

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, February 22, 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. January 25, 2020 Regular Meeting
5. Unfinished Business
 - a. Update on Annual Report
6. New Business
 - a. Report and Recommendation from the Personnel Committee re: Organizational Chart
 - b. Report and Recommendation from the Personnel Committee re: Donation of Sick Leave
 - c. Report and Recommendation from the Policy/Bylaw Committee re: Policy 17.0 Electronic Voting Procedure
7. Communications
8. President's Report
9. Treasurer's Report
 - a. December Financial Reports
 - b. 2021 Budget Discussion
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) – no report

- c. Fundraising Committee Report – did not meet
- 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
- h. Donor Development (Ad Hoc) (Leslie) – no report
- i. Vet Center Committee (Ad Hoc) – (Colleen) – written
- j. IT Committee (Ad Hoc) (Chris) – did not meet

12. Board Comment

13. Adjournment

Next Board Meeting Date: March 22, 2021

UPPER PENINSULA ANIMAL WELFARE SHELTER BOARD OF DIRECTORS MEETING

Monday, January 25, 2021 via Zoom Minutes

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

ABSENT: Amber Talo (excused)

GUESTS: None

1. Call to Order/Attendance: Meeting was called to order at 6:03p.m.
2. Approval of Agenda: *Chris made a motion, seconded by Lynn, to approve the agenda as presented. Motion passed with unanimous approval.*
3. Mission Moment: None.
4. Approval of Minutes:
 - a) December 28, 2020 Regular Meeting – *Colleen made a motion, seconded by Lynn, to amend and approve the December minutes as follows:*
 - *4.a. Bullet Point 2 Line 2, change “Personal” to “Personnel”*
 - *5.a. Line 3, change “have” to “has”*
 - *6.a. Line 3, capitalize “Personnel” and add “Committee”*
 - *6.a. Line 3, capitalize “Vet Center” removing “technicians” and add “Committee”*
 - *6.c. Line 3, add “currently”*
 - *6.d. Lines 2 & 3, replace “she wants this in place for” with “the Personnel Committee created the Policy to ease transition of Officers”*
 - *6.d. Line 5, add “duties described for the”*
 - *6.d. Line 6, change “is” to “are”*
 - *6.d. Lines 6 & 7, remove “a” and replace “transition” with “transitioned into by the current Vice President.”*
 - *6.e. Line 3, replace “the” with “with regret,”*
 - *6.f. Lines 2 & 3, replace “budgets in the past” with “a budget process should”*
 - *6.f. Line 3, add “for this year” after “budget forming process”*
 - *6.f. Line 5, add “staff and E.D.” after “the committees”*
 - *11.f. Line 2, replace “four months” with “one month”*
 - *12. Line 3, replace “told” with “shared with”*

- 12. Line 4, replace “is concerned about any effects it may have” with “questioned whether there will be any impact on
- 13. Line 1, change “Collen” to “Colleen”

Motion passed with unanimous consent.

5. Unfinished Business:

- a) Update on E.D. Search (Reva) – Reva shared with the Board that there is an interview with an E.D. candidate scheduled for this Wednesday, January 27th.
- b) Report and Recommendation from Leslie Hurst re: Community Room Contract and Procedures – Colleen noticed that the capacity is 85 people and questioned whether we need to add COVID-19 precautions as this contract was created in February prior to the pandemic. Leslie answered that we will continue following the executive order which will not allow for the community room to be used until it is lifted. Leslie continued by saying she doesn’t think we should change the permanent procedures. Colleen questioned whether we should approve the contract if we don’t intend on using the community room for rentals at this time. Leslie noted that she just wants the contract completed as she has been working on it for a year now. She added that we don’t really know when the room will be able to be rented out so we should have something in a place for “post-pandemic” use. Chris supports Leslie. Alex noted that we would need to make addendums to the contract if we want to rent during the lockdown if approved as is. Reva and Colleen both presented changes and questions to the items in the contract, alcohol permit, and procedures checklist. This item will be tabled until the next Board Meeting with Leslie making the proposed changes.

6. New Business:

- a) Report and Recommendation from the Personnel Committee re: Approval of the Veterinary Assistant Position Description – *Brett made a motion, seconded by Brian, to approve the Report and Recommendation from the Personnel Committee as presented. Motion passed with unanimous consent.*
- b) Report and Recommendation from the Personnel Committee re: Approval of Appendix H, Personnel Policies – Wage Scale – Colleen noted that performance-based bonuses were taken out. Alex added that he believes there should be a range for the Maintenance/Custodian position to allow flexibility in pay for experience versus non-experienced applicants. Brian agreed with Alex. Colleen asked the Board if the Animal Caregiver position should be increased to \$10/hour. Alex, Brett, and Lynn agreed with Colleen’s proposal. Colleen recommended that this take effective next pay period. Lynn questioned whether this needs to be approved through the Finance Committee first. Colleen suggested to table this item until the next Board meeting as we are not sure when we will have a budget. *Alex made a motion, seconded by Colleen, to table the Report and Recommendation from the Personnel Committee until the next Board Meeting. Motion passed with unanimous consent.*

- c) Reva told the Board that someone needs to take the lead on the Annual Report Preparation. Lynn explained what the Annual Report has presented in the past. Chris told the Board that he will take the lead.
- 7. Communications – Reva told the Board that UPAWS Supervisor, Laura, appreciated the holiday bonus and wanted to thank the Board of Directors.
- 8. President's Report – No report
- 9. Treasurer's Report – Tabled until February Board Meeting.
- 10. Shelter Operation Reports
 - a. Community Relations/Volunteer Coordinator Report – Colleen asked when the transfer of animals to UPAWS will occur and how many are expected. Reva explained that the transfer is set for this Thursday. Reva added that the transfer is mostly cats and she is not sure how many are expected.
 - b. Stats – No comments.
 - c. Additional Operation Reports – Leslie noted that she submitted an additional operation report. Colleen told the Board that the MDARD grant for 2021 did not go through. Colleen added that their budget was cut so they could only fund about one-third of the requests they received.
- 11. Committee Reports
 - a. Board Development Committee Report (Lynn) – Written report submitted.
 - b. Finance Committee Report (Amber) – Did not meet.
 - c. Fundraising Committee Report (Austin) – Written report submitted.
 - d. Paws Park Committee Report (Amber) – Chris noted that renewal notices for the Dog Park will be going out soon. Chris added that he will be going to the shelter to compare paper records of memberships. Colleen asked if vaccination records could be submitted online for membership renewal; further adding that a process needs to be put in place for future renewals. Colleen asked if Lynn, Leslie, and Chris could form a sub-committee to create a procedure for Dog Park renewals. Leslie agreed adding that we need to streamline and make the process easier.
 - 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 for December and January.
 - h. Donor Development (Ad Hoc) (Leslie) – Written report submitted.
 - i. Vet Center Committee (Ad Hoc) (Colleen) – No report.
 - j. IT Committee (Ad Hoc) (Chris) – Did not meet.

12. Board Comment – Alex told the Board that another Animal Shelter had an incident where an animal caretaker was attacked and injured by a dog. Alex questioned whether there is anything that we could do to reach out as a Board or as an individual. Alex further added his appreciation for UPAWS animal caretakers and what they do for the animals and community. Lynn told the Board that she would like to see more motions being made by other Board members.

13. Adjournment – *Leslie made a motion, seconded by Chris, to adjourn the meeting at 7:50 pm. Motion was passed with unanimous consent.*

Next Board Meeting Date: February 22, 2021

Respectfully submitted,

Counter-signed,

Brett Specker, Secretary

Reva Laituri, President



2020 Annual Report



Our 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

Passion In Numbers

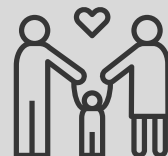


866

Animals Adopted

200

Families Reunited



98.2%

Save Rate*

2,000+

Donors Giving



Where Our Animals Come From

Owner Surrender	496
Returned Adoptions	33
Born in Care	21
Special Hold	6
Stray	344
Seized / Custody	15
Transferred In	130

Total 1045

Where Our Animals Go

Adoption	866
Returned to Owner	200
Transferred Out	35
Died / Lost in Care	19
Euthanized**	9

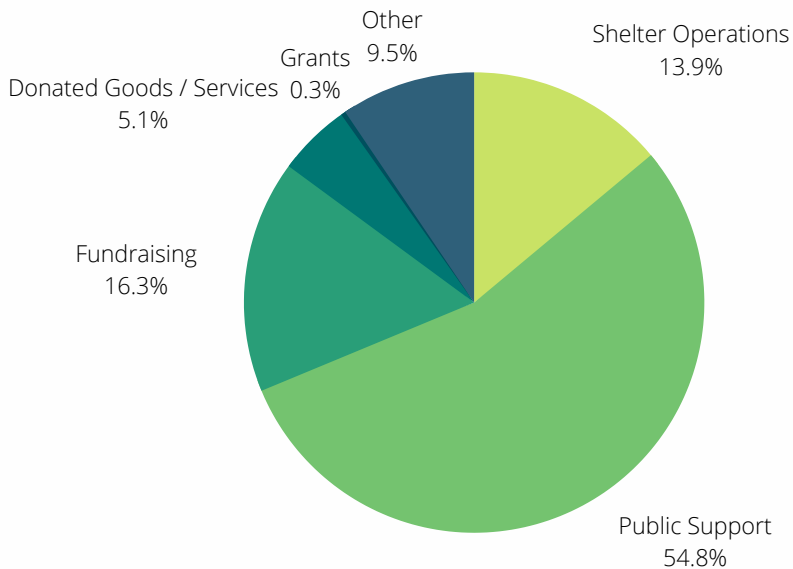
Total 1129

*Save Rate Formula: $\text{Sum of intake} - \text{euthanized} / \text{total intake}$

**No animals were euthanized due to space. Euthanasia is a last option after considering quality of life and public safety.

