

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, November 23, 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. October 26, 2020 Regular Meeting
5. Unfinished Business
 - a. Audit Presentation
 - b. 990
 - c. Update on E.D. Search (Reva)
 - d. Report and Recommendation from the Personnel Committee re: Amendment to Personnel Policies – Bookkeeper/Administrative Assistant Position
6. New Business
 - a. Report and Recommendation from the Personnel Committee re: Amendment to Personnel Policies – Vacation Payout
 - b. Report and Recommendation from the Personnel Committee re: Amendment to Personnel Policies – New Employee Checklist and Separation Checklist
 - c. Report and Recommendation from the Personnel Committee re: Amendment to Personnel Policies – Social Media Policy
 - d. Report and Recommendation from the Personnel Committee re: Annual Bonuses
 - e. Discussion of Cell Phone Booster Project
 - f. Recommendation from Board Development – Appointment of Brian Hummel to fill vacancy expiring 2022
7. Communications
8. President's Report
9. Treasurer's Report

- a. October 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 – committee on hold
- f. Personnel Committee Report (Reva) – written
- g. Policy / Bylaw Committee Report (Colleen) – written
- h. Donor Development (Ad Hoc) (Leslie) – did not meet
- i. Vet Center Committee (Ad Hoc) – (Colleen) – written
- j. IT Committee (Ad Hoc) (Chris) – did not meet

12. Board Comment

13. Adjournment

Next Board Meeting Date: December 28, 2020

UPPER PENINSULA ANIMAL WELFARE SHELTER BOARD OF DIRECTORS MEETING

Monday, October 26, 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: None.

GUESTS: Brian Hummell

1. Call to Order/Attendance: Meeting was called to order at 6:35 p.m.
2. Approval of Agenda: *Chris made a motion, seconded by Leslie, to amend and approve the agenda as follows*
 - *Add #4. Public Comment**Motion passed with unanimous approval.*
3. Mission Moment: None.
4. Public Comment: Brian Hummell introduced himself and expressed his interest in becoming a UPWAS Board member. Brian detailed his prior work experience in state government administration and volunteer organizing at his current job with Red Cross.
5. Approval of Minutes:
 - a) September 28, 2020 Regular Meeting – *Leslie made a motion, seconded by Austin, to amend and approve the September minutes as follows:*
 - *4. Approval of Minutes – Change “corrected” to “presented” as no changes were made.*
 - *5.b. Update on E.D. Search – Change incorrect statement from Colleen from “withdraw her application” to “would not support her being recommended to the position”.*
 - *6.a. Pet Smart Contract – Change “Colleen presented” to “Reva presented”.*
 - *6.b. IT Committee Purpose and Recommendation Discussion – Change “should IT have a recommendation” to “should IT have a policy recommendation”.*
 - *6.d. Propane Bids – Change “bad experience with Choice Propane’s service” to “bad experience with Ferrell Gas’ service”.*
 - *6.e. Sasawin Memorandum of Understanding – Change “with those shelters” to “with those kennels”. Omit contradictory incorrect sentence “Reva noted the current agreement states Sasawin gets to house animals at UPAWS for free but*

must pay for boarding costs". Change the motion from the single language change to approving the Memorandum of Understanding as a document itself.

- *8. President's Report – Change "per Lynn" to "per Ann".*

Motion was passed with unanimous consent.

- b) *October 12, 2020 Special Meeting Minutes – Lynn made a motion, seconded by Leslie, to approve the October Special Meeting minutes as presented. Alex abstained. Motion passed with majority approval.*

6. Unfinished Business:

- a) *Construction Update – Amber notified the propane companies whose bids were not selected. Choice Propane is monitoring our current propane levels and will refill when low.*
- b) *Update on E.D. Search – Reva reported that a lengthy interview was held with an applicant last week. Another interview with a different applicant is scheduled for tomorrow.*
- c) *E-Vote Confirmation: Snowplowing Bid – Lynn made a motion, seconded by Leslie, to accept the Snowplowing Bid E-Vote results. Colleen opposed. Motion passed with majority consent.*
- d) *E-Vote Confirmation: Settlement Negotiations with Animal Shelter Services – Leslie made a motion, seconded by Lynn, to accept the Settlement Negotiations with Animal Shelter Services E-Vote results. Motion passed with unanimous approval.*

7. New Business:

- a) *Report and Recommendation from the Finance Committee RE: Change in SIMPLE Plan Administrator – Chris made a motion, seconded by Colleen, to accept the Finance Committee's recommendation to change UPAWS SIMPLE Plan Administrator from Thrivent Financial to Plan Sponsor Consultants. Brett abstained. Motion passed with majority approval.*
- b) *Report and Recommendation from the Finance Committee RE: Dixon Estate Allocation – Colleen made a motion, seconded by Austin, to accept the Finance Committee's recommendation to apply the additional Dixon Trust allocation towards the principal balance of UPAWS' building loan. Motion passed with unanimous consent.*
- c) *Report and Recommendation from the Finance Committee RE: Revised Position Descriptions – Amber noted that she prefers the position description for Bookkeeper and Administrative Assistant to not be lumped together. Amber also stated she does not like the timeline and believes it should not be part of the description. Amber made a motion, seconded by Lynn, to approve the Animal Caregiver and Maintenance position descriptions as presented. Motion passed with unanimous approval. Amber made a motion, seconded by Austin, to table the last five bullet points under Bookkeeper/Administrative Assistant for further adjustments. Leslie opposed. Motion passed with majority consent.*

8. Communications – No communications.

9. President's Report – No comments.

10. Treasurer's Report:

- a) September Financial Reports – Leslie and Lynn both requested that cash on hand reports be added to the monthly financial reports. Amber reported that the 2019 audit is due by November 16. *Austin made a motion, seconded by Lynn, to approve the September financial reports as presented. Motion was passed with unanimous approval.*

11. Shelter Operation Reports

- a. Community Relations/Volunteer Coordinator Report – No comments.
- b. Stats – Reva noted that year-to-date length of stay numbers should be included as they could be useful for future grants.
- c. Additional Operation Reports – Leslie noted her Addendum to Operational Report is in the shared drive. Colleen reported that maintenance and part-time caregiver positions were filled. She also added that UPAWS has applied for two grants but will not know if awarded until January 2021. Colleen noted that Sasawin wants to sell shirts through UPAWS retail shop on-site or through the online shop. The fundraising committee will create questions/concerns to give to Colleen so she can forward to the Sasawin Board.

