

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, June 28, 2021 / 6 p.m. / Shelter / Upper Peninsula Animal Welfare Shelter

Mission:

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

Vision:

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

Agenda

1. Call to Order/Attendance
2. Approval of Agenda
3. Mission Moment
4. Public Comment
5. Approval of Minutes
 - a. May 24, 2021 Regular Meeting
6. Unfinished Business
 - a. Report on Sands Township's Annual Review of Our Special Use Permit
7. New Business
 - a. Report and Recommendation from the Personnel Committee re: Amendment to the Personnel Policies – Cell Phone and Internet Reimbursement
 - b. Recommendation from the Personnel Committee re: Amendment to the Personnel Policies – Volunteer/Community Outreach Coordinator Job Description
 - c. Report and Recommendation from the Policy/Bylaw Committee re: Amendment to Board Policy 14.0 Board Actions
 - d. Report and Recommendation from Alex Petrin re: Replacement of Blower Motor on Air Handling Unit #4
 - e. Organizational Meeting Date
8. Communications
 - a. Membership Invitation from Greater Ishpeming-Negaunee Area Chamber of Commerce
9. President's Report
10. Treasurer's Report
 - a. April Financial Reports
 - b. May Financial Reports

11. Shelter Operations Report(s)

- a. Community Relations/Volunteer Coordinator Report
- b. Stats
- c. Additional Operational Reports

12. Committee Reports

- a. Board Development Committee Report (Lynn) – written
- b. Finance Committee Report (Amber) –
- 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) – did not meet
- h. Donor Development (Ad Hoc) (Leslie) – did not meet
- i. Vet Center Committee (Ad Hoc) – (Colleen) – did not meet
- j. IT Committee (Ad Hoc) (Chris) – written

13. Public Comment

14. Board Comment

15. Adjournment

Next Board Meeting Date: July 27th, 6 p.m., at the Shelter

UPPER PENINSULA ANIMAL WELFARE SHELTER BOARD OF DIRECTORS MEETING

Monday, May 24, 2021 via Zoom Minutes

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

ABSENT: None

GUESTS: Bill Brutto

1. Call to Order/Attendance: Meeting was called to order at 6:05 pm.
2. Approval of Agenda: *Lynn made a motion, seconded by Chris, to approve the agenda as presented. Motion passed with unanimous approval.*
3. Mission Moment: None.
4. Approval of Minutes:
 - a) April 26, 2021 Regular Meeting – *Chris made a motion, seconded by Leslie, to approve the April regular meeting minutes as presented. Motion passed unanimously.*
5. Unfinished Business
 - a) Mask Requirement for Reopening of the Shelter – Reva asked the Board what the requirements should be. Chris asked how many of the staff are vaccinated. Leslie deferred to how the staff feel about opening to the public and their opinions on the requirements. Colleen was in support of keeping the mask policy in place and review month to month. Chris, Alex, and Amber supported Colleen. Amber added that UPAWS should stay in solidarity with what other shelters and clinics are doing for medical reasons. Reva noted that the shelter opens to the public on June 1 for walk-in traffic apart from tours. Colleen added that is a good reason to keep the mask policy in place if people are coming and going freely. Brett supported Colleen.
6. New Business:
 - a) Report and Recommendation from the Personnel Committee re: QSEHRA Benefit – Leslie thanked the personnel committee for their hard work on this. *Brett made a motion, seconded by Alex, to approve the Report and Recommendation from the Personnel Committee. Motion passed unanimously.*
 - b) Report and Recommendation from the Personnel Committee re: Hiring of Executive Director – *Colleen made a motion, seconded by Alex, to approve the Report and*

Recommendation from the Personnel Committee. Motion passed with unanimous consent.

- c) Goose Lake Fire and Need for Emergency Preparedness Plan – Brian joined the meeting at 6:23 pm. Reva explained the fire at Goose Lake and how it spread. Reva added that the fire bypassed the shelter, but we must bring our attention to an emergency preparation plan. Bill asked the Board if we have an evacuation plan in place at the shelter. Reva answered that there are various facilities that would step in and help if the need arose. Amber shared her fire safety plan at her work. Brian added his Red Cross experience with emergency plans. Reva asked Brian if he would like to take the lead on updating the current plan. Brian answered that he would be happy to.

