

# UPPER PENINSULA ANIMAL WELFARE SHELTER

## BOARD OF DIRECTORS MEETING

**Monday, March 22, 2021 / 6 p.m. / Zoom / Upper Peninsula Animal Welfare Shelter**

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### **Mission:**

Our mission is to improve the quality of life and welfare for domestic animals and to provide a safe haven while finding lifelong homes for the animals in our care. We embrace the No Kill\* philosophy, seeking to end the euthanasia of healthy and treatable animals.

### **Vision:**

A community where there are no homeless, neglected or abused animals, and where everyone understands and practices the level of commitment and responsibility that pet guardianship entails.

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### **Agenda**

1. Call to Order/Attendance
2. Approval of Agenda
3. Mission Moment
4. Approval of Minutes
  - a. February 22, 2020 Regular Meeting
5. Unfinished Business
  - a. Approval of Community Room Rental Documents
6. New Business
  - a. Report and Recommendation from the IT Committee: Purchase and Installation of Additional Keypad/Door Strike
  - b. Report and Recommendation from the IT Committee: Replacement of Supervisor PCs
  - c. 2021 Budget Approval
7. Communications
8. President's Report
9. Treasurer's Report
  - a. December Financial Reports
  - b. January 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) – no report

- 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
- h. Donor Development (Ad Hoc) (Leslie) – written (February and March)
- i. Vet Center Committee (Ad Hoc) – (Colleen) – did not meet
- j. IT Committee (Ad Hoc) (Chris) – written

12. Board Comment

13. Adjournment

Next Board Meeting Date: April 26, 2021

## UPPER PENINSULA ANIMAL WELFARE SHELTER BOARD OF DIRECTORS MEETING

Monday, February 22, 2021 via Zoom Minutes

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

**ABSENT:** Amber Talo (excused), Brian Hummel (excused, but joined at 6:21 pm)

**GUESTS:** None

1. Call to Order/Attendance: Meeting was called to order at 6:03p.m.
2. Approval of Agenda: *Leslie made a motion, seconded by Colleen, to approve the agenda as presented. Motion passed with unanimous approval.*
3. Mission Moment: Reva frequently asks the staff if they have any interesting stories. Reva shared a note from one of the caregivers regarding a timid dog she has been working with since May last year. The dog, Lilly, could not come out of the kennel and only let this caregiver get close to her. Lilly has since warmed up to other people and shows a successful outward transfer story. Reva said she will put this story in her direct solicitation letter.
4. Approval of Minutes:
  - a) January 25, 2021 Regular Meeting – *Colleen made a motion, seconded by Lynn, to approve the January minutes as presented. Motion passed with unanimous consent.*
5. Unfinished Business:
  - a) Update on Annual report – Chris presented the Annual Report he created to the Board. Lynn questioned whether “Lower Harbor” should be capitalized. Chris will make that change. Lynn noted that a subject should be added to the paragraph on page 6 “Our Staff Go Above and Beyond.” Leslie added that “Locking Up Celebrities” second paragraph second sentence should be broken up to flow better. Chris will make the changes. *Brian joined the meeting at 6:21 pm.*
6. New Business:
  - a) Report and Recommendation from the Personnel Committee re: Organizational Chart – *Leslie made a motion, seconded by Brett, 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: Donation of Sick Leave – Reva noted that an employee brought her attention to this. Reva further added that if

you use up all your sick leave another employee can donate theirs. Colleen and Lynn support this. *Leslie made a motion, seconded by Chris, to accept the Report and Recommendation from the Personnel Committee as presented. Motion passed with unanimous consent.*

- c) Report and Recommendation from the Policy/Bylaw Committee re: Policy 17.0 Electronic Voting Procedure – *Leslie made a motion, seconded by Chris, to approve the Report and Recommendation from the Policy/Bylaw Committee as presented. Motion passed with unanimous consent.*
- d) Committee Chair Vacancies – Colleen asked the Board if they want to leave Chairs vacant until July. Colleen then asked Reva if she wants to just assign the Chairs to Board Members. Reva noted that she does not want to force the role on someone who will not be able to fulfill the duties. Leslie added if the Ad Hoc committees could/should be combined with Fundraising. Leslie further added that she would like to see more synergies between some of the Committees. Lynn noted that the first event that is possible to hold would be the golf outing. Leslie added that we did it last year so we should be able to do it again this year per COVID-19 guidelines. Reva noted that she is waiting to see if someone has the time/interest to chair the vacant committees. Brian added that he would consider chairing the Strategic Planning Committee as it aligns with his professional experience. Lynn noted that the Strategic Planning Committee has been leaderless for years now. Lynn further added that she would consider chairing the Fundraising Committee in a month or two but not as an event chair. She continued saying that she will not chair until NEON is taken care of. Reva and Leslie both added that Amber would be a great fundraising chair as she has done great leading events in the past. Lynn noted that Amber will need to take one year off as she is on her second term as of Board Member.

7. Communications – None.

8. President's Report – Alex asked if UPAWS should do a Facebook post thanking the people who helped get the floor scrubber to work. Alex further added how UPAWS should thank employees or volunteers for above and beyond work. Leslie asked if, as a Board, we could recognize this above and beyond performance. Leslie further added that no gift is necessary as the gesture of recognition is more meaningful than any item given.

9. Treasurer's Report

- a) January Financial Reports – Colleen questioned why the MOARD grant in January 2021 is not showing up in the financial reports. Colleen further asked if UPAWS will be applying for the second round of PPP loans.
- b) 2021 Budget Discussions – Leslie asked if she needs to put in a formal request for budget line item 4130. Reva answered no, and that it is put into general donations. Leslie asked about the timing of the budget draft completion as Amber is still away on maternity leave. Reva answered that no one from the Finance Committee has access to QuickBooks. Reva further added that Chris, Brett, and herself put a good portion of the draft budget together but Amber knows a lot of the missing numbers. Colleen asked if



Finance could meet in March and if the Board could have a work session to finalize and approve the budget for the March Board meeting. Chris noted that no one gave him a chance to learn the Treasurer position before Amber's maternity leave.

#### 10. Shelter Operation Reports

- a. Community Relations/Volunteer Coordinator Report – Read with UPAWS was discussed.
- b. Stats – Colleen asked if it is possible to get per year totals of animals neutered/spayed for the last five years for grant application purposes. Lynn said she will investigate it.
- c. Additional Operation Reports – No comments.

#### 11. Committee Reports

- a. Board Development Committee Report (Lynn) – Written report submitted. Colleen asked if there are any Board Member candidates in the queue. Lynn answered there is nothing yet.
- b. Finance Committee Report (Amber) – No report.
- c. Fundraising Committee Report – Did not meet.
- d. Paws Park Committee Report (Amber) – Did not meet.
- e. Strategic Planning Committee Report – On hold. No report.
- f. Personnel Committee Report (Reva) – Written report submitted.
- g. Policy/Bylaw Committee Report (Colleen) – Written report submitted.
- h. Donor Development (Ad Hoc) (Leslie) – No report.
- i. Vet Center Committee (Ad Hoc) (Colleen) – Written report submitted.
- j. IT Committee (Ad Hoc) (Chris) – Did not meet.

12. Board Comment – Lynn noted that she likes the Google Drive versus physical copies. Lynn added that we need to be more conscious of posting material timely before the meetings. *Leslie left the meeting at 7:39 pm.*

13. Adjournment – *Lynn made a motion, seconded by Chris, to adjourn the meeting at 7:42 pm. Motion was passed with unanimous consent.*

Next Board Meeting Date: March 22, 2021

Respectfully submitted,

Counter-signed,

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Brett Specker, Secretary

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Reva Laituri, President

DRAFT

Community Room  
Report & Recommendation  
March 19, 2021

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

The following updates were made per our January review:

Alcohol Permit:

Added links for Michigan LCC special permit application & instructions and removed that UPAWS could provide. *(Note: the form and instructions are posted on the CR drive in the Forms folder but it is not expected that we provide).*

Contract:

- Removed “Will attendees at this function be charged a fee”
- Added hours next to Daily in Rental Rates box.

Procedures:

- Removed “prior board approval” from 1e.
- Moved supervisor notification to 3. Pre-Event (from Day of Event)
- Removed “collect payment” from 4e (should be paid in advanced).

Rental Contract Information:

- Updated Smoking section to state UPAWS is tobacco-free: “Smoking: UPAWS is a tobacco-free organization. Tobacco use in any form is prohibited in UPAWS buildings and on UPAWS property. Personal vehicles with closed windows are excluded. *(Note: I’ve forwarded to Colleen to check if this is consistent with our policies).*”
- Removed “and alcohol permit (if applicable)” from Payment since we are not charging additional for alcohol permit.



## 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 8am until 10pm 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 (8am-10pm).

**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. 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 8am and 5pm. 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:** UPAWS is a tobacco-free organization. Tobacco use in any form is prohibited in UPAWS buildings and on UPAWS property. Personal vehicles with closed windows are excluded.

#### **Refund/Cancellation Policy:**

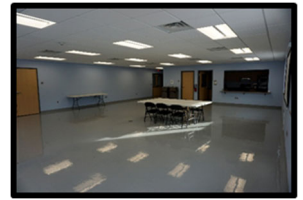
If reservation is canceled 30 days or more ahead of scheduled date, a full refund will be made.

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](mailto:lhurst@upaws.org)





# 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 (8am-10pm)**

**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 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 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 Mich. Liquor Control Commission  
Form: [https://www.michigan.gov/documents/lara/Special\\_License\\_Application\\_LCC-110\\_533527\\_7.pdf](https://www.michigan.gov/documents/lara/Special_License_Application_LCC-110_533527_7.pdf)  
Instructions: [https://www.michigan.gov/documents/lara/Special\\_License\\_Instructions\\_LCC-110a\\_533528\\_7.pdf](https://www.michigan.gov/documents/lara/Special_License_Instructions_LCC-110a_533528_7.pdf)
- 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 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 arrange 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.

### 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. Notify Supervisors ([supervisors@upaws.org](mailto:supervisors@upaws.org)) and let them know if they will need to give access.
- g. Setup access code with start/end date/time if needed and notify renter of it.

### 4. Day of Event

- a. Disable security alarm for after-hours zone (if needed).
- b. Unlock entrance doors to after-hours vestibule (if needed).
- c. Lock inside door to shelter and fundraising closet.
- d. Provide any agreed upon setup.
- e. Meet renter at agreed upon time, answer any questions & 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.



