,295.00
4140 - Canisters	367.77	850.00	5,149.54	7,650.00	10,200.00
4143 - Econo Receipts	0.00	625.00	2,644.05	5,625.00	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	3,786.80	22,000.00	5,821.80	22,000.00	22,000.00
4151 - Raise The Woof	0.00	0.00	5,205.75	6,850.00	6,850.00
4170 - TUFT Golf Outing	150.00	0.00	19,510.00	19,900.00	19,900.00
4183 - Rescue Raffle	3,117.00	0.00	3,117.00	4,000.00	4,000.00
4185 - Lights of Love	876.00	0.00	1,197.25	0.00	3,100.00
4197 - Calendar	334.00	897.33	26,000.33	8,076.01	10,768.00
4204 - MZD Santa Pics	0.00	0.00	0.00	0.00	3,080.00
4380 - Online Store Fundraiser	0.00	0.00	0.00	0.00	27,300.00
Total 4200 - FUNDRAISING REVENUE	9,758.10	24,730.25	72,496.25	78,667.25	145,838.00
43400 - DIRECT PUBLIC SUPPORT					
4006 - Pet Care Sponsorship	464.00	916.66	4,563.48	8,250.02	11,000.00
4008 - Pet Promotion Sponsorship	0.00	116.70	365.00	1,050.02	1,400.00
4109 - Pink Lady	165.00	500.00	2,750.00	4,500.00	6,000.00
4110 - Donations	3,891.54	10,416.68	72,415.63	93,749.96	125,000.00
4120 - Special Gifts	2,810.10	958.33	7,903.16	8,625.01	11,500.00
4123 - Memorial Bricks/Tiles	0.00	625.00	984.00	5,625.00	7,500.00
4125 - Donated Svs/Material In Kind	1,868.00	0.00	25,727.50	0.00	0.00
4130 - Memorials/Honorariums	10,262.00	4,166.66	30,445.20	37,500.02	50,000.00
4132 - Deb's Dog Revenue	75.00	125.00	1,650.00	1,125.00	1,500.00
4135 - Bequests	7,034.28	0.00	26,174.50	0.00	0.00
4152 - Direct Solicitations	10,061.00	3,333.33	35,067.00	29,999.97	40,000.00

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

	<u>Sep 20</u>	<u>Budget</u>	<u>Jan - Sep 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
4188 • Naming Opportunities	0.00	6,333.33	500.00	56,999.97	76,000.00
Total 43400 • DIRECT PUBLIC SUPPORT	36,630.92	27,491.69	208,545.47	247,424.97	329,900.00
4500 • OTHER Revenue					
4112 • Kids Club	0.00	116.66	100.00	1,050.02	1,400.00
4201 • Home2Home	5.00	12.50	85.00	112.50	150.00
4205 • Resale Items Revenue	1,366.03	2,916.67	6,846.60	26,249.99	35,000.00
4215 • Interest Revenue	1.32	4.00	13.52	36.00	48.00
4220 • Miscellaneous Revenue	0.00	0.00	472.07	0.00	0.00
4221 • Endowment Fund Earnings	0.00	416.66	0.00	3,750.02	5,000.00
4223 • MCCF B.Reider Fund Distribution	0.00	541.66	15,880.29	4,875.02	6,500.00
4227 • Distribution from Dixon Estate	0.00	933.33	7,808.80	8,400.01	11,200.00
Total 4500 • OTHER Revenue	1,372.35	4,941.48	31,206.28	44,473.56	59,298.00
46000 • Merchandise Sales	0.00		0.00		
48600 • Service Sales	0.00		0.00		
Total Income	62,085.37	71,992.57	380,575.85	504,028.35	712,986.00
Gross Profit	62,085.37	71,992.57	380,575.85	504,028.35	712,986.00
Expense					
5000 • Employee Expense					
5200 • Payroll Expenses	1.28		314.92		
5201 • Wages & Salaries	16,663.59	25,942.58	141,953.33	233,483.28	311,311.00
5225 • Simple Plan Employer	245.79	106.21	245.79	955.89	1,274.52
5230 • Michigan Unemployment Payable	0.21	105.00	109.36	945.00	1,260.00
5235 • Employer Social Security	1,034.10	1,608.44	8,800.13	14,475.96	19,301.28
5240 • Employer Medicare	241.63	376.17	2,058.08	3,385.49	4,514.00
5245 • Worker's Compensation	289.00	274.66	5,897.00	2,472.02	3,296.00
Total 5000 • Employee Expense	18,475.60	28,413.06	159,378.61	255,717.64	340,956.80
5350 • Subcontracted Services	1,461.24		1,461.24		
5500 • OPERATING EXPENSE					
5009 • Phone/Network Access	254.83	234.83	2,983.92	2,113.51	2,818.00
5011 • Merchant Service Fees	600.04	500.00	3,864.05	4,500.00	6,000.00
5012 • Bank Service Charges	(4.95)	10.00	133.82	90.00	120.00
5013 • Paypal Fees	7.29	45.00	62.41	405.00	540.00
5014 • Square Fees	51.18		1,019.42		
5050 • Utilities	2,340.03	3,000.00	20,443.17	27,000.00	36,000.00
5100 • Cleaning Supplies	381.46	300.00	4,414.49	2,700.00	3,600.00
5102 • Animal Supplies/Equipment	86.00	250.00	2,887.63	2,250.00	3,000.00
5105 • Repairs/Maintenance	946.50	500.00	6,119.28	4,500.00	6,000.00
5106 • Garbage/Snow Removal	0.00	700.00	6,163.18	7,400.00	10,000.00
5115 • Office Supplies/Postage	276.31	506.25	2,464.34	4,556.25	6,075.00
5117 • Community Spay/Neuter	0.00	833.33	3,307.00	7,500.01	10,000.00
5120 • Building/Auto Insurance	0.00	709.66	9,532.55	6,387.02	8,516.00
5125 • Food	1,782.00	708.33	12,546.79	6,375.01	8,500.00
5127 • Microchips	0.00	750.00	3,108.00	6,750.00	9,000.00
5130 • Medical Supplies-Vaccines	485.05	1,833.33	6,707.00	16,500.01	22,000.00
5135 • Vet Care	4,253.10	5,416.00	41,046.01	48,744.00	65,000.00
5140 • Spay & Neuter Expense	3,394.50	2,166.66	20,907.99	19,500.02	26,000.00
5145 • Vehicle	80.17	250.00	688.17	2,250.00	3,000.00