Financial Overview

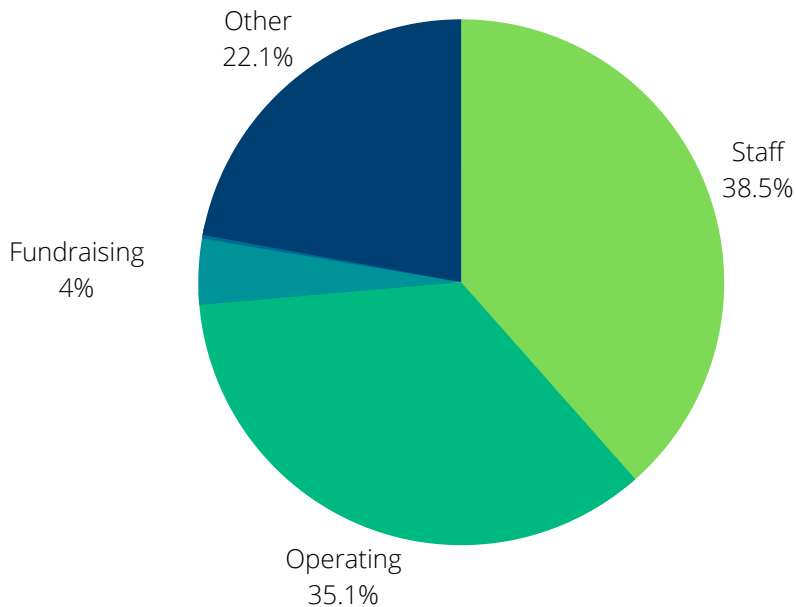
Revenue



Shelter Operations	\$95,372
Public Support	\$375,014
Fundraising	\$111,875
Donated Goods / Services	\$34,991
Grants	\$2,257
Other	\$64,778

Total	\$684,287
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Expenses



Staff	\$229,082
Operating	\$209,227
Fundraising	\$24,067
Grants	\$1,299
Other	\$131,670

Other Includes: Mortgage Interest, Professional Fees, Promotional Expense, and Resale Item Expense

Total	\$595,345
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Board of Directors

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

Upper Peninsula Animal Welfare Shelter

815 S M553
Gwinn, MI 49841

PO Box 968
Marquette, MI 49855

(906) 475-6661
<https://www.upaws.org>

2020 Year in Review

Unprecedented is a term we've all been familiar with to describe 2020. Along with the rest of the world, UPAWS had to change the way we served our community. Starting in March, we immediately had to change our operations and procedures to keep both our human and animal visitors of our shelter safe. All services were conducted by appointment only. We thank all of our community for their patience.

Not only did the COVID-19 pandemic affect our operations, but our fundraising efforts as well. Several of our regular fundraisers had to be either modified or cancelled. Fortunately others did very well along with something new we tried this year.

We've been able to navigate this situation together thanks to the amazing support of our wonderful staff and community.

Together we can make a difference.
<https://upaws.org/donate>

MDARD Grant Awarded

Since UPAWS moved into our new facility, we have been actively seeking funding to support a diverse shelter medicine program. In January 2020, we received notification that UPAWS was awarded a **\$4,584 grant** through the Michigan Department of Agriculture and Rural Development (MDARD) for the purchase of spay/neuter equipment. The MDARD grant has enabled UPAWS to purchase some initial medical/surgical equipment needed for the Vet Center, such as an anesthesia machine, IV pump and spay/neuter instruments. Implementing a new surgical program at the UPAWS facility is an important expansion of the quality care that we currently provide. The design and construction of the veterinary treatment center area was intended to support health isolation areas for dogs and cats, preventative treatment and minor surgical procedures. With this grant, UPAWS is moving closer to expanding our shelter medicine program by purchasing medical, diagnostic, and surgical equipment. We will continue to work with our local veterinarians for future coordination efforts to conduct spay and neuter services for our shelter animals. The veterinary center is also intended to increase our ability to diagnose and treat animals in the shelter without the stress of transportation to outside facilities.

Locking Up Celebrities

This fundraiser was a new idea at UPAWS and WOW did our community embrace it. Twenty local celebrities volunteered to be locked up in a kennel to raise money for UPAWS. Donors could either contribute to their bail to get out or make them stay longer by adding to their bail.

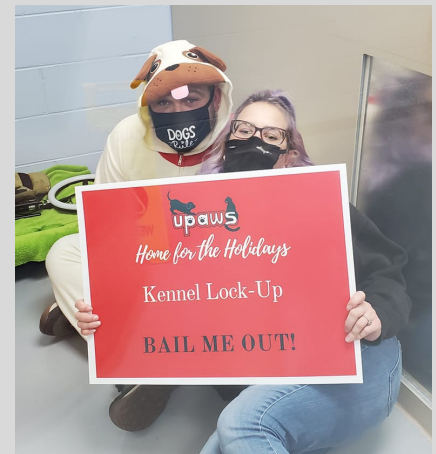
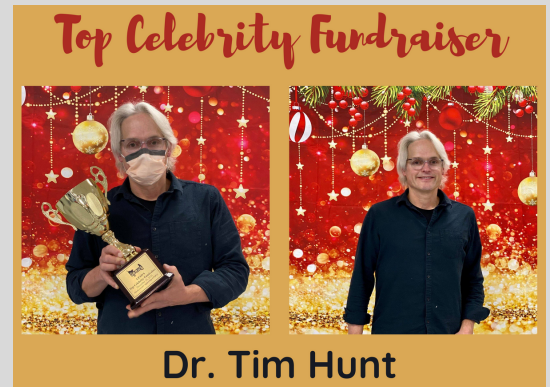
The Home for the Holidays Kennel Lock-Up Fundraiser allowed us to bring awareness to what kennel life is like for the animals in our care and the importance of finding each animal a forever home. Highlighting the extensive behavioral and medical treatment our staff and local Veterinary Clinics provides to the animals while they are at our safe haven from kennel enrichment, exercise, behavioral training, medical needs, and assessment, and going above and beyond for every animal's individual needs.

20
Celebrities

400
Donors

\$25,000
Raised

500
Donations



Pet Photo Calendar Contest

We've been running our Pet Photo Calendar Contest for quite a few years now. We broke records for votes, entries, and dollars raised this year! We start with people submitting their pets photos then the community votes on which photos get included in our calendar.

225
Entries

90,264
Votes

354
Sold



Sally's Fund

Now that we're in our new shelter, we've been fortunate enough to have a barn for the temporary care of horses in our community involved in abuse or neglect cases. This year, Sally's Fund was able to care for a record number of horses. Check out the photos to the right for the before and after photos of Spice, a horse brought in from a neglect situation.

Sally's Fund is beyond blessed to have the amazing volunteers and donors that continue to help us!



6
Individual
Cases

13
Horses
Cared For

Read With UPAWS

Literacy Legacy Fund of Michigan, at the beginning of 2020, contributed a monetary gift to UPAWS to assist with the start-up of our "Shelter Buddies Read to Your Shelter Pet Program," which pairs children with pets and books.

Unfortunately, due to COVID-19, we had to delay the start of this in-shelter program. Instead, we developed a virtual storytime for children called Read with UPAWS. Children can enjoy humane educational video stories while at home!

Our Staff Go Above and Beyond

This is Dottie. She came to UPAWS in rough shape. From consultation with local veterinarians, it was determined she has some neurological issues that prevent full use of her back legs. Our amazing community came together and raised over \$600 to get her a wheelchair.

Our staff have gone out of their way to give Dottie the best care including walks by lower harbor and trips to the beach.