# Report & Recommendation

## Additional Keypad / Door Strike

March 2021

The Ad-Hoc IT Committee would like to make a recommendation to the UPAWS Board of Directors to install an additional keypad and door strike between the after-hours vestibule area and the rest of the shelter

### Rationale

The main reason for this additional keypad is to separate the rest of the shelter from the community room area. When the new shelter was designed, it was intended to allow the programs to operate out of the community room after regular shelter hours. Right now this door is left unlocked and would allow access to the rest of the shelter. By installing this new keypad and door strike, this door is able to remain secure.

It was always the intent to allow outside groups to be able to rent the community room to put on programs. Putting this door on the same system as the rest of our keyless locks will ensure that the shelter stays secure when outside groups are renting the community room. Our alarm system already has the community room area separate from the rest of the shelter. This allows us to keep the rest of the security system armed while the community room is in use. Without this door having a keypad, it could accidentally be left unlocked which would allow anyone to walk into the shelter. If the alarm is armed in the shelter, the alarm would then be activated and the police would respond.

### Cost

Luke Guindon, an expert in his field has previously provided a quote of \$764. The breakdown in cost is attached to this recommendation. Luke has indicated that he is very familiar with the type of system we have and has worked on similar systems in the past.

### Alternative Bids

906 Technologies was also contacted for a bid for this project as they were the original installers of the system. As of the date of this recommendation, we have not had a response. We requested a quote earlier this year, but since this project had been put on hold due to COVID-19, that quote is long expired. The price on this original quote was more than Luke Guindon.

## Luke Guindon

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2014 Neidhart Ave

Marquette, MI 49855

(906) 250-9467

[lukeguindon@gmail.com](mailto:lukeguindon@gmail.com)

**July 13, 2020**

Keypad and electric strike installation quote

- HES electric strike           \$124.00
- IEI keypad                   \$400.00
- Labor @ \$40/hour x 6       \$240.00

Total Estimate: \$764

This is a do not exceed estimate. A total cost will be based off actual time spent and material costs. If I can get a better price on the materials the cost savings will be passed on to Upaws. This estimate is subject to change after 90 days.



# Report & Recommendation

## Replacement of Supervisor PCs

March 2021

The Ad-Hoc IT Committee would like to make a recommendation to the UPAWS Board of Directors to replace the two supervisor's computers at the front desk.

### Rationale

As the two most used and relied on computers in the shelter, the supervisor's computers need to be at top performance. All UPAWS business that is conducted on site relies on these PCs. This fits into a broader plan of reallocating UPAWS computing resources to where they can be best used. After replacing the supervisor computers, the current computers would be able to be reallocated to another location that has an even older model of computer but is not as critical as the supervisor PCs.

### Cost

The IT Committee has identified the Lenovo Tiny M70q as the best option to purchase. The Lenovo Tiny series are small keeping needed space at the front desk available. They cost \$415 each which we would seek approval of two for at \$830. This price comes using a non-profit discount through Tech Soup.

Lenovo Tiny M70q Specs:

- Intel® Pentium® Gold G6400T Processor (3.40 GHz, 2 Cores, 4 Threads, 4 MB Cache)
- Windows 10 Pro
- 8 GB DDR4 2667MHz
- Integrated Intel® UHD Graphics
- 500 GB 7200 HDD
- Included USB Keyboard

## **PRESIDENT'S REPORT**

**March 22, 2020**

The March appeal letter has been completed, mailed, began arriving in homes on March 12<sup>th</sup>.

The internet and phones were down at the shelter for most of the day on Tuesday, March 9<sup>th</sup>. Volunteer Dane Ford helped get things back up and running, however, there have been continuing, intermittent problems with both.

Everyone thought the floor scrubber was finally up and running, however, it was discovered the internal battery was not holding a charge. The volunteer who has been working on it, purchased an external battery at a highly discounted price and it seems to be holding a charge just fine now.

Thrivent recently notified us of a bequest from an individual who wishes to remain anonymous. The paperwork has been signed by the Treasurer and myself and returned to Thrivent.

The application for the second PPP loan has been approved. The Treasurer and I have signed the paperwork and it has been returned to the bank for processing. The final paperwork for the first loan needed for forgiveness has been completed and provided to the bank.

Respectfully submitted,

*Reva Laituri*

President

**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>&gt; 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
<b>TOTAL</b>	<b><u>18,943.62</u></b>	<b><u>1,286.60</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(50.00)</u></b>	<b><u>20,180.22</u></b>

**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>&gt; 90</u>	<u>TOTAL</u>
1st of the Month Donors	0.00	0.00	0.00	0.00	(575.00)	(575.00)
Amber Talo	0.00	0.00	0.00	0.00	2,600.00	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
<b>TOTAL</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>51,222.00</u></b>	<b><u>51,222.00</u></b>

UPAWS

Days Cash On Hand

Key

	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



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

	Dec 20	Budget	Jan - Dec 20	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>4000 · SHELTER REVENUE</b>					
4005 · Pet Adoptions	7,002.50	7,666.66	65,761.35	92,000.00	92,000.00
4010 · Redeemed Animals	240.00	333.33	3,842.00	4,000.00	4,000.00
4017 · Dog Park	381.00	750.00	2,362.00	9,000.00	9,000.00
4018 · Rentals	0.00	200.00	0.00	2,400.00	2,400.00
4020 · Government Contracted Services	1,023.50	833.33	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	32.00	41.66	388.00	500.00	500.00
4031 · Microchipping	100.00	100.00	900.00	1,200.00	1,200.00
4032 · Nail Clipping	20.00	62.50	270.00	750.00	750.00
4033 · Community Spay/Neuter	0.00	416.66	4,030.00	5,000.00	5,000.00
4050 · Miscellaneous Services	26.00	50.00	538.00	600.00	600.00
4060 · Cremation Services Revenue	0.00	208.33	1,029.00	2,500.00	2,500.00
<b>Total 4000 · SHELTER REVENUE</b>	<b>8,825.00</b>	<b>10,662.47</b>	<b>95,372.13</b>	<b>127,950.00</b>	<b>127,950.00</b>
<b>4156 · GRANT REVENUE</b>					
4157 · General Grants	0.00	4,166.66	2,257.00	50,000.00	50,000.00
4156 · GRANT REVENUE - Other	0.00		0.00		
<b>Total 4156 · GRANT REVENUE</b>	<b>0.00</b>	<b>4,166.66</b>	<b>2,257.00</b>	<b>50,000.00</b>	<b>50,000.00</b>
<b>4200 · FUNDRAISING REVENUE</b>					
4127 · Wash & Wag	0.00	0.00	0.00	1,345.00	1,345.00
4128 · Misc/3rd Party Fundraisers	183.25	357.92	3,064.78	4,295.00	4,295.00
4140 · Canisters	588.31	850.00	7,170.99	10,200.00	10,200.00
4143 · Econo Receipts	0.00	625.00	5,168.61	7,500.00	7,500.00
4144 · Cause for Paws	0.00	24,000.00	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	0.00	0.00	6,597.72	22,000.00	22,000.00
4151 · Raise The Woof	0.00	0.00	5,205.75	6,850.00	6,850.00
4170 · TUFT Golf Outing	7.00	0.00	19,517.00	19,900.00	19,900.00
4183 · Rescue Raffle	0.00	0.00	3,142.00	4,000.00	4,000.00
4185 · Lights of Love	75.00	1,550.00	1,272.25	3,100.00	3,100.00
4197 · Calendar	18.87	897.33	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	15,701.34	5,000.00	25,847.30	10,000.00	10,000.00
4380 · Online Store Fundraiser	1,492.58	13,650.00	2,867.25	27,300.00	27,300.00
<b>Total 4200 · FUNDRAISING REVENUE</b>	<b>18,066.35</b>	<b>50,010.25</b>	<b>111,875.45</b>	<b>155,838.00</b>	<b>155,838.00</b>
<b>43400 · DIRECT PUBLIC SUPPORT</b>					
4006 · Pet Care Sponsorship	375.00	916.66	7,076.69	11,000.00	11,000.00
4008 · Pet Promotion Sponsorship	0.00	116.66	365.00	1,400.00	1,400.00
4109 · Pink Lady	95.00	500.00	3,145.00	6,000.00	6,000.00
4110 · Donations	129,896.96	10,416.68	213,040.94	125,000.00	125,000.00
4120 · Special Gifts	1,740.40	958.33	10,929.56	11,500.00	11,500.00
4123 · Memorial Bricks/Tiles	500.00	625.00	1,484.00	7,500.00	7,500.00
4125 · Donated Svs/Material In Kind	1,927.00	0.00	34,991.50	0.00	0.00
4130 · Memorials/Honorariums	9,868.75	4,166.66	46,791.45	50,000.00	50,000.00
4132 · Deb's Dog Revenue	325.00	125.00	2,380.00	1,500.00	1,500.00
4135 · Bequests	0.00	0.00	26,588.34	0.00	0.00
4152 · Direct Solicitations	20,555.00	3,333.37	62,712.00	40,000.00	40,000.00
4188 · Naming Opportunities	0.00	6,333.37	500.00	76,000.00	76,000.00
<b>Total 43400 · DIRECT PUBLIC SUPPORT</b>	<b>165,283.11</b>	<b>27,491.73</b>	<b>410,004.48</b>	<b>329,900.00</b>	<b>329,900.00</b>
<b>4500 · OTHER Revenue</b>					
4112 · Kids Club	0.00	116.66	100.00	1,400.00	1,400.00
4201 · Home2Home	0.00	12.50	100.00	150.00	150.00
4205 · Resale Items Revenue	4,404.45	2,916.67	16,304.01	35,000.00	35,000.00
4215 · Interest Revenue	1.36	4.00	17.56	48.00	48.00
4220 · Miscellaneous Revenue	40.00	0.00	857.30	0.00	0.00
4221 · Endowment Fund Earnings	0.00	416.66	0.00	5,000.00	5,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	541.66	15,880.29	6,500.00	6,500.00
4227 · Distribution from Dixon Estate	21,040.00	933.33	31,519.49	11,200.00	11,200.00
<b>Total 4500 · OTHER Revenue</b>	<b>25,485.81</b>	<b>4,941.48</b>	<b>64,778.65</b>	<b>59,298.00</b>	<b>59,298.00</b>
46000 · Merchandise Sales	0.00		0.00		
48600 · Service Sales	0.00		0.00		
<b>Total Income</b>	<b>217,660.27</b>	<b>97,272.59</b>	<b>684,287.71</b>	<b>722,986.00</b>	<b>722,986.00</b>
<b>Gross Profit</b>	<b>217,660.27</b>	<b>97,272.59</b>	<b>684,287.71</b>	<b>722,986.00</b>	<b>722,986.00</b>
<b>Expense</b>					
<b>5000 · Employee Expense</b>					
5200 · Payroll Expenses	14.87		347.50		
5201 · Wages & Salaries	17,736.39	25,942.56	203,788.58	311,311.00	311,311.00
5225 · Simple Plan Employer	182.66	106.21	772.31	1,274.52	1,274.52
5230 · Michigan Unemployment Payable	(3.10)	105.00	126.15	1,260.00	1,260.00
5235 · Employer Social Security	1,099.65	1,608.44	12,634.64	19,301.28	19,301.28
5240 · Employer Medicare	257.18	376.17	2,954.67	4,514.00	4,514.00
5245 · Worker's Compensation	271.00	274.66	6,707.00	3,296.00	3,296.00
5246 · Employee Relations	3,204.50		3,204.50		
<b>Total 5000 · Employee Expense</b>	<b>22,763.15</b>	<b>28,413.04</b>	<b>230,535.35</b>	<b>340,956.80</b>	<b>340,956.80</b>
<b>5500 · OPERATING EXPENSE</b>					
5009 · Phone/Network Access	491.83	234.83	3,985.41	2,818.00	2,818.00
5011 · Merchant Service Fees	1,265.71	500.00	6,422.74	6,000.00	6,000.00
5012 · Bank Service Charges	5.00	10.00	161.61	120.00	120.00
5013 · Paypal Fees	16.89	45.00	90.48	540.00	540.00
5014 · Square Fees	35.00		1,208.76		
5050 · Utilities	2,492.60	3,000.00	27,359.31	36,000.00	36,000.00
5100 · Cleaning Supplies	191.80	300.00	5,254.39	3,600.00	3,600.00
5102 · Animal Supplies/Equipment	295.80	250.00	3,723.79	3,000.00	3,000.00
5105 · Repairs/Maintenance	1,278.06	500.00	8,102.87	6,000.00	6,000.00
5106 · Garbage/Snow Removal	0.00	1,000.00	6,163.18	10,000.00	10,000.00
5115 · Office Supplies/Postage	909.19	506.25	3,888.19	6,075.00	6,075.00
5117 · Community Spay/Neuter	945.00	833.33	5,287.50	10,000.00	10,000.00