12. 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 late.
- h. Donor Development (Ad Hoc) (Leslie) – Written report submitted.
- i. Vet Center Committee (Ad Hoc) (Colleen) – No report.
- j. IT Committee (Ad Hoc) (Chris) – No report.

13. Board Comment – Chris stated that he would like clear language in the bylaws to say how late E-Votes will be treated.

14. Adjournment – *Leslie made a motion, seconded by Alex, to adjourn the meeting at 7:59 pm. Motion was passed with unanimous consent.*

Next Board Meeting Date: November 23rd, 2020

Respectfully submitted,

Counter-signed,

Brett Specker, Secretary

Reva Laituri, President

DRAFT

Personnel Committee
Report & Recommendation
November 23, 2020

Recommendation to the UPAWS Board of Directors

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

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 and Treasurer will coordinate the development of a Transition Plan and Training Plan for the individual hired for this position.
- The Personnel Committee will be responsible for the coordination of the hiring process.
- A Donor Development representative will be responsible for the training and orientation on the Neon CRM system.



**UPPER PENINSULA ANIMAL WELFARE SHELTER
POSITION DESCRIPTION**

JOB TITLE	Bookkeeper/ Administrative Assistant		
EMPLOYEE NAME	Vacant		
FLSA STATUS	Non-Exempt	SALARY LEVEL	\$13.00 - \$15.00 per hour, BOE
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 11/18/20

Personnel Committee
Report & Recommendation
November 23, 2020

Recommendation to the UPAWS Board of Directors

The Personnel Committee is recommending the adoption of the following UPAWS Personnel Policy language revision, as noted in **RED**, to be effective upon approval by the Board of Directors on November 23, 2020.

ARTICLE III. EMPLOYEE BENEFITS

Section 16. Vacation Time. Employees will be granted the following vacation time:

Full Time Employees (those working regularly scheduled to work 80 hours per pay period)

<u>Years of Service</u>	<u>Hours Per Year</u>	<u>Max. Accumulation</u>
0-5	80	120
6-10	120	160
11+	160	200

Part-Time Employees (those regularly scheduled to work at least forty-eight (48) but less than 80 hours per pay period)

<u>Years of Service</u>	<u>Hours Per Year</u>	<u>Max. Accumulation</u>
0-5	40	64
6-10	64	96
11+	80	120

Occasional Part-Time Employees (those regularly scheduled to work less than 48 hours per pay period)

No vacation.

Vacation time will begin to accrue on employee's start date but may not be used until the probationary period has been completed. Once an employee has reached his/her maximum accumulation, vacation time no longer accrues. **Employees will be paid for unused vacation time at termination (either quit or discharge) of employment, upon approval of their Supervisor.**

Pay for a requested vacation period may be given in advance of vacation by written request to the employee's supervisor at least ten (10) days prior to departure.

Personnel Committee
Report & Recommendation
November 23, 2020

Recommendation to the UPAWS Board of Directors

The Personnel Committee is recommending the adoption of the following UPAWS Personnel Policy Appendices: *New Employee Checklist* and *Separation Checklist*, as presented, to be effective upon approval by the Board of Directors on November 23, 2020.



UPAWS: New Employee Checklist

Personal Information:

Name: _____

Address: _____

Mailing Address (if different): _____

Home Phone: _____ Cell Phone: _____

Emergency Contact: _____

Email Address: _____

Job information:

Start Date: _____

- ☐ Employment Reference Verified
- ☐ Personnel Policies Provided
- ☐ SOP Manual Provided
- ☐ IT Notification Provided

Employment Classification:

- _____ Full Time (80 hours per pay period)
- _____ Part Time (48-79 hours per pay period)
- _____ Part Time (occasional) (1-47 hours per pay period)
- _____ Change in Employment Classification

Date: _____ Type of Change: _____

Date: _____ Type of Change: _____

Date: _____ Type of Change: _____

Required Employment Forms:

- ☐ Employment Application (include copy of resume if possible)
- ☐ W-4 Form
- ☐ I-9 Employment Eligibility Verification form
- ☐ MI W-4 State Form
- ☐ MI New Hire Reporting Form
- ☐ Direct Deposit Form
- ☐ Confidentiality Agreement (Includes Personnel Policy acknowledgement)

IT Related Checklist:

- ☐ Door Key Fob
- ☐ Door Key Code
- ☐ Alarm Code
- ☐ UPAWS Email Address
- ☐ Petpoint Access

Employee Benefits Documents:

- ☐ Simple Plan

(Eligible after two years of employment, must either enroll or document non-enrollment)

Enrollment Eligibility Date: _____

Enrolled: _____ Declined: _____ Date: _____

- ☐ AFLAC

(Eligible upon hire or during open enrollment period in December of each year)

Enrollment Eligibility Date: _____

Enrolled: _____ Declined: _____ Date: _____



UPAWS: Employee Separation Checklist

Final payroll/check will not be issued until this form is completed and returned to the Executive Director. This form is to be completed on the last day of employment.

TO BE COMPLETED BY SUPERVISOR

Name of Employee:	
Position:	

Date Employee Was Hired	Exit Date	Date Notice Was Given
Vacation Leave Balance	Supervisor must sign here to approve payout of Vacation Leave:	

REASON FOR EMPLOYEE'S DEPARTURE

☐ Dismissal ☐ Mutual Agreement ☐ Permanent Layoff ☐ Resignation
☐ Retirement ☐ Temporary Layoff ☐ Transfer ☐ Other

Reason for Dismissal (if applicable)

☐ Unsatisfactory Performance ☐ Unacceptable Conduct
☐ Unacceptable Attendance Record ☐ Other: _____

Explain further, if needed: _____

SUPERVISOR'S COMMENTS

Your Understanding of Employee's Departure:
Comments on Work Performance:

TO BE COMPLETED BY SUPERVISOR

	Date	Initials			Date	Initials
Return Key Fob				Personnel Policies Manual		
Return Facility Keys				IT Committee Notified		
Return UPAWS Phone				Bookkeeper/Treasurer Notified		
Return UPAWS Laptop				Documents/Assets of UPAWS		
Outstanding Receipts/Dues						
Final Timecard						
				Other:		
Other:						

SUPERVISOR: _____

DATE: _____

EXECUTIVE DIRECTOR: _____

DATE: _____

Personnel Committee
Report & Recommendation
November 23, 2020

Recommendation to the UPAWS Board of Directors

The Personnel Committee is recommending the adoption of the following UPAWS Personnel Policy “Use of Social Media”, as presented, to be effective upon approval by the Board of Directors on November 23, 2020.

