

# UPPER PENINSULA ANIMAL WELFARE SHELTER

## BOARD OF DIRECTORS MEETING

Monday, December 28, 2020 / 6 p.m. / Zoom / Upper Peninsula Animal Welfare Shelter

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### **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.

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### **Agenda**

1. Call to Order/Attendance
2. Approval of Agenda
3. Mission Moment
4. Approval of Minutes
  - a. November 23, 2020 Regular Meeting
5. Unfinished Business
  - a. Update on E.D. Search (Reva)
  - b. Report and Recommendation from Leslie Hurst re: Community Room Contract and Procedures
  - c. Report and Recommendation from the Personnel Committee re: Approval of Executive Director Position Description
6. New Business
  - a. Report and Recommendation from the Personnel Committee re: Approval of the Veterinary Assistant Position Description
  - b. Report and Recommendation from the Policy/Bylaw Committee re: Board Policy 13.0 Board Actions
  - c. Report and Recommendation from the Policy/Bylaw Committee re: Board Policy 14.0 UPAWS Annual Report
  - d. Report and Recommendation from the Policy/Bylaw Committee re: Board Policy 15.0 Board of Directors – Description of Duties
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 – did not meet
- 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) – no report
- h. Donor Development (Ad Hoc) (Leslie) – no report
- i. Vet Center Committee (Ad Hoc) – (Colleen) – did not meet
- j. IT Committee (Ad Hoc) (Chris) – written

12. Board Comment

13. Adjournment

Next Board Meeting Date: January 25, 2020

## UPPER PENINSULA ANIMAL WELFARE SHELTER BOARD OF DIRECTORS MEETING

Monday, November 23, 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 (unexcused)

**GUESTS:** Laura Provost (Makela Toutant Hill & Nardi PC), Paul Nardi (Makela Toutant Hill & Nardi PC)

1. Call to Order/Attendance: Meeting was called to order at 6:03 p.m.
2. Approval of Agenda: *Lynn made a motion, seconded by Chris, to amend and approve the agenda as follows:*
  - *Add #5.e. Generator Discussion*
  - *Add #6.a. Report and Recommendation from the Personnel Committee re: Amendment to Personnel Policies – Employee Retirement Benefits*  
*Motion passed with unanimous approval.*
3. Mission Moment: None.
4. Approval of Minutes:
  - a) October 26, 2020 Regular Meeting – *Colleen made a motion, seconded by Lynn, to amend and approve the September minutes as follows:*
    - *GUESTS – Correct spelling of Brian Hummel’s last name.*
    - *1. Call to Order/Attendance – Add “Normal Board Meeting was preceded by a closed work session.”*
    - *4. Public Comment – Correct spelling of Brian Hummel’s last name. Correct spelling of “UPAWS.”*
    - *12.f. Personal Committee Report – Change “Colleen” to “Reva.”*  
*Motion passed with unanimous consent.*
5. Unfinished Business:
  - a) Audit Presentation – The 2018 & 2019 audit was presented by Laura Provost accompanied by Paul Nardi of Makela Toutant Hill & Nardi PC. Reva questioned Note A: Land, Buildings, and Equipment, “The Shelter capitalizes all fixed assets valued greater than \$1,000,” asking if this could be a higher dollar amount. Paul answered yes but would not recommend going over \$2,500. Colleen questioned if vehicle depreciation was included in the “Depreciation Expense” item. Laura confirmed that it is. Reva also

questioned Note A: Recently Adopted Accounting Standard Update, “During the year ended December 31, 2019, the Shelter adopted Accounting Standards Update (ASU) 2018-08, *Not-For-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*,” stating that this update did not go through Board approval. Paul explained that this update would not need Board approval; these are part of Generally Accepted Accounting Principles (GAAP) that are frequently changed in Public Accounting. *Colleen made a motion, seconded by Lynn, to accept the 2018 & 2019 audit presented by Makela Toutant Hill & Nardi PC. Motion was passed with unanimous approval.*

- b) 990 – *Colleen made a motion, seconded by Alex, to accept Form 990 as presented. Motion was passed with unanimous consent.*
- c) Update on E.D. Search (Reva) – Reva told the Board that the Personnel Committee is still interviewing applicants with one candidate ready for 2<sup>nd</sup> interview with the Board. Colleen emailed and left voicemail to schedule a Zoom meeting for Wednesday evening or Friday afternoon of this week. No response yet. She will also plan a site visit if the Board is comfortable with moving forward.
- d) Report and Recommendation from the Personnel Committee RE: Amendment to Personnel Policies – Bookkeeper/Administrative Assistant Position: *Lynn made a motion, seconded by Amber, to accept the Amendment to Personnel Policies – Bookkeeper/Administrative Assistant Position as presented. Motion was passed with unanimous approval.*
- e) Generator Discussion – Alex stated that the electrical demands of the Vet Center are very small. He asked the Board if we want a generator to fulfill peak demand or average demand. The prices for the generators to fulfill demand are around \$72,000 and \$40,000, respectively, for the entire shelter. Lynn noted that Brian Hummel can set up a Memorandum of Understanding with a construction company to rent a generator if power is out versus buying one out right. Alex explained the differences with commercial generators and the difficulties with tying it into our electrical system. Alex added the probability of a company delivering a generator in emergency weather situations is slim. Alex will get quotes for all applicable generators and their output for Board discussion.

6. New Business:

- a) Report and Recommendation from the Personnel Committee re: Amendment to Personnel Policies – Employee Retirement Benefits – *Lynn made a motion, seconded by Chris, to accept the Amendment to Personnel Policies – Employee Retirement Benefits. Motion passed with unanimous approval.*
- b) Report and Recommendation from the Personnel Committee re: Amendment to Personnel Policies – Vacation Payout: *Amber made a motion, seconded by Brett, to accept the Amendment to Personnel Policies – Vacation Payout. Motion passed with unanimous consent.*
- c) Report and Recommendation from the Personnel Committee re: Amendment to Personnel Policies – New Employee Checklist and Separation Checklist: Chris noted to add G-Suite with email to the New Employee Checklist as we are starting to use the Drive more. Chris also noted to change “IT” to “Security Administrator” in both New Employee

Checklist and Separation Checklist. *Amber made a motion, seconded by Lynn, to accept the Amendment to Personnel Policies – New Employee Checklist and Separation Checklist as amended. Motion passed with unanimous approval.*

- d) Report and Recommendation from the Personnel Committee re: Amendment to Personnel Policies – Social Media Policy: *Colleen made a motion, seconded by Lynn, to accept the Amendment to Personnel Policies – Social Media Policy as presented. Motion passed with unanimous consent.*
- e) Report and Recommendation from the Personnel Committee re: Annual Bonuses – *Alex made a motion, seconded by Amber, to accept the recommendation regarding Annual Bonuses. Motion passed with unanimous approval.*
- f) Discussion of Cell Phone Booster Project – Chris explained to the Board that a cell phone signal booster cannot be installed outdoors due to an FCC regulation. Chris added that; however, a wireless receiver could be placed in the dog park to have a phone with a network for an outward call. The cost is \$1,200-\$1,500 for one phone. Chris will investigate wired versus wireless network costs with Range Telecommunications. Amber questioned whether a phone could be placed in the barn for emergency situations as there is little cell service. Chris answered that the barn is indoors so a cell phone booster could be installed. The price for the booster would be around \$900. Amber will look into Sally's Fund to cover some, or all, of the cost. Chris will look at other options and get updated pricing after the COVID-19 lockdown.
- g) Recommendation from Board Development – Appointment of Brian Hummel to fill vacancy expiring 2022: Leslie questioned where the best place Brian will fit in as a committee member. Colleen suggested the Strategic Planning Committee because of his experience with Red Cross and multi-agency planning. *Votes to appoint Brian Hummel were collected privately by Brett. Motion was passed with majority consent to appoint Brian Hummel to fill vacancy expiring in 2022.*

7. Communications – No communications.

8. President's Report – No comments.

9. Treasurer's Report:

- a) November Financial Reports – *Colleen made a motion, seconded by Alex, to approve the November Financial Reports as presented. Motion passed with unanimous approval.*

10. Shelter Operation Reports

- a. Community Relations/Volunteer Coordinator Report – Colleen asked if Ann will be ordering more to put on the online store for holiday shopping. Chris answered that no more merchandise will be ordered. Chris added that Ann has special items for the pop-up store only. Chris will start doing monthly reports for the Fundraising Committee.
- b. Stats – Lynn stated that she will add Year-to-Date numbers along with the monthly numbers in the Stats spreadsheet.

c. Additional Operation Reports – No comments.