Read with UPAWS Virtual Storytime



New videos monthly

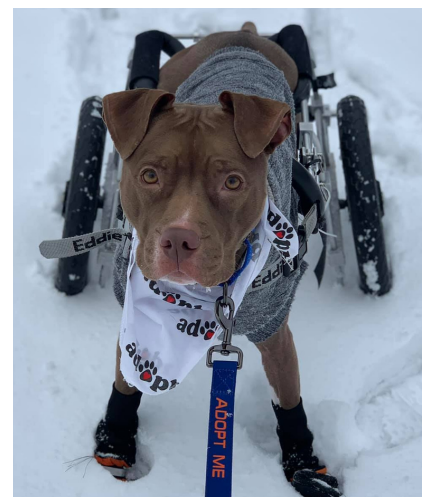


Sponsored by The Literacy Legacy Fund of Michigan

#readwithupaws



For kids ages 2 - 8



Personnel Committee
Report & Recommendation
February 22, 2021

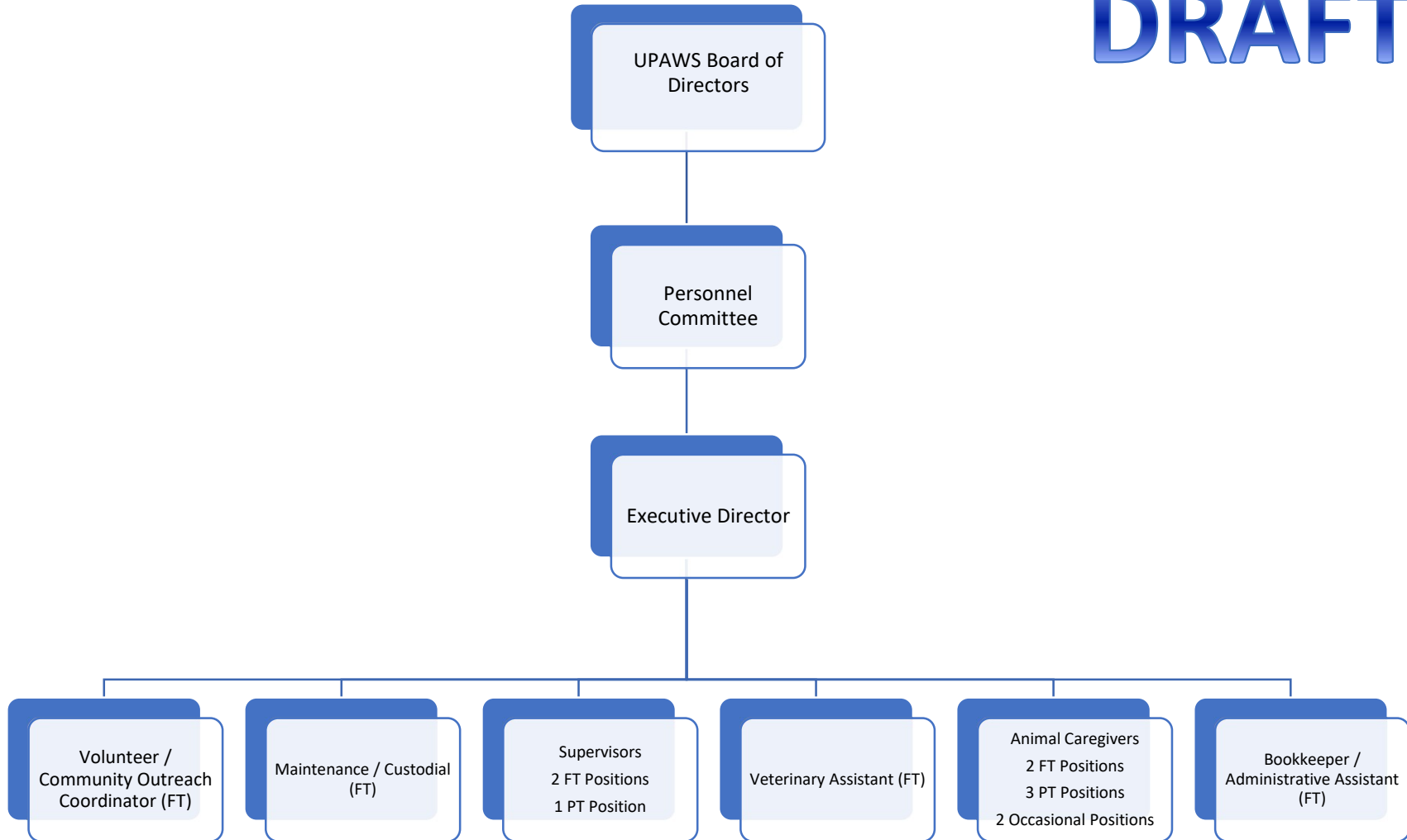
Recommendation to the UPAWS Board of Directors

The Personnel Committee is recommending the adoption and approval of the attached Organizational Chart, as presented, to be effective upon approval by the Board of Directors on February 22, 2021.