ARTICLE V. GENERAL WORK PRACTICES

Section 17. Use of Social Media

UPAWS employee use of social media should be broadly understood to include blogs, wikis, micro-blogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in any manner. Social media use should not interfere with an employee’s work responsibilities. Employees should adhere to the following minimum guidelines regarding the use of social media within the workplace; a) avoid writing or posting anything that would embarrass or compromise UPAWS, b) assume that everything written, exchanged or received on a social media site is public, c) do not disclose information that is considered financial, operational and legal in nature, as well as any information that pertains to animals, clients and customers, d) do not respond to offensive or negative posts from the public, e) get appropriate permission before referring to or posting images of current or former employees, members, vendors or suppliers and f) employees should clearly identify if their online posts are personal and purely their own. Subject to the UPAWS Personnel Policies, after hours online activity that violates the UPAWS professional standards or any other UPAWS policy may subject an employee to disciplinary action.

RECOMMENDATION FROM THE PERSONNEL COMMITTEE

ANNUAL BONUSES

In recognition of the efforts put forth by our employees over the past year the Personnel Committee, with approval from the Finance Committee, recommends the board approve \$3,125 be allocated for annual bonuses.

The staff have picked up extra duties and responsibilities during this period of working without on-site supervision and management. They have also navigated nearly a year of shifting COVID guidelines, making sure the animals never lacked for care or opportunities to find homes, all the time doing their best to keep themselves and the public safe.

Respectfully submitted,



Reva Laituri
Chair

**Report and Recommendation
Board Development
November 2020**

It is with great pleasure that the committee unanimously recommends **Brian Hummel** to fill a current position on our board, with term expiring in 2022. Based on his employment history and our interviews with him, we believe he will be a valuable addition to our board and we highly recommend his appointment.

His application has been posted to the drive for this month's meeting and we will be sending additional information to your email accounts.

Lynn Andronis
Chair, Board Development

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

	Oct 20	Budget	Jan - Oct 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 - SHELTER REVENUE					
4005 - Pet Adoptions	8,247.50	7,666.66	51,966.35	76,666.68	92,000.00
4010 - Redeemed Animals	230.00	333.33	3,547.00	3,333.34	4,000.00
4017 - Dog Park	175.00	750.00	1,791.00	7,500.00	9,000.00
4018 - Rentals	0.00	200.00	0.00	2,000.00	2,400.00
4020 - Government Contracted Services	3,009.78	833.33	13,960.78	8,333.34	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	416.68	500.00
4031 - Microchipping	60.00	100.00	780.00	1,000.00	1,200.00
4032 - Nail Clipping	30.00	62.50	230.00	625.00	750.00
4033 - Community Spay/Neuter	300.00	416.66	4,030.00	4,166.68	5,000.00
4050 - Miscellaneous Services	0.00	50.00	512.00	500.00	600.00
4060 - Cremation Services Revenue	0.00	208.33	1,029.00	2,083.34	2,500.00
Total 4000 - SHELTER REVENUE	12,052.28	10,662.47	78,178.13	106,625.06	127,950.00
4156 - GRANT REVENUE					
4157 - General Grants	0.00	4,166.68	2,257.00	4,166.66	50,000.00
4156 - GRANT REVENUE - Other	0.00		0.00		
Total 4156 - GRANT REVENUE	0.00	4,166.68	2,257.00	4,166.66	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	2,340.53	3,579.16	4,295.00
4140 - Canisters	643.99	850.00	5,793.53	8,500.00	10,200.00
4143 - Econo Receipts	2,524.56	625.00	5,168.61	6,250.00	7,500.00