11. Committee Reports

- a. Board Development Committee Report (Lynn) – Lynn will upload meeting minutes to Drive.
- 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 (Reva) – Written report submitted.
- g. Policy/Bylaw Committee Report (Colleen) – Written report submitted.
- h. Donor Development (Ad Hoc) (Leslie) – No report.
- i. Vet Center Committee (Ad Hoc) (Colleen) – Written report submitted.
- j. IT Committee (Ad Hoc) (Chris) – No report.

12. Board Comment – No comments.

13. Adjournment – *Collen made a motion, seconded by Lynn, to adjourn the meeting at 8:00 pm. Motion was passed with unanimous consent.*

Next Board Meeting Date: December 28<sup>th</sup>, 2020

Respectfully submitted,

Counter-signed,

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Brett Specker, Secretary

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Reva Laituri, President

Personnel Committee  
Report & Recommendation  
December 28, 2020

Recommendation to the UPAWS Board of Directors

The Personnel Committee is recommending the approval of the following UPAWS Position Description:

Executive Director

- Position Description is attached.
- The current Position Description was approved by the Personnel Committee in February 2019 but did not receive formal Board approval.



**UPPER PENINSULA ANIMAL WELFARE SHELTER  
POSITION DESCRIPTION**

<b>JOB TITLE</b>	<b>Executive Director (ED)</b>		
<b>EMPLOYEE NAME</b>	<b>Vacant</b>		
<b>FLSA STATUS</b>	<b>Exempt / Salaried</b>	<b>SALARY LEVEL</b>	<b>\$55,000- \$65,000 per year</b>
<b>STATUS</b>	<b>Full Time</b>	<b>LOCATION</b>	<b>Marquette County</b>
<b>REPORTS TO</b>	<b>Board of Directors</b>		

**POSITION SUMMARY:** The Executive Director for the Upper Peninsula Animal Welfare Shelter (UPAWS) works closely with, and reports to, the Board of Directors. Under the direction of the UPAWS Board of Directors, the Executive Director is responsible for the comprehensive and integrated management of all UPAWS services and programs. The Executive Director must have an understanding of the No-Kill movement as it is defined nationally. The Executive Director will serve as the key spokesperson and visible community leader of the organization and has the unique opportunity to influence a dynamic community-based organization.

**EDUCATIONAL AND QUALIFICATION REQUIREMENTS:** Bachelor's Degree Preferred and at least three to five years experience in non-profit management. Prior experience with public relations and marketing Preferred. Must have compassion and concern for the humane treatment and care of animals and have a clear understanding and commitment to UPAWS Mission and Vision. Must have knowledge and experience with business administration and strategic planning with a proven track record of success in fundraising, including donor outreach and grant writing. Must possess strong interpersonal and communication skills (both oral and written) and the ability to work effectively with a wide range of constituencies in a diverse community. Must have experience in personnel management and operating as a team to provide organizational leadership and direction of a non-profit organization, animal shelter, or similar entity; including skills in multi-tasking and project management in a fast paced, changing environment.

**ADDITIONAL SKILLS AND ABILITIES:** Experience with public speaking and presentations. Practical knowledge of animal welfare program systems and practices with a solid grounding in basic administrative management principles and practices. Knowledge of the fiscal management principles and practices in preparation of budget formulation, financial reports and familiarity with accounting principles and practices. Ability to establish priorities, maintain confidentiality, and work in collaboration with the Board, staff, the community and outside organizations. Ability to positively motivate and develop staff and volunteers and build consensus. Proficiency in computer applications, i.e., Microsoft Office and databases;

understanding of web-based applications and their utilizations and experience with "Basic Funder" or similar donor database software.

**KEY AREAS OF RESPONSIBILITY:**

- **Leadership and Management:** Lead and motivate the staff and volunteers in the implementation of the strategic plan, goals, and overall mission of UPAWS.
- **Community Relationships:** Build and maintain relationships with donors, volunteers, business sponsors, foundations, community groups, rescue organizations, local government officials and media sponsors.
- **Communication:** Ensure transparent and positive communication related to external relationships, social media, web presence, Board of Directors, Board Committees and staff.
- **Financial Management:** Ensure effective management of the annual operating budget and be accountable for budget expenditures.
- **Fund Development:** In coordination with the Board of Directors, develop and implement short and long term fundraising strategies and plans to support the organization's needs.
- **Advocacy:** Serve as the spokesperson for UPAWS, educating the public and advocating for the mission of UPAWS.
- **Strategy:** Work closely with the Board of Directors to develop a shared vision for the future of the organization, building understanding around the current mission and help develop appropriate goals and strategies to advance the mission of UPAWS.
- **Administration:** Provide administration and guidance for all organizational programs and activities and staff responsible for them including: all shelter programs, financial management, fundraising, community and public relations, animal advocacy and human resources.

**ESSENTIAL DUTIES** include the following: other related duties may be assigned by the Board of Directors:

- Work with the Board of Directors to develop a shared vision for the future of the organization, build understanding around the current mission, assist in the preparation and monitoring of the UPAWS Strategic Plan for the achievement of the UPAWS objectives and periodically review and evaluate the program services; lead the staff and volunteers in the implementation of the long and short range strategic planning and data gathering objectives in all relevant areas.
- Serve as the focal point for UPAWS to ensure mission objectives and initiatives are accomplished, measures accomplished against established standards and criteria. Provides program leadership through the specialized knowledge of strategic/master planning, grant writing, business management and organizational development.

- Serve as the liaison and maintain open, positive communication and relationships with the Board of Directors, staff, volunteers and the community at large.
- Prepare and develop monthly oral and written reports for the Board of Directors regarding organizational operations and make recommendations for change or improvement to operations; gather material and data for use by the Board of Directors and its committees in order to assist them in carrying out assigned tasks; evaluate shelter operations and programs and create reports for the Board of Directors reflecting the services and financial activities of UPAWS.
- Responsible for resource development and performing research necessary to seek funding sources (both government and private sources) to develop and submit proposals for funding of animal welfare and shelter related initiatives. Maintain records on the status of program reports, funding renewals, reporting requirements, and ensure timely completion of required documentation for funding agencies.
- Implement an annual fundraising plan that will address the immediate and long-term fundraising needs of the shelter; including grant planning and application processes. Coordinates events with the Fundraising Committee and expands revenue generating fundraising activities.
- Expand UPAWS fundraising and development capability through annual campaigns, special events, cultivating potential donors, bequests, planned giving, maintaining a presence on Guidestar, and other program development areas coordinated with the Board of Directors.
- Develop and maintain relationships with existing and prospective members and donors; including, but not limited to: individuals, corporations, foundations, community groups, rescue organizations, local government officials, and others.
- Approve solicitation methods through established solicitation priorities and strategies, solicit major gifts and participate in contacting selected prospects. Provide support, coaching and training to staff, board and designated volunteers for solicitations, recruit key volunteers and determine skills they require (PR, letter writing, grant writing, etc.) from volunteer base, create promotional materials.
- Assist the Board Treasurer and Shelter Manager in preparing an annual operating budget showing the expected revenue and expenditures as required by the Board of Directors, participate as a key liaison in budget and contract reviews, and exercise budget control over contracts and grants. Work with the staff, Finance Committee, and Board to ensure the organization operates within budget guidelines.
- Oversee the management of UPAWS personnel through the delegation of appropriate authority to Shelter Manager to supervise staff and volunteers; maintain a work environment that attracts, retains, and motivates a diverse, quality staff who support and promote the mission and goals of UPAWS; serve as a catalyst for effective teamwork among staff.
- Ensure 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.

- Represent UPAWS programs and point of view of the shelter to agencies, organizations, and the general public; publicize the activities of the shelter, its programs and goals.

**SUPERVISION EXERCISED:** Shelter Personnel

**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 and willing to work with sick, injured or potentially dangerous animals. Must be able to tolerate loud working conditions.

Personnel Committee  
Report & Recommendation  
December 28, 2020

Recommendation to the UPAWS Board of Directors

The Personnel Committee is recommending the approval of the following UPAWS Position Description:

Veterinary Technician/Assistant

- Position Description is attached.



**UPPER PENINSULA ANIMAL WELFARE SHELTER  
POSITION DESCRIPTION**

<b>JOB TITLE</b>	<b>Veterinary Technician/Assistant</b>		
<b>EMPLOYEE NAME</b>	<b>Vacant</b>		
<b>FLSA STATUS</b>	<b>Non-Exempt / Hourly</b>	<b>SALARY LEVEL</b>	<b>\$13.00 per hour</b>
<b>STATUS</b>	<b>Full Time</b>	<b>LOCATION</b>	<b>Marquette County</b>
<b>REPORTS TO</b>	<b>Executive Director</b>		

**POSITION SUMMARY:** The Veterinary Technician/Assistant position is responsible for the oversight and coordination of veterinary care for all animals at the UPAWS shelter.