UPAWS ORGANIZATIONAL CHART

February 2021

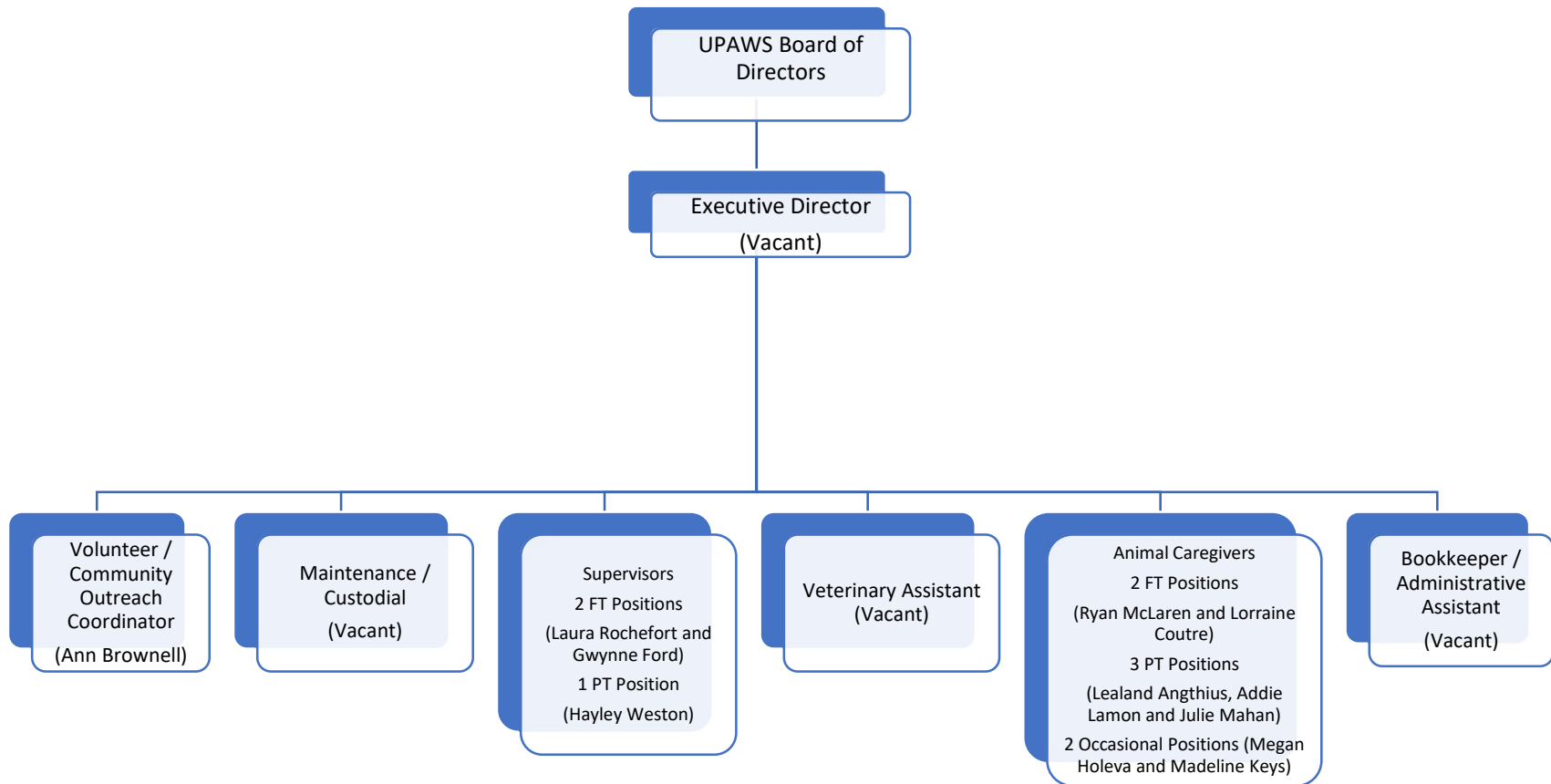
DRAFT



UPAWS ORGANIZATIONAL CHART

February 2021

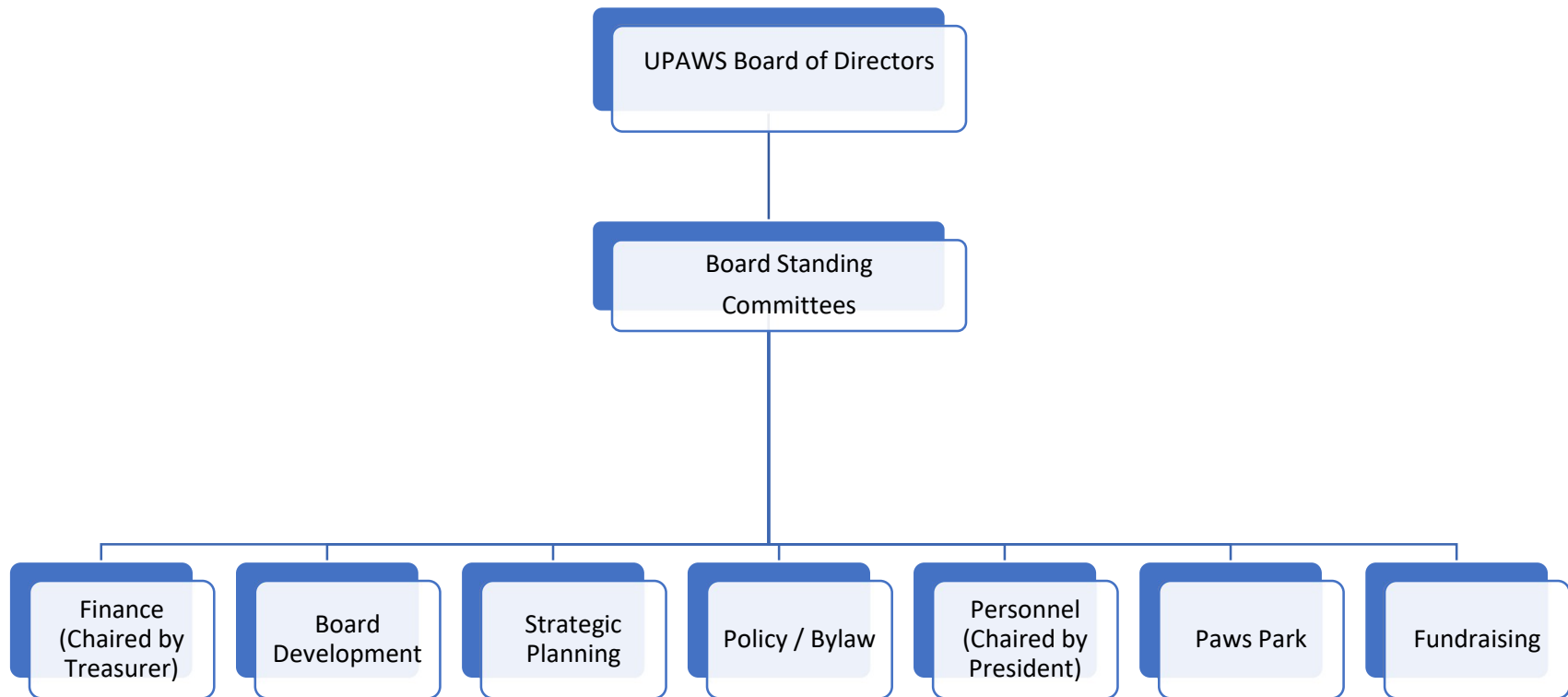
INFORMATIONAL



UPAWS ORGANIZATIONAL CHART

February 2021

INFORMATIONAL



Personnel Committee
Report & Recommendation
February 22, 2021

Recommendation to the UPAWS Board of Directors

The Personnel Committee is recommending the adoption of the following UPAWS Personnel Policy “Donation of Sick Leave” and “Appendix O: Donation of Sick Leave Form”, as presented, to be effective upon approval by the Board of Directors on February 22, 2021.

ARTICLE III. EMPLOYEE BENEFITS

Section 18. Donation of Sick Leave. Employees having medical or family emergencies or employees who are required to take extended leave when he/she is incapacitated by sickness or injury may receive sick leave donations from other employees. However, employees must first use all of their accrued sick leave if the time off is for an employee’s own personal illness, before receiving a donation of leave from another employee(s).

Employees requesting leave donations must notify their supervisor via e-mail (or in writing) if they have a need for time off which qualifies under this policy. The Donation of Sick Leave Form must be completed and provided to the Executive Director. The Executive Director will send out a notification to UPAWS staff requesting donations of sick leave and any donations will be processed by the Bookkeeper/Administrative Assistant.

A maximum of forty (40) hours of sick leave can be donated from any one employee within a calendar year. Employees may request donations only once per calendar year. The donating employee’s total sick leave hours cannot drop to below forty (40) hours. An employee who has forty (40) hours or less of sick leave will not be allowed to donate such leave.

Sick leave donations will be made to the requesting party based on an hour for hour basis, regardless of the wage of the donating employee and the sick leave pay will be at the receiving employee’s base hourly rate of pay. When a leave donation is made, the hours will be deleted from the donating employee’s leave bank and deposited in the receiving employee’s leave bank. Sick leave donations cannot be taken as cash and may only be used by the receiving employee for needed time off.

Appendix O: Donation of Sick Leave Form

Forward the completed form to the Executive Director for signature who will then forward to the Bookkeeper/Administrative Assistant for processing. Sick leave deducted will show on payroll earnings statement.

Name:

Number of sick leave hours donating:	
Name of employee accepting donated leave:	

To avoid delays in processing the donated sick leave, please submit this form to the Executive Director as soon as possible.

Employee's Signature: _____ Date: _____

Executive Director's Signature: _____ Date: _____

Policy / Bylaw Committee
Report & Recommendation
February 22, 2021

Recommendation to the UPAWS Board of Directors

The Policy / Bylaws Committee is recommending the adoption of the attached UPAWS Board of Directors Policy: ***17.0 Electronic Voting Procedures***, as presented, to be effective upon approval by the Board of Directors on February 22, 2021.

Respectfully Submitted;

Colleen C. Whitehead
Chair, Policy/Bylaw Committee

17.0 Electronic Voting Procedures

In compliance with UPAWS Bylaws, Article 9: Meetings, email voting is permitted under the following conditions:

- A. An electronic vote should only be held when it was agreed to at the previous Board meeting that more information was needed and a vote would be taken on a certain date after the information was available **OR** a time-sensitive or “emergency” situation arises that was unknown at the previous Board meeting and necessitates a vote before the next Board meeting.
- B. E-mail votes are appropriate when the items in question are not controversial and do not require extensive background and explanation. If the Board President, in consultation with the Board, believes that the item might require extensive discussion, s/he can defer voting until the next regular Board meeting.
- C. Any Board member can move for an electronic vote that meets the above criteria by sending a message addressed to the Board President with the subject line “[topic] vote”, including a justification for voting ahead of the next meeting.
- D. Another Board member must second the motion by replying to the full Board on this initial message thread.
- E. Once the motion is seconded, the President calls for the E-vote and includes all supporting information. All Board members must reply to the full Board on the same message thread for the requested motion within 48 hours.
- F. No additional motions can be made in conjunction with an existing motion.
- G. Voting will be done via emailed response. Votes must be “No”, “Yes” or “Abstain”.
- H. If any Board member requests that the motion be discussed further or has questions, that Board member must state so explicitly within the 48-hour voting period, which would end the voting and the motion would be deferred to a regular or Special Board meeting.
- I. All Board members are assumed to have received the email containing an e-vote sent to the current email address on the Board Contact List.
- J. The number of Board members participating in the vote must constitute a quorum for an e-vote to be valid. A motion will fail if a majority number of Board members do not cast a vote on the motion.
- K. When Board members cast an e-vote ballot, they must “reply all” so that all other Board members may see how they have voted, unless there is a request for a secret ballot.
- L. Once the 48-hour time period has passed, the Board President must close the voting and reply to the full Board on the same message to report the final vote.

- M. At the conclusion of the voting period, the President shall tabulate the votes to ensure that the vote count threshold has been met; failure to meet the threshold, regardless of the outcome of the votes cast, shall defeat the motion.
- N. A Board member who fails to cast a ballot by the deadline shall be considered absent from the vote.
- O. At the next regularly scheduled Board meeting, the Secretary shall formally announce the results of the vote to the entire Board and shall record the vote in the minutes. These minutes shall be approved at the next regular meeting.
- P. The Secretary shall compile and maintain the complete thread of the motion and its disposition including all secondary and incidental motions. Any member shall have the right to request a copy of the message thread of a motion.

Sample Minutes of an E-Vote:

On (date) at (time), _____, UPAWS Board President, e-mailed to all members of the Board of Directors re. Motion: _____. The President put the Motion to an e-vote on (Date). The vote closed at (time) on (date). By a vote of (#) in favor (names), (#) opposed (names), #abstain (names), and # absent (names), and whether the motion was approved/denied.

_____, Secretary

EFFECTIVE:	REVISED DATE:	SUPERSEDES:
BOARD SIGNATURE:		

PRESIDENT'S REPORT

February 22, 2021

After 2 years, the floor scrubber is finally working, although may need a new battery. One of our animal caregivers asked a handyman friend if he would take a look at it. Turns out there were a bunch of loose bolts and screws. He tightened everything up and it is working like a charm. He did say we were lucky it didn't catch on fire because some of the loose bolts were there to keep wires in place and because they were loose, so were the electrical wires.

Working on the next appeal letter which should go out in early/mid March.