4144 - Cause for Paws	4.00	0.00	1,514.00	0.00	25,500.00
4146 - Rummage Sale	0.00	0.00	0.00	0.00	0.00
4147 - Strut Your Mutt	334.00	0.00	6,155.80	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	0.00	0.00	19,510.00	19,900.00	19,900.00
4183 - Rescue Raffle	25.00	0.00	3,142.00	4,000.00	4,000.00
4185 - Lights of Love	0.00	0.00	1,197.25	0.00	3,100.00
4197 - Calendar	4,393.40	897.33	30,393.73	8,973.34	10,768.00
4204 - MZD Santa Pics	0.00	0.00	0.00	0.00	3,080.00
4299 - Kennel Lock-up Fundraiser	0.00	0.00	0.00	0.00	10,000.00
4380 - Online Store Fundraiser	0.00	0.00	0.00	0.00	27,300.00
Total 4200 - FUNDRAISING REVENUE	7,924.95	2,730.25	80,421.20	81,397.50	155,838.00
43400 - DIRECT PUBLIC SUPPORT					
4006 - Pet Care Sponsorship	690.00	916.66	5,253.48	9,166.68	11,000.00
4008 - Pet Promotion Sponsorship	0.00	116.66	365.00	1,166.68	1,400.00
4109 - Pink Lady	255.00	500.00	3,005.00	5,000.00	6,000.00
4110 - Donations	6,727.93	10,416.68	79,143.56	104,166.64	125,000.00
4120 - Special Gifts	839.00	958.33	8,742.16	9,583.34	11,500.00
4123 - Memorial Bricks/Tiles	0.00	625.00	984.00	6,250.00	7,500.00
4125 - Donated Svs/Material In Kind	4,506.00	0.00	30,233.50	0.00	0.00
4130 - Memorials/Honorariums	3,860.00	4,166.66	34,355.20	41,666.68	50,000.00
4132 - Deb's Dog Revenue	355.00	125.00	2,005.00	1,250.00	1,500.00
4135 - Bequests	413.84	0.00	26,588.34	0.00	0.00
4152 - Direct Solicitations	4,635.00	3,333.33	39,792.00	33,333.30	40,000.00
4188 - Naming Opportunities	0.00	6,333.33	500.00	63,333.30	76,000.00
Total 43400 - DIRECT PUBLIC SUPPORT	22,281.77	27,491.65	230,967.24	274,916.62	329,900.00
4500 - OTHER Revenue					
4112 - Kids Club	0.00	116.66	100.00	1,166.68	1,400.00
4201 - Home2Home	15.00	12.50	100.00	125.00	150.00
4205 - Resale Items Revenue	1,000.59	2,916.67	7,847.19	29,166.66	35,000.00
4215 - Interest Revenue	1.32	4.00	14.84	40.00	48.00
4220 - Miscellaneous Revenue	157.00	0.00	629.07	0.00	0.00
4221 - Endowment Fund Earnings	0.00	416.66	0.00	4,166.68	5,000.00
4223 - MCCF B.Reider Fund Distribution	0.00	541.66	15,880.29	5,416.68	6,500.00
4227 - Distribution from Dixon Estate	2,670.69	933.33	10,479.49	9,333.34	11,200.00
Total 4500 - OTHER Revenue	3,844.60	4,941.48	35,050.88	49,415.04	59,298.00
46000 - Merchandise Sales	0.00		0.00		
48600 - Service Sales	0.00		0.00		
Total Income	46,103.60	49,992.53	426,874.45	554,020.88	722,986.00
Gross Profit	46,103.60	49,992.53	426,874.45	554,020.88	722,986.00
Expense					
5000 - Employee Expense					
5200 - Payroll Expenses	83.86		398.78		
5201 - Wages & Salaries	25,686.53	25,942.58	167,639.86	259,425.86	311,311.00
5225 - Simple Plan Employer	638.41	106.21	884.20	1,062.10	1,274.52
5230 - Michigan Unemployment Payable	17.90	105.00	127.26	1,050.00	1,260.00
5235 - Employer Social Security	1,598.44	1,608.44	10,398.57	16,084.40	19,301.28
5240 - Employer Medicare	373.56	376.17	2,431.64	3,761.66	4,514.00
5245 - Worker's Compensation	268.00	274.66	6,165.00	2,746.68	3,296.00
Total 5000 - Employee Expense	28,666.70	28,413.06	188,045.31	284,130.70	340,956.80
5350 - Subcontracted Services	0.00		1,461.24		
5500 - OPERATING EXPENSE					
5009 - Phone/Network Access	45.00	234.83	3,028.92	2,348.34	2,818.00
5011 - Merchant Service Fees	313.39	500.00	4,177.44	5,000.00	6,000.00
5012 - Bank Service Charges	12.79	10.00	146.61	100.00	120.00
5013 - Paypal Fees	5.59	45.00	68.00	450.00	540.00
5014 - Square Fees	35.00		1,054.42		
5050 - Utilities	3,075.84	3,000.00	23,519.01	30,000.00	36,000.00
5100 - Cleaning Supplies	324.00	300.00	4,738.49	3,000.00	3,600.00
5102 - Animal Supplies/Equipment	77.00	250.00	2,964.63	2,500.00	3,000.00
5105 - Repairs/Maintenance	328.86	500.00	6,448.14	5,000.00	6,000.00
5106 - Garbage/Snow Removal	0.00	700.00	6,163.18	8,100.00	10,000.00
5115 - Office Supplies/Postage	432.02	506.25	2,896.36	5,062.50	6,075.00
5117 - Community Spay/Neuter	445.50	833.33	3,752.50	8,333.34	10,000.00