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

	Dec 20	Budget	Jan - Dec 20	YTD Budget	Annual Budget
5120 · Building/Auto Insurance	0.00	709.66	10,071.32	8,516.00	8,516.00
5125 · Food	995.17	708.33	15,626.49	8,500.00	8,500.00
5127 · Microchips	0.00	750.00	6,247.99	9,000.00	9,000.00
5130 · Medical Supplies-Vaccines	4,646.40	1,833.33	13,793.39	22,000.00	22,000.00
5135 · Vet Care	3,568.16	5,424.00	50,374.20	65,000.00	65,000.00
5140 · Spay & Neuter Expense	3,214.00	2,166.66	28,458.49	26,000.00	26,000.00
5145 · Vehicle	212.13	250.00	900.30	3,000.00	3,000.00
5146 · Dog License Expense	16.00	16.60	432.00	200.00	200.00
5150 · Mileage	0.00	62.50	156.65	750.00	750.00
5165 · Cash over/short	199.26		154.99		
5180 · Donated Services/Materials	0.00		2,100.00		
5183 · Deb's Dog Expense	30.00	100.00	855.82	1,200.00	1,200.00
5350 · Subcontracted Services	0.00		1,461.24		
5530 · Cremation Services Expense	0.00	166.66	1,801.00	2,000.00	2,000.00
6138 · Pink Lady Expense	1,215.29	500.00	4,720.25	6,000.00	6,000.00
6524 · Dog Park	184.83	175.00	913.46	2,100.00	2,100.00
6528 · Rentals	0.00	0.00	0.00	0.00	0.00
6539 · Computer Software	0.00	83.33	1,581.85	1,000.00	1,000.00
6565 · IT Consulting	0.00	375.00	642.00	4,500.00	4,500.00
<b>Total 5500 · OPERATING EXPENSE</b>	<b>22,208.12</b>	<b>20,500.48</b>	<b>211,939.67</b>	<b>243,919.00</b>	<b>243,919.00</b>
<b>5550 · GRANT EXPENSE</b>					
5551 · General Grants	0.00	416.66	799.89	5,000.00	5,000.00
5550 · GRANT EXPENSE - Other	0.00		500.00		
<b>Total 5550 · GRANT EXPENSE</b>	<b>0.00</b>	<b>416.66</b>	<b>1,299.89</b>	<b>5,000.00</b>	<b>5,000.00</b>
<b>5600 · FUNDRAISING EXPENSE</b>					
5299 · Kennel Lock-up EXPENSE	359.30	500.00	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	0.00	252.08	4,005.34	3,025.00	3,025.00
6308 · Wash & Wag Expense	0.00	0.00	140.00	455.00	455.00
6311 · Cause for Paws Expense	0.00	0.00	196.00	7,000.00	7,000.00
6312 · Rummage Sale Expense	0.00	0.00	0.00	0.00	0.00
6315 · Misc/3rd Party Fund Expense	0.00	0.00	(123.00)	575.00	575.00
6317 · Raise The Woof Expense	0.00	0.00	2,773.99	3,443.83	3,443.83
6322 · Rescue Raffle Expense	0.00	0.00	229.00	2,150.00	2,150.00
6324 · Miscellaneous Expenses	0.00	77.08	0.00	925.00	925.00
6330 · TUFT Golf Outing Expense	0.00	0.00	6,841.30	7,237.50	7,237.50
6355 · Lights of Love Expense	0.00	50.00	0.00	100.00	100.00
6550 · Strut Your Mutt Expense	0.00	0.00	302.52	4,965.00	4,965.00
6551 · Canisters Expense	0.00	16.66	0.00	200.00	200.00
7580 · Online Store Expense	491.43	5,460.33	9,298.69	16,380.99	16,380.99
<b>Total 5600 · FUNDRAISING EXPENSE</b>	<b>850.73</b>	<b>6,386.15</b>	<b>24,067.18</b>	<b>47,487.32</b>	<b>47,487.32</b>
59900 · POS Inventory Adjustments	0.00		0.00		
<b>6000 · OTHER EXPENSE</b>					
5142 · Volunteer Program	50.00	166.67	659.92	2,000.00	2,000.00
6313 · Direct Solicitations	3,603.31	800.00	7,488.52	9,600.00	9,600.00
6503 · Community Outreach	196.93	176.66	751.27	2,120.00	2,120.00
6504 · Memorial Bricks/Tiles	0.00	316.66	3,536.57	3,800.00	3,800.00
6505 · Professional Fees	9,975.61	1,333.33	40,408.91	16,000.00	16,000.00
6510 · Publications	4,880.69	1,125.00	9,750.80	13,500.00	13,500.00
6511 · Pet Promotion Expense	88.97	291.66	2,494.72	3,500.00	3,500.00
6515 · Promotions & Advertising	120.73	311.37	675.25	3,736.00	3,736.00
6523 · Kids Club	0.00	84.16	69.99	1,010.00	1,010.00
6525 · Resale Items Expense					
5129 · Employee Uniforms	0.00	25.00	356.50	300.00	300.00
6525 · Resale Items Expense - Other	3,388.69	1,833.37	12,681.55	22,000.00	22,000.00
<b>Total 6525 · Resale Items Expense</b>	<b>3,388.69</b>	<b>1,858.37</b>	<b>13,038.05</b>	<b>22,300.00</b>	<b>22,300.00</b>
6530 · Conferences	0.00	166.68	44.00	2,000.00	2,000.00
6532 · Donor Development	0.00	130.00	0.00	1,560.00	1,560.00
6535 · Licenses, Dues, Permits & Fees	1,107.00	125.00	1,361.00	1,500.00	1,500.00
6540 · Miscellaneous Expense	831.02	100.00	3,530.19	1,200.00	1,200.00
6561 · Investment Expense	5,177.99	0.00	15,605.49	0.00	0.00
6590 · Mortgage Fees/Interest	2,624.36	2,606.36	32,201.66	32,234.35	32,234.35
6688 · Naming Opportunity Expense	0.00	20.00	663.00	240.00	240.00
<b>Total 6000 · OTHER EXPENSE</b>	<b>32,045.30</b>	<b>9,611.92</b>	<b>132,279.34</b>	<b>116,300.35</b>	<b>116,300.35</b>
6548 · Bad Debt Expense	0.00		70.00		
<b>Total Expense</b>	<b>77,867.30</b>	<b>65,328.25</b>	<b>600,191.43</b>	<b>753,663.47</b>	<b>753,663.47</b>
<b>Net Ordinary Income</b>	<b>139,792.97</b>	<b>31,944.34</b>	<b>84,096.28</b>	<b>(30,677.47)</b>	<b>(30,677.47)</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
4226 · Change in Value-Dixon Trust	3,908.61		12,771.57		
4300 · Unrealized Gain/Loss	59,297.81		57,509.50		
<b>4400 · RESTRICTED REVENUE</b>					
<b>7300 · New Shelter</b>					
4219 · New Shelter Revenue	25.00		(2,060.00)		
6519 · Capital/Bldg Improvements Exp	0.00		525.00		
6536 · New Shelter Expense	0.00		(2,711.97)		
<b>Total 7300 · New Shelter</b>	<b>25.00</b>		<b>(4,246.97)</b>		
<b>7400 · SALLY'S FUND</b>					
4218 · Sally's Fund Revenue	700.00	75.00	11,015.68	3,900.00	3,900.00
6518 · Sally's Fund Expense	(567.60)	0.00	(7,852.39)	(375.00)	(375.00)
<b>Total 7400 · SALLY'S FUND</b>	<b>132.40</b>	<b>75.00</b>	<b>3,163.29</b>	<b>3,525.00</b>	<b>3,525.00</b>
<b>7800 · COMMUNITY SPAY/NEUTER</b>					
4210 · Community Spay/Neuter Revenue	200.00		250.00		
<b>Total 7800 · COMMUNITY SPAY/NEUTER</b>	<b>200.00</b>		<b>250.00</b>		
<b>Total 4400 · RESTRICTED REVENUE</b>	<b>357.40</b>	<b>75.00</b>	<b>(833.68)</b>	<b>3,525.00</b>	<b>3,525.00</b>
8000 · Reading Program Revenue	0.00	0.00	1,812.47	1,990.00	1,990.00
<b>Total Other Income</b>	<b>63,563.82</b>	<b>75.00</b>	<b>71,259.86</b>	<b>5,515.00</b>	<b>5,515.00</b>
<b>Other Expense</b>					

