

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, January 25, 2021 / 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. December 28, 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
6. New Business
 - a. Report and Recommendation from the Personnel Committee re: Approval of the Supervisor's Position Description
 - b. Report and Recommendation from the Personnel Committee re: Approval of the Appendix H, Personnel Policies – Wage Scale
 - c. Annual Report Preparation
7. Communications
8. President's Report
9. Treasurer's Report
 - a. December 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) – did not meet
- c. Fundraising Committee Report – written
- d. Paws Park Committee (Amber) – did not meet
- e. Strategic Planning Committee Report – committee on hold
- f. Personnel Committee Report (Reva) – written
- g. Policy / Bylaw Committee Report (Colleen) – written (Dec and Jan)
- h. Donor Development (Ad Hoc) (Leslie) – written
- i. Vet Center Committee (Ad Hoc) – (Colleen) – no report
- j. IT Committee (Ad Hoc) (Chris) – did not meet

12. Board Comment

13. Adjournment

Next Board Meeting Date: February 22, 2021

UPPER PENINSULA ANIMAL WELFARE SHELTER BOARD OF DIRECTORS MEETING

Monday, December 28, 2020 via Zoom Minutes

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

ABSENT: None

GUESTS: None

1. Call to Order/Attendance: Meeting was called to order at 6:06 p.m.
2. Approval of Agenda: *Lynn made a motion, seconded by Chris, to amend and approve the agenda as follows:*
 - *Remove #5.b. Report and Recommendation from Leslie Hurst re: Community Room Contract and Procedures*
 - *Add # 6.e. Letter of Resignation from UPAWS Board Member Austin Loehr*
 - *Add #6.f. Board Discussion: 2021 Budget**Motion passed with unanimous approval.*
3. Mission Moment: None.
4. Approval of Minutes:
 - a) November 23, 2020 Regular Meeting – *Lynn made a motion, seconded by Colleen, to amend and approve the October minutes as follows:*
 - *5.a. Audit Presentation – Correct spelling of “depreciation” in line 5.*
 - *5.d. Report and Recommendation from the Personnel Committee RE: Amendment to Personal Policies – Correct spelling of “policies” in line 2 and 3.**Motion passed with unanimous consent.*
5. Unfinished Business:
 - a) Update on E.D. Search (Reva) – Reva noted that E.D. candidate, Nicole Brown, will be doing a site visit at the shelter tomorrow. The Personnel Committee is still taking applications and have one other candidate to interview.
 - b) Report and Recommendation from the Personnel Committee re: Approval of Executive Director Position Description – *Lynn made a motion, seconded by Colleen, to accept the Report and Recommendation from the Personnel Committee as presented. Motion passed with unanimous approval.*

6. New Business:

- a) Report and Recommendation from the Personnel Committee re: Approval of the Veterinary Assistant Position Description – Colleen noted that the description has been reviewed by personnel, supervisors, and vet center technicians; lots of eyes have been on it. Lynn questioned who the vet assistant reports to. The following language will be added: “Other essential duties to be assigned by the E.D.” *Alex made a motion, seconded by Lynn, to accept the Report and Recommendation from the Personnel Committee as amended. Motion passed with unanimous consent.*
- b) Report and Recommendation from the Policy/Bylaw Committee re: Board Policy 13.0 Board Actions – The purpose of deleting closed meeting minutes after one year was discussed. *Brian made a motion, seconded by Lynn, to accept the Report and Recommendation from the Policy/Bylaw Committee as presented. Motion passed with unanimous approval.*
- c) Report and Recommendation from the Policy/Bylaw Committee re: Board Policy 14.0 UPAWS Annual Report – Lynn disagrees with the timeliness of the Annual Report noting that it comes out six months after year end. Remove contradictory language in point “A.” Add deadline of March 31st each year in point “C.” *Leslie made a motion, seconded by Lynn, to accept the Report and Recommendation from the Policy/Bylaw Committee as amended. Motion passed with unanimous consent.*
- d) Report and Recommendation from the Policy/Bylaw Committee re: Board Policy 15.0 Board of Directors – Description of Duties: Colleen noted that she wants this in place for easy transitions. Lynn supports this to split up duties between board members. The true role and best utilization of the Vice President position was discussed. The Vice President position is intended to be a transitional role. *Alex made a motion, seconded by Lynn, to accept the Report and Recommendation from the Policy/Bylaw Committee as presented. Motion passed with unanimous approval.*
- e) Letter of Resignation from UPAWS Board Member Austin Loehr – Brett will mail a letter to Austin accepting his resignation and thanking him for serving as a UPAWS Board Member. *Leslie made a motion, seconded by Alex, to accept the Austin Loehr’s Letter of Resignation as a UPAWS Board Member. Motion passed with unanimous consent.*
- f) Board Discussion: 2021 Budget – Colleen is concerned that no 2021 Budget is in place yet as we near the end of the year. She further added that budgets in the past have been started in September. Reva explained the budget forming process: Reva creates a draft budget, the treasurer creates a draft budget, and then the committees submit their budgets. Reva will contact Amber to see what the Finance Committee can do with/without her.

7. Communications – Ann Brownell mailed a Christmas card to the Board thanking everyone for the annual bonuses.

8. President’s Report – No comments.

9. Treasurer's Report:

- a) December Financial Reports – *Brett made a motion, seconded by Brian, to approve the December Financial Reports as presented. Motion passed with unanimous approval.*

10. Shelter Operation Reports

- a. Community Relations/Volunteer Coordinator Report – No comments.
- b. Stats – No comments.
- c. Additional Operation Reports – No comments.