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

	Oct 20	Budget	Jan - Oct 20	YTD Budget	Annual Budget
5120 - Building/Auto Insurance	538.77	709.66	10,071.32	7,096.68	8,516.00
5125 - Food	1,031.53	708.33	13,578.32	7,083.34	8,500.00
5127 - Microchips	34.99	750.00	3,142.99	7,500.00	9,000.00
5130 - Medical Supplies-Vaccines	1,946.49	1,833.33	8,653.49	18,333.34	22,000.00
5135 - Vet Care	1,612.28	5,416.00	42,658.29	54,160.00	65,000.00
5140 - Spay & Neuter Expense	1,059.00	2,166.66	21,966.99	21,666.68	26,000.00
5145 - Vehicle	0.00	250.00	688.17	2,500.00	3,000.00
5146 - Dog License Expense	0.00	16.80	404.00	166.80	200.00
5150 - Mileage	29.90	62.50	156.65	625.00	750.00
5165 - Cash over/short	1.81		(43.45)		
5180 - Donated Services/Materials	0.00		2,100.00		
5183 - Deb's Dog Expense	130.16	100.00	795.82	1,000.00	1,200.00
5530 - Cremation Services Expense	0.00	166.66	1,641.00	1,666.68	2,000.00
6138 - Pink Lady Expense	0.00	500.00	3,504.96	5,000.00	6,000.00
6524 - Dog Park	170.00	175.00	694.77	1,750.00	2,100.00
6528 - Rentals	0.00	0.00	0.00	0.00	0.00
6539 - Computer Software	0.00	83.33	840.73	833.34	1,000.00
6565 - IT Consulting	642.00	375.00	642.00	3,750.00	4,500.00
Total 5500 - OPERATING EXPENSE	12,291.92	20,192.68	170,453.75	203,026.04	243,919.00
5550 - GRANT EXPENSE					
5551 - General Grants	0.00	416.66	799.89	4,166.68	5,000.00
5550 - GRANT EXPENSE - Other	0.00		500.00		
Total 5550 - GRANT EXPENSE	0.00	416.66	1,299.89	4,166.68	5,000.00
5600 - FUNDRAISING EXPENSE					
5299 - Kennel Lock-up EXPENSE	0.00	0.00	0.00	0.00	1,000.00
5603 - MZD Santa Pics Expense	0.00	0.00	0.00	0.00	30.00
6307 - Calendar Expense	2,354.00	252.08	3,197.81	2,520.80	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	0.00	0.00	229.00	2,150.00	2,150.00
6324 - Miscellaneous Expenses	0.00	77.08	0.00	770.84	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	346.50	0.00	452.52	4,965.00	4,965.00
6551 - Canisters Expense	0.00	16.66	0.00	166.68	200.00
7580 - Online Store Expense	502.37	5,460.33	502.37	5,460.33	16,380.99
Total 5600 - FUNDRAISING EXPENSE	3,202.87	5,806.15	14,209.99	27,744.98	47,487.32
59900 - POS Inventory Adjustments	0.00		0.00		
6000 - OTHER EXPENSE					
5142 - Volunteer Program	120.00	166.67	609.92	1,666.66	2,000.00
6313 - Direct Solicitations	0.00	800.00	3,885.21	8,000.00	9,600.00
6503 - Community Outreach	57.77	176.66	479.77	1,766.68	2,120.00
6504 - Memorial Bricks/Tiles	0.00	316.66	3,536.57	3,166.68	3,800.00
6505 - Professional Fees	4,730.00	1,333.33	28,367.30	13,333.34	16,000.00
6510 - Publications	0.00	1,125.00	4,870.11	11,250.00	13,500.00
6511 - Pet Promotion Expense	153.17	291.66	2,242.34	2,916.68	3,500.00
6515 - Promotions & Advertising	62.62	311.33	528.38	3,113.30	3,736.00
6523 - Kids Club	0.00	84.16	69.99	841.68	1,010.00
6525 - Resale Items Expense					
5129 - Employee Uniforms	0.00	25.00	86.50	250.00	300.00
6525 - Resale Items Expense - Other	2,146.15	1,833.33	7,908.14	18,333.30	22,000.00
Total 6525 - Resale Items Expense	2,146.15	1,858.33	7,994.64	18,583.30	22,300.00
6530 - Conferences	0.00	166.68	44.00	1,666.64	2,000.00
6532 - Donor Development	0.00	130.00	0.00	1,300.00	1,560.00
6535 - Licenses, Dues, Permits & Fees	0.00	125.00	254.00	1,250.00	1,500.00
6540 - Miscellaneous Expense	0.00	100.00	2,699.17	1,000.00	1,200.00
6561 - Investment Expense	626.39	0.00	10,427.50	0.00	0.00
6590 - Mortgage Fees/Interest	2,694.04	2,619.50	26,889.96	26,928.07	32,234.35
6688 - Naming Opportunity Expense	0.00	20.00	663.00	200.00	240.00
Total 6000 - OTHER EXPENSE	10,590.14	9,624.98	93,561.86	96,983.03	116,300.35
6548 - Bad Debt Expense	0.00		30.00		
Total Expense	54,751.63	64,453.53	469,062.04	616,051.43	753,663.47
Net Ordinary Income	(8,648.03)	(14,461.00)	(42,187.59)	(62,030.55)	(30,677.47)
Other Income/Expense					
Other Income					
4226 - Change in Value-Dixon Trust	0.00		8,862.96		
4300 - Unrealized Gain/Loss	(2,091.43)		(20,977.66)		
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	5,115.00	75.00	8,352.00	3,750.00	3,900.00
6518 - Sally's Fund Expense	(1,383.66)	0.00	(6,659.44)	(375.00)	(375.00)
Total 7400 - SALLY'S FUND	3,731.34	75.00	1,692.56	3,375.00	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	3,731.34	75.00	(2,579.41)	3,375.00	3,525.00
8000 - Reading Program Revenue	0.00	0.00	1,812.47	1,990.00	1,990.00
Total Other Income	1,639.91	75.00	(12,881.64)	5,365.00	5,515.00
Other Expense					
8001 - Reading Program Expense	0.00	0.00	2,991.11	(2,990.00)	(2,990.00)

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

	Oct 20	Budget	Jan - Oct 20	YTD Budget	Annual Budget
Total Other Expense	0.00	0.00	2,991.11	(2,990.00)	(2,990.00)
Net Other Income	1,639.91	75.00	(15,872.75)	8,355.00	8,505.00
Net Income	(7,008.12)	(14,386.00)	(58,060.34)	(53,675.55)	(22,172.47)