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

	Dec 20	Budget	Jan - Dec 20	YTD Budget	Annual Budget
8001 - Reading Program Expense	0.00	0.00	2,991.11	(2,990.00)	(2,990.00)
Total Other Expense	0.00	0.00	2,991.11	(2,990.00)	(2,990.00)
Net Other Income	63,563.82	75.00	68,268.75	8,505.00	8,505.00
Net Income	203,356.79	32,019.34	152,365.03	(22,172.47)	(22,172.47)

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

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
43400 · DIRECT PUBLIC SUPPORT									
4125 · Donated Svs/Material In Kind									
	General Journal	12/31/2020	in kind				5100 · Cleaning Supplies	1,237.00	1,237.00
	General Journal	12/31/2020	in kind	LaCosse			6505 · Professional Fees	690.00	1,927.00
Total 4125 · Donated Svs/Material In Kind								1,927.00	1,927.00
Total 43400 · DIRECT PUBLIC SUPPORT								1,927.00	1,927.00
TOTAL								1,927.00	1,927.00

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

	<u>Dec 31, 20</u>	<u>Dec 31, 19</u>	<u>\$ Change</u>
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
1010 · mBank Checking	299,483.92	182,075.88	117,408.04
1011 · mBank General Savings	234,460.73	234,525.73	(65.00)
1012 · mBank Sally's Fund Savings	21,054.56	16,025.03	5,029.53
1013 · mBank Capital Campaign Checking	67,957.87	71,157.87	(3,200.00)
1016 · mBank Capital Campaign Savings	32,019.91	32,003.85	16.06
1070 · PayPal account	638.27	6,958.43	(6,320.16)
1071 · Square Account	94.75	0.00	94.75
1090 · Cash in Drawer	150.00	105.50	44.50
Total Checking/Savings	<u>655,860.01</u>	<u>542,852.29</u>	<u>113,007.72</u>
Accounts Receivable			
1200 · *Accounts Receivable	502.00	502.00	0.00
1524 · Capital Campaign Pledges	50,720.00	73,475.00	(22,755.00)
Total Accounts Receivable	<u>51,222.00</u>	<u>73,977.00</u>	<u>(22,755.00)</u>
Other Current Assets			
1080 · Petty Cash	400.00	400.00	0.00
12100 · Inventory Asset	95.10	1,093.59	(998.49)
1499 · Undeposited Funds	0.00	728.36	(728.36)
1540 · Allowance for Uncol Promises	(7,298.00)	(7,298.00)	0.00
1550 · Discount-CC Pledges Receivable	(3,500.00)	(3,500.00)	0.00
1607 · Employee loan	(1,013.41)	0.00	(1,013.41)
Total Other Current Assets	<u>(11,316.31)</u>	<u>(8,576.05)</u>	<u>(2,740.26)</u>
Total Current Assets	<u>695,765.70</u>	<u>608,253.24</u>	<u>87,512.46</u>
Fixed Assets			
1611 · Land - County Rd 553	20,586.75	20,586.75	0.00
1615 · Buildings	3,631,114.80	3,631,114.80	0.00
16400 · Vehicles	44,792.00	44,792.00	0.00
1645 · Office & Kennel Equipment	5,615.86	5,615.86	0.00
1650 · New Shelter-Furniture & Equip	95,830.01	94,464.04	1,365.97
1670 · Accumulated Depreciation	(121,006.30)	(121,006.30)	0.00
Total Fixed Assets	<u>3,676,933.12</u>	<u>3,675,567.15</u>	<u>1,365.97</u>
Other Assets			
1074 · WF Endowment Fund Investments	275,898.18	247,533.04	28,365.14
1700 · Beneficial Interest in MCCF	101,700.19	101,700.19	0.00
1702 · Beneficial Interest-Dixon F B	678,760.95	652,450.51	26,310.44
9999 · Point of Sale General Asset	(28.00)	10.00	(38.00)
Total Other Assets	<u>1,056,331.32</u>	<u>1,001,693.74</u>	<u>54,637.58</u>
<b>TOTAL ASSETS</b>	<u><b>5,429,030.14</b></u>	<u><b>5,285,514.13</b></u>	<u><b>143,516.01</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2001 · *Accounts Payable	20,180.22	12,989.17	7,191.05
Total Accounts Payable	<u>20,180.22</u>	<u>12,989.17</u>	<u>7,191.05</u>
Other Current Liabilities			
2002 · AP-New Shelter Retainage	986.69	19,086.69	(18,100.00)
2025 · Accrued Benefits	4,068.39	4,068.39	0.00
2100 · Payroll Liabilities			
2101 · Federal Tax W/H Payable	563.60	1,040.29	(476.69)
2102 · Medicare and SS Payable	1,596.55	2,745.21	(1,148.66)
2103 · Michigan W/H Payable	2,528.39	2,617.86	(89.47)
2104 · Suta Tax Payable	78.71	204.67	(125.96)
2108 · AFLAC pre-tax	(59.43)	75.93	(135.36)
2111 · Simple Plan Payable	426.40	1,213.74	(787.34)
2100 · Payroll Liabilities - Other	7,665.32	7,792.59	(127.27)
Total 2100 · Payroll Liabilities	<u>12,799.54</u>	<u>15,690.29</u>	<u>(2,890.75)</u>
2330 · N/P Mbank PPP Proceeds	54,300.00	0.00	54,300.00
2550 · Sales Tax Payable	788.08	932.93	(144.85)
Total Other Current Liabilities	<u>72,942.70</u>	<u>39,778.30</u>	<u>33,164.40</u>
Total Current Liabilities	<u>93,122.92</u>	<u>52,767.47</u>	<u>40,355.45</u>
Long Term Liabilities			
2300 · Mortgage-New Shelter	1,030,357.25	1,084,407.87	(54,050.62)
Total Long Term Liabilities	<u>1,030,357.25</u>	<u>1,084,407.87</u>	<u>(54,050.62)</u>
Total Liabilities	<u>1,123,480.17</u>	<u>1,137,175.34</u>	<u>(13,695.17)</u>
Equity			
3001 · Beg Net Assets Temp Restricted	1,230,388.00	1,230,388.00	0.00
3002 · Beg net Assets Perm Restricted	294,517.00	294,517.00	0.00
3040 · Beg net Assets Unrestricted	95,970.45	95,970.45	0.00
3900 · Retained Earnings	2,527,463.34	2,374,570.98	152,892.36

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

	<u>Dec 31, 20</u>	<u>Dec 31, 19</u>	<u>\$ Change</u>
Net Income	157,211.18	152,892.36	4,318.82
Total Equity	<u>4,305,549.97</u>	<u>4,148,338.79</u>	<u>157,211.18</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>5,429,030.14</u></b>	<b><u>5,285,514.13</u></b>	<b><u>143,516.01</u></b>

**Upper Peninsula Animal Welfare Shelter, Inc.**

**A/P Aging Summary 2021**

As of January 31, 2021

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
906 Technologies	50.00	0.00	0.00	0.00	0.00	50.00
Animal Medical Center of Marquette	1,472.75	0.00	0.00	0.00	0.00	1,472.75
Ann Brownell	292.50	0.00	0.00	0.00	0.00	292.50
Aramark	307.00	0.00	0.00	0.00	0.00	307.00
Canon Financial	73.55	0.00	0.00	0.00	0.00	73.55
Choice Propane	555.17	0.00	0.00	0.00	0.00	555.17
ChoiceScreening	70.00	0.00	0.00	0.00	0.00	70.00
Griffin Construction, Inc.	447.50	0.00	0.00	0.00	0.00	447.50
Gwinn-Sawyer Veterinary Clinic	768.95	0.00	0.00	0.00	0.00	768.95
Hills Pet Nutrition Sales, Inc	342.73	0.00	0.00	0.00	0.00	342.73
LACOSSE & ACCOCIATES CPA PC	700.00	0.00	0.00	0.00	0.00	700.00
Leah Schultz	0.00	0.00	0.00	0.00	(50.00)	(50.00)
Marquette County Treasurer	46.00	0.00	0.00	0.00	0.00	46.00
Marquette Veterinary Clinic	340.00	0.00	0.00	0.00	0.00	340.00
Midwest Cremation Services	113.00	0.00	0.00	0.00	0.00	113.00
Negaunee Vet Clinic	364.40	0.00	0.00	0.00	0.00	364.40
Northern Veterinary Associates	514.50	0.00	0.00	0.00	0.00	514.50
Reva Laituri	138.26	59.00	0.00	0.00	0.00	197.26
Super One Foods - Negaunee	288.20	0.00	0.00	0.00	0.00	288.20
Us Telecom Brokers	839.32	0.00	0.00	0.00	0.00	839.32
Visa	984.92	0.00	0.00	0.00	0.00	984.92
Zoetis	182.00	0.00	0.00	0.00	0.00	182.00
<b>TOTAL</b>	<u><b>8,890.75</b></u>	<u><b>59.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>(50.00)</b></u>	<u><b>8,899.75</b></u>