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

	Sep 20	Budget	Jan - Sep 20	YTD Budget	Annual Budget
5146 • Dog License Expense	0.00	16.80	404.00	150.00	200.00
5150 • Mileage	10.01	62.50	126.75	562.50	750.00
5165 • Cash over/short	0.00		(45.26)		
5180 • Donated Services/Materials	0.00		2,100.00		
5183 • Deb's Dog Expense	5.00	100.00	665.66	900.00	1,200.00
5530 • Cremation Services Expense	25.00	166.66	1,641.00	1,500.02	2,000.00
6138 • Pink Lady Expense	30.00	500.00	3,504.96	4,500.00	6,000.00
6524 • Dog Park	0.00	175.00	524.77	1,575.00	2,100.00
6528 • Rentals	0.00	0.00	0.00	0.00	0.00
6539 • Computer Software	0.00	83.33	840.73	750.01	1,000.00
6565 • IT Consulting	0.00	375.00	0.00	3,375.00	4,500.00
Total 5500 • OPERATING EXPENSE	15,003.52	20,192.68	158,161.83	182,833.36	243,919.00
5550 • GRANT EXPENSE					
5551 • General Grants	0.00	416.66	799.89	3,750.02	5,000.00
5550 • GRANT EXPENSE - Other	0.00		500.00		
Total 5550 • GRANT EXPENSE	0.00	416.66	1,299.89	3,750.02	5,000.00
5600 • FUNDRAISING EXPENSE					
5603 • MZD Santa Pics Expense	0.00	0.00	0.00	0.00	30.00
6307 • Calendar Expense	0.00	252.08	843.81	2,268.72	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	0.00	(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	100.00	0.00	279.00	2,150.00	2,150.00
6324 • Miscellaneous Expenses	0.00	77.08	0.00	693.76	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	340.02	4,965.00	106.02	4,965.00	4,965.00
6551 • Canisters Expense	0.00	16.68	0.00	150.02	200.00
7580 • Online Store Expense	0.00	0.00	0.00	0.00	16,380.99
Total 5600 • FUNDRAISING EXPENSE	440.02	5,310.84	11,057.12	21,938.83	46,487.32
59900 • POS Inventory Adjustments	0.00		0.00		
6000 • OTHER EXPENSE					
5142 • Volunteer Program	50.00	166.67	489.92	1,499.99	2,000.00
6313 • Direct Solicitations	611.04	800.00	3,885.21	7,200.00	9,600.00
6503 • Community Outreach	20.00	176.66	422.00	1,590.02	2,120.00
6504 • Memorial Bricks/Tiles	382.23	316.66	3,536.57	2,850.02	3,800.00
6505 • Professional Fees	970.00	1,333.33	23,637.30	12,000.01	16,000.00
6510 • Publications	(359.53)	1,125.00	4,870.11	10,125.00	13,500.00
6511 • Pet Promotion Expense	167.75	291.66	2,089.17	2,625.02	3,500.00
6515 • Promotions & Advertising	239.76	311.33	465.76	2,801.97	3,736.00
6523 • Kids Club	0.00	84.16	69.99	757.52	1,010.00
6525 • Resale Items Expense					
5129 • Employee Uniforms	20.00	25.00	86.50	225.00	300.00
6525 • Resale Items Expense - Other	532.39	1,833.33	5,761.99	16,499.97	22,000.00
Total 6525 • Resale Items Expense	552.39	1,858.33	5,848.49	16,724.97	22,300.00
6530 • Conferences	0.00	166.66	44.00	1,499.96	2,000.00