11. Committee Reports

- a. Board Development Committee Report (Lynn) – Written report submitted.
- b. Finance Committee Report (Amber) – Written report submitted.
- c. Fundraising Committee Report (Austin) – Did not meet.
- d. Paws Park Committee Report (Amber) – No report. Colleen would like to know who notifies Paws Park members that their memberships are expiring.
- e. Strategic Planning Committee Report – On hold. No report.
- f. Personnel Committee Report (Reva) – Written report submitted. Maintenance person was terminated. He worked at UPAWS for four months.
- g. Policy/Bylaw Committee Report (Colleen) – Did meet but no report. Colleen will complete report for January Board Meeting.
- 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 report submitted. Colleen would like to know what the process is if the internet goes out at the shelter. Chris answered that supervisors can reach out to the internet providers directly.

12. Board Comment – Colleen wants to know the procedure for the site visit with Nicole. Her question was answered that a Zoom video call will be held for Board members at 5:30. Colleen told the Board that a solar farm is being designed near the shelter. She is concerned about any effects it may have the trails around the property. Leslie noted that she had not seen a special use permit given to UPAWS for Sands Township while their minutes show that it was accepted.

13. Adjournment – *Colleen made a motion, seconded by Alex, to adjourn the meeting at 7:46 pm. Motion was passed with unanimous consent.*

Next Board Meeting Date: January 25, 2021

Respectfully submitted,

Counter-signed,

Brett Specker, Secretary

Reva Laituri, President

DRAFT

Community Room
Report & Recommendation
January 25, 2021

Recommendation to the UPAWS Board of Directors to adopt the following Community Room Rental documents.

Addendum to R & R Board Community Room, 1/24/21

Received updated information from Wim today:

It looks like the LCC issued a new special permit application that combines everything into one form. The requirement for a bond for a special permit has been dropped. The only thing I see that might be needed for a special permit is a diagram of any outdoor space that would be used in conjunction with the permit, and there is no specified form for that.

I have attached the LCC-110 form and the LCC110a form (Instructions). If you make those available to prospective renters, I think that is sufficient.

Leslie will update the alcohol permit to reference these documents and make available with the permit.

COMMUNITY ROOM REPORT

January 21, 2021

1. Received Wim's feedback to rental documents on 12/14/20 and updated documents as recommended:

I corrected a couple of typos on the End of Event Checklist, but I think the paragraph about operating the lock bar may be confusing. Perhaps separating it into different instructions for locking it "open" and "closed" would be clearer.

I changed some wording on the Alcohol Permit as shown in red. I have also attached the 3 Liquor Control forms needed for a special permit. You may want to have these on hand so that rental applicants don't get the wrong forms filed.

I also changed a typo on the Rental Contract form in the indemnification box (in red). I'm not quite sure about the question about whether fees will be collected. If the intent is to determine whether an admission charge will be assessed by the renting organization, then perhaps a clarification is needed. "Will attendees at this function be charged a fee?" would be clearer.

Everything else looks fine to me.

2. Report and Recommendation to Board requesting Board approval of the Rental documents.
3. Updated additional tasks anticipating rentals could start 2/1/21: [Community Room Rental Tasks](#). Following <https://www.michigan.gov/coronavirus/>
 - a. Gathering Order: https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-549437--,00.html
 - b. Contact Tracing Requirements:
https://www.michigan.gov/documents/coronavirus/20201103_FAQs_on_collection_of_patron_information_for_contact_tracing_706785_7.pdf
4. Inquiries and Rentals: [Rental Contacts](#).
 - a. Rentals are on-hold until Michigan Executive Orders permit gatherings.
 - b. When reserving, create a calendar event specifying "Community Room" as the room.



Community Room Alcohol Permit

Permit Information – Please complete:

Name, Organization

Street Address

City

State Zip

Phone

Email

Date Requested: _____

Time From: _____ To: _____

The Upper Peninsula Animal Welfare Shelter allows consumption of alcoholic beverages for rentals of the UPAWS Community Room by special permit only. The following are rules and regulations that must be acknowledged and signed before an alcohol permit is issued:

- The individual applying for the alcoholic beverage permit must be at least 21 years of age. He/she must be in attendance at the event at all times and is responsible for ensuring that no alcohol is distributed to underage individuals.
- All persons consuming alcohol at the function MUST be at least 21 years of age.
- The sale of alcoholic beverages is strictly prohibited, unless a 24 hour liquor license has been obtained from the Michigan Liquor Control Commission. If you do not have access to the necessary forms, please request them from your UPAWS contact.
- If serving alcohol, lessee shall provide a certificate of liquor liability insurance coverage. This certificate will be required 15 days in advance of occupancy by lessee. If a certificate of insurance coverage is not supplied to UPAWS within these guidelines, then this agreement shall become null and void.
- Permit is valid for date and time of designated rental only.
- Permit is valid for the UPAWS Community Room only and is not valid for any other area of the UPAWS building or location.
- Alcoholic beverages may only be consumed inside the UPAWS Community Room. Outdoor consumption is not permitted.
- All ordinances, rules and regulations of the Township of Sands remain in effect and all State liquor laws must be observed.
- Permit is valid for the individual or entity to which issued and shall *not* be transferred.
- The permit holder shall be personally responsible for any cleaning, trash disposal or repairs necessary as a result of the event for which the permit is granted.

I have read and understand the Upper Peninsula Animal Welfare Shelter standards for issuance of a permit to consume alcoholic beverages inside the UPAWS Community Room, 815 South State Hwy M-552, Gwinn, MI 49841, and agree on behalf of myself and the entity listed above to be bound thereby. I further agree to communicate the Upper Peninsula Animal Welfare Shelter's standards to those attending the function on the date and time identified above.

Applicant Signature

Date

FOR UPAWS USE ONLY

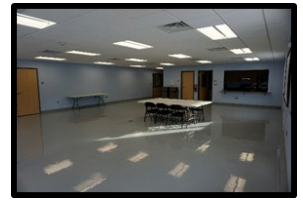
Approved ☐ Denied ☐

Signature, Title of UPAWS Representative

Date



Community Room Rental Contract



Please refer to:

- Community Room Rental Contract Information for detailed information.
- Community Room Alcohol Permit if serving alcohol.
- Community Room End of Event Checklist.