7. Communications

- a) Membership Invitation from the Michigan Pet Alliance – Reva explained the membership and what comes with it. Colleen asked Amber if this cost is budgeted for in professional fees. Amber answered that something like this was not budgeted for. Colleen added that she likes the idea of UPAWS being included in this membership noting the alliances it creates with other shelters and benefits applying for grants. Leslie supported Colleen. *Leslie made a motion, seconded by Lynn, to join the Michigan Pet Alliance at the organizational level. Motion passed unanimously.*

8. President's Report – No comments.

9. Treasurer's Report – Amber told the Board that there is a lot in the works right now for the shelter. Amber explained her dealings with Thrivent to get the recent bequest transitioned to be in UPAWS name. She added that as soon as the final amount is determined, the Finance Committee will come up with recommendations to present to the Board. Amber also added that she is working on the 2020 Audit with July 2021 as a deadline. Leslie asked Amber if she needs the Board to gather information for her. Amber answered that she will be emailing those she needs additional information from. Colleen asked Amber if the April Financials will be discussed at this meeting. Amber answered that the Finance Committee did not meet to discuss April financials. April and May Financials will be presented at the June Board meeting.

10. Shelter Operation Reports

- a. Community Relations/Volunteer Coordinator Report – Colleen noted that the mask policy should also extend to volunteers as it does to everyone else in the shelter.
- b. Stats – No comments.
- c. Additional Operation Reports – Reva noted her dealings with a stray rabbit UPAWS received. She explained that a lady called into the shelter to claim the rabbit but then later denied that it was hers. The rabbit came to UPAWS in bad condition and was later placed in veterinarian care. Colleen asked if any veterinarians still come to shelter. Amber noted her conversation with Dr. Scott explaining that clinics were backed up and having scheduling issues.

11. Committee Reports

- a. Board Development Committee Report (Lynn) – Did not meet. Colleen asked Lynn if there are any Board candidates with financial background. Lynn answered that there were a few.
- b. Finance Committee Report (Amber) – Did not meet.
- c. Fundraising Committee Report – Written report submitted.
- 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) – Did not meet.
- i. Vet Center Committee (Ad Hoc) (Colleen) – Did not meet.
- j. IT Committee (Ad Hoc) (Chris) – Did not meet.

12. Public Comment – Bill told the Board that he is moving to the Upper Peninsula in two months. Bill added that he will be sending a SurveyMonkey to see where the Board wants his attention to be focused.

13. Board Comment – Leslie told the Board that she is working with Chris to get the community room documents on the website to begin marketing it. Leslie added that she is still planning on attending the Sands Township meeting. Amber noted that she is working on the Memorial Garden getting stone samples.

14. Adjournment – *Colleen made a motion, seconded by Lynn, to adjourn the meeting at 6:59 pm. Motion passed with unanimous consent.*

Next Board Meeting Date: June 28, 2021, 6 p.m. at the shelter.

Respectfully submitted,

Counter-signed,

Brett Specker, Secretary

Reva Laituri, President

**SANDS TOWNSHIP PLANNING COMMISSION
MINUTES**

June 15, 2021

1. Call to Order at 6:30 PM by Planning Commission Chair S. Brauer.
2. Roll Call: S. Brauer, S. Sundell, P. Lajewski-Pearson, J. Yelle and C. Bushong
 - a. Others in Attendance: Randy Yelle, Pamela Roberts, Clint Weninger and Christopher Noel from Payne and Dolan, Leslie Hurst from UPAWS.
3. Approval of Agenda: Motion by P. Lajewski-Pearson, Supported by C. Bushong, to approve agenda with the addition of item 7, discussion of Senate Bill 429, 430, 431 and bills to preempt local zoning on short term rentals. Ayes: 5 Nays: 0 Motion Carried.
4. Approval of Meeting Minutes from April 20, 2021: Motion by S. Sundell, Supported by C. Bushong, to approve the minutes as presented. Ayes: 5 Nays: 0 Motion Carried.
5. Public Comment: Leslie Hurst from UPAWS requested time to speak on item 6b.
6. Business:
 - a. Public Hearing: Payne and Dolan, Inc. is requesting to enlarge their existing extraction site (SUP04-05).
 - i. Open Public Hearing: S. Brauer opened Public Hearing at 6:33 PM.
 - A. Staff Input: R. Yelle stated that Payne and Dolan, Inc. has submitted a Zoning Compliance Permit request to enlarge their existing extraction site (SUP04-05), parcel number 52-14-118-005-00 in section 18, T47N-R25W on to the adjoining Cleveland-Cliffs Iron Company properties, parcel numbers 52-14-119-002-00 and 52-14-119-002-10 in section 19, T47N-R25W, within the Township of Sands. R. Yelle stated he has received no complaints or objections to the request from surrounding property owners.
 - B. Requester Input: Clint Weninger from Payne and Dolan explained the existing extraction site located at County Rd. NC would expand to adjacent property owned by CCI under a ten year land lease. The extraction operations to occur on the CCI property would be similar to those already occurring at the current site including aggregate extraction, processing and storage including crushing, screening and washing. All safety protocols will be followed and reclamation work shall occur in a counter clockwise fashion.
 - C. Public Comment: None
 - ii. Close Public Hearing: S. Brauer closed Public Hearing at 6:40 PM.