Respectfully submitted,

Reva Laituri

President

Upper Peninsula Animal Welfare Shelter, Inc.
YTD Budget to Actual 2020
January through December 2020

	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>Jan - Dec 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
4000 · SHELTER REVENUE					
4005 · Pet Adoptions	66,553.85	92,000.00	66,553.85	92,000.00	92,000.00
4010 · Redeemed Animals	3,842.00	4,000.00	3,842.00	4,000.00	4,000.00
4017 · Dog Park	2,397.00	9,000.00	2,397.00	9,000.00	9,000.00
4018 · Rentals	0.00	2,400.00	0.00	2,400.00	2,400.00
4020 · Government Contracted Services	16,251.78	10,000.00	16,251.78	10,000.00	10,000.00
4025 · Restitutions/Investigations	0.00	0.00	0.00	0.00	0.00
4030 · Dog License Revenue	388.00	500.00	388.00	500.00	500.00
4031 · Microchipping	900.00	1,200.00	900.00	1,200.00	1,200.00
4032 · Nail Clipping	270.00	750.00	270.00	750.00	750.00
4033 · Community Spay/Neuter	4,030.00	5,000.00	4,030.00	5,000.00	5,000.00
4050 · Miscellaneous Services	538.00	600.00	538.00	600.00	600.00
4060 · Cremation Services Revenue	1,029.00	2,500.00	1,029.00	2,500.00	2,500.00
Total 4000 · SHELTER REVENUE	96,199.63	127,950.00	96,199.63	127,950.00	127,950.00
4156 · GRANT REVENUE					
4157 · General Grants	2,257.00	50,000.00	2,257.00	50,000.00	50,000.00
4156 · GRANT REVENUE - Other	0.00		0.00		
Total 4156 · GRANT REVENUE	2,257.00	50,000.00	2,257.00	50,000.00	50,000.00
4200 · FUNDRAISING REVENUE					
4127 · Wash & Wag	0.00	1,345.00	0.00	1,345.00	1,345.00
4128 · Misc/3rd Party Fundraisers	3,064.78	4,295.00	3,064.78	4,295.00	4,295.00
4140 · Canisters	7,170.99	10,200.00	7,170.99	10,200.00	10,200.00
4143 · Econo Receipts	5,168.61	7,500.00	5,168.61	7,500.00	7,500.00
4144 · Cause for Paws	1,514.00	25,500.00	1,514.00	25,500.00	25,500.00
4146 · Rummage Sale	0.00	0.00	0.00	0.00	0.00
4147 · Strut Your Mutt	6,597.72	22,000.00	6,597.72	22,000.00	22,000.00
4151 · Raise The Woof	5,205.75	6,850.00	5,205.75	6,850.00	6,850.00
4170 · TUFT Golf Outing	19,517.00	19,900.00	19,517.00	19,900.00	19,900.00
4183 · Rescue Raffle	3,142.00	4,000.00	3,142.00	4,000.00	4,000.00
4185 · Lights of Love	1,272.25	3,100.00	1,272.25	3,100.00	3,100.00
4197 · Calendar	30,507.80	10,768.00	30,507.80	10,768.00	10,768.00
4204 · MZD Santa Pics	0.00	3,080.00	0.00	3,080.00	3,080.00
4299 · Kennel Lock-up Fundraiser	40,928.64	10,000.00	40,928.64	10,000.00	10,000.00
4380 · Online Store Fundraiser	4,276.09	27,300.00	4,276.09	27,300.00	27,300.00
Total 4200 · FUNDRAISING REVENUE	128,365.63	155,838.00	128,365.63	155,838.00	155,838.00
43400 · DIRECT PUBLIC SUPPORT					
4006 · Pet Care Sponsorship	7,076.69	11,000.00	7,076.69	11,000.00	11,000.00
4008 · Pet Promotion Sponsorship	365.00	1,400.00	365.00	1,400.00	1,400.00
4109 · Pink Lady	3,145.00	6,000.00	3,145.00	6,000.00	6,000.00
4110 · Donations	219,053.41	125,000.00	219,053.41	125,000.00	125,000.00
4120 · Special Gifts	10,929.56	11,500.00	10,929.56	11,500.00	11,500.00
4123 · Memorial Bricks/Tiles	1,484.00	7,500.00	1,484.00	7,500.00	7,500.00
4125 · Donated Svs/Material In Kind	34,991.50	0.00	34,991.50	0.00	0.00
4130 · Memorials/Honorariums	51,205.20	50,000.00	51,205.20	50,000.00	50,000.00
4132 · Deb's Dog Revenue	2,380.00	1,500.00	2,380.00	1,500.00	1,500.00
4135 · Bequests	26,588.34	0.00	26,588.34	0.00	0.00

Upper Peninsula Animal Welfare Shelter, Inc.
YTD Budget to Actual 2020
January through December 2020

	Jan - Dec 20	Budget	Jan - Dec 20	YTD Budget	Annual Budget
4152 · Direct Solicitations	62,812.00	40,000.00	62,812.00	40,000.00	40,000.00
4188 · Naming Opportunities	500.00	76,000.00	500.00	76,000.00	76,000.00
Total 43400 · DIRECT PUBLIC SUPPORT	420,530.70	329,900.00	420,530.70	329,900.00	329,900.00
4500 · OTHER Revenue					
4112 · Kids Club	100.00	1,400.00	100.00	1,400.00	1,400.00
4201 · Home2Home	100.00	150.00	100.00	150.00	150.00
4205 · Resale Items Revenue	16,304.01	35,000.00	16,304.01	35,000.00	35,000.00
4215 · Interest Revenue	17.56	48.00	17.56	48.00	48.00
4220 · Miscellaneous Revenue	857.30	0.00	857.30	0.00	0.00
4221 · Endowment Fund Earnings	0.00	5,000.00	0.00	5,000.00	5,000.00
4223 · MCCF B.Reider Fund Distribution	15,880.29	6,500.00	15,880.29	6,500.00	6,500.00
4227 · Distribtution from Dixon Estate	31,519.49	11,200.00	31,519.49	11,200.00	11,200.00
Total 4500 · OTHER Revenue	64,778.65	59,298.00	64,778.65	59,298.00	59,298.00
46000 · Merchandise Sales	0.00		0.00		
48600 · Service Sales	0.00		0.00		
Total Income	712,131.61	722,986.00	712,131.61	722,986.00	722,986.00
Gross Profit	712,131.61	722,986.00	712,131.61	722,986.00	722,986.00
Expense					
5000 · Employee Expense					
5200 · Payroll Expenses	347.50		347.50		
5201 · Wages & Salaries	203,788.58	311,311.00	203,788.58	311,311.00	311,311.00
5225 · Simple Plan Employer	772.31	1,274.52	772.31	1,274.52	1,274.52
5230 · Michigan Unemployment Payable	126.15	1,260.00	126.15	1,260.00	1,260.00
5235 · Employer Social Security	12,634.64	19,301.28	12,634.64	19,301.28	19,301.28
5240 · Employer Medicare	2,954.67	4,514.00	2,954.67	4,514.00	4,514.00
5245 · Worker's Compensation	6,707.00	3,296.00	6,707.00	3,296.00	3,296.00
5246 · Employee Relations	3,204.50		3,204.50		
Total 5000 · Employee Expense	230,535.35	340,956.80	230,535.35	340,956.80	340,956.80
5500 · OPERATING EXPENSE					
5009 · Phone/Network Access	3,985.41	2,818.00	3,985.41	2,818.00	2,818.00
5011 · Merchant Service Fees	7,136.28	6,000.00	7,136.28	6,000.00	6,000.00
5012 · Bank Service Charges	161.61	120.00	161.61	120.00	120.00
5013 · Paypal Fees	90.48	540.00	90.48	540.00	540.00
5014 · Square Fees	1,208.76		1,208.76		
5050 · Utilities	27,359.31	36,000.00	27,359.31	36,000.00	36,000.00
5100 · Cleaning Supplies	5,254.39	3,600.00	5,254.39	3,600.00	3,600.00
5102 · Animal Supplies/Equipment	3,723.79	3,000.00	3,723.79	3,000.00	3,000.00
5105 · Repairs/Maintenance	8,102.87	6,000.00	8,102.87	6,000.00	6,000.00
5106 · Garbage/Snow Removal	6,163.18	10,000.00	6,163.18	10,000.00	10,000.00
5115 · Office Supplies/Postage	3,888.19	6,075.00	3,888.19	6,075.00	6,075.00
5117 · Community Spay/Neuter	5,287.50	10,000.00	5,287.50	10,000.00	10,000.00
5120 · Building/Auto Insurance	10,071.32	8,516.00	10,071.32	8,516.00	8,516.00
5125 · Food	15,626.49	8,500.00	15,626.49	8,500.00	8,500.00
5127 · Microchips	6,247.99	9,000.00	6,247.99	9,000.00	9,000.00
5130 · Medical Supplies-Vaccines	13,793.39	22,000.00	13,793.39	22,000.00	22,000.00
5135 · Vet Care	50,374.20	65,000.00	50,374.20	65,000.00	65,000.00
5140 · Spay & Neuter Expense	28,458.49	26,000.00	28,458.49	26,000.00	26,000.00
5145 · Vehicle	900.30	3,000.00	900.30	3,000.00	3,000.00

Upper Peninsula Animal Welfare Shelter, Inc.
YTD Budget to Actual 2020
January through December 2020