RENTAL RATES

Hourly: \$40

Daily: \$200

Security Deposit: \$100

*Please make checks payable
to UPAWS*

Rental Information – Please complete:

Name, Organization

Street Address

City

State

Zip

Phone

Email

Date Requested: _____ Time From: _____ To: _____ (include setup/clean-up time)

Activity: _____ Private: ____ Public: ____

Expected Attendance: _____ (Max. Occupancy 85) Will attendees at this function be charged a fee? No ____ Yes ____

Will alcohol be served at this activity? No ____ Yes ____ (If yes, an alcohol permit must be obtained along with this application)

INDEMNIFICATION

Permittee hereby covenants and agrees to indemnify and save harmless the Upper Peninsula Animal Welfare Shelter, officers, employees, volunteers and agents, from any and all claims and demands for all loss, injury, death, or damage, that any persons or entity may have or make, in any manner, arising out of any occurrence related to: (1) This permit; (2) The activities authorized by this permit; and (3) The use or occupancy of the premises, which are subject of this permit, as well as any other UPAWS-owned lands. This indemnification and save harmless agreement shall extend to all loss, injury, death, or damage, proximately caused or arising out of negligence of the permittee, officers, employees, volunteers, agents and guests.

We/I agree and have read the terms and conditions set forth in this contract.

Name of Renter (authorized representative if organization/business), please print

Signature of Renter (authorized representative if organization/business)

Date

FOR UPAWS USE ONLY

Rental Fee: \$ _____ Check # _____

Security Deposit \$100.00 Check # _____

Will be returned after your event, provided terms & conditions have been followed.

Date

Approved ☐ Denied ☐

Signature, Title of UPAWS Representative



Community Room End of Event Checklist

Community Room, Kitchen, Vestibule & Rest Rooms must be left in condition they were found.

- ☐ Bag and tie trash, including restrooms. Extra bags in kitchen cabinet. Put in dumpster in NE rear of shelter building.
- ☐ Returnables can be left in bin in kitchen or original boxes they came in.
- ☐ Place recycling in appropriate bins.
- ☐ Remove all items brought in from refrigerator. Unopened, non-alcoholic drinks can be left in refrigerator for staff & volunteers.
- ☐ Clean coffee makers & unplug. Wipe down microwave, stove, refrigerator if needed.
- ☐ Clean all dishware & utensils that were used, put large items back where found, leave utensils and smaller items to dry in dish drain.
- ☐ Wipe all tables & chairs (as needed) and put in storage room. Please leave two tables and ten chairs in main room. You can use cleaning supplies in kitchen.
- ☐ Sweep floors (mop if there were spills, messy foot traffic).
- ☐ Turn off all lights (kitchen, main room, bathrooms, vestibule).
- ☐ Make sure outside doors are locked.
 - The vestibule outside door is unlocked when the push bar is fully extended.
 - To lock it, use the allen wrench hanging by security system panel. Insert it into little round hole next to bar and turn until the bar goes in.
- ☐ Return key fob, if issued, to the Front Desk at the UPAWS Shelter or to the Community Room coordinator, the next day during open hours.

If you have issues at any point during your rental or have trouble locking the doors, contact UPAWS Community Room Coordinator Leslie Hurst at 906-250-2507.

I have read *UPAWS Community Room End of Event Checklist* and understand all or part of the security deposit may be retained if all checklist items are not completed, if excessive cleaning is required by UPAWS Maintenance staff, building is damaged, building furnishings are damaged or missing.

Signature of Renter

Date Signed



Community Room Rental Procedures

Related Documents:

Community Room Rental Contract
Community Room Alcohol Permit

Community Room Rental Contract Information
Community Room End of Event Checklist

1. Reservations

- a. Can be made by calling the shelter or Community Room Coordinator (CRC).
- b. Create google calendar event specifying "Community Room" as the room. Include rental contact name, phone #, email and any other significant information.
- c. Email, USPS mail, fax or arrangement pickup of Rental Packet (Contract, Info Doc, EOE Checklist, Alcohol Permit if applicable).
- d. Notify renter that reservation is not confirmed until signed rental packet and deposit are returned.
- e. Deposit can be waived for small gatherings or shelter related training where UPAWS representative is present. Rental fee can be reduced or waived for shelter related training if UPAWS an attendee. Prior Board approval is required.

2. Confirm Reservation

- a. Review completed rental forms, sign & date as needed.
- b. Process deposit: deposit check or credit card at shelter.
- c. Determine how access to room will be handled. If after hours CRC or designee will need to be present to deactivate alarm in after-hours zone or deactivate as close to the event start time as possible (we are checking if this can be done remotely).
- d. Send confirmation to renter including how opening/closing will be handled (when & how access code will be provided or who will be on-site to do it).

3. Pre-Event

- a. Restock supplies as needed: garbage bags, cleaning supplies, 2 paper towels; toilet paper, hand towels & hand soap in restrooms.
- b. Refrigerator is clean & empty. All appliances are clean. Note any unusual conditions.
- c. Recycle & Returnable bins are not full, preferably empty. Garbage cans are empty.
- d. Safer / Shelter items are put into storage room or where appropriate.
- e. Rooms are clean, or will be cleaned by start of rental.
- f. Setup access code with start/end date/time if needed and notify renter of it.

4. Day of Event

- a. Notify on-duty Supervisor if they need to give access.
- b. Disable security alarm for after-hours zone (if needed).
- c. Unlock entrance doors to after-hours vestibule (if needed).
- d. Lock inside door to shelter and fundraising closet.
- e. Provide any agreed upon setup.
- f. Meet renter at agreed upon time, answer any questions, collect payment & confirm closing plans.