**EDUCATIONAL AND QUALIFICATION REQUIREMENTS:** Licensed Veterinary Technician or a minimum of two years experience as a Veterinary Assistant. 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 and excellent animal handling skills, knowledge of standard medical veterinary equipment, ability to perform job duties and follow directions with minimal supervision, ability to handle multiple unrelated tasks simultaneously, tolerance for high level of noise and odors, ability to work as a part of team and work with diverse groups of people.

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

- Perform health exams which may include administering injections, performing venipuncture, taking vital signs of an animal and properly restraining animals (including fractious, nervous and overwhelmed animals).
- Responsible for the care and treatment of animals at UPAWS (including those animals placed in foster care) including administering medication, scheduling veterinary exams,

transporting animals to vet appointments, monitoring animal's health daily and working one-on-one with the veterinarians to develop a health plan for each animal.

- Responsible for the coordination of the UPAWS Volunteer Vet Program.
- Responsible for reviewing, vouchering (within Pet Point) and submitting for payment veterinary provider bills/invoices and invoices for medical supplies.
- Responsible for ordering medications, medical equipment, and medical supplies.
- Prepare and maintain medical records for all animals within the shelter. Ensure appropriate documentation is on file for abuse/neglect situation, including photographs.
- Perform laboratory procedures such as urinalysis, fecal exams, ear cytology or other applicable minor procedures.
- Perform routine procedures such as nail trims, microchip injections, anal gland expression, remove sutures and ear cleanings.
- Provide basic education to adopters on animal care, nutrition and special medical conditions requiring additional care.
- Recommend products for optimal wellness, such as vitamins and supplements, dental needs, flea control, etc.
- Maintain the exam room and equipment and supplies, including ordering, organizing and stocking of medications.
- Assist staff as needed with adoption of animals and coordination of facility transfers.
- Upon request, assist Animal Caregiver staff with feeding, providing fresh water, bathing, and any required specialized care for sheltered animals; may include the cleaning of appropriate animal care areas.
- Observe behavioral changes and health conditions regularly to avoid any illness, diseases and injuries. Provide medications or special diets as needed or as directed.
- Responsible for conducting and ensuring the completion of admission exams and administering medications as required.
- 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.
- 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.

**Approved: December 28, 2020**

Policy / Bylaw Committee  
Report & Recommendation  
December 28, 2020

Recommendation to the UPAWS Board of Directors

The Policy / Bylaws Committee is recommending the adoption of the attached UPAWS Board of Directors Policy: **13.0 Board Actions**, as presented, to be effective upon approval by the Board of Directors on December 28, 2020.

Respectfully Submitted;

Colleen C. Whitehead  
Chair, Policy/Bylaw Committee

## 13.0 Board Actions

- A. This policy shall govern the process used by the Board for any official actions that require documentation of record for Board decisions.
- B. The Board Bylaws and Board Policies & Procedures may be amended, altered, restated, changed, added to or repealed at any regular or special meeting by the affirmative vote of a majority of the Board.
- C. Written notice of any proposed amendment or change to the Board's Bylaws or Policies & Procedures must be provided to all Board members at least seven (7) calendar days prior to the monthly meeting.
- D. Closed Sessions may be held for discussion by the Board for official Board decisions related to UPAWS which require adherence to confidentiality. A motion to go into Closed Session must be by majority vote. Any and all discussions held or actions taken are to be considered confidential and all information shall remain within the confines of the meeting. The minutes from the Closed Session shall only be available for review by the members of the Board.
- E. Board Secretary shall note the purpose of the Closed Session and the outcome for the Regular Board Meeting Minutes. Regular Board Meeting minutes shall be kept permanently on file. Voting Ballots and Closed Session Meeting minutes shall be kept on file in accordance with (F).
- F. In December of each year, the Secretary shall delete the previous calendar years' Closed Session meeting minutes and Voting Ballots from both the Board files (hard copies) and the electronic versions (as posted to the UPAWS Google drive ). For example, in December 2020, all 2019 Closed Session minutes and Voting Ballots shall be deleted.
- G. Treasurer Report requires a formal motion to accept along with any discussion points.
- H. Written notice for Board action should submitted as a "Report and Recommendation" by the relevant Board member or responsible Board Committee.
  - a. The Report & Recommendation shall include both what is being recommended and the reason why the amendment has been recommended.
    - i. Board recommended changes to either the Bylaws or Policies and Procedures should be referred to the Policy and Bylaw Committee for further action.
    - ii. Board recommended changes to the Finance Policies should be referred to the Finance Committee for further action.
    - iii. Board recommended changes to the Personnel Policies should be referred to the Personnel Committee for further action.

- I. Any amendments to existing Board Policies and Procedures must receive final approval by the Board of Directors.

<b>EFFECTIVE:</b>	<b>REVISED DATE:</b>	<b>SUPERSEDES:</b>
<b>BOARD SIGNATURE:</b>		

Policy / Bylaw Committee  
Report & Recommendation  
December 28, 2020

Recommendation to the UPAWS Board of Directors

The Policy / Bylaws Committee is recommending the adoption of the attached UPAWS Board of Directors Policy: ***14.0 UPAWS Annual Report***, as presented, to be effective upon approval by the Board of Directors on December 28, 2020.

Respectfully Submitted;

Colleen C. Whitehead  
Chair, Policy/Bylaw Committee

## 14.0 UPAWS Annual Report

- A. The Board of Directors shall ensure the completion and distribution of an Annual Report which includes operations and activities of UPAWS throughout the fiscal year preceding the Annual Meeting.
- B. The Executive Director, under the direction of the Board of Directors, shall prepare the following information for inclusion in the Annual Report:
  - a. A summary of the activities of the prior fiscal year,
  - b. The financial condition of UPAWS (noted as utilizing unaudited financial reports),
  - c. The condition of the Shelter facility,
  - d. A summary of the services provided,
  - e. Any significant problems and accomplishments, and
  - f. Plans for the future.
- C. The Board of Directors shall review, revise and adopt the Annual Report for submittal to the community by March 31<sup>st</sup> of each year.
- D. Copies of the Annual Report shall be made available at the Shelter.
- E. Copies of the Annual Report shall also be made available to the general public via social media platforms, email and/or the UPAWS website.

<b>EFFECTIVE:</b>	<b>REVISED DATE:</b>	<b>SUPERSEDES:</b>
<b>BOARD SIGNATURE:</b>		

Policy / Bylaw Committee  
Report & Recommendation  
December 28, 2020

Recommendation to the UPAWS Board of Directors

The Policy / Bylaws Committee is recommending the adoption of the attached UPAWS Board of Directors Policy: ***15.0 Board of Directors: Officer Description of Duties***, as presented, to be effective upon approval by the Board of Directors on December 28, 2020.

Respectfully Submitted;

Colleen C. Whitehead  
Chair, Policy/Bylaw Committee

## **15.0 Board of Directors: Officer Description of Duties**

All Board Officers are accountable to the Board and, like any other members of the Board, have no authority to direct staff or act on matters outside the duties outlined in their elected position.

### **President**

The Board President is the chair of the Board and of the organization. As such, their main role is to support, promote and advocate for mission/vision of UPAWS. The President serves as the executive officer for UPAWS and, under the direction of the Board of Directors, shall have the power to perform all acts, execute and deliver all documents and take all steps that the President may deem necessary or desirable in order to effectuate the actions and policies of the Board.

### **Vice President**

The Vice-President is typically the successor to the President and shall assume all duties as outlined for the President, if needed.

### **Secretary**

The Secretary provides administrative support to the Board of Directors through the timely and accurate collection and sharing of information directly related to its' activities. The Secretary ensures that the Board is well informed and that its activities are well documented for the use of Board members.

### **Treasurer**

The Treasurer works closely with the Executive Director, Bookkeeper, Finance Committee and Board of Directors, to safeguard the organization's finances. The Treasurer is responsible for ensuring that effective financial systems and procedures have been established, are being consistently followed and are in line with best practice and legal requirements. It is important to note that although the Treasurer ensures that financial responsibilities are met, much of the work may be delegated to the Finance Committee, paid staff or volunteers.

**President** duties and responsibilities are as follows:

- A. Represent the Board of Directors at meetings throughout the State, as deemed necessary, and to report back to the Board of Directors about such meetings.
- B. Coordinate with the Directors to develop and present agenda(s) for all regular monthly Board meetings and convene Special Board meetings when required.
- C. Preside at all Board meetings, ensure UPAWS Bylaws are properly followed and ensure that there is a quorum at Board meetings. In this role, the President should keep order, be fair and impartial, protect the rights of all the members and allow for full discussion (even from minority voices) but implement majority decision or consensus.
- D. Ensure that the Board's directives are implemented and monitored.
- E. Does not vote on motions except in the case of a tie vote.
- F. Serves as the Chair of the Personnel Committee and as the direct supervisor of the Executive Director. As Committee Chair, the President is the liaison with shelter management and staff.
- G. Ensures that annual performance evaluations and reviews are completed for the ED and that Personnel Policies are reviewed and updated (if necessary) on an annual basis.
- H. On an annual basis, confirms or appoints Committee Chairpersons.
- I. Responsible for checking email for [president@upaws.org](mailto:president@upaws.org) on a consistent basis.
- J. If the Secretary is unable to attend a meeting where minutes or notes are to be taken, it is the President's responsibility to find an alternate.