Upper Peninsula Animal Welfare Shelter, Inc.

YTD Budget to Actual 2020

September 2020

	Sep 20	Budget	Jan - Sep 20	YTD Budget	Annual Budget
6532 • Donor Development	0.00	130.00	0.00	1,170.00	1,560.00
6535 • Licenses, Dues, Permits & Fees	0.00	125.00	254.00	1,125.00	1,500.00
6540 • Miscellaneous Expense	0.00	100.00	2,699.17	900.00	1,200.00
6561 • Investment Expense	0.00	0.00	9,801.11	0.00	0.00
6590 • Mortgage Fees/Interest	2,700.94	2,713.46	24,195.92	24,308.57	32,234.35
6688 • Naming Opportunity Expense	0.00	20.00	663.00	180.00	240.00
Total 6000 • OTHER EXPENSE	5,334.58	9,718.92	82,971.72	87,358.05	116,300.35
6548 • Bad Debt Expense	0.00		30.00		
Total Expense	40,714.96	64,052.16	414,360.41	551,597.90	752,663.47
Net Ordinary Income	21,370.41	7,940.41	(33,784.56)	(47,569.55)	(39,677.47)
Other Income/Expense					
Other Income					
4226 • Change in Value-Dixon Trust	0.00		8,862.96		
4300 • Unrealized Gain/Loss	(3,945.99)		(18,886.23)		
4400 • RESTRICTED REVENUE					
7300 • New Shelter					
4219 • New Shelter Revenue	0.00		(2,085.00)		
6519 • Capital/Bldg Improvements Exp	0.00		525.00		
6536 • New Shelter Expense	0.00		(2,711.97)		
Total 7300 • New Shelter	0.00		(4,271.97)		
7400 • SALLY'S FUND					
4218 • Sally's Fund Revenue	2,937.00	3,075.00	3,237.00	3,675.00	3,900.00
6518 • Sally's Fund Expense	(1,723.16)	(325.00)	(5,275.78)	(375.00)	(375.00)
Total 7400 • SALLY'S FUND	1,213.84	2,750.00	(2,038.78)	3,300.00	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	1,213.84	2,750.00	(6,310.75)	3,300.00	3,525.00
8000 • Reading Program Revenue	0.00	0.00	1,812.47	1,990.00	1,990.00
Total Other Income	(2,732.15)	2,750.00	(14,521.55)	5,290.00	5,515.00
Other Expense					
8001 • Reading Program Expense	118.02	0.00	2,991.11	(2,990.00)	(2,990.00)
Total Other Expense	118.02	0.00	2,991.11	(2,990.00)	(2,990.00)
Net Other Income	(2,850.17)	2,750.00	(17,512.66)	8,280.00	8,505.00
Net Income	18,520.24	10,690.41	(51,297.22)	(39,289.55)	(31,172.47)

Upper Peninsula Animal Welfare Shelter, Inc.
Transaction Detail By Account
September 2020

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
43400 · DIRECT PUBLIC SUPPORT									
4125 · Donated Svcs/Material In Kind									
Total 4125 · Donated Svcs/Material In Kind									
Total 43400 · DIRECT PUBLIC SUPPORT									
TOTAL									
	General Journal	09/30/2020	in kind		\$1782 Food, \$86 Animal Supplies/Equipment		5125 · Food	1,868.00	1,868.00
								1,868.00	1,868.00
								1,868.00	1,868.00
								1,868.00	1,868.00