5. After Event

- a. Inspect rooms, appliances, inventory to make sure they are clean and in good condition.
- b. Update paperwork
- c. Return deposit otherwise estimate what is to be with-held and if additional is needed, and notify renter.
- d. Verify access code if provided is expired.



UPAWS COMMUNITY ROOM Rental Contract Information

DRAFT



Thank you for your interest in renting the Community Room at UPAWS. Below is some information that may assist you in the planning of your event.

Availability: The building is available for rent daily from 8 a.m. until 10 p.m. unless otherwise reserved. Please contact Leslie Hurst at 906-250-2507 for availability of specific dates and times.

Rental Rate: \$40 per hour; \$200 for full day rental.

Security Deposit: \$100

This fee will be returned after the rental and upon subsequent inspection of the facility by UPAWS personnel and return of the key fob. The facility must be left clean and orderly. Failure to comply may result in additional charges for maintenance and clean-up, which will be deducted from the security deposit.

Payment: Please issue two payments payable to UPAWS: one payment in the amount of \$100 that will serve as a security deposit and a second payment in the appropriate amount to cover the rental charge and alcohol permit (if applicable). Please note, set up and take down times must be within the scheduled rental hours. Check, cash or credit card is accepted.

Rental Agreement: Upon making your initial reservation, you will be provided the facility rental agreement. Please complete, sign and return the completed agreement, along with the rental fee and security deposit to: **UPAWS, PO Box 968, Marquette, MI 49855**

Receipt of your application and payments will secure your reservation. A copy of the signed agreement will be returned to you with a confirmation of your reserved hours.

Access: Staff will open the After Hours door according to rental hours if they occur between 8 am and 5 pm. For rentals outside of these hours, arrangements will be made with another UPAWS representative. Renter is responsible for cleaning, closing and securing the room, including the kitchen, main room, vestibule and restrooms. The security deposit will be refunded when the facility is left in a clean and undamaged condition.

Amenities: The capacity of the room is 85 persons, as set by fire code. It has sixteen (16) 9' by 29" deep folding tables and 80 folding chairs. It is the renter's responsibility to set up, clean and take down these items. The tables and chairs provided by UPAWS are not to be removed from the building.

Kitchen: There is a full service kitchen area that includes a pass-through counter, sink, refrigerator, microwave and coffee makers. It is the renter's responsibility to provide your own utensils, silverware, service ware and linens. The kitchen must be cleaned after your rental.

Food Service: Marquette County Health Department (MCHD) Environmental Health (EH) Division exemptions to temporary food service license include:

- Private parties not open to the public, such as club meetings, weddings and funerals, where food is prepared and served by members of that group.
- Fundraisers for 501c3 non-profit organizations serving ONLY home prepared foods transported to the event by members. i.e. "Pot Luck".
- Bake Sales.
- The sale of pre-packed non-potentially hazardous foods such as chips and candy and commercially wrapped ice cream products.
- Otherwise, contact MCHS EH (906) 475-4195 for further information.

Decorations: You must use removable mounting putty and removable, damage-free hooks such as 3M Command Damage-Free Removable hanging hooks. Tape removes the wall paint; do not use tape, staples, tacks, nails, screws, etc..

Parking: Please park at the west end of the front parking area, closest to the Community Room entrance.

Alcohol Consumption: Renters planning to have alcohol available for consumption during their reserved time must include a completed alcohol permit with the rental agreement. No alcoholic beverages are allowed unless a permit has approved. Please note, the *sale* of alcohol beverages is strictly prohibited, unless a 24 hour liquor license has been obtained from the Michigan Liquor Control Commission, as required by law. You must provide a copy of the permit to the UPAWS representative prior to your event.

Smoking: There is no smoking allowed in the building or under the portico to the Community Room vestibule. Smoking must take place at least twenty (20) feet away from any building entrance.

Refund/Cancellation Policy:

If reservation is canceled 30 days or more ahead of scheduled date, a full refund will be made.

If reservation is canceled between 29 and 2 days ahead of scheduled date a 50% refund. If reservation is canceled within 48 hours of the scheduled date there will be no refund. If you have any questions regarding your rental, contact the UPAWS Community Room Coordinator at 906-250-2507 or email lhurst@upaws.org



Personnel Committee
Report & Recommendation
January 25, 2021

Recommendation to the UPAWS Board of Directors

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

Supervisor

- Position Description is attached.



**UPPER PENINSULA ANIMAL WELFARE SHELTER
POSITION DESCRIPTION**

JOB TITLE	Supervisor		
EMPLOYEE NAME			
FLSA STATUS	Non-Exempt / Hourly	SALARY LEVEL	\$13.00 per hour
STATUS	Full Time and Part Time positions	LOCATION	Marquette County
REPORTS TO	Executive Director		

POSITION SUMMARY: The Supervisor position is responsible for overseeing and managing the care of all UPAWS sheltered animals. Must demonstrate compassion for all animals and have an understanding of the No-Kill movement as it is defined nationally. The position must demonstrate use of independent judgment in all aspects of the care of animals and efficient operations of the animal shelter, including determining need for veterinary services, special needs of animals, grooming, maintenance of the shelter equipment, facilities and grounds, and vehicle maintenance.

EDUCATIONAL AND QUALIFICATION REQUIREMENTS: High School Diploma or GED equivalent, minimum two year post secondary education preferred. Two (2) years experience in animal care, handling, or training required. 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. 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. Ability to establish priorities, maintain confidentiality, and work in collaboration with the Executive Director, staff, the community and outside organizations. Preferred experience in staff supervision and operating as a team. Ability to positively motivate and develop staff and volunteers and build consensus. Knowledge of common animal shelter cleaning procedures and knowledge of basic medical terminology, general pet first aid, animal health assessments and behavior modification training procedures. Possess a valid driver's license and be deemed an acceptable risk by the insurance carrier.