- iii. Commission Discussion and Action: J. Yelle stated that Payne and Dolan has a very good reputation in the industry for environmental safety and he has no concerns with this expansion. After discussions on the extraction site reclamation plans (addressed by both Clint Weninger and Christopher Noel), **C. Bushong moved, S. Sundell supported, that after conducting the required public hearing, receiving input from Township Staff, and Requester, as well as the public, reviewing the Sands Township Zoning Ordinance and Master Plan, the Sands Township Planning Commission hereby grants Zoning Compliance Permit ZCP21-19 requesting to enlarge the existing extraction site (SUP04-05) with the following conditions of approval:**
 - A. Comply with all Local, County, State and Federal documents regarding mineral extraction.**
 - B. Comply with the Sands Township Noise Ordinance.**
 - C. At time of closure and/or abandonment (No longer used) recovery of the area will be reclaimed to its natural state including grading to no more than a 2.5 slope, top soil as needed for seeding of area and trees, per zoning ordinance section 414 (C) within one year.**
 - D. Reclamation shall be accomplished in stages, as areas are no longer used.**

Ayes: 5 Nays: 0 Motion carried.
- b. UPAWS, Planning Commission review of SUP17-04 per conditions of approval.
 - i. Open Review: S. Brauer opened the review at 6:45 PM.
 - ii. Planning Commission Statement: UPAWS must abide by all conditions of approval in regards to SUP17-04. Any events or additions above or beyond the scope of daily activity of running an animal shelter requires prior approval by the Sands Township Zoning and Planning Department. A yearly review of SUP17-04 conditions of approval is required and any changes to these conditions of approval will require submission of a new Special Use Permit request.
 - iii. Staff Input: R. Yelle answered questions in regards to allowing alcohol.
 - iv. Public Input: None
 - v. UPAWS Input: Leslie Hurst, UPAWS Board Member stated that most UPAWS volunteer staff has changed since SUP17-04 was approved. Due to the changes in staff, there was some confusion on the review process and internal procedures in regards to the conditions of approval and requirements. She expressed concerns that the conditions of approval were vague in regards to allowing alcohol and the primary focus of serving alcohol and renting their community room was to raise money for UPAWS. She discussed with the Planning Commission on exactly what was in the scope of daily activity for the shelter and possible events/activities the shelter would like to hold and the requirement for the yearly review of the conditions of approval. She thanked the Planning Commission for their time and looks forward to continuing a positive dialogue with the Township.

- vi. S. Brauer closed the review at 7:12 PM.
- 7. Discussion of Senate Bill 429, 430, 431 and bills to preempt local zoning on short term rentals. J. Yelle passed out information on the Senate Mining Bills and asked the board to consider voicing their opinion against these bills. The Commission also discussed the ramification and effect on the Township in regards to preempting of local zoning on short term rentals.
- 8. Administrative Report:
 - a. Violation report: R. Yelle gave an update on violations and progress in the township.
 - b. Authority update: None
- 9. Public Comment: None
- 10. S. Brauer adjourned meeting at 7:35 PM.