**Upper Peninsula Animal Welfare Shelter, Inc.**  
**A/R Aging Summary 2021**  
As of January 31, 2021

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
1st of the Month Donors	0.00	0.00	0.00	0.00	(575.00)	(575.00)
Amber Talo	0.00	0.00	0.00	0.00	2,550.00	2,550.00
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	9,280.00	9,280.00
Colleen C. Whitehead	0.00	0.00	0.00	0.00	2,750.00	2,750.00
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	540.00	540.00
Kori & Byron Tossava	0.00	0.00	0.00	0.00	5,200.00	5,200.00
Lynn Andronis	0.00	0.00	0.00	0.00	1,750.00	1,750.00
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	3,100.00	3,100.00
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	1,425.00	1,425.00
Richard Storti	0.00	0.00	0.00	0.00	200.00	200.00
Rita Svetly	0.00	0.00	0.00	0.00	200.00	200.00
Swick, Tom & Lynn	0.00	0.00	0.00	0.00	0.00	0.00
Theresa Sell	0.00	0.00	0.00	0.00	11,850.00	11,850.00
Tom & Kathy Leone	0.00	0.00	0.00	0.00	4,000.00	4,000.00
TruNorth Federal Credit Union	0.00	0.00	0.00	0.00	500.00	500.00
<b>TOTAL</b>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>50,272.00</b></u>	<u><b>50,272.00</b></u>



**Upper Peninsula Animal Welfare Shelter, Inc.**  
**YTD Budget to Actual 2021**  
January 2021

	<u>Jan 21</u>	<u>Budget</u>	<u>Jan 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
4000 · SHELTER REVENUE					
4005 · Pet Adoptions	4,575.00		4,575.00		
4010 · Redeemed Animals	180.00		180.00		
4015 · Vet/Optional Care	20.00		20.00		
4017 · Dog Park	195.00		195.00		
4020 · Government Contracted Services	468.00		468.00		
4030 · Dog License Revenue	8.00		8.00		
4031 · Microchipping	175.00		175.00		
4032 · Nail Clipping	90.00		90.00		
4050 · Miscellaneous Services	337.94		337.94		
Total 4000 · SHELTER REVENUE	6,048.94		6,048.94		
4156 · GRANT REVENUE					
4157 · General Grants	4,584.00		4,584.00		
Total 4156 · GRANT REVENUE	4,584.00		4,584.00		
4200 · FUNDRAISING REVENUE					
4140 · Canisters	703.07		703.07		
4299 · Kennel Lock-up Fundraiser	25.00		25.00		
Total 4200 · FUNDRAISING REVENUE	728.07		728.07		
43400 · DIRECT PUBLIC SUPPORT					
4006 · Pet Care Sponsorship	625.00		625.00		
4109 · Pink Lady	45.00		45.00		
4110 · Donations	12,553.74		12,553.74		
4120 · Special Gifts	55.00		55.00		
4123 · Memorial Bricks/Tiles	125.00		125.00		
4125 · Donated Svs/Material In Kind	3,007.50		3,007.50		
4130 · Memorials/Honorariums	3,124.00		3,124.00		
4132 · Deb's Dog Revenue	440.00		440.00		
4152 · Direct Solicitations	3,610.00		3,610.00		
Total 43400 · DIRECT PUBLIC SUPPORT	23,585.24		23,585.24		
4500 · OTHER Revenue					
4205 · Resale Items Revenue	712.12		712.12		
4215 · Interest Revenue	1.27		1.27		
4220 · Miscellaneous Revenue	208.78		208.78		
4227 · Distribution from Dixon Estate	2,644.12		2,644.12		
Total 4500 · OTHER Revenue	3,566.29		3,566.29		
46000 · Merchandise Sales	0.00		0.00		
Total Income	38,512.54		38,512.54		
Gross Profit	38,512.54		38,512.54		
Expense					
5000 · Employee Expense					
5200 · Payroll Expenses	13.12		13.12		
5201 · Wages & Salaries	17,333.74		17,333.74		
5225 · Simple Plan Employer	128.94		128.94		
5230 · Michigan Unemployment Payable	15.60		15.60		
5235 · Employer Social Security	1,074.68		1,074.68		
5240 · Employer Medicare	251.34		251.34		
5245 · Worker's Compensation	271.00		271.00		
Total 5000 · Employee Expense	19,088.42		19,088.42		
5500 · OPERATING EXPENSE					
5009 · Phone/Network Access	259.83		259.83		
5011 · Merchant Service Fees	489.31		489.31		
5012 · Bank Service Charges	24.95		24.95		
5013 · Paypal Fees	8.64		8.64		
5014 · Square Fees	133.40		133.40		
5050 · Utilities	2,759.92		2,759.92		
5100 · Cleaning Supplies	330.20		330.20		
5102 · Animal Supplies/Equipment	476.19		476.19		
5105 · Repairs/Maintenance	530.54		530.54		
5106 · Garbage/Snow Removal	447.50		447.50		
5115 · Office Supplies/Postage	77.65		77.65		
5117 · Community Spay/Neuter	440.00		440.00		
5120 · Building/Auto Insurance	9,523.00		9,523.00		
5125 · Food	1,221.57		1,221.57		
5130 · Medical Supplies-Vaccines	276.31		276.31		
5135 · Vet Care	1,813.65		1,813.65		
5140 · Spay & Neuter Expense	1,532.95		1,532.95		
5145 · Vehicle	83.08		83.08		
5146 · Dog License Expense	50.00		50.00		
5150 · Mileage	8.00		8.00		
5165 · Cash over/short	5.86		5.86		
5183 · Deb's Dog Expense	122.93		122.93		
5350 · Subcontracted Services	0.00		0.00		
5530 · Cremation Services Expense	113.00		113.00		
6539 · Computer Software	0.00		0.00		
6565 · IT Consulting	0.00		0.00		
Total 5500 · OPERATING EXPENSE	20,728.48		20,728.48		
59900 · POS Inventory Adjustments	0.00		0.00		
6000 · OTHER EXPENSE					
5142 · Volunteer Program	251.30		251.30		
6503 · Community Outreach	102.00		102.00		
6505 · Professional Fees	2,645.00		2,645.00		
6511 · Pet Promotion Expense	254.41		254.41		
6515 · Promotions & Advertising	20.00		20.00		
6525 · Resale Items Expense	704.22		704.22		

Upper Peninsula Animal Welfare Shelter, Inc.  
**YTD Budget to Actual 2021**  
January 2021

	<u>Jan 21</u>	<u>Budget</u>	<u>Jan 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
6530 · Conferences	99.35		99.35		
6535 · Licenses, Dues, Permits & Fees	369.00		369.00		
6561 · Investment Expense	691.17		691.17		
6590 · Mortgage Fees/Interest	<u>2,785.42</u>		<u>2,785.42</u>		
Total 6000 · OTHER EXPENSE	<u>7,921.87</u>		<u>7,921.87</u>		
Total Expense	<u>47,738.77</u>		<u>47,738.77</u>		
Net Ordinary Income	(9,226.23)		(9,226.23)		
Other Income/Expense					
Other Income					
4300 · Unrealized Gain/Loss	(1,435.02)		(1,435.02)		
4400 · RESTRICTED REVENUE					
7400 · SALLY'S FUND					
4218 · Sally's Fund Revenue	500.00		500.00		
6518 · Sally's Fund Expense	<u>(112.00)</u>		<u>(112.00)</u>		
Total 7400 · SALLY'S FUND	<u>388.00</u>		<u>388.00</u>		
7800 · COMMUNITY SPAY/NEUTER					
4210 · Community Spay/Neuter Revenue	<u>2,413.00</u>		<u>2,413.00</u>		
Total 7800 · COMMUNITY SPAY/NEUTER	<u>2,413.00</u>		<u>2,413.00</u>		
Total 4400 · RESTRICTED REVENUE	<u>2,801.00</u>		<u>2,801.00</u>		
Total Other Income	<u>1,365.98</u>		<u>1,365.98</u>		
Net Other Income	<u>1,365.98</u>		<u>1,365.98</u>		
Net Income	<u>(7,860.25)</u>		<u>(7,860.25)</u>		

Upper Peninsula Animal Welfare Shelter, Inc.  
Transaction Detail By Account  
January 2021

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
43400 · DIRECT PUBLIC SUPPORT									
4125 · Donated Svs/Material In Kind									
	General Journal	01/31/2021	in kind		LaCosse		6505 · Professional Fees	1,875.00	1,875.00
	General Journal	01/31/2021	in kind				5100 · Cleaning Supplies	1,132.50	3,007.50
Total 4125 · Donated Svs/Material In Kind								3,007.50	3,007.50
Total 43400 · DIRECT PUBLIC SUPPORT								3,007.50	3,007.50
TOTAL								3,007.50	3,007.50