ADDITIONAL PREFERRED SKILLS AND ABILITIES: 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. Practical knowledge of animal welfare program systems and practices. Ability to perform job duties and follow directions with minimal supervision, tolerance for high level of noise and odors, ability to work as a part of team, and good public relations skills. Must demonstrate an ability to effectively instruct and direct new employees and volunteers in proper animal handling, care and cleaning practices.

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

- Manage daily shelter operations including, but not limited to: admissions and adoptions of animals per UPAWS policies, implementing Spay Day events, microchip clinics and maintaining lost and found files. Ensuring appropriate advertising and overseeing animal neglect/cruelty investigations, including performing animal call-outs as needed.
- Answer UPAWS telephone, respond to voicemail, written messages and email correspondence. Serve as the main point of contact at the front desk with admissions, adoptions, etc. Prior to leaving at the end of a shift, ensure animals are safe and secure and building is properly secured.
- Use positive training methods when working with shelter animals, conduct behavior assessments of canines and promote these methods with the public.
- Assist Animal Caregivers, as needed, with feeding, providing fresh water, bathing, and providing any required specialized care for sheltered animals, treating all animals with the dignity and respect they deserve.
- Assist Animal Caregivers, as needed, with cleaning and maintaining all animal areas, including inside and outside, following proper procedures.
- Assist Veterinary Assistant, as needed, with admission exams or administering medications. Assist with or coordinate vet clinic runs as needed.
- Coordinate with Bookkeeper to ensure completion of daily deposits.
- Develop, implement and oversee foster care programs in conjunction with the Volunteer/Community Outreach Coordinator to ensure quality placement opportunities for animals in shelter care.
- Foster volunteerism at the shelter, maintaining a positive environment and providing volunteers with information and support.
- Maintain and ensure confidentiality of shelter records, shelter information and a safe working environment. Report all incidents and maintain any necessary reports or records. Inform Executive Director of any recommended changes or improvements.
- Coordinate with the Executive Director and Shelter staff to maintain accurate animal records and statistics. Maintain accuracy of data within Pet Point database.
- Responsible for the oversight and training of Animal Caregivers and Volunteers in proper animal handling, care and cleaning practices.

- 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.
- Assist the Executive Director with performance evaluations and disciplinary actions.
- Responsible for scheduling employee hours, including on-call rotations with appropriate staff members.
- Ensure compliance with Personnel Policies and Procedures. Ensure coordination among staff and projects by ensuring positive communication, organizing workloads and task distribution, cross training of staff and enforcement of UPAWS Standard Operating Procedures. Make recommendations for changes to the Executive Director as needed.
- Perform assigned tasks based on general methods, procedures, policies and goals established by the Executive Director. Ability to receive direction from the Executive Director through oral and written instruction.

SUPERVISION EXERCISED: In Shelter Volunteers

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 deemed necessary.

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.

Approved: January 25, 2020

Personnel Committee
Report & Recommendation
January 25, 2021

Recommendation to the UPAWS Board of Directors

The Personnel Committee is recommending the adoption of the following amended UPAWS Personnel Policy Appendix: Appendix H: Classification and Rates, Wage Scale for Hourly Employees, as presented, to be effective upon approval by the Board of Directors on January 25, 2021.

**APPENDIX H
CLASSIFICATION AND RATES**

**WAGE SCALE FOR HOURLY EMPLOYEES
As of 01/01/2021**

Classification	Salary Level
Animal Caregiver	9.65
Supervisor	13.00
Bookkeeper/Administrative Assistant	13.00 – 15.00
Volunteer/Community Outreach Coordinator	13.00
Veterinary Technician/Assistant	13.00
Maintenance / Custodian	12.00

- Annual bonuses, when applicable, will be at the discretion of the Executive Director, upon Board approval of funding allocation.
- Employees may be eligible for wage increases upon recommendation of the Executive Director and approval of Personnel and Finance Committees.

Approved, as amended: January 25, 2021

Volunteer & Community Outreach Coordinator Report January 2021

- Volunteer:
 - NMU student volunteer helping with our Pet Portal upkeep. Reached out to this volunteer and virtually showed her what to do to keep the Portal up to date.
 - Ensured that Volgestics was up to date for inactive volunteers (meaning ones that will not be returning). Sent emails.
- Fosters:
 - One new application
- MyEmma:
 - End of Year donation plea.
 - Read with UPAWS email.
- RETAIL:
 - General upkeep – ordered more cat retail in anticipation of upcoming cat transfer.
- Grants:
 - Petfinder Cat Enrichment 2021; Petfinder Orvis Dog Enrichment (applied for these small grants).
 - Submitted the Maddie's Fund *No Place Like Home* application. We have met the requirements to participate in the *No Place Like Home Challenge* which is in March.
- Website:
 - Going through links and cleaning up. Updated Spay/Neuter program and our Food Bank, as well as updated our nail trim, microchip services.
- Budgets: Prepared 2021 budgets for:
 - Volunteer Program
 - Promotions/Advertising
 - Pet Promotions
 - Community Outreach
 - Retail
 - Newsletter
 - Kid's Club
- Transports: With supervisors request, made initial post offer on the Bissell ETS closed page, offering to help any shelter with a cat transfer. We were contacted immediately by the Tulsa Humane Society. Once initial contact was made – Laura, one of our supervisors, took over from there. Transport ETA is this Tuesday 10am.