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

	Sep 30, 20	Sep 30, 19
ASSETS		
Current Assets		
Checking/Savings		
1010 · mBank Checking	184,123.36	86,670.23
1011 · mBank General Savings	234,475.73	234,515.77
1012 · mBank Sally's Fund Savings	14,521.25	16,023.01
1013 · mBank Capital Campaign Checking	65,332.87	110,698.28
1016 · mBank Capital Campaign Savings	32,015.87	31,998.46
1017 · mBank PPP Loan	7,672.10	0.00
1070 · PayPal account	79.85	57.60
1090 · Cash in Drawer	150.00	2,626.03
Total Checking/Savings	538,371.03	482,589.38
Accounts Receivable		
1200 · *Accounts Receivable	502.00	502.00
1524 · Capital Campaign Pledges	69,095.00	100,475.00
Total Accounts Receivable	69,597.00	100,977.00
Other Current Assets		
1080 · Petty Cash	400.00	400.00
12100 · Inventory Asset	(258.07)	2,993.26
1499 · Undeposited Funds	500.00	156.00
1528 · N.S. Constuction in Progress	3,592,973.99	3,592,973.99
1540 · Allowance for Uncol Promises	(2,364.00)	(2,364.00)
1550 · Discount-CC Pledges Receivable	(5,000.00)	(5,000.00)
1607 · Employee loan	(1,013.41)	0.00
Total Other Current Assets	3,585,238.51	3,589,159.25
Total Current Assets	4,193,206.54	4,172,725.63
Fixed Assets		
1611 · Land - County Rd 553	20,586.75	20,586.75
16400 · Vehicles	44,792.00	21,643.00
1645 · Office & Kennel Equipment	5,615.86	5,615.86
1650 · New Shelter-Furniture & Equip	90,914.59	99,718.62
1670 · Accumulated Depreciation	(27,258.30)	(27,258.30)
Total Fixed Assets	134,650.90	120,305.93
Other Assets		
1074 · WF Endowment Fund Investments	250,583.38	236,699.19
1700 · Beneficial Interest in MCCF	101,700.19	101,700.19
1702 · Beneficial Interest-Dixon Trust	629,575.79	629,660.15
9999 · Point of Sale General Asset	(14.00)	0.00
Total Other Assets	981,845.36	968,059.53
TOTAL ASSETS	5,309,702.80	5,261,091.09

	Sep 30, 20	Sep 30, 19
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 · *Accounts Payable	10,279.07	8,313.14
Total Accounts Payable	10,279.07	8,313.14
Other Current Liabilities		
2002 · AP-New Shelter Retainage	986.69	57,227.50
2025 · Accrued Benefits	5,492.91	5,492.91
2100 · Payroll Liabilities		
2102 · Medicare and SS Payable	1.01	0.00
2103 · Michigan W/H Payable	1,691.57	2,413.68
2104 · Suta Tax Payable	0.21	131.78
2108 · AFLAC pre-tax	(150.48)	80.64
2111 · Simple Plan Payable	1,676.69	818.08
2100 · Payroll Liabilities - Other	1.28	80.65
Total 2100 · Payroll Liabilities	3,220.28	3,524.83
2330 · N/P Mbank PPP Proceeds	54,300.00	0.00
2550 · Sales Tax Payable	123.68	182.29
Total Other Current Liabilities	64,123.56	66,427.53
Total Current Liabilities	74,402.63	74,740.67
Long Term Liabilities		
2300 · Mortgage-New Shelter	1,060,618.58	1,092,277.88
Total Long Term Liabilities	1,060,618.58	1,092,277.88
Total Liabilities	1,135,021.21	1,167,018.55
Equity		
3001 · Beg Net Assets Temp Restricted	1,230,388.00	1,230,388.00
3002 · Beg net Assets Perm Restricted	294,517.00	294,517.00
3040 · Beg net Assets Unrestricted	95,970.45	95,970.45
3900 · Retained Earnings	2,605,078.36	2,374,570.98
Net Income	(51,272.22)	98,626.11
Total Equity	4,174,681.59	4,094,072.54
TOTAL LIABILITIES & EQUITY	5,309,702.80	5,261,091.09