S. Brauer
Chairman

P. Lajewski-Pearson
Secretary

P. Roberts
Recording Secretary

Sands Township Planning Commission Review of SUP2017-04

Tuesday, June 15, 2021, 6:30pm

Topics (as stated by Chairperson Shelley Brauer):

- 1) Annual Review - The expectation is that we request to be on the January agenda every year for this review. This should be done in early January, they usually meet the 2nd or 3rd week. Meeting schedule is posted at <https://www.sandstownship.org/zoning/planning-commission/>

A yearly review/update of SUP2017-04 will be required, beginning January 16, 2018 and each year thereafter, unless the Sands Township Planning Commission deems otherwise, by motion, at an open meeting of the Commission.

- 2) Storage Shed Permit - Questioned the timing of obtaining an approved zoning compliance permit because it was ordered and delivered prior to obtaining an approved zoning compliance permit. I stated it was not placed or used until we had an approved zoning compliance permit, which I feel is within the Zoning Ordinance requirements.

Section 1105 Zoning Compliance Permit

(A) It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises, or both, or part thereof hereafter created, erected, changed, converted, or wholly or partly altered, or enlarged in its use or structure until a Zoning Compliance Permit shall have been issued therefore by the Zoning Administrator. The Permit shall state that the building, structure, and lot, and use thereof, conform to the requirements of this Ordinance.

- 3) Community Room Alcohol Use / Rentals - It was stated we cannot allow alcohol use without modifying the SUP. I questioned their allowance of alcohol with their room rental and why we can't. They referred to issues with the County Fair property which I stated did not apply to us. We will not have activities that would conflict with the safety and comfort of our residents. Their stance is the SUP needs to specifically allow use otherwise it is not allowed. I would like to get Wim's input if this is accurate per the existing condition of the SUP. Shelly Brauer invited us to submit an updated SUP at the January 2022 meeting but I recommend we proceed immediately after getting Wim's feedback. I have obtained the application; the fee is \$250.00. Our internal community room rental procedure includes notifying Sands Township Planning department of any rentals outside the scope of operating an animal shelter.

Any extra activity must be requested through, and approved by, the Sands Township Zoning and Planning Department, and

I ended the review by asking if they had any other questions I could address. Shelley Brauer asked if we did out of state transfers and how often. I explained that we have and will continue to, but that we don't that often and we address local pets first. I explained that we follow the State's regulations for out of state transfers and reviewed what they were. Transfers are done with shelters and rescues we have a relationship with and have full control over the dogs and cats we accept. Transfers are a standard practice amongst animal shelters and rescue organizations and we are proud of our successful collaboration in this.

Section 313 District OS: Open Space

(A) Intent: To establish and maintain for low intensity use those areas which, because of their location, accessibility (County or Township approved private road), and natural characteristics are suitable for a wide range of agricultural, forestry, and recreational uses.

(B) Permitted Principal Uses:

1. Agricultural Operations
2. Agricultural Roadside Stands
3. Camp or Hunting Camp
4. Forestry Operations
5. Keeping of Livestock
6. Solar Energy System, Level 1
7. Trail, Vehicular

(C) Uses Permitted by Special Approval:

1. Cargo Container as Accessory Storage Building
2. Day Care (Private Home)
3. Dwellings, Seasonal
4. Dwellings, Single-family
5. External Wood Burning Boilers/Units
6. Home Occupations
7. Solar Energy System, Level 2
8. Water Wells, Large Capacity

(D) Uses Permitted by Special Use Permit:

1. Amusement Parks, Fairgrounds, and Miniature Golf Courses
2. Bed & Breakfast Establishments
3. Campgrounds and RV Parks
4. Commercial Towers
5. Golf Courses
6. Greenhouse or Nursery

7. Kennels

8. Mineral Extraction
9. Parks
10. Recreational Facilities
11. Racetracks
12. Solar Energy System, Level 3
13. Utility Substations
14. Wind Energy Conversion System (WECS)
15. Woodyards

(E) Uses Permitted by Commercial Marihuana Facility Permit:

1. Grower

Section 705 Conditions and Safeguards

(B) Conditions and requirements stated as part of Special Use Permit authorization shall be a continuing obligation of land holders. The Zoning Administrator shall make periodic investigations of developments authorized by Special Use Permit to determine compliance with all requirements.