- Website, Social Media: Posting, upkeep, help with making new pages, advertising daily.
- Pet Promos: Photos & bios, advertising.
- Media:
 - ABC10, and TV3, and Sunny 102 interviews done for Spay Day USA.
 - TV6 interview on our Food Bank.
- Read with UPAWS:
 - Made Survey for input from community on program (required by LLF of Michigan).
 - Made two more **Read with UPAWS** virtual video storytelling books.
 - Final requirements due to LLF of Michigan due January 29th.
 - Here is the Playlist: <https://www.youtube.com/playlist?list=PLKFteCD8oEsZc2nU5OPXN6otxRDARi8HO>

Ann Brownell – January 22, 2021

November 2020	DOGS	PUPS	CATS	KITS	OTHER	TOTAL	
Beginning Count	11	1	29	49	23	113	
INTAKE							YTD
Owner Surrender	8	0	8	3	17	36	463
Returned Adoption	1	0	0	1	0	2	30
Stray (from Police, Public and Shelter Pickup)	4	0	7	3	2	16	329
Born in Care	0	0	0	5	0	5	21
Transferred from Other Shelters	0	0	1	0	0	1	130
Special Hold	1	0	0	0	0	1	6
Seized/Custody (Cruelty & Neglect)	0	0	0	0	0	0	15
Total Intakes	14	0	16	12	19	61	994

OUTCOMES

Adoptions (shelter, foster home or special event)	12	0	31	26	14	83	793
Total Adoptions YTD	148	22	348	148	127	793	
Returned to Owner	4	0	1	0	2	7	192
Transferred to Rescue Groups/Shelters	0	0	0	0	12	12	35
Total Live Outcomes	16	0	32	26	28	102	1020

EUTHANIZED/DEATHS/MISSING/STOLEN

Dangerous	1	0	0	0	0	1	10
Dying	0	0	0	0	0	0	9
Animal's Name and Reason	Janice: Dangerous						
TOTAL ANIMALS EUTHANIZED	1	0	0	0	0	1	19
Died at shelter/foster home - Unknown	0	0	0	2	0	2	8
Missing/Stolen/Escaped/DOA	0	0	0	0	0	0	1
Animal's Name and Reason							
Total Euth/Died/Other Outcomes	1	0	0	2	0	3	28
Ending Count	8	1	13	33	14	69	
Manual Count	8	1	13	33	14		
SAVE RATE (Intake- Euthanasia Outcome)/Intake						98.4%	98.1%
ASPCA Live Release Rate (Live Outcomes/ Intake)						167.2%	102.6%

OTHER INFO

	Dogs	Cats
Avg. Length of Stay	8.1	25.2

Monthly Return Rate (returns/adoptions)	8%	0%
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NOV 2020 - CLINIC SERVICES	DOGS	CATS	OTHER	TOTAL	YTD
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
Total	11	1	5	17	227

UPAWS STATS FOR 2020

INTAKE	Dogs	Puppies	Cats	Kittens	Other	Totals
Owner Surrender	116	12	210	56	102	496
Returned Adoptions	20	0	8	1	4	33
Born in Care	0	6	0	12	3	21
Special Hold	5	0	1	0	0	6
Strays	149	8	120	54	13	344
Seized/Custody	1	0	0	0	14	15
Transferred In	4	0	66	60	0	130
YEAR TOTALS	295	26	405	183	136	1045

OUTCOMES	Dogs	Puppies	Cats	Kittens	Other	Totals
Adoptions	159	22	376	172	137	866
Returned to Owner	137	4	53	0	6	200
Transferred Out	6	0	0	0	29	35
YEAR TOTALS	302	26	429	172	172	1101

Other Outcomes

Euthanized	10	1	6	1	1	19
Died While in Care/Escaped	1	1	2	3	2	9

SAVE RATE*

*sum of (Intake-Euthanized)/Total Intake **98.2%**

ASPCA Rate**

live Outcomes/Total Intake **105.4%

Community Services	Total
Owner Requested Euthanasia	17
Spay Day Participants	15
Community Spay/Neuter	31

Microchipping	48
Home 2 Home	17

Addendum to Operational Report, January 23, 2020

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

- Continue to work with Supervisors on SuperOne order delivery.
- Brought a couple loads of metal recycling to Alter. Several weeks ago there was a stack of old crates but when I went a few days later to take to Alter they were gone. Alter pays us for the metal we bring so I am wondering if someone else took them MCSWA or Sands for recycling. I asked the Supervisors but they don't know what happened to them.
- Sands Township Recycling facility is open, which I would think we can use: <https://www.sandstownship.org/recycling-garbage/recycling-information/> Winter hours (January to March) are every Wednesday from 4-7 PM and ONLY the 2nd Saturday of each month from 10 AM - 5 PM. Currently staff separates tin (ferrous) from aluminum (non-ferrous) into two large garbage cans in the garage, and then I take to Alter (near M35 & 492 in Negaunee) which they buy from us. I would like to know how much we have been paid by them over the last couple years, who can provide this? It was closed for several months due to COVID so I would like to look at 2019 and 2020. I'd like to get staff input on the effort involved in separating to see if it's really worth the effort. Otherwise, staff could put all recycling together (single-stream) and we bring to Sands. I am updating the signs & containers in the Community Room for this (one for single stream, another for glass).
- Community Room report, R&R to board submitted separately.