**Vice President** duties and responsibilities are as follows:

- A. Represents the President, when requested, at meetings, and reports back to the Board of Directors about such meetings
- B. Acts in the capacity of the President, in absence of the President, and assumes all duties outlined above.
- C. Assist Board Officer's in the execution of their duties and responsibilities.
- D. Responsible for planning and facilitating the annual Board Retreat
- E. Serves as the Chair of the Board Development Committee. As Committee Chair, the Vice President shall mentor and provide orientation to UPAWS for new Board members.
- F. Responsible for checking email for [boarddev@upaws.org](mailto:boarddev@upaws.org) on a consistent basis.
- G. Responsible for ensuring the completion of an annual Board member evaluation, conducted in coordination with Board Development Committee.

**Secretary** duties and responsibilities are as follows:

- A. Maintain an up-to-date contact list of Board members, including Board member appointment dates, term of appointments and Board member bios.
- B. Forward most recent Board Bylaws and Board Member list to Executive Director and UPAWS legal counsel when amended.
- C. Maintain lists of Officers, Standing Committee Chairs and members of Standing and Ad Hoc Committees
- D. Responsible for the monthly Board meeting minutes through the accurate recording and distribution of the minutes of Board of Directors meetings. At a minimum, the minutes should reflect Board member attendance, all motions and decisions of meetings including specific

names of those abstaining from voting and a record of all corrections to a previous month's Board Meeting Minutes.

- E. Responsible for maintaining copies of Minutes for both monthly Board meetings and Closed or Special Session meetings (Closed Session minutes, confidential motions and/or votes are kept in sealed envelopes). After meeting minutes are approved, they should be signed and filed at the Shelter.
- F. Board packet materials/documents should be posted to the UPAWS website prior to each month's meeting and a hard copy brought to the monthly Board meeting.
- G. As requested, maintain and write external correspondence and ensure that requests made of the Board of Directors, or relevant to the governance of UPAWS, is reported and responded to in a timely manner.
- H. In the absence of the President and Vice President, chair Board meetings until the election of an alternate President.

**Treasurer** duties and responsibilities are as follows:

- A. Typically acts as an information and reference point for the Board, clarifying financial implications of proposals, confirming legal requirements, outlining the current financial status, and retrieving relevant documentation.
- B. Provides general financial oversight by presenting budgets, accounts and financial statements for review and approval by the Board of Directors.
- C. Ensures sufficient funds are available to cover operational and capital investment needs, appropriate financial systems and controls are in place, record-keeping and accounts meet the conditions of funders or statutory bodies and compliance with relevant legislation.
- D. Provides compliance oversight through working with designated staff about financial matters, identifies and mitigates risks to the organization's assets, data, and confidential information, monitors third party activities handling outsourced treasury functions and

maintains a calendar of filing requirements and deadlines and have clear assignments to help ensure they are met in a timely manner.

- E. Serves as Chair of the Finance Committee, responsible for:
  - a. Presenting revised financial forecasts based on actual revenue and spending identifying any variances between actual and budget, determining the reason for any discrepancies.
  - b. Advising the Board on the organization’s fundraising status to include ensuring compliant use of funds, fundraising and sales in relation to relevant legislation and effective monitoring and reporting of fundraising revenues.
  - c. Providing general financial management activities such as advising on financial implications of strategic and operational plans and the organization’s reserves and investment policy.
  
- F. Prepares accounts for audit and liaises with the auditor and presents accounts at the Annual Meeting and for the Annual Report.
  
- G. Manages UPAWS bank accounts through appropriate systems for bookkeeping – payroll, payables, receivables and petty cash; and ensuring proper records and documentation for staff handling funds.
  
- H. Provides general control of fixed assets and stock/annuities by ensuring appropriate records are kept and required insurances are in place.

<b>EFFECTIVE:</b>	<b>REVISED DATE:</b>	<b>SUPERSEDES:</b>
<b>BOARD SIGNATURE:</b>		

**PRESIDENT'S REPORT**  
**December 28, 2020**

Amber obtained the staff's holiday bonus gift cards, had the tee shirts printed and put together gift bags and brought everything out to shelter. Staff were very appreciative and Ann sent a thank you card to the board.

The solicitation letter is doing very well and has brought in over \$14,600 so far. The newsletter, which went out a little over a week later, has brought in another \$2,400. We are very lucky to have the level of support we do from our community.

For several years Walmart has been donating on a weekly basis pet food and supplies to the shelter, which is used for both the food bank and for animals in our care. We were recently contacted by Target who would also like to do the same. Supervisors are working out the details for pick up.

Respectfully submitted,  
*Reva Laituri*  
President

Upper Peninsula Animal Welfare Shelter, Inc.

YTD Budget to Actual 2020

November 2020

Ordinary Income/Expense	Nov 20	Budget	Jan - Nov 20	YTD Budget	Annual Budget
<b>Income</b>					
<b>4000 · SHELTER REVENUE</b>					
4005 · Pet Adoptions	6,792.50	7,666.66	58,758.85	84,333.34	92,000.00
4010 · Redeemed Animals	55.00	333.33	3,602.00	3,666.67	4,000.00
4017 · Dog Park	190.00	750.00	1,981.00	8,250.00	9,000.00
4018 · Rentals	0.00	200.00	0.00	2,200.00	2,400.00
4020 · Government Contracted Services	1,267.50	833.33	15,228.28	9,166.67	10,000.00
4025 · Restitutions/Investigations	0.00	0.00	0.00	0.00	0.00
4030 · Dog License Revenue	24.00	41.66	356.00	458.34	500.00
4031 · Microchipping	20.00	100.00	800.00	1,100.00	1,200.00
4032 · Nail Clipping	20.00	62.50	250.00	687.50	750.00
4033 · Community Spay/Neuter	0.00	416.66	4,030.00	4,583.34	5,000.00
4050 · Miscellaneous Services	0.00	50.00	512.00	550.00	600.00
4060 · Cremation Services Revenue	0.00	208.33	1,029.00	2,291.67	2,500.00
<b>Total 4000 · SHELTER REVENUE</b>	<b>8,369.00</b>	<b>10,662.47</b>	<b>86,547.13</b>	<b>117,287.53</b>	<b>127,950.00</b>
<b>4156 · GRANT REVENUE</b>					
4157 · General Grants	0.00	4,166.68	2,257.00	45,833.34	50,000.00
4156 · GRANT REVENUE - Other	0.00		0.00		
<b>Total 4156 · GRANT REVENUE</b>	<b>0.00</b>	<b>4,166.68</b>	<b>2,257.00</b>	<b>45,833.34</b>	<b>50,000.00</b>
<b>4200 · FUNDRAISING REVENUE</b>					
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	3,937.08	4,295.00
4140 · Canisters	789.15	850.00	6,582.68	9,350.00	10,200.00
4143 · Econo Receipts	0.00	625.00	5,168.61	6,875.00	7,500.00
4144 · Cause for Paws	0.00	1,500.00	1,514.00	1,500.00	25,500.00
4146 · Rummage Sale	0.00	0.00	0.00	0.00	0.00
4147 · Strut Your Mutt	437.92	0.00	6,593.72	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	0.00	0.00	3,142.00	4,000.00	4,000.00
4185 · Lights of Love	0.00	1,550.00	1,197.25	1,550.00	3,100.00
4197 · Calendar	0.00	897.33	30,393.73	9,870.67	10,768.00
4204 · MZD Santa Pics	0.00	0.00	0.00	0.00	3,080.00
4299 · Kennel Lock-up Fundraiser	9,895.96	5,000.00	9,895.96	5,000.00	10,000.00
4380 · Online Store Fundraiser	1,374.67	13,650.00	1,374.67	13,650.00	27,300.00
<b>Total 4200 · FUNDRAISING REVENUE</b>	<b>12,497.70</b>	<b>24,430.25</b>	<b>92,918.90</b>	<b>105,827.75</b>	<b>155,838.00</b>
<b>43400 · DIRECT PUBLIC SUPPORT</b>					
4006 · Pet Care Sponsorship	1,448.21	916.66	6,701.69	10,083.34	11,000.00
4008 · Pet Promotion Sponsorship	0.00	116.66	365.00	1,283.34	1,400.00
4109 · Pink Lady	45.00	500.00	3,050.00	5,500.00	6,000.00
4110 · Donations	4,500.42	10,416.68	83,143.98	114,583.32	125,000.00
4120 · Special Gifts	447.00	958.33	9,189.16	10,541.67	11,500.00
4123 · Memorial Bricks/Tiles	0.00	625.00	984.00	6,875.00	7,500.00
4125 · Donated Svs/Material In Kind	2,831.00	0.00	33,064.50	0.00	0.00
4130 · Memorials/Honorariums	2,567.50	4,166.66	36,922.70	45,833.34	50,000.00