	<u>\$ Change</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · mBank Checking	97,453.13
1011 · mBank General Savings	(40.04)
1012 · mBank Sally's Fund Savings	(1,501.76)
1013 · mBank Captial Campaign Checking	(45,365.41)
1016 · mBank Capital Campaign Savings	17.41
1017 · mBank PPP Loan	7,672.10
1070 · PayPal account	22.25
1090 · Cash in Drawer	(2,476.03)
Total Checking/Savings	<u>55,781.65</u>
Accounts Receivable	
1200 · *Accounts Receivable	0.00
1524 · Capital Campaign Pledges	(31,380.00)
Total Accounts Receivable	<u>(31,380.00)</u>
Other Current Assets	
1080 · Petty Cash	0.00
12100 · Inventory Asset	(3,251.33)
1499 · Undeposited Funds	344.00
1528 · N.S. Constuction in Progress	0.00
1540 · Allowance for Uncol Promises	0.00
1550 · Discount-CC Pledges Receivable	0.00
1607 · Employee loan	(1,013.41)
Total Other Current Assets	<u>(3,920.74)</u>
Total Current Assets	<u>20,480.91</u>
Fixed Assets	
1611 · Land - County Rd 553	0.00
16400 · Vehicles	23,149.00
1645 · Office & Kennel Equipment	0.00
1650 · New Shelter-Furniture & Equip	(8,804.03)
1670 · Accumulated Depreciation	0.00
Total Fixed Assets	<u>14,344.97</u>
Other Assets	
1074 · WF Endowment Fund Investments	13,884.19
1700 · Beneficial Interest in MCCF	0.00
1702 · Beneficial Interest-Dixon Trust	(84.36)
9999 · Point of Sale General Asset	(14.00)
Total Other Assets	<u>13,785.83</u>
TOTAL ASSETS	<u><u>48,611.71</u></u>

	<u>\$ Change</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · *Accounts Payable	1,965.93
Total Accounts Payable	1,965.93
Other Current Liabilities	
2002 · AP-New Shelter Retainage	(56,240.81)
2025 · Accrued Benefits	0.00
2100 · Payroll Liabilities	
2102 · Medicare and SS Payable	1.01
2103 · Michigan W/H Payable	(722.11)
2104 · Suta Tax Payable	(131.57)
2108 · AFLAC pre-tax	(231.12)
2111 · Simple Plan Payable	858.61
2100 · Payroll Liabilities - Other	(79.37)
Total 2100 · Payroll Liabilities	(304.55)
2330 · N/P Mbank PPP Proceeds	54,300.00
2550 · Sales Tax Payable	(58.61)
Total Other Current Liabilities	(2,303.97)
Total Current Liabilities	(338.04)
Long Term Liabilities	
2300 · Mortgage-New Shelter	(31,659.30)
Total Long Term Liabilities	(31,659.30)
Total Liabilities	(31,997.34)
Equity	
3001 · Beg Net Assets Temp Restricted	0.00
3002 · Beg net Assets Perm Restricted	0.00
3040 · Beg net Assets Unrestricted	0.00
3900 · Retained Earnings	230,507.38
Net Income	(149,898.33)
Total Equity	80,609.05
TOTAL LIABILITIES & EQUITY	48,611.71

Volunteer & Community Outreach Coordinator Report OCTOBER 2020

- Foster volunteers – 4 new fosters application. Many kittens in foster care.
Foster Orientation Video has been updated. Working on updating handbook.
- Bissell Pet Foundation COVID19 National Empty the Shelters Event (4TH one): Event was October 1-4. Adult animals were offered for the promotion; 4 dogs and 10 cats adopted.
- Subaru Loves Pets: Marketing agreement: Submitted our contact information and electronically signed the marketing agreement. Adopt a shelter pet in October and Fox Marquette Subaru will donate \$100 to UPAWS to help more pets get adopted. (up to \$3100). LINK: <https://www.foxsubarumarquette.com/retailer-event-details.htm?eventID=180>.
- RETAIL: Filled in orders and checked in POS (animal supplies).
- Website, Social Media: Posting, upkeep, help with making new pages, advertising daily.
- Pet Promos: Photos & bios
- Media: TV6, ABC10 did stories on Calendar fundraiser.
- Workshop - attended the following:
Workshop: Part 2 of the "Future of Volunteers in Sheltering". As operations continue to evolve with the changing landscape of the Covid-19 pandemic, our ability to be nimble and engage volunteers in new and creative ways.
UPCOMING Workshop: *Training Busy Staff to Succeed with Volunteers*
THE ADISA GROUP works closely with non-profits to identify needs, understand their goals, seek clarity, and help non-profits develop and implement solutions.
- Transfers: Coordinated w/ supervisors for 31 kittens to be transported from Athens Texas. Their shelter Board volunteers drove them right to us on October 21, 2020
- Read with UPAWS:
Made two more **Read with UPAWS** virtual video storytelling books.
Here is the Playlist: <https://www.youtube.com/playlist?list=PLKFteCD8oEsZc2nU5OPXN6otxRDARi8HO>