UPAWS
Board Development Committee Meeting
Minutes
January 14, 2021

PRESENT: Lynn Andronis, Kathi Fosburg, Reva Laituri, Alex Petrin, Linda Roncaglione, Crystal Swanson

1. Introduction of Alex Petrin to members and explanation of his role as “transition” chair.
2. Currently, we have 3 vacant positions; all expiring in 2023.
3. Board Matrix: The matrix is still not complete, waiting on information from one new board member.
4. Board Evaluation – Reviewed the latest evaluation form that was used (August, 2017). Another draft with these comments/changes will be sent out to committee members for our review at next month’s meeting. Hopefully, we can finalize the version and send it out to board members after our February meeting. Once that occurs, the individual evaluations will be compiled into one assessment. Since confidentiality is important as we want candid answers from the board, Kathi volunteered to compile the answers from them. All replies will be directed to Kathi’s email. UPDATE: There are changes that have been suggested after our meeting regarding the language on Page 1, #5. They have been noted on the draft and can be discussed at our next meeting.
5. OTHER TOPICS DISCUSSED/REVIEWED
 - a. Exit Interviews – Per Crystal and Linda, they may be able to interview Scott in January; they will attempt to contact Austin.
 - b. Discussion with newer board members – (Brett, Chris, Leslie, all elected or appointed in 2019) Discussion but no firm resolution.
 - c. Board Committees and Members updated. Lynn will make the correction and forward it to both this committee’s members as well as posting on the board drive. (UPDATE: Done)
 - d. Board Development Procedures review – postponed.
 - e. Linda mentioned a person who, she believes, may be interested in sitting on our board.

Submitted
Lynn Andronis, Chair

NEXT MEETING SCHEDULED FOR THURSDAY, February 11, AT 5 PM via Zoom

FUNDRAISING COMMITTEE MINUTES

JANUARY 19, 2021, 5:30 P.M.
ZOOM

Present: Reva Laituri, Lynn Andronis, Ann Brownell, Chris Danik, Leslie Hurst, Karen Rhodes

Absent: Marlene Ombrello, Amber Talo

Reva noted the recent Lock-Up fundraising report had not yet been completed but that the fundraiser had raised over \$26,000 with very minimal expenses. Chris added that the processing fees will likely be a little over \$500.

Reva provided the final report for the Pet Photo Calendar Contest (net revenue of \$25,530.66).

Chris provided reports for November and December for the on-line store. He will be continuing the store until the inventory is sold, at which time a decision can be made as to whether UPAWS wishes to continue on-line retail sales on a permanent basis. He noted that other than putting together the initial inventory, the time spent filling and shipping orders has been minimal (inventory has been maintained at his residence and orders filled and mailed no more than twice a week). He did note that several people commented they already have UPAWS logo merchandise and inquired about the Dog and Frog designs Ann had available in her pop up store. He suggested if the online store were to continue, we offer other design options.

Reva shared the canister report with the committee and noted that even with COVID, the canisters, while they took a hit, still did better than expected. Due to the pandemic, several businesses asked the canisters be removed so we currently have only 42 out in the community and many of those are not out or available to the public. A few years ago we had more than 60 canisters throughout the county. She asked if anyone knew of businesses that might allow a canister to please ask if we could place one in their establishment.

The 2020 fundraising spreadsheet was provided to the committee. The finalized Lock-Up report is still outstanding, but plugging in estimates, she noted that net revenue generated for 2020 was about \$16,000 more than the pre-pandemic fundraising budget. Great effort on the part of the committee to pivot and replace fundraisers, put extra effort into those we were able to do, and modify others. This increase still happened after cancelling Cause for Paws and modifying Strut Your Mutt to be virtual rather than in-person. Other events cancelled include the Econo Bagging event, the Throttle Bike Night, Lights of Love Holiday booth, Wash n' Wag, and Pet Photos with Santa. Net revenue was about \$100,500 while the pre-COVID budgeted net revenue was about \$84,600.

The committee discussed whether to plan on holding several fundraisers for 2021. It was decided to not budget for Wash 'n Wag at this time. We do not have a chair for the event and because it does require volunteers to be in close contact with pet owners, it is uncertain whether it will be safe to hold such an event this summer. Should the situation change, the event can be added at a later date. Amber, who chaired the event, was not present to offer her input, but the committee felt if Cause for Paws could not be held this year (it is in the budget), the Lock Up could be a replacement fundraiser again. If Cause for Paws is held, perhaps the Lock Up could be scheduled for February or March of 2022. Leslie, in

discussions with Karen, is working out the cost of possibly doing a Brat Barn at Super One in Negaunee. After crunching numbers she will report back to the committee with a recommendation either way on whether to hold this event. It is another fundraiser that will need a wait-and-see on the status of COVID to determine whether it can be held.

A lengthy discussion ensued regarding our Platinum Partners and whether we should solicit their renewals when we were not able to provide all the benefits in 2020. Leslie volunteered to contact current Platinum Partner sponsors thanking them for their 2020 sponsorships and explaining why they did not get all the benefits promised. The general consensus was to ask them for \$500 rather the annual \$2,000 for 2021. The \$500 each would go to Tee Up for Tails because the sponsors did receive benefits from that fundraiser in 2020. It was also discussed that we could solicit new/additional Platinum Partners, and in fact the long term goal was to add a new sponsor or two each year until expenses for all the major fundraisers were covered by sponsorships.

Reva noted that the following vacancies need to be filled:

Fundraising Committee Chairperson (this must be a board member)

Wash 'n Wag (if we are doing this fundraiser)

Strut Your Mutt (Ann volunteered to look into possible venues for a live walk and make the necessary reservations but reiterated that she would not chair the event)

The meeting was adjourned at 7:21 p.m.

Respectfully submitted



rl

PERSONNEL COMMITTEE REPORT
TUESDAY, JANUARY 12, 2021

Present: Reva Laituri, Chair; Lynn Andronis, Colleen Whitehead

The meeting was called to order at 10:03 a.m. via Zoom.

Reva reported she had made the Board's offer to the Executive Director candidate, had received a counter offer asking whether she would have a laptop made available to her, flexibility in hours until her husband would join her, and moving expenses. Reva has responded and is waiting to hear from the candidate.

The Supervisor's proposed job description was reviewed and revisions agreed to by the committee. Colleen will draft revisions, send them to the committee for review and prepare a report and recommendation to the board for the January meeting.

The Volunteer/Community Outreach Coordinator's job description was reviewed and a several revisions agreed to by the committee. Colleen will draft revisions and send them to the committee for review and discussion at the next meeting.