## Upper Peninsula Animal Welfare Shelter, Inc.

## YTD Budget to Actual 2020

November 2020

	<u>Nov 20</u>	<u>Budget</u>	<u>Jan - Nov 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
4132 · Deb's Dog Revenue	50.00	125.00	2,055.00	1,375.00	1,500.00
4135 · Bequests	0.00	0.00	26,588.34	0.00	0.00
4152 · Direct Solicitations	2,365.00	3,333.33	42,157.00	36,666.63	40,000.00
4188 · Naming Opportunities	0.00	6,333.33	500.00	69,666.63	76,000.00
<b>Total 43400 · DIRECT PUBLIC SUPPORT</b>	<b>14,254.13</b>	<b>27,491.65</b>	<b>244,721.37</b>	<b>302,408.27</b>	<b>329,900.00</b>
<b>4500 · OTHER Revenue</b>					
4112 · Kids Club	0.00	116.66	100.00	1,283.34	1,400.00
4201 · Home2Home	0.00	12.50	100.00	137.50	150.00
4205 · Resale Items Revenue	3,620.40	2,916.67	11,467.59	32,083.33	35,000.00
4215 · Interest Revenue	1.36	4.00	16.20	44.00	48.00
4220 · Miscellaneous Revenue	188.23	0.00	817.30	0.00	0.00
4221 · Endowment Fund Earnings	0.00	416.66	0.00	4,583.34	5,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	541.66	15,880.29	5,958.34	6,500.00
4227 · Distribution from Dixon Estate	0.00	933.33	10,479.49	10,266.67	11,200.00
<b>Total 4500 · OTHER Revenue</b>	<b>3,809.99</b>	<b>4,941.48</b>	<b>38,860.87</b>	<b>54,356.52</b>	<b>59,298.00</b>
46000 · Merchandise Sales	0.00		0.00		
48600 · Service Sales	0.00		0.00		
<b>Total Income</b>	<b>38,930.82</b>	<b>71,692.53</b>	<b>465,305.27</b>	<b>625,713.41</b>	<b>722,986.00</b>
<b>Gross Profit</b>	<b>38,930.82</b>	<b>71,692.53</b>	<b>465,305.27</b>	<b>625,713.41</b>	<b>722,986.00</b>
<b>Expense</b>					
<b>5000 · Employee Expense</b>					
5200 · Payroll Expenses	11.08		332.63		
5201 · Wages & Salaries	18,335.10	25,942.58	186,052.19	285,368.44	311,311.00
5225 · Simple Plan Employer	(294.55)	106.21	589.65	1,168.31	1,274.52
5230 · Michigan Unemployment Payable	1.99	105.00	129.25	1,155.00	1,260.00
5235 · Employer Social Security	1,136.42	1,608.44	11,534.99	17,692.84	19,301.28
5240 · Employer Medicare	265.85	376.17	2,697.49	4,137.83	4,514.00
5245 · Worker's Compensation	271.00	274.66	6,436.00	3,021.34	3,296.00
<b>Total 5000 · Employee Expense</b>	<b>19,726.89</b>	<b>28,413.06</b>	<b>207,772.20</b>	<b>312,543.76</b>	<b>340,956.80</b>
<b>5500 · OPERATING EXPENSE</b>					
5009 · Phone/Network Access	45.00	234.83	3,073.92	2,583.17	2,818.00
5011 · Merchant Service Fees	761.96	500.00	5,150.53	5,500.00	6,000.00
5012 · Bank Service Charges	10.00	10.00	156.61	110.00	120.00
5013 · Paypal Fees	5.59	45.00	73.59	495.00	540.00
5014 · Square Fees	119.34		1,173.76		
5050 · Utilities	1,347.70	3,000.00	24,866.71	33,000.00	36,000.00
5100 · Cleaning Supplies	242.10	300.00	4,980.59	3,300.00	3,600.00
5102 · Animal Supplies/Equipment	463.36	250.00	3,427.99	2,750.00	3,000.00
5105 · Repairs/Maintenance	376.67	500.00	6,824.81	5,500.00	6,000.00
5106 · Garbage/Snow Removal	0.00	900.00	6,163.18	9,000.00	10,000.00
5115 · Office Supplies/Postage	82.64	506.25	2,979.00	5,568.75	6,075.00
5117 · Community Spay/Neuter	0.00	833.33	3,752.50	9,166.67	10,000.00
5120 · Building/Auto Insurance	0.00	709.66	10,071.32	7,806.34	8,516.00
5125 · Food	1,053.00	708.33	14,631.32	7,791.67	8,500.00
5127 · Microchips	6,210.00	750.00	9,352.99	8,250.00	9,000.00
5130 · Medical Supplies-Vaccines	493.50	1,833.33	9,146.99	20,166.67	22,000.00

## Upper Peninsula Animal Welfare Shelter, Inc.

## YTD Budget to Actual 2020

November 2020

	<u>Nov 20</u>	<u>Budget</u>	<u>Jan - Nov 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5135 · Vet Care	113.50	5,416.00	42,771.79	59,576.00	65,000.00
5140 · Spay & Neuter Expense	108.00	2,166.66	22,074.99	23,833.34	26,000.00
5145 · Vehicle	0.00	250.00	688.17	2,750.00	3,000.00
5146 · Dog License Expense	12.00	16.60	416.00	183.40	200.00
5150 · Mileage	0.00	62.50	156.65	687.50	750.00
5165 · Cash over/short	(0.82)		(44.27)		
5180 · Donated Services/Materials	0.00		2,100.00		
5183 · Deb's Dog Expense	30.00	100.00	825.82	1,100.00	1,200.00
5350 · Subcontracted Services	0.00		1,461.24		
5530 · Cremation Services Expense	160.00	166.66	1,801.00	1,833.34	2,000.00
6138 · Pink Lady Expense	0.00	500.00	3,504.96	5,500.00	6,000.00
6524 · Dog Park	33.86	175.00	728.63	1,925.00	2,100.00
6528 · Rentals	0.00	0.00	0.00	0.00	0.00
6539 · Computer Software	741.12	83.33	1,581.85	916.67	1,000.00
6565 · IT Consulting	0.00	375.00	642.00	4,125.00	4,500.00
<b>Total 5500 · OPERATING EXPENSE</b>	<b>12,408.52</b>	<b>20,392.48</b>	<b>184,534.64</b>	<b>223,418.52</b>	<b>243,919.00</b>
<b>5550 · GRANT EXPENSE</b>					
5551 · General Grants	0.00	416.66	799.89	4,583.34	5,000.00
5550 · GRANT EXPENSE - Other	0.00		500.00		
<b>Total 5550 · GRANT EXPENSE</b>	<b>0.00</b>	<b>416.66</b>	<b>1,299.89</b>	<b>4,583.34</b>	<b>5,000.00</b>
<b>5600 · FUNDRAISING EXPENSE</b>					
5299 · Kennel Lock-up EXPENSE	44.04	500.00	44.04	500.00	1,000.00
5603 · MZD Santa Pics Expense	0.00	0.00	0.00	0.00	30.00
6307 · Calendar Expense	807.53	252.12	4,005.34	2,772.92	3,025.00
6308 · Wash & Wag Expense	0.00	0.00	140.00	455.00	455.00
6311 · Cause for Paws Expense	0.00	7,000.00	196.00	7,000.00	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	847.92	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	50.00	0.00	50.00	100.00
6550 · Strut Your Mutt Expense	(150.00)	0.00	302.52	4,965.00	4,965.00
6551 · Canisters Expense	0.00	16.66	0.00	183.34	200.00
7580 · Online Store Expense	8,304.89	5,460.33	8,807.26	10,920.66	16,380.99
<b>Total 5600 · FUNDRAISING EXPENSE</b>	<b>9,006.46</b>	<b>13,356.19</b>	<b>23,216.45</b>	<b>41,101.17</b>	<b>47,487.32</b>
59900 · POS Inventory Adjustments	0.00		0.00		
<b>6000 · OTHER EXPENSE</b>					
5142 · Volunteer Program	0.00	166.67	609.92	1,833.33	2,000.00
6313 · Direct Solicitations	0.00	800.00	3,885.21	8,800.00	9,600.00
6503 · Community Outreach	74.57	176.66	554.34	1,943.34	2,120.00
6504 · Memorial Bricks/Tiles	0.00	316.66	3,536.57	3,483.34	3,800.00
6505 · Professional Fees	2,066.00	1,333.33	30,433.30	14,666.67	16,000.00
6510 · Publications	0.00	1,125.00	4,870.11	12,375.00	13,500.00
6511 · Pet Promotion Expense	163.41	291.66	2,405.75	3,208.34	3,500.00