Ann Brownell – October 23, 2020

September 2020 (revised 10/16/20)	<5 mos.		<5 mos.			
	DOGS	PUPS	CATS	KITS	OTHER	TOTAL
Beginning Count	14	6	25	22	8	75
INTAKE						YTD
Owner Surrender	6	1	23	23	12	65
Returned Adoption	1	0	0	0	0	1
Stray (from Police, Public and Shelter Pickup)	8	0	15	24	0	47
Born in Care	0	0	0	5	0	5
Transferred from Other Shelters	0	0	7	28	0	35
Special Hold	0	0	0	0	0	0
Seized/Custody (Cruelty & Neglect)	0	0	0	0	8	8
Total Intakes	15	1	45	80	20	161

Horses - Court Ordered Surrender

OUTCOMES

Adoptions (shelter, foster home or special event)	11	6	48	36	17	118	539
Total Adoptions YTD	112	19	247	71	90	539	
Returned to Owner	7	0	7	0	4	18	133
Transferred to Rescue Groups/Shelters	0	0	0	0	0	0	23
Total Live Outcomes	18	6	55	36	21	136	695

EUTHANIZED/DEATHS/MISSING/STOLEN

Dangerous	1	0	0	0	0	1	7
Dying						0	6
Animal's Name and Reason	Shep- Aggressive						
TOTAL ANIMALS EUTHANIZED	1	0	0	0	0	1	13
Died at shelter/foster home - Unknown	0	0	1	0	0	1	4
Missing/Stolen/Escaped/DOA	0	0	0	0	0	0	1
Animal's Name and Reason			Timmy- Unknown				
Total Euth/Died/Other Outcomes	1	0	1	0	0	2	18
Ending Count	10	1	14	66	7	98	
Manual Count	10	1	20	60	7	98	
SAVE RATE (Intake- Euthanasia Outcome)/Intake						99.4%	98.1%
ASPCA Live Release Rate (Live Outcomes/ Intake)						84.5%	101.5%

OTHER INFO

	Dogs	Cats
Avg. Length of Stay	26.6	28.1
Monthly Return Rate (returns/adoptions)	6%	0%

Sept 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	1	0	1	8
Microchipping	2	1	0	3	33
Domestic Violence	0	0	0	0	2
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	2	0	0	2	30
Service - Home 2 Home	1	1	1	3	7
Service - Nailtrims	1	0	0	1	15
Service - Dog Licenses	0	0	0	0	12
Service - Cremation Services	0	1	0	1	8
Total	7	4	1	12	183

[illegible]

Addendum to Operational Report, October 24, 2020

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

- Continue to work with Supervisors on SuperOne order delivery. Can no longer get clumping litter in large bags from SuperOne so am looking elsewhere. I have talked to Meijer and will be following-up more next week. Supervisors like the Meijer brand and they have had good deals. I donated a few jugs from SuperOne and some 35# tubs from Meijer. SuperOne also couldn't supply NON-low splash bleach a couple weeks ago but I was able to find a couple, and have also donated some I found on sale at Target and then SuperOne. Also donated some pet-friendly salt. 10/28 SuperOne order includes 1000# clumping litter in jugs, NON low splash bleach, pet friendly salt.
- Alter is open and I have brought in a couple loads. *NOTE: When people bring things to Alter and do not claim their payment, Alter adds it as a credit to our account.*
- I have contacted Thriftish a couple times for a pick-up, hoping for one next week.
- Wim is reviewing Community Room contracts & documentation, waiting for feedback (last email 10/6/20). Not pushing since he's been busy with A.S.S. work plus recent COVID increase but will for the Nov. board meeting.

UPAWS
Board Development Committee Meeting Minutes
October 8, 2020 – via Zoom

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

Guest - Brian Hummel (applicant)

1. Currently, we have 3 vacant positions; one expires in 2022 and two expire in 2023.
2. **Interview with Brian Hummel**: Balance of the meeting was spent on the interview with this applicant. Since Brian had already agreed to reference checks, Linda and Crystal have both completed this requirement and will forward information to the committee members. Crystal will arrange for a date/time for his tour of the shelter. **UPDATE: At this point, the shelter tour has been scheduled for Saturday, November 7, at 12 p.m.** She will extend an invitation to the full board to attend the tour so that they may have an opportunity to meet him. (Full understanding - all COVID restrictions will apply to this gathering.) He will be attending (via Zoom) our next board meeting (10/26 at 6 p.m.). Lynn will make arrangements for his virtual attendance.