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

	<u>Oct 31, 20</u>	<u>Oct 31, 19</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1010 - mBank Checking	178,665.68	63,993.97	114,671.71
1011 - mBank General Savings	234,470.73	234,525.73	(55.00)
1012 - mBank Sally's Fund Savings	14,521.25	16,023.69	(1,502.44)
1013 - mBank Capital Campaign Checking	66,707.87	107,348.68	(40,640.81)
1016 - mBank Capital Campaign Savings	32,017.19	32,001.18	16.01
1070 - PayPal account	72.96	777.22	(704.26)
1090 - Cash in Drawer	150.00	7,615.56	(7,465.56)
Total Checking/Savings	<u>526,605.68</u>	<u>462,286.03</u>	<u>64,319.65</u>
Accounts Receivable			
1200 - *Accounts Receivable	502.00	502.00	0.00
1524 - Capital Campaign Pledges	51,620.00	99,975.00	(48,355.00)
Total Accounts Receivable	<u>52,122.00</u>	<u>100,477.00</u>	<u>(48,355.00)</u>
Other Current Assets			
1080 - Petty Cash	400.00	400.00	0.00
12100 - Inventory Asset	0.00	2,823.73	(2,823.73)
1499 - Undeposited Funds	500.00	262.00	238.00
1528 - N.S. Constuction in Progress	0.00	3,592,973.99	(3,592,973.99)
1540 - Allowance for Uncol Promises	(7,298.00)	(2,364.00)	(4,934.00)
1550 - Discount-CC Pledges Receivable	(3,500.00)	(5,000.00)	1,500.00
1607 - Employee loan	(1,013.41)	0.00	(1,013.41)
Total Other Current Assets	<u>(10,911.41)</u>	<u>3,589,095.72</u>	<u>(3,600,007.13)</u>
Total Current Assets	<u>567,816.27</u>	<u>4,151,858.75</u>	<u>(3,584,042.48)</u>
Fixed Assets			
1611 - Land - County Rd 553	20,586.75	20,586.75	0.00
1615 - Buildings	3,631,114.80	0.00	3,631,114.80
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	95,830.01	99,718.62	(3,888.61)
1670 - Accumulated Depreciation	<u>(121,006.30)</u>	<u>(27,258.30)</u>	<u>(93,748.00)</u>
Total Fixed Assets	<u>3,676,933.12</u>	<u>120,305.93</u>	<u>3,556,627.19</u>
Other Assets			
1074 - WF Endowment Fund Investments	247,865.56	239,169.27	8,696.29
1700 - Beneficial Interest in MCCF	101,700.19	101,700.19	0.00
1702 - Beneficial Interest-Dixon Trust	629,575.79	629,660.15	(84.36)
Total Other Assets	<u>979,141.54</u>	<u>970,529.61</u>	<u>8,611.93</u>
TOTAL ASSETS	<u>5,223,890.93</u>	<u>5,242,694.29</u>	<u>(18,803.36)</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2001 - *Accounts Payable	3,248.44	3,938.16	(689.72)
Total Accounts Payable	<u>3,248.44</u>	<u>3,938.16</u>	<u>(689.72)</u>
Other Current Liabilities			
2002 - AP-New Shelter Retainage	986.69	57,227.50	(56,240.81)
2025 - Accrued Benefits	4,068.39	5,492.91	(1,424.52)
2100 - Payroll Liabilities			
2101 - Federal Tax W/H Payable	981.83	0.00	981.83
2102 - Medicare and SS Payable	2,877.59	0.00	2,877.59
2103 - Michigan W/H Payable	1,292.34	619.86	672.48
2104 - Suta Tax Payable	79.82	0.00	79.82
2108 - AFLAC pre-tax	(59.43)	80.64	(140.07)
2111 - Simple Plan Payable	720.95	922.91	(201.96)
2100 - Payroll Liabilities - Other	7,639.37	0.00	7,639.37
Total 2100 - Payroll Liabilities	<u>13,532.47</u>	<u>1,623.41</u>	<u>11,909.06</u>
2330 - N/P Mbank PPP Proceeds	54,300.00	0.00	54,300.00
2550 - Sales Tax Payable	<u>(4.44)</u>	<u>70.80</u>	<u>(75.24)</u>
Total Other Current Liabilities	<u>72,883.11</u>	<u>64,414.62</u>	<u>8,468.49</u>
Total Current Liabilities	<u>76,131.55</u>	<u>68,352.78</u>	<u>7,778.77</u>
Long Term Liabilities			
2300 - Mortgage-New Shelter	1,057,980.93	1,089,631.37	(31,650.44)
Total Long Term Liabilities	<u>1,057,980.93</u>	<u>1,089,631.37</u>	<u>(31,650.44)</u>
Total Liabilities	<u>1,134,112.48</u>	<u>1,157,984.15</u>	<u>(23,871.67)</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	2,526,963.34	2,385,580.84	141,382.50
Net Income	<u>(58,060.34)</u>	<u>78,253.85</u>	<u>(136,314.19)</u>

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

	Oct 31, 20	Oct 31, 19	\$ Change
Total Equity	4,089,778.45	4,084,710.14	5,068.31
TOTAL LIABILITIES & EQUITY	5,223,890.93	5,242,694.29	(18,803.36)

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

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
43400 - DIRECT PUBLIC SUPPORT									
4125 - Donated Svs/Material In Kind									
	General Journal	10/30/2020	in nkind	lacosse			6505 - Professional Fees	1,680.00	1,680.00
	General Journal	10/31/2020	in kind	Lacosse			6505 - Professional Fees	1,960.00	3,640.00
	General Journal	10/31/2020	in kind				5100 - Cleaning Supplies	866.00	4,506.00
Total 4125 - Donated Svs/Material In Kind								<u>4,506.00</u>	<u>4,506.00</u>
Total 43400 - DIRECT PUBLIC SUPPORT								<u>4,506.00</u>	<u>4,506.00</u>
TOTAL								<u><u>4,506.00</u></u>	<u><u>4,506.00</u></u>

Upper Peninsula Animal Welfare Shelter, Inc.

A/P Aging Summary 2020

As of October 31, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
906 Technologies	345.00	0.00	0.00	0.00	0.00	345.00
Ann Brownell	396.73	0.00	0.00	0.00	0.00	396.73
Covetrus North America	11.35	0.00	0.00	0.00	0.00	11.35
HSB Vet Supply	0.00	260.38	0.00	0.00	0.00	260.38
LACOSSE & ACCOCIATES CPA PC	840.00	0.00	0.00	0.00	0.00	840.00
Leah Schultz	0.00	0.00	(50.00)	0.00	0.00	(50.00)
Mares -Z- Doats Feed	65.20	0.00	0.00	0.00	0.00	65.20
Marquette Veterinary Clinic	582.78	0.00	0.00	0.00	0.00	582.78
Negaunee Vet Clinic	614.50	0.00	0.00	0.00	0.00	614.50
Northern Veterinary Associates	182.50	0.00	0.00	0.00	0.00	182.50
TOTAL	<u>3,038.06</u>	<u>260.38</u>	<u>(50.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>3,248.44</u>

Upper Peninsula Animal Welfare Shelter, Inc.

A/R Aging Summary 2020

As of October 31, 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	2,700.00
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	10,285.00
Colleen C. Whitehead	0.00	0.00	0.00	0.00	3,000.00
Gary & Linda Dionne	0.00	0.00	0.00	0.00	0.00
Hall Construcion	0.00	0.00	0.00	0.00	0.00
Kathi Fosburg1	0.00	0.00	0.00	0.00	660.00
Kori & Byron Tossava	0.00	0.00	0.00	0.00	5,500.00
Lynn Andronis	0.00	0.00	0.00	0.00	1,900.00
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	3,250.00
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	0.00
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	0.00
Theresa Sell	0.00	0.00	0.00	0.00	11,850.00
Tom & Kathy Leone	0.00	0.00	0.00	0.00	4,000.00
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>52,122.00</u>

	<u>TOTAL</u>
1st of the Month Donors	(575.00)
Amber Talo	2,700.00
Bob & Crystal Swanson	3,000.00
Carolyn & Bob Myers	10,285.00
Colleen C. Whitehead	3,000.00
Gary & Linda Dionne	0.00
Hall Construcion	0.00
Kathi Fosburg1	660.00
Kori & Byron Tossava	5,500.00
Lynn Andronis	1,900.00
Makela, Toutant, Hill, Nardi & Katona	(500.00)
Marquette City	365.50
mBank (Customer)	2,000.00
Michelle Dillinger	3,250.00
MTHNK, P.C.	2,000.00
Nancy Wiseman-Seminoff	0.00
Negaunee City Police	136.50
Paul, Kathy & Austin Nardi	0.00
Reva V Laituri	1,650.00
Richard Storti	200.00
Rita Svetly	200.00
Swick, Tom & Lynn	0.00
Theresa Sell	11,850.00
Tom & Kathy Leone	4,000.00
TruNorth Federal Credit Union	500.00
TOTAL	<u>52,122.00</u>