## Upper Peninsula Animal Welfare Shelter, Inc.

## YTD Budget to Actual 2020

November 2020

	<u>Nov 20</u>	<u>Budget</u>	<u>Jan - Nov 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
6515 · Promotions & Advertising	26.14	311.33	554.52	3,424.63	3,736.00
6523 · Kids Club	0.00	84.16	69.99	925.84	1,010.00
6525 · Resale Items Expense					
5129 · Employee Uniforms	270.00	25.00	356.50	275.00	300.00
6525 · Resale Items Expense - Other	1,384.72	1,833.33	9,292.86	20,166.63	22,000.00
<b>Total 6525 · Resale Items Expense</b>	<b>1,654.72</b>	<b>1,858.33</b>	<b>9,649.36</b>	<b>20,441.63</b>	<b>22,300.00</b>
6530 · Conferences	0.00	166.68	44.00	1,833.32	2,000.00
6532 · Donor Development	0.00	130.00	0.00	1,430.00	1,560.00
6535 · Licenses, Dues, Permits & Fees	0.00	125.00	254.00	1,375.00	1,500.00
6540 · Miscellaneous Expense	0.00	100.00	2,699.17	1,100.00	1,200.00
6561 · Investment Expense	0.00	0.00	10,427.50	0.00	0.00
6590 · Mortgage Fees/Interest	2,687.34	2,699.92	29,577.30	29,627.99	32,234.35
6688 · Naming Opportunity Expense	0.00	20.00	663.00	220.00	240.00
<b>Total 6000 · OTHER EXPENSE</b>	<b>6,672.18</b>	<b>9,705.40</b>	<b>100,234.04</b>	<b>106,688.43</b>	<b>116,300.35</b>
6548 · Bad Debt Expense	40.00		70.00		
<b>Total Expense</b>	<b>47,854.05</b>	<b>72,283.79</b>	<b>517,127.22</b>	<b>688,335.22</b>	<b>753,663.47</b>
<b>Net Ordinary Income</b>	<b>(8,923.23)</b>	<b>(591.26)</b>	<b>(51,821.95)</b>	<b>(62,621.81)</b>	<b>(30,677.47)</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
4226 · Change in Value-Dixon Trust	0.00		8,862.96		
4300 · Unrealized Gain/Loss	19,189.35		(1,788.31)		
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)		
<b>Total 7300 · New Shelter</b>	<b>0.00</b>		<b>(4,271.97)</b>		
7400 · SALLY'S FUND					
4218 · Sally's Fund Revenue	1,963.68	75.00	10,315.68	3,825.00	3,900.00
6518 · Sally's Fund Expense	(625.35)	0.00	(7,284.79)	(375.00)	(375.00)
<b>Total 7400 · SALLY'S FUND</b>	<b>1,338.33</b>	<b>75.00</b>	<b>3,030.89</b>	<b>3,450.00</b>	<b>3,525.00</b>
7800 · COMMUNITY SPAY/NEUTER					
4210 · Community Spay/Neuter Revenue	50.00		50.00		
<b>Total 7800 · COMMUNITY SPAY/NEUTER</b>	<b>50.00</b>		<b>50.00</b>		
<b>Total 4400 · RESTRICTED REVENUE</b>	<b>1,388.33</b>	<b>75.00</b>	<b>(1,191.08)</b>	<b>3,450.00</b>	<b>3,525.00</b>
8000 · Reading Program Revenue	0.00	0.00	1,812.47	1,990.00	1,990.00
<b>Total Other Income</b>	<b>20,577.68</b>	<b>75.00</b>	<b>7,696.04</b>	<b>5,440.00</b>	<b>5,515.00</b>
<b>Other Expense</b>					
8001 · Reading Program Expense	0.00	0.00	2,991.11	(2,990.00)	(2,990.00)
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>2,991.11</b>	<b>(2,990.00)</b>	<b>(2,990.00)</b>
<b>Net Other Income</b>	<b>20,577.68</b>	<b>75.00</b>	<b>4,704.93</b>	<b>8,430.00</b>	<b>8,505.00</b>
<b>Net Income</b>	<b>11,654.45</b>	<b>(516.26)</b>	<b>(47,117.02)</b>	<b>(54,191.81)</b>	<b>(22,172.47)</b>

## Upper Peninsula Animal Welfare Shelter, Inc.

## Statement of Financial Position

As of November 30, 2020

	<u>Nov 30, 20</u>	<u>Nov 30, 19</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1010 · mBank Checking	143,880.57	128,493.02	15,387.55
1011 · mBank General Savings	234,465.73	234,525.73	(60.00)
1012 · mBank Sally's Fund Savings	20,204.56	16,024.33	4,180.23
1013 · mBank Captial Campaign Checking	67,332.87	108,073.68	(40,740.81)
1016 · mBank Capital Campaign Savings	32,018.55	32,002.45	16.10
1070 · PayPal account	60.51	1,128.06	(1,067.55)
1090 · Cash in Drawer	150.00	11,376.14	(11,226.14)
<b>Total Checking/Savings</b>	<u>498,112.79</u>	<u>531,623.41</u>	<u>(33,510.62)</u>
<b>Accounts Receivable</b>			
1200 · *Accounts Receivable	502.00	502.00	0.00
1524 · Capital Campaign Pledges	51,420.00	89,975.00	(38,555.00)
<b>Total Accounts Receivable</b>	<u>51,922.00</u>	<u>90,477.00</u>	<u>(38,555.00)</u>
<b>Other Current Assets</b>			
1080 · Petty Cash	400.00	400.00	0.00
12100 · Inventory Asset	9.73	1,242.34	(1,232.61)
1499 · Undeposited Funds	149.26	1,861.85	(1,712.59)
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)
<b>Total Other Current Assets</b>	<u>(11,252.42)</u>	<u>3,589,114.18</u>	<u>(3,600,366.60)</u>
<b>Total Current Assets</b>	<u>538,782.37</u>	<u>4,211,214.59</u>	<u>(3,672,432.22)</u>
<b>Fixed Assets</b>			
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	44,792.00	0.00
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	(121,006.30)	(27,258.30)	(93,748.00)
<b>Total Fixed Assets</b>	<u>3,676,933.12</u>	<u>143,454.93</u>	<u>3,533,478.19</u>
<b>Other Assets</b>			
1074 · WF Endowment Fund Investments	267,054.91	242,970.93	24,083.98
1700 · Beneficial Interest in MCCF	101,700.19	101,700.19	0.00
1702 · Beneficial Interest-Dixon Trust	629,575.79	629,660.15	(84.36)
9999 · Point of Sale General Asset	(12.00)	10.00	(22.00)

## Upper Peninsula Animal Welfare Shelter, Inc.

## Statement of Financial Position

As of November 30, 2020

	Nov 30, 20	Nov 30, 19	\$ Change
Total Other Assets	998,318.89	974,341.27	23,977.62
<b>TOTAL ASSETS</b>	<b>5,214,034.38</b>	<b>5,329,010.79</b>	<b>(114,976.41)</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2001 - *Accounts Payable	6,909.05	3,965.80	2,943.25
<b>Total Accounts Payable</b>	6,909.05	3,965.80	2,943.25
<b>Other Current Liabilities</b>			
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	563.60	525.03	38.57
2102 - Medicare and SS Payable	1,596.55	1,336.37	260.18
2103 - Michigan W/H Payable	1,923.09	1,572.24	350.85
2104 - Suta Tax Payable	81.81	80.57	1.24
2108 - AFLAC pre-tax	(59.43)	121.68	(181.11)
2111 - Simple Plan Payable	1,468.00	1,077.11	390.89
2100 - Payroll Liabilities - Other	7,650.45	103.40	7,547.05
<b>Total 2100 - Payroll Liabilities</b>	13,224.07	4,816.40	8,407.67
2330 - N/P Mbank PPP Proceeds	54,300.00	0.00	54,300.00
2550 - Sales Tax Payable	39.83	339.14	(299.31)
<b>Total Other Current Liabilities</b>	72,618.98	67,875.95	4,743.03
<b>Total Current Liabilities</b>	79,528.03	71,841.75	7,686.28
<b>Long Term Liabilities</b>			
2300 - Mortgage-New Shelter	1,033,284.58	1,087,067.19	(53,782.61)
<b>Total Long Term Liabilities</b>	1,033,284.58	1,087,067.19	(53,782.61)
<b>Total Liabilities</b>	1,112,812.61	1,158,908.94	(46,096.33)
<b>Equity</b>			
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	2,527,463.34	2,379,995.79	147,467.55
Net Income	(47,117.02)	169,230.61	(216,347.63)
<b>Total Equity</b>	4,101,221.77	4,170,101.85	(68,880.08)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,214,034.38</b>	<b>5,329,010.79</b>	<b>(114,976.41)</b>