(E) Revocation of a Special Use Permit by the Planning Commission shall be made at a public hearing following the same procedures as original approval to the effect that:

- 1) Such conditions as may have been prescribed in conjunction with the issuance of the original permit included the requirement that the use be discontinued after a specified time period; or
- 2) Violations of conditions pertaining to the granting of the permit continue to exist more than thirty (30) days after an order to correct has been issued. Violations of any conditions set by the Planning Commission are violations of this zoning ordinance.

Personnel Committee
Report & Recommendation
June 28, 2021

Recommendation to the UPAWS Board of Directors

The Personnel Committee is recommending the adoption of the following UPAWS Personnel Policy language revision, as noted in **RED**, to be retro-actively effective as of May 4, 2021, as approved by the Board of Directors on June 28, 2021.

ARTICLE III. EMPLOYEE BENEFITS

Section 12. Reimbursement – Cell Phone. The **Executive Director** shall be reimbursed at the rate of **\$20.00** per pay period for monthly cell phone charges.

Section 13. Reimbursement- Internet. The **Executive Director** shall be reimbursed at the rate of **\$15.00** per pay period for monthly internet service charges.

Personnel Committee
Report & Recommendation
June 28, 2021

Recommendation to the UPAWS Board of Directors

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

Volunteer / Community Outreach Coordinator

- Position Description is attached.



**UPPER PENINSULA ANIMAL WELFARE SHELTER
POSITION DESCRIPTION**

JOB TITLE	Volunteer/Community Outreach Coordinator		
EMPLOYEE NAME			
FLSA STATUS	Non-Exempt / Hourly	SALARY LEVEL	\$15.00 per hour
STATUS	Full Time position	LOCATION	Marquette County
REPORTS TO	Executive Director		

POSITION SUMMARY: The Volunteer Community Outreach Coordinator is responsible for the overall coordination of volunteers, outreach and education programs and UPAWS social media presence.

EDUCATIONAL AND QUALIFICATION REQUIREMENTS: High School Diploma or GED equivalent. At least two (2) years' experience in customer service or working with the general public preferred. Experience in an animal shelter or animal welfare setting preferred. Must be able to carry out the essential duties, functions and responsibilities of the position. Strong communication and interpersonal skills in handling interactions with staff and visitors. Ability to work with a diverse groups of people and in a variety of settings. Experience with public speaking and advanced writing skills. Strong computer skills using Microsoft Office, including Microsoft Publisher, e-mail, social networking, and internet platforms. Possess a valid driver's license and be deemed an acceptable risk by the insurance carrier.

ADDITIONAL PREFERRED SKILLS AND ABILITIES: Understanding and commitment to UPAWS's Mission and Vision. Practical knowledge of animal welfare program systems and practices. Must possess care and compassion towards animals. Self-directed and able to work independently with minimal supervision. Energetic and ability to work as a part of team. Knowledge of budget preparation and working within a budget.

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

- Develop, implement and oversee community outreach and education programs in conjunction with Executive Director, including assisting with budget preparation.
- Assist the Executive Director, as requested, with public relations communications including television, radio and print media.
- Maintain confidentiality of shelter records and information. Report all incidents and

maintain any necessary reports or records.

- Ensure compliance and adherence to all UPAWS policies and procedures and applicable local, state and federal laws and regulations, including safety guidelines in place to safeguard staff, animals, facilities and UPAWS reputation.

Volunteer Coordinator Functions:

- Coordinate and schedule volunteers through recruitment for community outreach, in-shelter animal care, foster care, fundraising events, and other areas identified by the Executive Director.
- Assist in developing volunteer staffed programs in conjunction with other relevant staff and committees. Includes advertising, recruiting and screening potential foster care homes/volunteers.
- Oversee and coordinate general training and operating procedures for volunteers and update training programs in keeping with SOP and policy changes, establish basic competency standards and code of conduct for volunteers.
- Provide reports on volunteer hours and provide for the annual audit.
- Ensure a volunteer retention, recognition and appreciation program is in place, provide feedback to volunteers on their performance and address problems and complaints in a timely manner ensuring a smooth flow of communication between volunteers and staff.