Colleen reported that she has forwarded the applications for the Maintenance/Custodian vacancy to the supervisors for review. Interviews will then be scheduled. The Committee considered a proposal from the supervisors to not fill the vacancy but to use some of the wages from the Maintenance/Custodian position to transfer duties to other staff. This proposal was rejected.

Three bookkeeper/administrative assistant applications were deemed to warrant an interview. Reva will contact the applicants, and if they are still interested, offer interviews for Wednesday, January 20th. The treasurer will be invited to attend the interviews.

Colleen provided a long list of possible interview questions for the Bookkeeper/Administrative Assistant position. The treasurer had opportunity to look at the initial list and made two additional suggestions. The committee will review and narrow down the list prior to interviews taking place.

Colleen presented a draft updating the wage page out of the Personnel Policies. Following review and a couple of changes, Colleen agreed to

prepare a report and recommendation for adoption of the amended page for the board's approval at the January 25th meeting.

Colleen requested three items be put on the agenda for the next personnel committee meeting: organizational chart, sick leave proposal submitted by an employee, and the Volunteer/Community Relations Coordinator's job description review.

The meeting was adjourned at 11:35 a.m.

The next regular meeting will be held at 9:00 a.m., Wednesday, February 10, 2021, via Zoom.

Respectfully submitted,

A handwritten signature in blue ink, reading "Riva Kauri". The signature is written in a cursive, flowing style.

POLICY & BYLAWS COMMITTEE

Chaired by: Colleen Whitehead

Date: December 17th, 2020 10:00 am -11:50 am via Zoom

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

Discussion:

- Committee reviewed the revised and final draft of the Board Officer “position descriptions”.
- Committee reviewed the revised and final draft of the Board Actions Policy.
- Committee reviewed the revised and final draft of the Annual Report Policy.
- 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.

Assignments:

- Colleen to draft a Report & Recommendation for Board Policy - Board of Directors: Officer Description of Duties for presentation for approval at December's regular monthly Board meeting.
- Colleen to draft a Report & Recommendation for Board Policy – UPAWS Annual Report for presentation for approval at December's regular monthly Board meeting.
- Colleen to draft a Report & Recommendation for Board Policy - Board Actions for presentation for approval at December's regular monthly Board meeting.

Next Meeting:

- January 21st, 2020 at 10:00 a.m. Meetings are currently being held via Zoom, monthly meeting is usually the 3rd Thursday of each month.

POLICY & BYLAWS COMMITTEE

Chaired by: Colleen Whitehead

Date: January 21st, 2020 10:00 am -11:45 am via Zoom

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

Discussion:

- Committee reviewed the revised draft of the E-Vote procedures. Revised draft document was redone to be a Board Policy. Significant discussion on language changes. Colleen will make changes discussed by the Committee for review at the February Committee meeting with the intent to have the Board Policy as a Report & Recommendation at the March monthly Board meeting.
- Review and discussion on procedures/forms for admission of bite dogs and notification process for the owner surrendering the dog regarding euthanasia. Committee reviewed different scenarios and staff concerns. Committee will continue discussion and review of both the current form and the proposed revised form at the February meeting.
- Reviewed pending Committee items/tasks that are coming for Committee consideration including IT policies, Vet Center Policies, possible revision to Board Policy 1.0 regarding UPAWS membership by Donor Development Committee and status of SOP development.

Assignments:

- Colleen to make changes to the Board Policy: Electronic Voting Procedures for Committee members to review in advance of the February meeting.
- Reva will forward the Admission forms for Committee members to review in advance of the February meeting.

Next Meeting:

- February 18th, 2020 at 10:00 a.m. Meetings are currently being held via Zoom, monthly meeting is usually the 3rd Thursday of each month.

Donor Development Ad-Hoc Committee Board Report January, 2021

Committee Meeting: 1/6/2021, 5:30-7:30pm - Data Entry Status & Process

Attendees: Lynn Andronis, Chris Danik, Leslie Hurst (Chair), Reva Laituri, Karen Rhodes

Monthly Payout Report: Leslie completed 1/11. NeonPay export now includes gross, fees & net amounts but does not indicate if the donor covered the fees. While it allows one row per charge (vs. 3 or 4), it still requires adding DCF from NeonCRM. There were over 500 transactions this month. There was an export formatting issue on the fees but it has been worked out. Leslie opened a case to check if NeonPay could indicate DCF, but they can't so will continue to process as we have been. Leslie is working on automating it more.

Monthly Data Entry: Reviewed schedule, behind on Pet Point, Lynn almost up to date on DRS/PO, Leslie needs to finish PayPal history. Time to process is improving. Discussion on various data entry best practices and whether tributes should be assigned to 4110 (donation) vs. it's own code of 4130. Any donation type (4005, 4006, 4008, 4132, etc) can be made in Tribute, so it really doesn't make sense to have a separate code, so many already get attributed to a code other than 4130.

Committee Meeting: 1/18/2021, 5-7pm - Dog Park and UPAWS Memberships

Attendees: Lynn Andronis, Chris Danik, Leslie Hurst (Chair), Karen Rhodes

Chris reviewed Dog Park renewal membership set-up in Neon. He entered all memberships from the spreadsheet. He sent a report of expired memberships to Amber, waiting for her go-ahead to send out renewal emails. Also created a vaccination renewal report. Need to work-out process flow.

Reviewed Neon Membership processing. We are entering memberships into Neon. We will review last year's holiday card list and activity records to convert.

Leslie created year-end donation summary report and sent to Bob Stephenson, he was very thankful. We need to make sure all 2020 data entered before sending to anyone else. Leslie can run for whoever requests one.

Next Meeting: February 3, 5:30pm via zoom

Respectfully submitted,
Leslie Hurst, Donor Development Chair