**Upper Peninsula Animal Welfare Shelter, Inc.**  
**Statement of Financial Position 2021**  
As of January 31, 2021

	Jan 31, 21	Jan 31, 20	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
1010 · mBank Checking	274,828.79	151,649.82	123,178.97
1011 · mBank General Savings	234,455.73	234,525.73	(70.00)
1012 · mBank Sally's Fund Savings	21,054.56	16,025.71	5,028.85
1013 · mBank Capital Campaign Checking	68,832.87	77,232.87	(8,400.00)
1016 · mBank Capital Campaign Savings	32,021.18	32,005.21	15.97
1070 · PayPal account	240.51	229.68	10.83
1090 · Cash in Drawer	150.00	150.00	0.00
Total Checking/Savings	631,583.64	511,819.02	119,764.62
Accounts Receivable			
1200 · *Accounts Receivable	502.00	502.00	0.00
1524 · Capital Campaign Pledges	49,770.00	64,520.00	(14,750.00)
Total Accounts Receivable	50,272.00	65,022.00	(14,750.00)
Other Current Assets			
1080 · Petty Cash	400.00	400.00	0.00
12100 · Inventory Asset	142.42	1,229.75	(1,087.33)
1499 · Undeposited Funds	0.00	601.83	(601.83)
1540 · Allowance for Uncol Promises	(7,298.00)	(7,298.00)	0.00
1550 · Discount-CC Pledges Receivable	(3,500.00)	(3,500.00)	0.00
1607 · Employee loan	(1,013.41)	(192.31)	(821.10)
2121 · Payroll Asset	0.00	(821.10)	821.10
Total Other Current Assets	(11,268.99)	(9,579.83)	(1,689.16)
Total Current Assets	670,586.65	567,261.19	103,325.46
Fixed Assets			
1611 · Land - County Rd 553	20,586.75	20,586.75	0.00
1615 · Buildings	3,631,114.80	3,631,114.80	0.00
16400 · Vehicles	44,792.00	44,792.00	0.00
1645 · Office & Kennel Equipment	5,615.86	5,615.86	0.00
1650 · New Shelter-Furniture & Equip	95,830.01	95,053.91	776.10
1670 · Accumulated Depreciation	(121,006.30)	(121,006.30)	0.00
Total Fixed Assets	3,676,933.12	3,676,157.02	776.10
Other Assets			
1074 · WF Endowment Fund Investments	273,771.99	246,458.36	27,313.63
1700 · Beneficial Interest in MCCF	101,700.19	101,700.19	0.00
1702 · Beneficial Interest-Dixon F B	678,760.95	652,450.51	26,310.44
9999 · Point of Sale General Asset	(32.00)	(6.00)	(26.00)
Total Other Assets	1,054,201.13	1,000,603.06	53,598.07
<b>TOTAL ASSETS</b>	<b>5,401,720.90</b>	<b>5,244,021.27</b>	<b>157,699.63</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2001 · *Accounts Payable	8,899.75	6,768.93	2,130.82
Total Accounts Payable	8,899.75	6,768.93	2,130.82
Other Current Liabilities			
2002 · AP-New Shelter Retainage	986.69	19,086.69	(18,100.00)
2025 · Accrued Benefits	4,068.39	4,068.39	0.00
2100 · Payroll Liabilities			
2101 · Federal Tax W/H Payable	563.60	563.60	0.00
2102 · Medicare and SS Payable	1,596.55	1,565.91	30.64
2103 · Michigan W/H Payable	1,007.71	1,098.46	(90.75)
2104 · Suta Tax Payable	94.31	206.75	(112.44)
2108 · AFLAC pre-tax	(59.43)	89.61	(149.04)
2111 · Simple Plan Payable	1,596.94	1,314.65	282.29
2100 · Payroll Liabilities - Other	7,678.44	7,796.10	(117.66)
Total 2100 · Payroll Liabilities	12,478.12	12,635.08	(156.96)
2330 · N/P Mbank PPP Proceeds	54,300.00	0.00	54,300.00
2550 · Sales Tax Payable	35.85	(672.13)	707.98
Total Other Current Liabilities	71,869.05	35,118.03	36,751.02
Total Current Liabilities	80,768.80	41,886.96	38,881.84
Long Term Liabilities			
2300 · Mortgage-New Shelter	1,027,810.98	1,081,653.15	(53,842.17)
Total Long Term Liabilities	1,027,810.98	1,081,653.15	(53,842.17)
Total Liabilities	1,108,579.78	1,123,540.11	(14,960.33)
Equity			
3001 · Beg Net Assets Temp Restricted	1,230,388.00	1,230,388.00	0.00
3002 · Beg net Assets Perm Restricted	294,517.00	294,517.00	0.00
3040 · Beg net Assets Unrestricted	95,970.45	95,970.45	0.00
3900 · Retained Earnings	2,679,828.37	2,527,463.34	152,365.03

**Upper Peninsula Animal Welfare Shelter, Inc.**  
**Statement of Financial Position 2021**  
As of January 31, 2021

	<u>Jan 31, 21</u>	<u>Jan 31, 20</u>	<u>\$ Change</u>
Net Income	<u>(7,562.70)</u>	<u>(27,857.63)</u>	<u>20,294.93</u>
Total Equity	<u>4,293,141.12</u>	<u>4,120,481.16</u>	<u>172,659.96</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>5,401,720.90</u></b>	<b><u>5,244,021.27</u></b>	<b><u>157,699.63</u></b>

- **Volunteer & Community Outreach Coordinator Report March 2021**

- Volunteer: Cleaned Volgestics – will be sending emails to touch base. Putting together new steps with training for in-shelter volunteers.

Fosters: One new application

- MyEmma: Sent a *Spread Goodness Day* mass email with thank you and link to wish list.
- RETAIL: General upkeep.
- Grants:
  - Applied for *Grey Muzzle Grant* – **sent 3-16-21**
  - Applied for *FrontDoor CyberGrants* membership, must be accepted to be able to apply for certain grants – **accepted 3-13-21.**
  - Applied for *Walmart Community Grant* (part of *FrontDoor CyberGrants*) for humane education materials – **sent 3-4-21**
  - *Walmart Registry for Good* (part of *FrontDoor CyberGrants*), applied and was verified. Once verified put together the registry aka wish list (with input from supervisors).  
  
LINK: [www.walmart.com/registry/registryforgood/6b21adb5-2dc7-4d41-a89b-28a7d2a4db20/view](http://www.walmart.com/registry/registryforgood/6b21adb5-2dc7-4d41-a89b-28a7d2a4db20/view)
  - *Petfinder Cat Enrichment 2021, Petfinder 2021 Bar Dog Operation Grant, and Petfinder Orvis Dog Enrichment. Declined (due to large number of applicants)*
  - Maddie's Fund *No Place Like Home Challenge* – fulfilling the requirements.
    - Launched March 1<sup>st</sup>
    - Microchip promotion – 40 microchips for \$15 (month of March). Filled quickly.
    - *Finding Rover - Pet Facial Recognition - Pet Facial Recognition* – Zoom meeting with Petco Foundation/Finding Rover. Questions answered and was very helpful.
    - *Adoptimize* program (for pet pics)
    - Advertised variety of lost/found ideas and services.

- Conferences, webinars/training attended:
  - *Great Lakes Animal Shelter Conference* – March 8<sup>th</sup> and 9<sup>th</sup>
- Website: General upkeep.
- 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 and ABC10 did a Zoom interview, Sunny 102, a phone interview on our Microchip March Special and importance of microchips. Mining Journal – was contacted and interviewed for *Spread Goodness Day*.
- Read with UPAWS (Kids Club):
  - Completed the last required report and final requirements due to LLF of Michigan. Submitted to LLF of Michigan on January 27<sup>th</sup>. Was contacted by LLF of Michigan end of February notifying me that they did receive the final report and that it was on the March LLF of Michigan Board meeting schedule to discuss.
  - Made story videos through May, will continue to pre-make them with my goal of finishing 2021 videos and pre-load them onto social media.
  - Here is the Playlist:  
  
<https://www.youtube.com/playlist?list=PLKFteCD8oEsZc2nU5OPXN6otxRDARi8HO>

Submitted March 19, 2021 - Ann Brownell

February 2021		<5 mos.		<5 mos.			
		DOGS	PUPS	CATS	KITS	OTHER	TOTAL
<b>Beginning Count</b>		8	2	25	5	9	49
<b>INTAKE</b>							<b>YTD</b>
Owner Surrender		5	0	4	0	5	14
Returned Adoption		0	0	3	0	0	3
Stray (from Police, Public and Shelter Pickup)		8	1	6	0	0	15
Born in Care		0	0	0	0	0	0
Transferred from Other Shelters		0	0	0	0	0	0
Special Hold/Service In		0	0	0	0	0	0
Seized/Custody (Cruelty & Neglect)		0	0	0	0	0	0
<b>Total Intakes</b>		<b>13</b>	<b>1</b>	<b>13</b>	<b>0</b>	<b>5</b>	<b>32</b>
<b>OUTCOMES</b>							
Adoptions (shelter, foster home or special event)		8	0	30	4	6	48
<b>Total Adoptions YTD</b>		<b>8</b>	<b>0</b>	<b>30</b>	<b>4</b>	<b>6</b>	<b>48</b>
Returned to Owner		7	1	0	0	0	8
Transferred to Rescue Groups/Shelters		1	0	0	0	0	1
<b>Total Live Outcomes</b>		<b>16</b>	<b>1</b>	<b>30</b>	<b>4</b>	<b>6</b>	<b>57</b>
<b>EUTHANIZED/DEATHS/MISSING/STOLEN</b>							
Dangerous		1	0	0	0	0	1
Dying		0	0	0	0	0	0
Animal's Name and Reason		Denali-d					
<b>TOTAL ANIMALS EUTHANIZED</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
Died at shelter/foster home - Unknown		0	0	0	0	0	0
Missing/Stolen/Escaped		0	0	0	0	0	0
Animal's Name and Reason							
<b>Total Euth/Died/Other Outcomes</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Ending Count</b>		<b>4</b>	<b>2</b>	<b>8</b>	<b>1</b>	<b>8</b>	<b>23</b>
<b>SAVE RATE</b> (Intake- Euthanasia Outcome)/Intake							<b>96.9%</b>
<b>ASPCA Live Release Rate</b> (Live Outcomes/ Intake)							<b>178.1%</b>

OTHER INFO	Dogs	Cats
Avg. Length of Stay	2.6	19.6
Monthly Return Rate (returns/adoptions)	0%	9%




<b>JANUARY 2020 - CLINIC SERVICES</b>	<b>DOGS</b>	<b>CATS</b>	<b>OTHER</b>	<b>TOTAL</b>	<b>YTD</b>
Owner Requested Euthanasia	1	0	0	1	1
Bite Hold (for Owner)	0	0	0	0	0
Spay/Day	9	12	1	22	56
Community Spay/Neuter (Spay It Forward)	0	0	0	0	0
Microchipping	2	1	0	3	10
Domestic Violence	0	0	0	0	0
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	0	0	0	0	4
Service - Home 2 Home	1	0	0	1	5
Service - Nailtrims	0	1	0	1	4
Service - Dog Licenses	4	0	0	4	5
Service - Cremation Services	0	0	0	2	3
<b>Total</b>	<b>17</b>	<b>14</b>	<b>1</b>	<b>32</b>	<b>85</b>

**UPAWS**  
**Board Development Committee Meeting Minutes**  
March 11, 2021

Present: Lynn Andronis, Kathi Fosburg, Alex Petrin, Linda Roncaglione, Crystal Swanson

Absent: Reva Laituri (excused)

1. Currently, we have 3 vacant positions; all expiring in 2023. Our most immediate need is for a new board member who  a financial background. The committee discussed two individuals who are potential applicants, both of whom have an accounting background.
2. Board Matrix – The most current copy of the matrix had been electronically sent to members. We are still missing a reply from one board member. Lynn will send another reminder to that member.
3. Board Evaluation – Kathi distributed the consolidated replies we have received. We have not received responses from 2 board members but decided to move forward in our discussion since it has been such a long time since an evaluation was done. It was also decided to forward the evaluation to the entire board for their review as well as attaching a narrative of items we believe the board should be aware of and potentially address. Lynn will prepare the final version of the narrative and send it to committee members prior to submitting it to the board.
4. Exit Interviews – Update: Austin’s exit interview was completed on 2/18. His replies were shared with the full committee.
5. Discussion with newer board members – Update: Kathi, Linda and Crystal have agreed to meet with the newer board members one at a time. It was decided to talk to Alex first and then Brian, Chris, Brett and Leslie, in that order. Kathi will set up dates, times and zoom appointments with Linda and Crystal and the board member.
6. FUTURE TOPICS TO BE DISCUSSED/REVIEWED
  - a) Board Development Procedures review – postponed until future meeting.