**Upper Peninsula Animal Welfare Shelter, Inc.**  
**A/P Aging Summary 2020**  
As of November 30, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
906 Technologies	45.00	0.00	0.00	0.00	0.00	45.00
Ann Brownell	247.41	0.00	0.00	0.00	0.00	247.41
Bayshore Vet Associates	135.20	0.00	0.00	0.00	0.00	135.20
Bayshore Veterinary Hospital	221.50	0.00	0.00	0.00	0.00	221.50
Choice Propane	499.27	0.00	0.00	0.00	0.00	499.27
ChoiceScreening	60.00	0.00	0.00	0.00	0.00	60.00
DEX YP	26.14	0.00	0.00	0.00	0.00	26.14
LACOSSE & ACCOCIATES CPA PC	540.00	0.00	0.00	0.00	0.00	540.00
Leah Schultz	0.00	0.00	0.00	(50.00)	0.00	(50.00)
Mares -Z- Doats Feed	140.32	0.00	0.00	0.00	0.00	140.32
Midwest Cremation Services	160.00	0.00	0.00	0.00	0.00	160.00
PetHealth Services, Inc.	3,105.00	0.00	0.00	0.00	0.00	3,105.00
Super One Foods - Marquette	330.46	0.00	0.00	0.00	0.00	330.46
Visa	179.75	0.00	0.00	0.00	0.00	179.75
Yooper Shirts	1,269.00	0.00	0.00	0.00	0.00	1,269.00
<b>TOTAL</b>	<b><u>6,959.05</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(50.00)</u></b>	<b><u>0.00</u></b>	<b><u>6,909.05</u></b>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
1st of the Month Donors	0.00	0.00	0.00	0.00	(575.00)	(575.00)
Amber Talo	0.00	0.00	0.00	0.00	2,650.00	2,650.00
Bob & Crystal Swanson	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Carolyn & Bob Myers	0.00	0.00	0.00	0.00	9,950.00	9,950.00
Colleen C. Whitehead	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Gary & Linda Dionne	0.00	0.00	0.00	0.00	0.00	0.00
Hall Construcion	0.00	0.00	0.00	0.00	0.00	0.00
Kathi Fosburg1	0.00	0.00	0.00	0.00	620.00	620.00
Kori & Byron Tossava	0.00	0.00	0.00	0.00	5,400.00	5,400.00
Lynn Andronis	0.00	0.00	0.00	0.00	1,850.00	1,850.00
Marquette City	0.00	0.00	0.00	0.00	365.50	365.50
mBank (Customer)	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Michelle Dillinger	0.00	0.00	0.00	0.00	3,200.00	3,200.00
MTHNK, P.C.	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Nancy Wiseman-Seminoff	0.00	0.00	0.00	0.00	0.00	0.00
Negaunee City Police	0.00	0.00	0.00	0.00	136.50	136.50
Paul, Kathy & Austin Nardi	0.00	0.00	0.00	0.00	0.00	0.00
Reva V Laituri	0.00	0.00	0.00	0.00	1,575.00	1,575.00
Richard Storti	0.00	0.00	0.00	0.00	200.00	200.00
Rita Svetly	0.00	0.00	0.00	0.00	200.00	200.00
Swick, Tom & Lynn	0.00	0.00	0.00	0.00	0.00	0.00
Theresa Sell	0.00	0.00	0.00	0.00	11,850.00	11,850.00
Tom & Kathy Leone	0.00	0.00	0.00	0.00	4,000.00	4,000.00
TruNorth Federal Credit Union	0.00	0.00	0.00	0.00	500.00	500.00
<b>TOTAL</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>51,922.00</u></b>	<b><u>51,922.00</u></b>

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

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Clr</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
<b>43400 - DIRECT PUBLIC SUPPORT</b>									
<b>4125 - Donated Svcs/Material In Kind</b>									
	General Journal	11/30/2020	in kind	Lacoste Nov			6505 - Professional Fees	1,260.00	1,260.00
	General Journal	11/30/2020	in kind	November in kind			5100 - Cleaning Supplies	1,571.00	2,831.00
	Total 4125 - Donated Svcs/Material In Kind							<u>2,831.00</u>	<u>2,831.00</u>
	Total 43400 - DIRECT PUBLIC SUPPORT							<u>2,831.00</u>	<u>2,831.00</u>
<b>TOTAL</b>								<b><u>2,831.00</u></b>	<b><u>2,831.00</u></b>

UPAWS

Key

Days Cash On Hand

	2012	2013	2014	2015	2016	2017	2018	2019	2020 ytd	
Cash Less Restricted Funds	\$ 147,882.00	\$ 146,529.00	\$ 191,970.00	\$ 152,858.00	\$ 201,661.55	\$ 215,192.09	\$ 311,797.49	\$ 415,591.49	367,806.39	Current Assets less capital campaign assets
Total annual expense	\$ 451,620.63	\$ 431,923.23	\$ 520,354.25	\$ 576,669.00	\$ 602,450.00	\$ 536,174.67	\$ 521,136.55	\$ 741,157.74	\$753,663.47	total expense budget for year
Daily expense	\$ 1,237.32	\$ 1,183.35	\$ 1,425.63	\$ 1,579.92	\$ 1,650.55	\$ 1,468.97	\$ 1,427.77	\$ 2,030.57	\$2,064.83	total annual expense divided by 365
Days cash on hand for shelter expenses (cash & equiv. less restricted for Sally's Fund and Capital Campaign / daily expense)	120	124	135	97	122	146	218	205	178	cash less restricted funds divided by daily expense

May 31 FYE Internal Statements 2012-2016

Budgeted annual expense for 2017

Budgeted annual expense for 2018

Budgeted annual expense for 2019

\*\*NFKT- Cash less restricted = General Savings + General Checking + A/R + Petty Cash+Paypal+square+cash in drawer+undeposited funds

## Volunteer & Community Outreach Coordinator Report DECEMBER 2020

- Foster Volunteers: Three applications, all fulfilled online video orientations.
- Bissell Pet Foundation Holiday National Empty the Shelters Event (5<sup>TH</sup> one): December 9-13. 7 adult cats and 2 adult dogs adopted under the promo. I fulfilled all mandatory requirements.
- Giving Tuesday: Put together campaign. \$1,126 was raised (plus that will have a matching boost from Facebook)
- Holiday Solicitation Mailing: Mailed December 3<sup>rd</sup>. Getting a good response.
- Pet Gazette Holiday Newsletter: Mailed December 9<sup>th</sup>.
- MyEmma: Multiple mailings for Online Store, Giving Tuesday, Pop-Up and Pet Gazette.
- RETAIL: Ordered new apparel and items for Holiday Pop Up Store and our retail area. On a side note, the Holiday Pop-Up Store was opened again in December 17, 18,19, 22, 23 (basically Noon-5pm). It surprising was a pretty good fundraiser. The actual Pop-Up Store part I did as a volunteer.
- Website, Social Media: Posting, upkeep, help with making new pages, advertising daily.
- Pet Promos: Photos & bios, advertising.
- Media: TV6, ABC10, and TV3, Sunny 102 did stories Holiday Online Store, and Bissell Pet Adoption Event. Radio Results did an interview on multiple stories and features.
- Read with UPAWS:

Made three more **Read with UPAWS** virtual video storytelling books to complete 2020.