Community Outreach functions:

- Coordinate and maintain inventory for retail area, including ordering, receiving, and pricing.
- Coordinate with Supervisors for coordination and planning of Pet Promotions/Adoption events; assist Supervisors and Animal Caregivers on actual day of events.
- Coordinate with Supervisors for planning of pet transfers.
- Promotion of designated Deb's Dog of the Month and pet sponsorships.
- Oversee, maintain and coordinate development of pet biographies and pictures.
- Develop brochures, prepare articles and press releases as needed. Maintain Enews postings. Assist the Executive Director in the planning and development of the publication of the Pet Gazette.
- Oversee, maintain and coordinate updates on all social media platforms (i.e., Facebook, Instagram, Twitter) and UPAWS website in collaboration with Executive Director. Including daily content, schedule for UPAWS social media postings and Volunteer and Community Outreach website pages.
- Schedule and staff public presentations and shelter tours for school and community groups.

SUPERVISION EXERCISED: None.

WORK ENVIRONMENT: Working hours vary depending on scheduling of programs and often include evenings, weekends, and holidays in addition to daytime hours. Must be able to tolerate loud working conditions and strong odors. This position may be exposed to certain health risks that are inherent when working within an animal shelter facility. This position requires exposure to outside environment. When performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. The employee must be physically able to lift and/or move heavy objects, often up to 50 pounds.

EQUIPMENT AND MATERIALS USED: Janitorial, office, UPAWS vehicle, cameras, animal handling gear and other supplies/materials as instructed by Supervisor.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of the Executive Director to assign, direct and control the work of employees under her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

Updated: June 28, 2021

Policy & Bylaws Committee
Report & Recommendation
June 28, 2021

Report & Recommendation:

The Policy & Bylaws Committee is making a recommendation to amend Board Policy *14.0 Board Actions*.

Page 35: addition of (J).


Suggested language addition:

- J. Board members will adhere to the following deadlines to provide adequate time for members to be fully informed in advance of the monthly Board meetings:
 - a. All agenda items are to be posted to the Google drive by 5:00 pm on the Friday prior to the Board meeting. Documents not uploaded by this deadline will be tabled to the next regularly scheduled monthly Board meeting. Exceptions can be made by the Board President.
 - b. The meeting agenda will be posted by the President to the Google drive no later than **the Saturday** prior to the regular monthly Board meeting.
 - c. Documents not for the “public packet” will be noted in the document title as “not for public view”.
 - d. The public packet will be compiled no later than 5:00 pm on the Sunday prior to the Board meeting and posted to the UPAWS website no later than 12:00 noon on the Monday of the Board meeting.

14.0 Board Actions

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

- I. Any amendments to existing Board Policies and Procedures must receive final approval by the Board of Directors.
- J. Board members will adhere to the following deadlines to provide adequate time for members to be fully informed in advance of the monthly Board meetings:
 - a. All agenda items are to be posted to the Google drive by 5:00 pm on the Friday prior to the Board meeting. Documents not uploaded by this deadline will be tabled to the next regularly scheduled monthly Board meeting. Exceptions can be made by the Board President.
 - b. The meeting agenda will be posted by the President to the Google drive no later than **the Saturday** prior to the regular monthly Board meeting.
 - c. Documents not for the “public packet” will be noted in the document title as “not for public view”.
 - d. The public packet will be compiled no later than 5:00 pm on the Sunday prior to the Board meeting and posted to the UPAWS website no later than 12:00 noon on the Monday of the Board meeting.

EFFECTIVE: 12/28/2020	REVISED DATE: 06/28/2021	SUPERSEDES:
BOARD SIGNATURE: 		

Maintenance POC
Report and Recommendation
6/25/21

Recommendation to the UPAWS Board of Directors

As the Maintenance POC, Alex Petrin is recommending approval of **\$1,484** to replace the blower motor for AHU #4, to reflect the estimate provided by Swick.

The estimate includes the following:

- Replace blower motor on AHU#4 due to failed motor windings
- Replace motor assembly
- Reinstall pulley
- Align pulley and belt
- Test for full operation

This work needs to be accomplished as soon as possible, as AHU#4 is inoperable until this work is complete. Additionally, both the motor and the AHU are out of factory and installer warranties.

PRESIDENT'S REPORT

June 21, 2021

The June appeal letter has been completed and was sent to Pride last week. It will be mailed out to approximately 3,900 homes.

Met with the new Executive Director June 21st. He and his family will be moving up on June 30.

Attended a webinar on Finance and Fund Development.