Note: This committee will be following the agreed-upon process from the September Board Meeting. If the committee decides to recommend Brian for a vacant position, an expanded rationale for this recommendation will be emailed to board members but not posted to the drive. His application will be posted to the drive along with the formal Report & Recommendation.

3. **Board Matrix**: It was agreed that Lynn will send out and compile an updated Matrix of our board.

Submitted,

Lynn Andronis, Chair

NEXT MEETING SCHEDULED FOR THURSDAY, November 12, AT 5 PM

FINANCE COMMITTEE MINUTES

October 22, 2020

Zoom 6:00-7:00 PM

Present: Amber Talo, Reva Laituri, Chris Danik, Brett Specker

Absent: Kristine McDonnell

1. Agenda:

- a. Review of September Financials
- b. Report and Recommendation from Personnel to Finance- At last month's meeting the Finance Committee agreed to set up a joint meeting with Plan Sponsors Consultants (Scott Ciullo) to discuss a possible change in Simple Plan Administrators. The Finance Committee and Personnel Committee met with Plan Sponsors Consultants on 10/07/2020. After further review the Finance Committee will be recommending to the Board to change UPAWS Simple Plan Administrator from Thrivent Financial to Plan Sponsor Consultants. We have had a lot of difficulty with communication and set up from Thrivent Financial, and believe this employee benefit deserves a new advisor to act as a Fiduciary to the plan.
- c. Review of Dixon Trust Funds Allocation recommendation previously tabled by Board of Directors
 - i. Previous recommendation- 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.** The Finance Committee's original recommendation in January, 2020 was tabled, as we seek possible investment opportunities or perhaps just **transferring the funds into savings restricting them for future needs.** After further review of our cash accounts and financial standing, the Finance Committee agreed it is in our best interest to apply towards the principal balance of the loan (finally bringing it under \$1M) versus any benefit that could possibly come from a short term investment due to the unstable market at this time.

Respectfully submitted,

Amber Talo

Chair

FUNDRAISING COMMITTEE Minutes
October 20th , 2020, 5:35 p.m.
Via Zoom

Upcoming/Ongoing Fundraisers:

1. Pet Calendar (Reva)
 - a. Reva gave an update on the Pet Calendars. Austin mentioned that Ann did a wonderful job on promoting the event on our local TV stations. Reva discussed our discount with buying in bulk as a non-profit.
 - b. Karen mentioned that she had a few people that were interested in ordering some calendars.
2. Pet Photos with Santa (Lynn)
 - a. Lynn mentioned that she does not think it can happen based on the huge rise in Covid 19 cases that it is just not safe to do this event. Lynn mentioned she had not physically gone into Mares-Z-Dotes to talk with them about whether or not they are comfortable doing the event.
 - b. Austin mentioned that he is in support of canceling the event due to the high risk of covid
 - c. Amber pitched the idea of doing like a virtual type of photo submit. Where people submit a photo of their pets and people can vote and the winner gets a photo.
 - d. Karen mentioned to let Mares-Z-Dotes know that we are thinking of canceling.
 - e. Leslie also mentioned that even santa might not want people in close quarters.
 - f. Ann said she agreed that her opinion is not to do the event.
 - g. Lynn mentioned it would be cool to take pictures outdoor maybe next year in the Summer time
 - h. Marlene mentioned doing it possibly around Easter Time doing the photos.
3. Lights Of Love (Karen)

- a. Karen expressed similar thoughts on doing Lights of Love and expressed her concern that there is a lack of volunteers due to the fear of catching Covid 19.
- 4. Holiday Lock up (Ann and Amber)
 - a. Amber has been reaching out to different people on the “celebrity list” and had mentioned that they are very excited.
 - b. Announcing the celebrities in the middle of November and she mentioned getting them set up with each of their own individual fundraising page.
 - c. We talked about using First Giving as opposed to Neon and making changes to Neon to make the fundraising slightly easier for those involved.
 - d. Amber will be working with Chris on making Neon better for this type of fundraiser but also has Ann to get First Giving up and running for the event.
 - e. Ideally WE (UPAWS) will make these celebrities individual fundraising pages that then these people can go out and share. The idea is community goes to the website and clicks on what celebrity they wish to donate to.