Volunteer & Community Outreach Coordinator Report NOVEMBER 2020

- Bissell Pet Foundation Holiday National Empty the Shelters Event (5TH one): Event will be December 9-13. I am fulfilling all requirements.
- Holiday Solicitation Mailing: Designed, wrote and produced the solicitation letter/card mailing; coordinating with Pride Printing the printing etc.
- Pet Gazette Holiday Newsletter: Wrote, designed and produced newsletter; coordinating with Pride Printing.

Thank you to Lynn Andronis, Leslie Hurst and Reva Laituri for all their hard work getting the addresses together for these mailings! 😊

- RETAIL: Filled in orders and checked in POS (animal supplies). Ordered new apparel for Holiday Pop Up Store and our retail area.
- Website, Social Media: Posting, upkeep, help with making new pages, advertising daily.
Helped with Celebrity Lock-Up website.
- Pet Promos: Photos & bios, advertising.
- Media: TV6, ABC10 did stories on Veterans Program, Holiday Online Store fundraiser. Radio Results did a interview on multiple stories and features.
- Read with UPAWS:
Literacy Legacy Fund of Michigan asked for a more detailed expense report. Fulfilled their request.
Made 4 more **Read with UPAWS** virtual video storytelling books for each week of November.
Here is the Playlist: <https://www.youtube.com/playlist?list=PLKFteCD8oEsZc2nU5OPXN6otxRDARi8HO>

Ann Brownell – November 20, 2020



October 2020	DOGS	PUPS	CATS	KITS	OTHER	TOTAL	
Beginning Count	10	1	14	66	7	98	
INTAKE							YTD
Owner Surrender	10	0	27	10	17	64	384
Returned Adoption	1	0	1	0	0	2	28
Stray (from Police, Public and Shelter Pickup)	20	0	8	2	0	30	259
Born in Care	0	0	0	1	3	4	16
Transferred from Other Shelters	0	0	18	14	0	32	112
Special Hold	0	0	0	0	0	0	5
Seized/Custody (Cruelty & Neglect)	0	0	0	0	2	2	15
Total Intakes	31	0	54	27	22	134	819

OUTCOMES

Adoptions (shelter, foster home or special event)	13	0	44	35	6	98	637
Total Adoptions YTD	114	13	243	70	79	519	
Returned to Owner	18	0	1	0	0	19	152
Transferred to Rescue Groups/Shelters	0	0	0	0	0	0	23
Total Live Outcomes	31	0	45	35	6	117	812

EUTHANIZED/DEATHS/MISSING/STOLEN

Dangerous	1	0	0	0	0	1	8
Dying	0	0	2	0	0	2	8
Animal's Name and Reason	Bella - Dangerous		Fig-Trauma; Fresca-Dying				
TOTAL ANIMALS EUTHANIZED	1	0	2	0	0	3	16
Died at shelter/foster home - Unknown	0	0	0	1	0	1	5
Missing/Stolen/Escaped/DOA	0	0	0	0	0	0	1
Animal's Name and Reason				Acorn-Unknown			
Total Euth/Died/Other Outcomes	1	0	2	1	0	4	22
Ending Count	9	1	21	57	23	111	

Manual Count

SAVE RATE (Intake- Euthanasia Outcome)/Intake	97.8%	98.0%
ASPCA Live Release Rate (Live Outcomes/ Intake)	87.3%	99.1%

OTHER INFO

	Dogs	Cats
Avg. Length of Stay	13.7	17.5
Monthly Return Rate (returns/adoptions)	8%	2%

Sept 2020 - CLINIC SERVICES	DOGS	CATS	OTHER	TOTAL	YTD
Owner Requested Euthanasia	0	0	0	0	5
Bite Hold (for Owner)	0	0	0	0	0
Spay/Day	0	0	0	0	62
Community Spay/Neuter (Spay It Forward)	3	1	0	4	11
Microchipping	2	0	0	2	32
Domestic Violence	2	0	0	2	4
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	3	0	0	3	31
Service - Home 2 Home	3	1	0	4	8
Service - Nailtrims	0	0	0	0	14
Service - Dog Licenses	0	0	0	0	12
Service - Cremation Services	0	0	0	0	7
Total	13	2	0	15	186

FINANCE COMMITTEE MINUTES

November 19, 2020

Zoom 6:00-7:30 PM

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

1. Agenda:

- a. Review of October Financials
 - i. POS system is still sending 'Community Spay/Neuter' Revenue to a restricted (inactive) 4210 account instead of correct 4033. Re-allocated to correct account via journal entry adjustment.
- b. At the October Board Meeting, the Board of Directors approved the joint personnel/finance recommendation to change Simple Plan Administrators. The Personnel Committee has notified staff. Amber will set up a meeting with Plan Sponsor Consultants to discuss the best way to make employee/employer contributions. After the setup call, Plan Sponsor Consultants will meet via zoom or in person with each participant to determine if they want to move their existing account from Thrivent to LPL Financial.
- c. At the October Board Meeting, the Board of Directors approved the recommendation to allocate the \$22,052.00 Dixon Trust Funds towards the principal balance of our mortgage. Amber noted to the Committee that although I wrote myself several reminders, she did forget to make this transfer and will call Mbank on 11/20/2020 to ensure the allocation transfer is made and a copy of the transfer is added to our records.
- d. Joint Personnel/Finance Committee recommendation to approve a Holiday Bonus Budget for staff.
- e. 'Days Cash on Hand Report' The Board of Directors requested that Finance submit a 'Days Cash on Hand Report' as completed by previous Board Treasurer. Amber and Kristine are reviewing the previous reports submitted to determine best process to generate this report as it is not a Quickbooks generated report, and there is some confusion as to how this report was generated in the past. We will review the process, and work on submitting this report as requested by our December Board Meeting.
- f. Review of 2019 990 and 2019 Audit
 - i. Page 20 of our 2019 AFS states "Commercial real estate mortgage financed through a bank with a maximum draw amount of \$1,104,754. The note required interest-only payments at a rate of 2.95% through June 2019, then principal and interest payments of \$5,332 through an April 2024 balloon maturity. The note is secured by the new shelter building" It was our understanding our Building Loan was a 30 year loan, and Chris brought up a good question regarding the April 2024 balloon maturity date. On 7/27/18 Kathy Leone and Joan Mulder signed loan modification documents (located on Google Drive in MBank Commercial Mortgage folder). Our Loan Amortization document shows payments through 2043. Amber will reach out to our loan

specialist at MBank for some clarification regarding the terms of the loan in regards to the maturity date. We will also review during our 2019 Audit review with MTNHK.