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

Ann Brownell – December 26, 2020

November 2020	<5 mos.		<5 mos.		OTHER	TOTAL	
	DOGS	PUPS	CATS	KITS			
<b>Beginning Count</b>	11	1	29	49	23	113	
<b>INTAKE</b>							<b>YTD</b>
Owner Surrender	8	0	8	3	17	36	420
Returned Adoption	1	0	0	1	0	2	30
Stray (from Police, Public and Shelter Pickup)	4	0	7	3	2	16	275
Born in Care	0	0	0	5	0	5	21
Transferred from Other Shelters	0	0	1	0	0	1	113
Special Hold	1	0	0	0	0	1	6
Seized/Custody (Cruelty & Neglect)	0	0	0	0	0	0	15
<b>Total Intakes</b>	<b>14</b>	<b>0</b>	<b>16</b>	<b>12</b>	<b>19</b>	<b>61</b>	<b>880</b>

### OUTCOMES

Adoptions (shelter, foster home or special event)	12	0	31	26	14	83	783
<b>Total Adoptions YTD</b>	<b>148</b>	<b>22</b>	<b>348</b>	<b>148</b>	<b>117</b>	<b>783</b>	
Returned to Owner	4	0	1	0	2	7	159
Transferred to Rescue Groups/Shelters	0	0	0	0	12	12	35
<b>Total Live Outcomes</b>	<b>16</b>	<b>0</b>	<b>32</b>	<b>26</b>	<b>28</b>	<b>102</b>	<b>914</b>

### EUTHANIZED/DEATHS/MISSING/STOLEN

Dangerous	1	0	0	0	0	1	9
Dying	0	0	0	0	0	0	8
Animal's Name and Reason	Janice: Dangerous						
<b>TOTAL ANIMALS EUTHANIZED</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>17</b>
Died at shelter/foster home - Unknown	0	0	0	2	0	2	7
Missing/Stolen/Escaped/DOA	0	0	0	0	0	0	1
Animal's Name and Reason							
<b>Total Euth/Died/Other Outcomes</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>25</b>
<b>Ending Count</b>	<b>8</b>	<b>1</b>	<b>13</b>	<b>33</b>	<b>14</b>	<b>69</b>	
Manual Count	8	1	13	33	14		
<b>SAVE RATE (Intake- Euthanasia Outcome)/Intake</b>						<b>98.4%</b>	<b>98.1%</b>
<b>ASPCA Live Release Rate (Live Outcomes/ Intake)</b>						<b>167.2%</b>	<b>103.9%</b>

### OTHER INFO

	Dogs	Cats
Avg. Length of Stay	8.1	25.2
Monthly Return Rate (returns/adoptions)	8%	0%

<b>NOV 2020 - CLINIC SERVICES - incomplete</b>	<b>DOGS</b>	<b>CATS</b>	<b>OTHER</b>	<b>TOTAL</b>	<b>YTD</b>
Owner Requested Euthanasia	0	0	0	0	7
Bite Hold (for Owner)	0	0	0	0	0
Spay/Day	0	0	0	0	62
Community Spay/Neuter (Spay It Forward)	1	0	0	1	15
Microchipping	0	1	0	1	37
Domestic Violence	1	0	0	1	5
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	4	0	0	4	43
Service - Home 2 Home	3	0	2	5	17
Service - Nailtrims	0	0	0	0	15
Service - Dog Licenses	2	0	0	2	14
Service - Cremation Services	0	0	3	3	12
<b>Total</b>	<b>11</b>	<b>1</b>	<b>5</b>	<b>17</b>	<b>227</b>

**UPAWS**  
**Board Development Committee Meeting Minutes**  
December 10, 2020

1. We have received official notification that Austin will be resigning from the board. Currently, we have 3 vacant positions; all expiring in 2023.
2. Board Matrix: I still have not received input from all the board members on this document and the matrix is incomplete. I have attached the draft as it stands at this point.
3. OTHER TOPICS DISCUSSED/REVIEWED
  - a. Exit Interviews – (for Scott) Due to the COVID restrictions, Crystal and Linda will handle this via Zoom. Kathi will set up the meeting for them and notify them once a date/time has been established.
  - b. Discussion with newer board members – Brett, Chris, Leslie, Austin (all elected or appointed in 2019) We will discuss this further at our January meeting.
  - c. Board Committees and Members List needs to be updated (in process). Lynn will finalize the list and distribute it to committee members and board.
  - d. Board Evaluation – Lynn will email the most recent version (done in 2018) to the members. We can then review it at our January meeting in preparation for distribution to the board.
  - e. Board Development Procedures review – postponed.

Lynn Andronis, Chair

**NEXT MEETING SCHEDULED FOR THURSDAY, January 14, AT 5 PM**

**FINANCE COMMITTEE MINUTES**

**November 17, 2020**

**Zoom 6:00-7:00 PM**

**Present: Amber Talo, Chris Danik, Brett Specker**

**Absent: Reva Laituri, Kristine McDonnell**

1. Agenda:

a. Review of November Financials

- i. Retail Square deposits were accidentally recorded under 'Online Store Fundraiser' revenue, made a journal adjustment to transfer to correct account.

Respectfully submitted,

***Amber Talo***

Chair

## PERSONNEL COMMITTEE REPORT

December 9, 2020, 9 AM

Zoom

The background report on the most recent ED candidate has come back clean. A site tour was scheduled for Monday, December 14<sup>th</sup>. Reva will ask Supervisors if one of them would like to conduct the tour to allow them to get to know her a little bit. Another Zoom meeting will be made available for Board members who wish to finalize any interview questions at 5:30 p.m. Colleen volunteered to draft interview questions based on feedback from the board prior to the Zoom meeting. **Update 12/23: The tour was rescheduled for Tuesday, December 29 as the candidate needed to await results of COVID testing.**

While preparing the revised Vet Assistant job description, Colleen noted she was unable to verify the Ed or Supervisor descriptions had ever been formally approved by the board and volunteered to prepare reports and recommendations on all three for approval. **Update: The committee decided to re-review the Supervisor's description and Colleen will move forward with the other two for the next board meeting.**

Reva will ask Ann to post the Bookkeeper Administrative position with the intention of interviewing after the holidays. The treasurer will be invited to participate in the interviews.

The meeting was adjourned at 10:06 a.m.

Respectfully submitted,



Chairperson

## IT Ad Hoc Committee Meeting Minutes

December 8th, 2020 3pm via Zoom

**Present:** Chris Danik, Dane Ford, Leslie Hurst, and Reva Laituri

### A. Zoom Discussion

- a. Reva asked why Zoom couldn't be used on shelter computers. Likely because none of them have a built in microphone. Dane will look at the ED computer to see if it has a microphone / speakers

### B. Faxing Update

- a. Still having intermittent fax issues.
- b. Dane is working with Nate at Superior Eagle. Dane will be on a call with engineers from the fax provider and Superior Eagle. If Superior Eagle can't get our service to work, they will credit our phone bill the cost of the fax service to go with another provider.

### C. Cell Reception / Network for Horse Barn and Dog Park

- a. Discussed various options for getting some sort of communications coverage to the dog park and horse barn for emergency situations.
- b. Leslie was concerned about the cost that the shelter would incur for this project and whether this is something we have to provide. Had a discussion about other municipal parks and that most don't guarantee cell phone coverage for emergencies. Discussed that the need would be in case someone gets locked in due to a gate malfunction. Also discussed if part of the project could be paid for from the dog park revenue.
  - i. Chris will reach out to the Dog Park committee to see if we could share the cost between the shelter
- c. Discussed ability to reach 911 even when a phone isn't connected to the cellular network. 911 service doesn't rely on the cellular network to work.
  - i. Dane will test 911 service from the dog park
    - 1. Dane was able to successfully make a call to 911, but the dispatcher was not able to get his location or call back number.
- d. Discussed the general lack of cell phone service at the shelter and how a booster could at least give staff the ability to use their phones if the internet service is out. Supervisors had to put their phones on the top of a ladder to possibly get a text message to send during our last outage.
  - i. Discussed Wi-Fi calling. Not every provider allows wi-fi calling. Older phones may not support it.
  - ii. Leslie will investigate ATT & Verizon to see if they have plans to increase service near the shelter
- e. Talked about the different options and what we wanted to pursue. Chris will get a quote from Range after COVID pause. Range is only doing emergency calls at this time.

- i. Wireless network from shelter to dog park gate with SIP phone secured in a box
- ii. Signal booster for horse barn
- iii. Signal booster for part of the shelter

D. Service Outage Procedures

- a. Internet service to UPAWS was out for all of Thanksgiving and a couple hours into the day after. When the internet is out at the shelter, the phones also go out.
- b. Discussed and drafted service outage SOP. Will forward draft to Policy & Bylaw to put in appropriate procedure document.
- c. Discussed getting a backup internet service since so many other systems depend on having internet service.
  - i. Could test the NMU LTE service or get a hotspot from one of the major carriers.
  - ii. Dane suggested that we see if 906 has a guaranteed uptime and compare that potential downtime with a cost of lost business during that time. The cost of the extra internet service may be too much to justify. If we get a booster of some kind, cell phones would at least work at the shelter.
    - 1. Chris will check with 906 technologies on uptime

E. Google Workspaces Account Policies and Procedures

- a. Started a discussion of how to compile policies and procedures related to Google Workspaces and other IT related / security procedures. Chris had previously asked the board how these should be implemented and the board had decided to send all recommendations to the Policy & Bylaw Committee to be integrated into existing policies & procedures. After discussing further within IT and due to the nature of the IT related policies & procedures, we will start by compiling them into a single document to be either approved by the board at a later date or integrated into other policy & procedure documents.

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

Respectfully submitted,

Chris Danik  
IT Committee Chair