Other Business:

- 1. Strut Your Mutt (Austin)
 - a. Austin mentioned that as of right now the event has raised just over \$5,000. HE is waiting to finalize the report until a few more checks come in from mail orders. Poets raised over \$200 to donate to UPAWS as well.
- 2. Sally’s Ride (Amber)
 - a. Report Attached
- 3. Canister Report (Reva)
 - a. Report Attached
- 4. Chris Online Store update
 - a. Chris is running slightly behind on the orders. Marc was a little late on getting shirts and merchandise done.
 - b. Amber offered any help with marketing and advertising the event

- c. Karen mentioned some items she had with her to give to Chris
 - i. Ann asked to put some in for her pop up store.
- 5. Round up for UPAWS (September 2020) (Karen)
 - a. Karen said the round up went well for us. It made roughly around what we would have for the Pet tags.
- 6. Budgets for 2021
 - a. Raise the woof JANUARY
 - i. Amber said that now the comedians cant travel. They are trying to work out with the comedians that we can reschedule. WE will update on whether or not they can reschedule to later in the year.
 - b. Throttle Sled Night
 - i. Most likely will not happen
 - c. Looking for a budget as if Covid IS PRESENT for at least the half way through the year fundraisers. Amber mentioned that the later events would be best to budget for without Covid or as if we were Covid. Definitely will need to be a fluid budget because we will most likely be readjusting around those times anyway.

PERSONNEL COMMITTEE SPECIAL MEETING

Report

OCTOBER 2020, 9:00 a.m.

Present: Reva Laituri, Lynn Andronis, Colleen Whitehead

The committee met eight times during October. In addition to the regular meeting, six times were to look at advertising options, review applications, conduct interviews, and follow-up for the ED position and one was a joint meeting with the Finance Committee.

Colleen informed the committee about a site she is familiar with that does background checks: choicescreening.com. There is a 2-3 day response. The company offers a number of different areas they can do background checks. Based on what we would need, the cost would range \$100 to \$125 per individual.

Joint Personnel/Finance Committee – October 7, 6 p.m.:

Reviewed the SIMPLE Plan with the proposed new Administrator.

Regular Meeting – October 14, 9:00 a.m.:

Matthew Farrall has been hired for the Maintenance position, beginning as part-time and transitioning into full time as needed. Jamie Cole has been hired as Occasional Part-time Animal Caregiver. Both will begin on Monday, October 19th. All Maintenance and Animal Caregiver positions are now filled.

Colleen presented a draft of the Vet Tech/Assistant position and requested feedback from the committee so that a final draft can be reviewed at the next meeting.

A final draft of the Bookkeeper/Administrative Assistant position was completed and will be presented for board approval at the October meeting with a target hiring date December.

The committee received a request to review the sick leave accumulation policy. No changes will be considered for 2020, however, the committee will research options and make a recommendation, if applicable, to the Finance Committee for inclusion in the 2021 budget.

Reva updated the committee regarding her investigation into a complaint made about an employee.

Colleen inquired as to whether the Personnel or Finance Committee would be making the recommendation to the Board regarding the change in administrators for the SIMPLE Plan. Reva will follow-up.

Colleen reported that transitioning the payroll to the bookkeeper has started. There are two more payrolls until everything is done in house.

It was agreed to include the new checklist forms for new and departing employees as appendices in the Personnel Policies. A recommendation will be made to the board for approval at its next meeting.

A brief discussion took place regarding changing to a performance-based wage scale. This will be researched further.

The meeting was adjourned at 11:08 a.m.

Respectfully submitted,

Reva Laituri

Chairperson

Donor Development Ad-Hoc Committee Board Report
October, 2020

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

Meetings: Committee Zoom Meeting on Oct 6 (Lynn, Chris, Reva, Leslie, Amber) to review using Membership functionality for Dog Park Memberships. Misc. zoom and phone meetings to clarify data entry & issues.

Membership Prototype for Dog Park Membership:

- Chris updated to reflect comments from meeting and figured out how to handle multiple dogs' expirations.
- Lynn updating spreadsheet and then Leslie will import
- Team needs to test.

Monthly Data Entry: Lynn, Leslie & Chris trying to keep it up to date, getting there but not quite yet, hopefully will have firmer deadlines for Oct data.

Next Meeting: Review donations process flow. Determine email solicitation.

Respectfully submitted,
Leslie Hurst, Donor Development Chair