Range is updating their alarm monitoring services so I have updated passcodes and have provided them with a list of contacts (no change until the new Executive Director starts in August). The most significant change is when operators dispatch the authorities for burglary, duress or panic alarms. Currently the authorities are called first and then contacts on our call list to verify the authenticity of the alarm. In over 95% of the cases, the alarms are false, which puts unneeded stress on local law enforcement and emergency services. The new procedure will be to first call two pre-dispatch contact numbers on our contact list prior to dispatching the authorities.

New Part-time Supervisor, Cherry Mashue began work on June 16th.

The number of bite incident reports (mostly cats) from Animal Caregivers has been increasing. I am currently working on getting training for safe (and fear free) animal handling techniques.

The rabbit, Cinnabun, with the severe eye infection, was euthanized last week. The veterinarian treating her felt the infection would never totally clear up and would keep moving. If the new location were deep, it would not even be noticed until it had gotten bad. She would always have to be kept away from children and other pets, and the person cleaning her open wounds would need to be gloved, masked and gowned. While in the beginning she tolerated the wound cleaning very well, they were now becoming painful for her. As the prognosis and quality of life were very bleak, the decision was made to euthanize her.

Respectfully submitted,

Reva Laituri

President

Upper Peninsula Animal Welfare Shelter, Inc.

A/P Aging Summary 2021

As of April 30, 2021

	Current	1 - 30	31 - 60	61 - 90	> 90
906 Technologies	50.00	0.00	0.00	0.00	0.00
Ann Brownell	217.96	0.00	0.00	0.00	0.00
Automated Comfort Controls	226.25	0.00	0.00	0.00	0.00
Choice Propane	340.63	0.00	0.00	0.00	0.00
Copper Country Veterinary Clinic	39.50	0.00	0.00	0.00	0.00
Gwinn-Sawyer Veterinary Clinic	653.50	0.00	0.00	0.00	0.00
LACOSSE & ACCOCIATES CPA PC	600.00	0.00	0.00	0.00	0.00
Leah Schultz	0.00	0.00	0.00	0.00	(50.00)
Marquette Veterinary Clinic	483.50	0.00	0.00	0.00	0.00
Midwest Cremation Services	164.00	0.00	0.00	0.00	0.00
Miners, Inc.	78.80	0.00	0.00	0.00	0.00
Reva Laituri	182.45	0.00	0.00	0.00	0.00
Stuga North Veterinary Care	0.00	137.00	0.00	0.00	0.00
The Plant Connection LLC	55.00	0.00	0.00	0.00	0.00
Visa-5626	0.00	0.00	0.00	0.00	(624.65)
TOTAL	<u>3,091.59</u>	<u>137.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(674.65)</u>

Upper Peninsula Animal Welfare Shelter, Inc.

A/P Aging Summary 2021

As of April 30, 2021

	<u>TOTAL</u>
906 Technologies	50.00
Ann Brownell	217.96
Automated Comfort Controls	226.25
Choice Propane	340.63
Copper Country Veterinary Clinic	39.50
Gwinn-Sawyer Veterinary Clinic	653.50
LACOSSE & ACCOCIATES CPA PC	600.00
Leah Schultz	(50.00)
Marquette Veterinary Clinic	483.50
Midwest Cremation Services	164.00
Miners, Inc.	78.80
Reva Laituri	182.45
Stuga North Veterinary Care	137.00
The Plant Connection LLC	55.00
Visa-5626	(624.65)
TOTAL	<u><u>2,553.94</u></u>

Upper Peninsula Animal Welfare Shelter, Inc.
A/R Aging Summary 2021
As of April 30, 2021

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Amber Talo	0.00	0.00	0.00	0.00	2,400.00	2,400.00
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	8,275.00	8,275.00
Colleen C. Whitehead	0.00	0.00	0.00	0.00	2,500.00	2,500.00
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	420.00	420.00
Kori & Byron Tossava	0.00	0.00	0.00	0.00	4,900.00	4,900.00
Lynn Andronis	0.00	0.00	0.00	0.00	1,600.00	1,600.00
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	2,950.00	2,950.00
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	1,125.00	1,125.00
Richard Storti	(200.00)	0.00	0.00	0.00	200.00	0.00
Rita Svetly	(200.00)	0.00	0.00	0.00	200.00	0.00
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	11,350.00	11,350.00
Tom & Kathy Leone	0.00	0.00	0.00	0.00	4,000.00	4,000.00
TruNorth Federal Credit Union	0.00	0.00	0.00	0.00	500.00	500.00
TOTAL	<u>(400.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>47,922.00</u>	<u>47,522.00</u>