	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>Jan - Dec 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5146 · Dog License Expense	432.00	200.00	432.00	200.00	200.00
5150 · Mileage	156.65	750.00	156.65	750.00	750.00
5165 · Cash over/short	154.99		154.99		
5180 · Donated Services/Materials	2,100.00		2,100.00		
5183 · Deb's Dog Expense	855.82	1,200.00	855.82	1,200.00	1,200.00
5350 · Subcontracted Services	1,461.24		1,461.24		
5530 · Cremation Services Expense	1,801.00	2,000.00	1,801.00	2,000.00	2,000.00
6138 · Pink Lady Expense	4,720.25	6,000.00	4,720.25	6,000.00	6,000.00
6524 · Dog Park	913.46	2,100.00	913.46	2,100.00	2,100.00
6528 · Rentals	0.00	0.00	0.00	0.00	0.00
6539 · Computer Software	1,581.85	1,000.00	1,581.85	1,000.00	1,000.00
6565 · IT Consulting	642.00	4,500.00	642.00	4,500.00	4,500.00
Total 5500 · OPERATING EXPENSE	212,653.21	243,919.00	212,653.21	243,919.00	243,919.00
5550 · GRANT EXPENSE					
5551 · General Grants	799.89	5,000.00	799.89	5,000.00	5,000.00
5550 · GRANT EXPENSE - Other	500.00		500.00		
Total 5550 · GRANT EXPENSE	1,299.89	5,000.00	1,299.89	5,000.00	5,000.00
5600 · FUNDRAISING EXPENSE					
5299 · Kennel Lock-up EXPENSE	403.34	1,000.00	403.34	1,000.00	1,000.00
5603 · MZD Santa Pics Expense	0.00	30.00	0.00	30.00	30.00
6307 · Calendar Expense	4,005.34	3,025.00	4,005.34	3,025.00	3,025.00
6308 · Wash & Wag Expense	140.00	455.00	140.00	455.00	455.00
6311 · Cause for Paws Expense	196.00	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	(123.00)	575.00	(123.00)	575.00	575.00
6317 · Raise The Woof Expense	2,773.99	3,443.83	2,773.99	3,443.83	3,443.83
6322 · Rescue Raffle Expense	229.00	2,150.00	229.00	2,150.00	2,150.00
6324 · Miscellaneous Expenses	0.00	925.00	0.00	925.00	925.00
6330 · TUFT Golf Outing Expense	6,841.30	7,237.50	6,841.30	7,237.50	7,237.50
6355 · Lights of Love Expense	0.00	100.00	0.00	100.00	100.00
6550 · Strut Your Mutt Expense	302.52	4,965.00	302.52	4,965.00	4,965.00
6551 · Canisters Expense	0.00	200.00	0.00	200.00	200.00
7580 · Online Store Expense	9,298.69	16,380.99	9,298.69	16,380.99	16,380.99
Total 5600 · FUNDRAISING EXPENSE	24,067.18	47,487.32	24,067.18	47,487.32	47,487.32
59900 · POS Inventory Adjustments	0.00		0.00		
6000 · OTHER EXPENSE					
5142 · Volunteer Program	659.92	2,000.00	659.92	2,000.00	2,000.00
6313 · Direct Solicitations	7,488.52	9,600.00	7,488.52	9,600.00	9,600.00
6503 · Community Outreach	751.27	2,120.00	751.27	2,120.00	2,120.00
6504 · Memorial Bricks/Tiles	3,536.57	3,800.00	3,536.57	3,800.00	3,800.00
6505 · Professional Fees	40,408.91	16,000.00	40,408.91	16,000.00	16,000.00
6510 · Publications	9,750.80	13,500.00	9,750.80	13,500.00	13,500.00
6511 · Pet Promotion Expense	2,494.72	3,500.00	2,494.72	3,500.00	3,500.00
6515 · Promotions & Advertising	675.25	3,736.00	675.25	3,736.00	3,736.00
6523 · Kids Club	69.99	1,010.00	69.99	1,010.00	1,010.00
6525 · Resale Items Expense					
5129 · Employee Uniforms	356.50	300.00	356.50	300.00	300.00
6525 · Resale Items Expense - Other	12,681.55	22,000.00	12,681.55	22,000.00	22,000.00

Upper Peninsula Animal Welfare Shelter, Inc.

YTD Budget to Actual 2020

January through December 2020

	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>Jan - Dec 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Total 6525 · Resale Items Expense	13,038.05	22,300.00	13,038.05	22,300.00	22,300.00
6530 · Conferences	44.00	2,000.00	44.00	2,000.00	2,000.00
6532 · Donor Development	0.00	1,560.00	0.00	1,560.00	1,560.00
6535 · Licenses, Dues, Permits & Fees	1,361.00	1,500.00	1,361.00	1,500.00	1,500.00
6540 · Miscellaneous Expense	3,530.19	1,200.00	3,530.19	1,200.00	1,200.00
6561 · Investment Expense	15,605.49	0.00	15,605.49	0.00	0.00
6590 · Mortgage Fees/Interest	32,201.66	32,234.35	32,201.66	32,234.35	32,234.35
6688 · Naming Opportunity Expense	663.00	240.00	663.00	240.00	240.00
Total 6000 · OTHER EXPENSE	132,279.34	116,300.35	132,279.34	116,300.35	116,300.35
6548 · Bad Debt Expense	70.00		70.00		
Total Expense	600,904.97	753,663.47	600,904.97	753,663.47	753,663.47
Net Ordinary Income	111,226.64	(30,677.47)	111,226.64	(30,677.47)	(30,677.47)
Other Income/Expense					
Other Income					
4226 · Change in Value-Dixon Trust	12,771.57		12,771.57		
4300 · Unrealized Gain/Loss	57,509.50		57,509.50		
4400 · RESTRICTED REVENUE					
7300 · New Shelter					
4219 · New Shelter Revenue	(2,060.00)		(2,060.00)		
6519 · Capital/Bldg Improvements Exp	525.00		525.00		
6536 · New Shelter Expense	(2,711.97)		(2,711.97)		
Total 7300 · New Shelter	(4,246.97)		(4,246.97)		
7400 · SALLY'S FUND					
4218 · Sally's Fund Revenue	11,015.68	3,900.00	11,015.68	3,900.00	3,900.00
6518 · Sally's Fund Expense	(7,852.39)	(375.00)	(7,852.39)	(375.00)	(375.00)
Total 7400 · SALLY'S FUND	3,163.29	3,525.00	3,163.29	3,525.00	3,525.00
7800 · COMMUNITY SPAY/NEUTER					
4210 · Community Spay/Neuter Revenue	250.00		250.00		
Total 7800 · COMMUNITY SPAY/NEUTER	250.00		250.00		
Total 4400 · RESTRICTED REVENUE	(833.68)	3,525.00	(833.68)	3,525.00	3,525.00
8000 · Reading Program Revenue	1,812.47	1,990.00	1,812.47	1,990.00	1,990.00
Total Other Income	71,259.86	5,515.00	71,259.86	5,515.00	5,515.00
Other Expense					
8001 · Reading Program Expense	2,991.11	(2,990.00)	2,991.11	(2,990.00)	(2,990.00)
Total Other Expense	2,991.11	(2,990.00)	2,991.11	(2,990.00)	(2,990.00)
Net Other Income	68,268.75	8,505.00	68,268.75	8,505.00	8,505.00
Net Income	179,495.39	(22,172.47)	179,495.39	(22,172.47)	(22,172.47)

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

	Dec 31, 20	Dec 31, 19
ASSETS		
Current Assets		
Checking/Savings		
1010 · mBank Checking	326,350.56	182,075.88
1011 · mBank General Savings	234,460.73	234,525.73
1012 · mBank Sally's Fund Savings	21,054.56	16,025.03
1013 · mBank Capital Campaign Checking	67,957.87	71,157.87
1016 · mBank Capital Campaign Savings	32,019.91	32,003.85
1070 · PayPal account	638.27	6,958.43
1071 · Square Account	94.75	0.00
1090 · Cash in Drawer	150.00	105.50
Total Checking/Savings	682,726.65	542,852.29
Accounts Receivable		
1200 · *Accounts Receivable	502.00	502.00
1524 · Capital Campaign Pledges	50,720.00	73,475.00
Total Accounts Receivable	51,222.00	73,977.00
Other Current Assets		
1080 · Petty Cash	400.00	400.00
12100 · Inventory Asset	95.10	1,093.59
1499 · Undeposited Funds	0.00	728.36
1540 · Allowance for Uncol Promises	(7,298.00)	(7,298.00)
1550 · Discount-CC Pledges Receivable	(3,500.00)	(3,500.00)
1607 · Employee loan	(1,013.41)	0.00
Total Other Current Assets	(11,316.31)	(8,576.05)
Total Current Assets	722,632.34	608,253.24
Fixed Assets		
1611 · Land - County Rd 553	20,586.75	20,586.75
1615 · Buildings	3,631,114.80	3,631,114.80
16400 · Vehicles	44,792.00	44,792.00
1645 · Office & Kennel Equipment	5,615.86	5,615.86
1650 · New Shelter-Furniture & Equip	95,830.01	94,464.04
1670 · Accumulated Depreciation	(121,006.30)	(121,006.30)
Total Fixed Assets	3,676,933.12	3,675,567.15
Other Assets		
1074 · WF Endowment Fund Investments	275,898.18	247,533.04
1700 · Beneficial Interest in MCCF	101,700.19	101,700.19
1702 · Beneficial Interest-Dixon F B	678,760.95	652,450.51
9999 · Point of Sale General Asset	(28.00)	10.00
Total Other Assets	1,056,331.32	1,001,693.74
TOTAL ASSETS	5,455,896.78	5,285,514.13