Submitted,

Lynn Andronis, Committee Chair

**NEXT MEETING SCHEDULED FOR THURSDAY, April 8, AT 5 PM via Zoom**

## **FUNDRAISING COMMITTEE MEETING MINUTES**

**MARCH 16, 2021, 5:00 P.M.**

Present: Reva Laituri, Lynn Andronis, Chris Danik, Leslie Hurst, Marlene Ombrello, Karen Rhodes

Absent: Ann Brownell, Amber Talo

Amber informed Reva she had forgotten about doing the December Lock-Up Report and would get that done.

Pet Photo Calendar Contest (Reva): Nothing to report at this time. Plan is same as last year.

Karen arrived at 5:30 p.m.

Tee Up for Tails (Karen): Date confirmed for the event is July 16<sup>th</sup>. Karen reported she had been approached by the Rotary, asking whether UPAWS would be interested in partnering and combining the two golf outings. After consideration, it was decided to continue independently. Karen also noted that costs are going up again this year and will eat up about \$75 of the \$100 registration fee.

Econo Receipts (Karen): Receipts were recently turned in and check is expected within the next week in the amount of \$2,172.81. This is a little below what was anticipated. Efforts will be made to advertise more.

Blueberry Fest (Karen): Karen was informed by the Downtown Development Association that while Blueberry Fest will be held, it will be open only to the downtown businesses, so UPAWS will not be able to have a booth. The only outside vendors will be those who sell blueberries.

Strut Your Mutt: Chris volunteered to chair this event. The committee feels we should be able to hold the event in-person rather than virtually this year.

Rescue Raffle: Reva confirmed with Chris that he would be chairing the raffle again this year. He agreed that he would.

Canister Report (Reva): Canisters are a little above projected revenue for the first two months, however there are some businesses that still are not fully open or that do not have their canisters put back out yet. She also noted we are down about twenty canisters from several years ago and for everyone to keep an eye out for locations that might be willing to host a canister.

Platinum Partners (Leslie): Leslie provided an update and asked for clarification on a few things prior to approaching current Platinum Partners for renewals.

Rummage Sale (Marlene): Marlene indicated she would like to try to do a rummage sale again this year if a venue can be found. Several suggestions were made.

Ideas for other fundraisers were discussed.

The meeting was adjourned at 6:35 p.m. The next regular meeting is scheduled for April 20<sup>th</sup> at 5:30 p.m.

Respectfully submitted,

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

Acting Chair

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

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

The committee reviewed most recent applications for the ED and Bookkeeper/Administrative Assistant open positions. Reva will set up interviews.

Colleen will go back and edit the draft version of the Volunteer/Community Outreach Coordinator's job description to consolidate. She will send to the committee prior to the next meeting.

The Maintenance position has not yet been filled. The most recent application submitted on Indeed was dated February 16<sup>th</sup> and looked to be a viable applicant. Colleen noted that the supervisors have been getting the applications directly from Indeed and have been doing the screening and interviewing on their own. Reva will follow-up with supervisors regarding current status of interviews.

The meeting was adjourned at 10:45 a.m. The next regular meeting is scheduled for April 14th at 10:00 a.m.

Respectfully submitted,



Chairperson

## **POLICY & BYLAWS COMMITTEE**

**Chaired by:** Colleen Whitehead

**Date:** March 18<sup>th</sup>, 2021 10:00 am -11:30 am via Zoom

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

### **Discussion:**

- Lengthy discussion on language within the current and drafted Admission Form(s). Committee determined that it would focus on only the language that the owner is responsible for reviewing and initialing to ensure compliance with existing UPAWS SOP Manual policies.
- Committee reviewed and redrafted language regarding surrendering and euthanasia. Redrafted language and the Admission Form will be sent to Committee for review and then Reva has agreed to review and follow up with Supervisors.
- Committee does not currently have any pending tasks or responsibilities to be completed. There are pending / future Committee items/tasks such as IT policies, Vet Center Policies, and possible revision to Board Policy 1.0 regarding UPAWS membership by Donor Development Committee. Committee also discussed the need for revisions to the current Finance Policies, however, the initiation of policy development and review is with the Finance Committee. Committee has agreed to not address SOP development/revisions at this time.

### **Assignments:**

- Colleen to make draft revisions to the UPAWS Admissions Form based upon Committee discussion and forward for Reva to review with Supervisors.

### **Next Meeting:**

- April 15<sup>th</sup>, 2021 at 10:00 am (tentative). Meetings are currently being held via Zoom, monthly meeting is usually the 3<sup>rd</sup> Thursday of each month.

## **Donor Development Ad-Hoc Committee Board Report February, 2021**

**Committee Meeting: 2/3/2021, 5:30pm**

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

**Data Entry Status & Process** - Need to wrap up 2020, stay on schedule for 2021.

- Jan Payout Report: Leslie processing should post by 2/4/21, actual post was 2/16. There were some tribute donations coded to 4130 so if this will not be in the 2021 budget, we need to correct these. Once this is decided, we will update online forms.
- Jan Recurring ACH/CC: Waiting for Jan to be posted. Lynn documenting batch entry process.
- Dec DRS, PO Complete, Jan In Process: Lynn direct entry. Working on Jan, will process weekly as Reva reviews.
- PayPal: Leslie finishing up remaining 2019 & 2020. Will enter Jan 2021 when posted.
- PetPoint: Oct, Nov, Dec, Jan have been processed.
- United Way donations are not being input, why?

### **GEMS**

- Leslie & Lynn updating custom GEM indicator per latest list from Reva. Once complete will run a report for Reva to review. If someone is no longer a GEM, Reva will notify us and the indicator will be unchecked.
- Leslie will email a 2020 donation statement to GEMS, Karen will help with USPS ones.

**Memberships** - Leslie will send recommendations to Policy & Bylaws (prior to their 3/18 meeting) so we can move forward with adding a Neon form to the website. We are entering into Neon as Memberships.

**Newsletter** - Spring (March or April). Tributes 10/1/2020-1/31/2021, need to confirm this. Need to update the donation form section with unique URL and QR code for online donations so they can be attributed to the correct campaign.

**Next Meeting: March 3, 5:30pm via zoom**


Respectfully submitted,  
Leslie Hurst, Donor Development Chair

**Donor Development Ad-Hoc Committee**  
**March 3, 2021 - 5:30pm via Zoom**

**Committee:** Lynn Andronis, Chris Danik, Leslie Hurst (Chair), Reva Laituri, Karen Rhodes, **Guests:** Ann Brownell

**Newsletter - Spring/Summer 2021**

- Out in early June
- Review donation form:
  - Leslie create campaign NLS21 - Newsletter Spring Summer 21 (make all NL campaigns consistent) - *Complete*
  - Chris will create a unique donation form with NLS21 campaign, QR code and URL. Send to Ann by mid-March.
  - Leslie will mock-up an updated form and route for review. Send to Ann by mid-March.
    - Remove "My preferred communication .....", Pet Gazette, replace with:  
Newsletter Preference: Email Postal  
Donation Thank You: Email, Postal, No Thank You (*reminder this is per donation*)

<b><u>Personal Information:</u></b>	
Name _____	
Address _____	
City _____ St _____ Zip _____ Phone _____	
Email _____	
<b><u>Gift: I would like to make a donation of:</u></b>	
<input type="checkbox"/> \$250 <input type="checkbox"/> \$100 <input type="checkbox"/> \$50 <input type="checkbox"/> \$25 Other \$ _____	
<input type="checkbox"/> Where it is needed most	
<input type="checkbox"/> Other _____	
<input type="checkbox"/> Apply this donation toward a membership (with donation of \$20 or more)	
<small>Please make checks out to UPAWS. All gifts are tax deductible to the full extent of the law.</small>	
<b><u>My preferred method of communication is by:</u></b>	
<input type="checkbox"/> Postal mail	
<input type="checkbox"/> Email	
<input type="checkbox"/> Social media	
<input type="checkbox"/> Text	
<input type="checkbox"/> Phone	
<input type="checkbox"/> Other	
<input type="checkbox"/> If other than postal mail, please share your preferred contact information: _____	
<input type="checkbox"/> Check here if you would like to start receiving your Pet Gazette by email.	
 <small>Donate Online</small>	
<b><u>I'd like to give a gift to UPAWS with a credit card:</u></b>	
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> AMEX	
Name _____	
Card # _____	
Exp ____/____ CVC # (back of card) _____	
Signature _____	
<input type="checkbox"/> This is a one time donation	
<input type="checkbox"/> I would like to become a UPAWS GEM	
<small>(Giver Every Month)</small>	
<input type="checkbox"/> I will send a check every month.	
<input type="checkbox"/> I will donate via the website every month.	
Please deduct \$ _____ on <input type="checkbox"/> 1st <input type="checkbox"/> or 15th of every month from my:	
<input type="checkbox"/> Checking <b>Savings</b> <input type="checkbox"/> Credit Card <input type="checkbox"/>	
<small>(banking info please fill in below) (CC please fill in above)</small>	
Name of Bank _____	
Acct # _____	
Routing # _____	

- Tributes 10/1/2020 - 4/30/2021. Need from lockout (Leslie/Chris pull and send to Karen).
- Article on Neon Portal, system? Chris will send DD committee a link to create portal login. Create more user friendly URL (upaws.org/mypage, whatever we want!)
- Leslie & Ann will email to those who have indicated this format. Ann send Leslie dump of emails from MyEmma. We will verify against Neon. Need to include opt-out email option in footer.