Respectfully submitted,

Amber Talo

Chair

FUNDRAISING COMMITTEE Minutes
November 17th , 2020, 5:30 p.m.
Via Zoom

Upcoming/Ongoing Fundraisers:

1. Pet Calendar (Reva)
 - a. Most of the sales portion is done and sold 320 and 30 left for sale at the shelter
 - b. netted over \$25,000 for this Fundraiser once all is said and done
2. Holiday Lock up (Ann and Amber)
 - a. 19 celebrities signed up so far and looking for 1 more
 - b. goal is to raise \$500 each, Amber has all participants, Chris has the website all set up and made a money raising thermometer to show status of each person.
 - c. December 10th at the shelter from 4-8
 - d. Everything is all set and ready to roll
3. Chris Online Store update
 - a. All products are listed and out there
 - b. orders have been coming in
 - c. Ann went on TV6 to promote the online store today 11/17/20

Other Business:

1. Canister Report (Reva)
 - a. Report Attached
2. Budgets for 2021
3. Moving Forward
 - a. Austin mentioned just keeping your eyes open for new ways to generate funds because Covid is still lingering around.
 - b. Howl at the Moon

- i. Reva mentioned an idea of this fundraiser but we would have to look into this

4. Santa's Photos update

- a. Spoke with Mares-Z-Dotes and made the decision to not have the event this year.

5. Pop up store

- a. Mini pop up store from Ann
- b. Black Friday weekend only
- c. Contacting TV 6 on Monday to help promote it
 - i. Trying to sell those last 30 calendars at the pop up store

PERSONNEL COMMITTEE REPORT

November 2020

Due to Reva being unavailable, the committee did not hold a regular monthly meeting.

Lynn and Colleen interviewed two ED candidates via Zoom on November 12 and 13, 2020. The committee discussed the applicants and is following up with reference checks.

Met with Amber via Zoom to discuss bookkeeper position. The committee will work with Amber on a transition plan. A salary range was added to replace a set starting wage. This will be referred back to the board for approval.

Also discussed with Amber the feasibility of annual bonuses this year. Amber agreed bonuses were warranted and said the funds were available. She will advise the Finance Committee and report if there are any objections. Reva will prepare a recommendation to the board requesting a total of \$3,125 be allocated toward annual bonuses.

Colleen agreed to prepare three reports and recommendations for the upcoming board meeting regarding a social media policy, employee checklists, and inclusion of wording for vacation payout upon resignation or termination. The latter has been a benefit but it was discovered it was not in the written policies.

Respectfully submitted,

Reva Laituri

Chairperson

POLICY & BYLAWS COMMITTEE

Chaired by: Colleen Whitehead

Date: November 19th, 2020 10:00 am -11:50 am via Zoom

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

Discussion:

- Committee reviewed the condensed version of the Board Officer “position descriptions”. Discussion on each Officer and responsibilities. Colleen will make edits and revised document will be reviewed at our next meeting.
- Reviewed draft Board Actions Policy. Colleen to make additional edits, to be reviewed at next month’s P/B Committee meeting.
- Reviewed draft Annual Report Policy. Colleen to make additional edits, to be reviewed at next month’s P/B Committee meeting.
- Reviewed informational handout on the process for E-Votes. Discussion on additional information needed. Colleen will make additions and document will be reviewed at the next Committee meeting with the intent to provide to the Board at the December Board meeting.

Assignments:

- Colleen will provide revised draft documents for Committee review no later than December 11th.
- Social Media policy has been added as an Action Item for the November Board meeting.

Next Meeting:

- December 17th, 2020 at 10:00 a.m. Meetings are currently being held via Zoom, monthly meeting is usually the 3rd Thursday of each month.

VET CENTER – AD HOC COMMITTEE

Chaired by: Colleen Whitehead

Date: November 11th, 2020 5:00 pm – 6:00 pm via Zoom

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

Guest: Laura Rochefort

Discussion:

- Colleen reviewed final draft of the position description for the Veterinary Assistant / Technician presented for Committee review. The plan is to finalize draft at December Committee meeting with R&R for the December Board meeting agenda.
- Colleen reviewed two grants submitted - FY 2021 MDARD Grant proposal (request for Vet Center equipment) and the Best Friends Animal Society (request for Vet Center supplies, 75% salary cost of Vet Tech/Asst position and specialized surgeries).
- Discussion on other shelter programs that have veterinary services or visiting veterinarians. Jessi reviewed the processes and start up for Delta Animal Shelter (Escanaba) and Missaukee Humane Society (Lake City). Laura to provide local fee schedule information.
- Reviewed the current SOP status for the Vet Center. Reviewed list of possible policies and assignment of areas to develop for different Committee members. Laura to look into Pet Point templates. Scott, Colleen and Jessi to work on drafting different policies.
- Discussion of pending Vet Center equipment list and operational supplies list. Scott and Jessi will continue working on these documents.
- Discussion on the need for a business plan and possible templates to be used that may be specific to Vet Center operations and/or affiliated with shelter operations. Discussion on developing as a Strategic Plan versus a Business Plan. More discussion to be held at the December meeting. Kathi to look into draft plans/language.
- Discussion of Committee input on back-up generator needs and Vet Center requirements. Scott to contact possible vendors and touch base with Alex on facility specifications. Discussion to be continued at December Committee meeting.

Next Meeting:

- December 8th, 2020 via Zoom.