	Dec 31, 20	Dec 31, 19
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 · *Accounts Payable	24,762.65	12,989.17
Total Accounts Payable	24,762.65	12,989.17
Other Current Liabilities		
2002 · AP-New Shelter Retainage	986.69	19,086.69
2025 · Accrued Benefits	4,068.39	4,068.39
2100 · Payroll Liabilities		
2101 · Federal Tax W/H Payable	563.60	1,040.29
2102 · Medicare and SS Payable	1,596.55	2,745.21
2103 · Michigan W/H Payable	2,528.39	2,617.86
2104 · Suta Tax Payable	78.71	204.67
2108 · AFLAC pre-tax	(59.43)	75.93
2111 · Simple Plan Payable	426.40	1,213.74
2100 · Payroll Liabilities - Other	7,665.32	7,792.59
Total 2100 · Payroll Liabilities	12,799.54	15,690.29
2330 · N/P Mbank PPP Proceeds	54,300.00	0.00
2550 · Sales Tax Payable	788.08	932.93
Total Other Current Liabilities	72,942.70	39,778.30
Total Current Liabilities	97,705.35	52,767.47
Long Term Liabilities		
2300 · Mortgage-New Shelter	1,030,357.25	1,084,407.87
Total Long Term Liabilities	1,030,357.25	1,084,407.87
Total Liabilities	1,128,062.60	1,137,175.34
Equity		
3001 · Beg Net Assets Temp Restricted	1,230,388.00	1,230,388.00
3002 · Beg net Assets Perm Restricted	294,517.00	294,517.00
3040 · Beg net Assets Unrestricted	95,970.45	95,970.45
3900 · Retained Earnings	2,527,463.34	2,374,570.98
Net Income	179,495.39	152,892.36
Total Equity	4,327,834.18	4,148,338.79
TOTAL LIABILITIES & EQUITY	5,455,896.78	5,285,514.13

	<u>\$ Change</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · mBank Checking	144,274.68
1011 · mBank General Savings	(65.00)
1012 · mBank Sally's Fund Savings	5,029.53
1013 · mBank Captial Campaign Checking	(3,200.00)
1016 · mBank Capital Campaign Savings	16.06
1070 · PayPal account	(6,320.16)
1071 · Square Account	94.75
1090 · Cash in Drawer	44.50
Total Checking/Savings	<u>139,874.36</u>
Accounts Receivable	
1200 · *Accounts Receivable	0.00
1524 · Capital Campaign Pledges	(22,755.00)
Total Accounts Receivable	<u>(22,755.00)</u>
Other Current Assets	
1080 · Petty Cash	0.00
12100 · Inventory Asset	(998.49)
1499 · Undeposited Funds	(728.36)
1540 · Allowance for Uncol Promises	0.00
1550 · Discount-CC Pledges Receivable	0.00
1607 · Employee loan	(1,013.41)
Total Other Current Assets	<u>(2,740.26)</u>
Total Current Assets	<u>114,379.10</u>
Fixed Assets	
1611 · Land - County Rd 553	0.00
1615 · Buildings	0.00
16400 · Vehicles	0.00
1645 · Office & Kennel Equipment	0.00
1650 · New Shelter-Furniture & Equip	1,365.97
1670 · Accumulated Depreciation	0.00
Total Fixed Assets	<u>1,365.97</u>
Other Assets	
1074 · WF Endowment Fund Investments	28,365.14
1700 · Beneficial Interest in MCCF	0.00
1702 · Beneficial Interest-Dixon F B	26,310.44
9999 · Point of Sale General Asset	(38.00)
Total Other Assets	<u>54,637.58</u>
TOTAL ASSETS	<u><u>170,382.65</u></u>

	<u>\$ Change</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · *Accounts Payable	11,773.48
Total Accounts Payable	11,773.48
Other Current Liabilities	
2002 · AP-New Shelter Retainage	(18,100.00)
2025 · Accrued Benefits	0.00
2100 · Payroll Liabilities	
2101 · Federal Tax W/H Payable	(476.69)
2102 · Medicare and SS Payable	(1,148.66)
2103 · Michigan W/H Payable	(89.47)
2104 · Suta Tax Payable	(125.96)
2108 · AFLAC pre-tax	(135.36)
2111 · Simple Plan Payable	(787.34)
2100 · Payroll Liabilities - Other	(127.27)
Total 2100 · Payroll Liabilities	(2,890.75)
2330 · N/P Mbank PPP Proceeds	54,300.00
2550 · Sales Tax Payable	(144.85)
Total Other Current Liabilities	33,164.40
Total Current Liabilities	44,937.88
Long Term Liabilities	
2300 · Mortgage-New Shelter	(54,050.62)
Total Long Term Liabilities	(54,050.62)
Total Liabilities	(9,112.74)
Equity	
3001 · Beg Net Assets Temp Restricted	0.00
3002 · Beg net Assets Perm Restricted	0.00
3040 · Beg net Assets Unrestricted	0.00
3900 · Retained Earnings	152,892.36
Net Income	26,603.03
Total Equity	179,495.39
TOTAL LIABILITIES & EQUITY	170,382.65

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 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	2,600.00	2,600.00
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	9,615.00	9,615.00
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	580.00	580.00
Kori & Byron Tossava	0.00	0.00	0.00	0.00	5,300.00	5,300.00
Lynn Andronis	0.00	0.00	0.00	0.00	1,800.00	1,800.00
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	3,150.00	3,150.00
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	1,500.00	1,500.00
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
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>51,222.00</u>	<u>51,222.00</u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
906 Technologies	50.00	0.00	0.00	0.00	0.00	50.00
Ann Brownell	455.41	0.00	0.00	0.00	0.00	455.41
Dog N Frog	153.90	0.00	0.00	0.00	0.00	153.90
Griffin Construction, Inc.	360.00	0.00	0.00	0.00	0.00	360.00
Gwinn-Sawyer Veterinary Clinic	703.50	0.00	0.00	0.00	0.00	703.50
HSB Vet Supply	275.66	0.00	0.00	0.00	0.00	275.66
Karen Rhodes{	363.00	0.00	0.00	0.00	0.00	363.00
LACOSSE & ACCOCIATES CPA PC	690.00	0.00	0.00	0.00	0.00	690.00
Leah Schultz	0.00	0.00	0.00	0.00	(50.00)	(50.00)
Makela,Toutant,Hill ,Nardi,& Kantona P.C.	7,501.61	0.00	0.00	0.00	0.00	7,501.61
Marquette Veterinary Clinic	2,083.16	0.00	0.00	0.00	0.00	2,083.16
Negaunee Vet Clinic	944.49	0.00	0.00	0.00	0.00	944.49
Pride Printing	5,125.79	0.00	0.00	0.00	0.00	5,125.79
Red Dingo	8.00	0.00	0.00	0.00	0.00	8.00
Shane Place	0.00	(75.00)	0.00	0.00	0.00	(75.00)
Stuga North Veterinary Care	0.00	39.50	0.00	0.00	0.00	39.50
Super One Foods - Negaunee	189.60	0.00	0.00	0.00	0.00	189.60
Thompson Vet Clinic	39.50	0.00	0.00	0.00	0.00	39.50
Visa	0.00	1,322.10	0.00	0.00	0.00	1,322.10
TOTAL	<u>18,943.62</u>	<u>1,286.60</u>	<u>0.00</u>	<u>0.00</u>	<u>(50.00)</u>	<u>20,180.22</u>

UPAWS										Key
Days Cash On Hand										
	2012	2013	2014	2015	2016	2017	2018	2019	2020	
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	645,045.70	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	317	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 February 2021**

- Volunteer:

Continue the process: Ensured that Volgestics was up to date for inactive volunteers (meaning ones that will not be returning). Sent emails.

- Fosters:

One new application

- MyEmma:

Read with UPAWS Survey email.

- RETAIL:

General upkeep – ordered *Fluff & Tuff* dog toys (we were out of dog toys).

- Grants:

- Applied for *Petfinder 2021 Bar Dog Operation Grant* (for sanitation supplies).
- Applying for *Grey Muzzle Grant* (working on now).
- *Petfinder Cat Enrichment 2021* and *Petfinder Orvis Dog Enrichment*. **No answer as of 2-19-21.**
- Maddie's Fund *No Place Like Home Challenge* – fulfilling the requirements.
 - There are eight Zoom Meetings throughout February that I am/will be attending in preparation to launch March 1st.
 - Applied for UPAWS membership to *Finding Rover* which is a pet facial recognition app for lost and found pets. The program is free (for how long, I do not know).
Here is the website: [Finding Rover - Pet Facial Recognition - Pet Facial Recognition](#)
 - Applied for membership to *Adoptimize* which is shelter technology that automates great pet photos. Used at intake for lost pets which improves the photo for better recognition (which is used in Finding Rover). I have a one-on-one Zoom meeting with Jessica Schleder, MBA Founder and CEO of *Adoptimize* on Wednesday 2/23/21 to learn how the program works. The program is free for 1 year. Here is the website: [Home | Adoptimize Animal Shelter Software](#)

- Other webinars/training attended:
 - HeARTs Speak webinars:
 - Mastering Social Media for Visibility + Advocacy.
 - Rock Your Next Bio-Writing Session
 - Keeping Families Together
 - Hashtags Demystified
- Website:

Going through links and cleaning up. Updated Spay/Neuter program and our Food Bank, as well as updated our nail trim, microchip services.
- Transports (Pet Promos): 40 cats transferred to UPAWS from Humane Society of Oklahoma. Within 7 days, 37 were adopted. Two were adopted within weeks. There is one left – an underage kitten in foster care. The supervisors and caregivers did a great job!! 😊
- Website, Social Media: Posting, upkeep, help with making new pages, advertising daily.
- Pet Promos: Photos & bios, advertising. Q-107 Pet of the Week and ABC10 Pet of the Week.
- Media (Community Outreach): TV6 did a cold weather pet safety interview at shelter and supervisor, Hayley, did the interview. ABC10 did a Zoom interview on cold weather pet safety with me.
- Read with UPAWS (Kids Club):
 - Tallied survey from community on program (required by LLF of Michigan). All favorable.
 - Made two more **Read with UPAWS** virtual video storytelling books. There will be one posted a month here on out. Making stories ahead of time, and pre-publishing on Facebook, and YouTube Channel.
 - I haven't gotten too far but have through March completed. Will continue to work on. Completed the last required report and final requirements due to LLF of Michigan. Submitted to LLF of Michigan on January 27th. Here is the Playlist:

<https://www.youtube.com/playlist?list=PLKFteCD8oEsZc2nU5OPXN6otxRDARi8HO>

Submitted February 19, 2021 - Ann Brownell

January 2021	<5 mos.		<5 mos.		OTHER	TOTAL	
	DOGS	PUPS	CATS	KITS			
Beginning Count	5	1	11	13	9	39	
INTAKE							YTD
Owner Surrender	7	1	7	0	4	19	19
Returned Adoption	0	0	1	1	0	2	2
Stray (from Police, Public and Shelter Pickup)	4	1	4	0	0	9	9
Born in Care	0	0	0	0	10	10	10
Transferred from Other Shelters	0	0	35	5	0	40	40
Special Hold/Service In	0	0	0	0	0	0	0
Seized/Custody (Cruelty & Neglect)	0	0	0	0	0	0	0
Total Intakes	11	2	47	6	14	80	80

OUTCOMES

Adoptions (shelter, foster home or special event)	5	0	30	14	14	63	63
Total Adoptions YTD	5	0	30	14	14	63	
Returned to Owner	3	1	2	0	0	6	6
Transferred to Rescue Groups/Shelters	0	0	0	0	0	0	0
Total Live Outcomes	8	1	32	14	14	69	69
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	0	0	0	0	0	0	0
Dying	0	0	1	0	0	1	1
Animal's Name and Reason			Sunny: end state kidney failure				
TOTAL ANIMALS EUTHANIZED	0	0	1	0	0	1	1
Died at shelter/foster home - Unknown	0	0	0	0	0	0	0
Missing/Stolen/Escaped	0	0	0	0	0	0	0
Animal's Name and Reason							
Total Euth/Died/Other Outcomes	0	0	1	0	0	1	1
Ending Count	8	2	25	5	9	49	

SAVE RATE (Intake- Euthanasia Outcome)/Intake	98.8%	98.8%
ASPCA Live Release Rate (Live Outcomes/ Intake)	86.3%	86.3%

OTHER INFO	Dogs	Cats
Avg. Length of Stay	2.6	19.6

Monthly Return Rate (returns/adoptions)	0%	5%
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JANUARY 2020 - CLINIC SERVICES	DOGS	CATS	OTHER	TOTAL	YTD
Owner Requested Euthanasia	0	0	0	0	0
Bite Hold (for Owner)	0	0	0	0	0
Spay/Day	17	17	0	34	34
Community Spay/Neuter (Spay It Forward)	0	0	0	0	0
Microchipping	5	2	0	7	7
Domestic Violence	0	0	0	0	0
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	4	0	0	4	4
Service - Home 2 Home	2	2	0	4	4
Service - Nailtrims	2	1	0	3	3
Service - Dog Licenses	1	0	0	1	1
Service - Cremation Services	0	0	0	1	1
Total	31	22	0	53	53

UPAWS
Board Development Committee
Meeting Minutes
February 11, 2021

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

ABSENT: Alex Petrin (excused)

1. Currently, we have 3 vacant positions; all expiring in 2023. Update on any potential applicants – Linda will attempt to reach out to someone who may be interested.
2. Board Matrix: The matrix is still not complete, waiting on information from one new board member. Lynn will attempt to contact again.
3. Board Evaluation – Review of the draft sent to committee members after January meeting. Lynn will revise the draft with changes and will send to committee members for their review prior to sending it to the board. It was determined that the replies from the board members were to be directed to Kathi and that we would give them one week to reply so that we might have a final compiled version by the March meeting.
4. Exit Interviews – Update: Crystal and Linda interviewed Scott yesterday. They sent the prepared questions to him prior to the interview so that he would have time to formulate his answers. It was determined that this is the method we would be using in the future.
5. Discussion with newer board members – Update: After discussion, it was determined that this action would be put on hold until after we have received the evaluations. Additionally, the discussions would take place between the newer board members (individually) with Crystal, Kathi and Linda (non-board members of this committee) to allow for candid discussions.
6. FUTURE TOPICS TO BE DISCUSSED/REVIEWED
 - a) Board Development Procedures review

Meeting adjourned at 5:55 p.m.

Submitted,

Lynn Andronis, Committee Chair

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

**PERSONNEL COMMITTEE REPORT
FEBRUARY 10, 2021, 10 A.M.**

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

The Executive Director position will be re-posted on Indeed and the Michigan Non-Profit Association sites, as well as our website.

The Bookkeeper/Administrative Assistant Positions will be re-posted. It was initially posted over the holidays and perhaps with the holidays over, will be seen by more people.

Colleen provided a rough draft updating the Volunteer/Community Outreach Coordinator's job description. Lynn will work on editing the draft and provide a copy prior to the next meeting.

The Maintenance position has not yet been filled. There have been few applications submitted. The committee agrees that the main stumbling blocks are that the position is currently part-time and the pay rate.

Colleen presented an updated Organizational Chart which was approved. The committee believed adding employee names, if someone could even keep up to date with that component, should be informational to avoid seeking board approval of the document every time an employee was hired, left, or moved to a different position. Colleen will prepare a report and recommendation for the next board meeting.

The committee addressed a request from an employee suggesting amendments to the sick leave policy, including donating unused sick leave to another employee and payout for unused sick leave. The committee agreed that donation of sick leave to other employees in a time of emergency was something that could be done without incurring a financial burden. Colleen provided a draft of a policy and will prepare a written report and recommendation for the next board meeting.

The meeting was adjourned at 11:40 a.m. The next regular meeting is scheduled for March 10th at 10:00 a.m.

Respectfully submitted,



Chairperson

POLICY & BYLAWS COMMITTEE

Chaired by: Colleen Whitehead

Date: February 18th, 2021 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 Board Policy: Electronic Voting Procedures. Discussion on language changes. Colleen will make final changes discussed by the Committee and submit the Board Policy as a Report & Recommendation for the February monthly Board meeting.
- Lengthy discussion on procedures and proposed forms for animal surrenders and stray admissions. Committee reviewed each section and revised based upon different versions of the form. Committee will continue discussion and review of draft forms and the proposed revisions at the March Committee meeting.
- Pending / Future Committee items/tasks: IT policies, Vet Center Policies, and possible revision to Board Policy 1.0 regarding UPAWS membership by Donor Development Committee. Committee has agreed to not address SOP development/revisions at this time.

Assignments:

- Colleen to make final edits to the Board Policy: Electronic Voting Procedures.
- Colleen to make draft revisions to the UPAWS Admissions Form based upon Committee discussion.
- Reva to contact Supervisors for a representative to attend the March P/B Committee meeting for review and discussion of the Admission Form.

Next Meeting:

- March 18th, 2021 at 10:00 a.m. Meetings are currently being held via Zoom, monthly meeting is usually the 3rd Thursday of each month.

VET CENTER – AD HOC COMMITTEE

Chaired by: Colleen Whitehead

Date: February 9th, 2021 5:30 pm – 6:30 pm via Zoom

Members Present: Colleen Whitehead, Dr. Scott Jandron, Jessi Hurd, Laura Rochefort

Discussion:

- Reviewed purpose of the Committee with our primary focus being on start-up; getting policies and procedures in place, grant requests completed, equipment purchased, relationships (possibly MOUs) with area vets set up and then handing over responsibilities and management to the Executive Director and staff to manage.
- Two grants submitted were declined for funding - FY 2021 MDARD Grant proposal and Best Friends Animal Society.
- Reviewed the current draft policies being developed and assignment of areas for Committee members; each Committee member will continue working on drafting different policies. Colleen will reformat current draft policies and compile into one overall document so that we can identify gaps.
- Discussion of donation and use of controlled substances to UPAWS (such as gabapentin). Colleen to contact State of Michigan to find out protocols for donating to shelters. Scott to look into veterinary guidelines and possible restrictions.
- Informed Committee of the resignation of Committee member Kathi Fosburg. Laura has agreed to become a full Committee member.
- Discussion on possible implications regarding liability insurance for surgical procedures and dispensing of controlled substances. Colleen to verify UPAWS liability policy and Scott to verify veterinary providers liability coverage questions.
- **Discussion on vet practice in lower Michigan closing and possible donation of kennels and surgical recovery mats.** It would require picking up the kennels. Laura to verify size/space requirements at UPAWS and Colleen to contact vet clinic to verify equipment that may be available for donation.

Next Meeting:

- March 9th, 2021 at 5:30 via Zoom.