**Data Entry**



- Where are we with 2021
  - Jan Payout posted 2/16/21, Feb Payout posted by 3/9/21
  - Jan & Feb GEMS ACH, Recurring Credit Card, Capital Campaign Pledges available 2/24, Lynn has processed Jan/Feb. Leslie/Lynn need to tighten up naming.
  - Jan Done, Feb processing DRS, PO - Leslie/Lynn notation of complete on drive PO files?
  - Jan PayPal posted, Lynn has entered Dec 2020 & Jan 2021. Have a support case on batch entry not including all tender types. Amber is working on posting Feb.
  - Lynn updated Donor Designation Giving Every Month per Reva's GEM list. Needs to send a report to Reva to review.
  - Leslie removed BF Last Active field. Running additional data verification reports.
- What's left for 2020
  - PayPal - Leslie & Lynn entering as time allows.
  - TUFT (event registrations & donations)
  - Lockout Cleanup - Leslie will report on
  - Nov/Dec DRS/PO Non\$ - Leslie & Lynn review, handle.
  - Petpoint Surrender subject consolidation
  - United Way - We receive limited information and are restricted in what we can say. Leslie is discussing with UW as a donor, wants to understand how much of her \$260 yearly donation UPAWS gets.
- Upcoming & On-Going
  - Lynn working with Reva on March 2021 solicitation list.
  - Eliminating 4130 purpose (account code) - not until 2021 budget approved.
  - 2022 Calendar. Best way to handle this year. Last year Chris imported as event registration from website. The rest were on DRS/PO, Lynn will entered. Most sales were online so in Neon, but what about others, do we care? Voting (probably not worth it)?
  - Lynn & Leslie review/update DRS & PO spreadsheets as needed for easier data entry.
  - Address Corrections: Lynn/Leslie. Will do after Solicitation? *Leslie will work on running additional checks.*
  - Leslie will investigate if it makes sense to set up as a GEM Pledge and then process the PayPal as a pledge payment.
  - Should we add MICS8429 on all forms (Michigan Solicitation - google it).

**Memberships:** Enter as a membership, purpose (acct code) 4110. They are accurate per Board Policy & Procedure (see attached). *Leslie will schedule a separate meeting.*

**End of Year Statements:** Leslie will email all GEMS after PayPal entered. Will send non-email to Karen.

## Board of Directors Policy and Procedures

### **UPAWS Membership**

**A. Membership Dues:** The following schedule sets forth the dues:

- a. Annual               \$20.00/person/year
- b. Lifetime           \$500.00/person/one time
- c. Business
  - i. Supporter       \$100-\$199/year
  - ii. Sponsor        \$200-\$499/year
  - iii. Patron         \$500-\$999/year
  - iv. Benefactor    \$1,000 and above/year

**B. Annual Membership Dues:** Annual membership dues must be paid every twelve months to remain in good standing. All memberships expire on the final day of the month in which the qualifying donation was made in the previous year.

**C. Granting Lifetime Memberships:** The Board of Directors, at its discretion, may grant annual or lifetime memberships. Assisi Award winners shall be granted automatic individual lifetime memberships.

**D. Membership Benefits:**

- a. Individual Members: Upon showing a current membership card, individual and lifetime members shall receive 10% off the purchase of UPAWS retail merchandise. (This does not include items being sold as part of a fundraiser, such as calendars).
- b. Business Members: Business members will receive acknowledgment of their support as deemed appropriate by UPAWS including but not limited to listing in newsletters, UPAWS website or in the Annual Report.
- c. Other benefits may be afforded members as deemed appropriate at the discretion of the Board of Directors.

**E. Termination of Membership:** The Board of Directors may, at its discretion, terminate the membership of any member with cause. A member facing such action shall be given the opportunity to address the Board and be heard.

## Payout History

Payout ID	Created At (UTC)	Amount	Month
5271	12/23/2019 23:05	\$ (242.35)	
5785	12/30/2019 23:05	\$ (670.50)	\$ (912.85)
6581	1/6/2020 23:05	\$ (676.96)	
7181	1/13/2020 23:05	\$ (992.93)	
7850	1/20/2020 23:05	\$ (854.74)	
8603	1/27/2020 23:05	\$ (427.69)	\$ (2,952.32)
9678	2/3/2020 23:05	\$ (224.71)	
10620	2/10/2020 23:06	\$ (327.45)	
11191	2/17/2020 23:05	\$ (84.71)	
12708	2/24/2020 23:06	\$ (148.24)	\$ (785.11)
13871	3/2/2020 23:06	\$ (641.86)	
14945	3/9/2020 22:06	\$ (261.80)	
15942	3/16/2020 22:06	\$ (83.12)	
16808	3/23/2020 22:06	\$ (257.66)	
17558	3/30/2020 22:07	\$ (213.91)	\$ (1,458.35)
18726	4/6/2020 22:08	\$ (393.08)	
19600	4/13/2020 22:08	\$ (5,733.36)	
20505	4/20/2020 22:08	\$ (414.72)	
21478	4/27/2020 22:08	\$ (581.08)	\$ (7,122.24)
27212	6/1/2020 21:33	\$ (2,990.45)	\$ (2,990.45)
33802	7/1/2020 22:05	\$ (1,770.17)	\$ (1,770.17)
40069	8/1/2020 22:05	\$ (960.66)	\$ (960.66)
48135	9/1/2020 22:06	\$ (2,316.33)	\$ (2,316.33)
55327	10/1/2020 22:06	\$ (5,737.75)	\$ (5,737.75)
62795	11/1/2020 23:03	\$ (5,616.11)	\$ (5,616.11)
72121	12/1/2020 23:06	\$ (13,192.53)	\$ (13,192.53)
81109	1/1/2021 23:05	\$ (27,242.89)	\$ (27,242.89)
89750	2/1/2021 22:32	\$ (2,534.89)	\$ (2,534.89)
97658	3/1/2021 22:38	\$ (3,931.02)	\$ (3,931.02)
		\$ (79,523.67)	\$ (79,523.67)

## IT Ad Hoc Committee Meeting Minutes

March 11th, 2021 2pm via Zoom

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

### 1. Fax Issue Update

- Still working through the issue. Dane and Nate will be making an adjustment on the fax machine on a suggestion from the provider. Dane will continue to work on the issue as long as possible. The problem roots to the fact that Fax is an antiquated service that relies on traditional copper phone lines. We only have a fiber connection coming to the shelter that runs our internet. Both our phone and fax service uses an internet connection instead of a traditional phone line. UPAWS could potentially eliminate faxing and switch just to email or switch our fax service to a fax to email service. Most vet offices prefer fax so an eFax solution is more likely.
- **Update 3/17:** Reva notified Chris at the budget work session that supervisors reported regular internet and phone issues since Zoom was not working for them that day. That day Laura had sent Chris an email about faxes that had not gone through. Chris asked Laura about the internet issues and she reported that it was an isolated incident. In the meantime Chris will be doing some monitoring of the internet connection at the shelter to make sure it is functioning reliably by measuring latency, upload speeds, download speeds, and dropped packets. He will reach out to 906 if poor performance is found.

### 2. PetPoint / Finding Rover

- PetCo is encouraging shelters to connect their PetPoint data directly to a 3rd party service, Finding Rover whose mission is to help find lost pets. IT has data privacy concerns about Finding Rover having unvetted access to our database.
- Chris to set up a call with Chelsea at PetCo. Both Leslie and Dane will join. Reva and Ann were also invited.
  - **UPDATE 3/18:** Held meeting with PetCo. Chris, Dane, Leslie, Ann, and Reva were in attendance. Finding Rover is already getting lost pets through Pettango which is a partner of PetPoint. We had already had certain intakes being classified as found pets within the PetPoint configuration. At this point adopter information is not being shared but PetCo is working with PetPoint to create that option that would be available for us to turn on. The shared adopter information would be an email address for Finding Rover to send 3 email notifications reminding the adopter to sign up for Finding Rover. PetCo has acquired FindingRover and they are working on a marketing campaign to merge the two companies. Having our found pets feeding to Finding Rover is required to be eligible for future grants from PetCo and at this point by them getting our found pets through Pettango, we remain eligible for future grants.
- Leslie brought up the fact that we need to work on privacy policy for UPAWS. Dane will start with a draft. IT will come up with a policy to route through Policy & Bylaw and ultimately Wim. This will help for cases like Finding Rover where we may share our data.

### 3. PC Endpoint Protection / Bitwarden Software Licenses

- Chris will check on Avast on the Bookkeeper computer to see when its license expires. That should be replaced by Norton Lifelock.
- Currently still using Symantec Endpoint Protection for Small Business donated by Dane for the past two years. Dane will remove his renewal payment information to make sure it

switches to UPAWS. A month or two before the expiration we will need to purchase the license of Norton Lifelock that was previously recommended and included in the 2021 budget items for IT

- Bitwarden to expire in August of 2021. Dane will make sure that also gets switched over to UPAWS. He's donated the subscription for the past two years.

#### 4. Fob System Machine

- Dane has tested HubManager with Windows 10 and it was successful. Dane will upgrade the laptop to Windows 10, reinstall HubManager, and import the database back in.
- This is a high priority upgrade due to Windows 8 no longer receiving security updates and it needing to be a secure machine to run the door access control system.
- Chris asked about combining the Fob laptop and HVAC system. The committee recommends keeping them separate since an outside vendor has remote access to the HVAC machine.

#### 5. Finalize Outage SOP

- Chris will forward the finalized SOP to Colleen for Policy & Bylaw to edit and implement in the SOPs
- Dane will program the Superior Eagle and 906 technologies phone numbers into the supervisor on-call pager
- We need to update the supervisor phone list at the front desk with the current Security Administrator referenced in proposed SOP to indicate that this is currently Chris with Leslie as backup. The term Security Administrator is being used as this role can be taken on by others at some point.

#### 6. Workstation Replacements

- Leslie had brought up the fact that our two newest computers are in places that there are vacant positions (ED and Vet Tech). The IT committee had a lengthy discussion about how we could best allocate our PCs and will recommend purchasing new computers for the supervisors as those are the most used and critical computers in the shelter.
  - Recommend Replacing Supervisor PCs with new PCs. Formal report and recommendation will be delivered to the board for approval.
  - Move old Supervisor PCs to Vet Tech and Fob PC
  - Move ED PC to Bookkeeper PC
  - Move Donor Development Laptop to Treasurer Issued Laptop
  - Dispose of Treasurer Laptop
  - Move Vet Tech Laptop to ED Office
  - Move Bookkeeper Computer in to VetTech Area
  - Purchase Webcams for Zoom

#### 7. Cell Reception at the Shelter

- Chris will call range to get a quote to include battery backup

#### 8. Security Manual

- Chris started a draft to review. The IT Committee will review for further discussion at the next IT meeting.