Upper Peninsula Animal Welfare Shelter, Inc.
Budget to Actual
April 2021

	Apr 21	Budget	Jan - Apr 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · SHELTER REVENUE					
4005 · Pet Adoptions	7,817.50	5,833.33	18,298.50	23,333.32	70,000.00
4010 · Redeemed Animals	160.00	325.00	865.00	1,300.00	3,900.00
4015 · Vet/Optional Care	180.00	83.37	350.00	333.36	1,000.00
4017 · Dog Park	370.00	625.00	1,455.00	2,500.00	7,500.00
4018 · Rentals	0.00	150.00	0.00	600.00	1,800.00
4020 · Government Contracted Services	78.00	1,333.33	1,833.00	5,333.32	16,000.00
4025 · Restitutions/Investigations	0.00	0.00	0.00	0.00	0.00
4030 · Dog License Revenue	72.00	33.33	160.00	133.32	400.00
4031 · Microchipping	175.00	83.33	1,575.00	333.32	1,000.00
4032 · Nail Clipping	110.00	50.00	370.00	200.00	600.00
4033 · Community Spay/Neuter	50.00	416.68	4,135.45	1,666.66	5,000.00
4050 · Miscellaneous Services	120.00	50.00	492.59	200.00	600.00
4060 · Cremation Services Revenue	230.00	125.00	230.00	500.00	1,500.00
Total 4000 · SHELTER REVENUE	9,362.50	9,108.37	29,764.54	36,433.30	109,300.00
4156 · GRANT REVENUE					
4157 · General Grants	392.00	833.37	5,587.00	3,333.36	10,000.00
Total 4156 · GRANT REVENUE	392.00	833.37	5,587.00	3,333.36	10,000.00
4200 · FUNDRAISING REVENUE					
4127 · Wash & Wag	0.00	0.00	0.00	0.00	0.00
4128 · Misc/3rd Party Fundraisers	0.00	137.50	0.00	550.00	1,650.00
4140 · Canisters	822.99	666.66	2,814.59	2,666.64	8,000.00
4143 · Econo Receipts	0.00	433.33	2,172.81	1,733.32	5,200.00
4144 · Cause for Paws	0.00	0.00	0.00	0.00	24,600.00
4146 · Rummage Sale	0.00	0.00	0.00	0.00	0.00
4147 · Strut Your Mutt	0.00	0.00	0.00	0.00	12,000.00
4151 · Raise The Woof	0.00	0.00	0.00	0.00	0.00
4170 · TUFT Golf Outing	0.00	0.00	0.00	0.00	19,350.00
4183 · Rescue Raffle	0.00	0.00	0.00	0.00	6,200.00
4185 · Lights of Love	0.00	0.00	0.00	0.00	2,600.00
4197 · Calendar	790.00	1,107.50	790.00	4,430.00	13,290.00
4204 · MZD Santa Pics	0.00	0.00	0.00	0.00	2,300.00
4299 · Kennel Lock-up Fundraiser	0.00	0.00	25.00	0.00	0.00
4380 · Online Store Fundraiser	36.04		36.04		
Total 4200 · FUNDRAISING REVENUE	1,649.03	2,344.99	5,838.44	9,379.96	95,190.00
43400 · DIRECT PUBLIC SUPPORT					
4006 · Pet Care Sponsorship	255.00	608.33	1,680.00	2,433.32	7,300.00
4008 · Pet Promotion Sponsorship	225.00	20.83	225.00	83.32	250.00
4109 · Pink Lady	75.00	166.68	235.00	666.66	2,000.00
4110 · Donations	18,845.89	20,833.33	65,971.58	83,333.32	250,000.00

Upper Peninsula Animal Welfare Shelter, Inc.
Budget to Actual
April 2021

	Apr 21	Budget	Jan - Apr 21	YTD Budget	Annual Budget
4120 · Special Gifts	425.75	958.33	4,902.28	3,833.32	11,500.00
4123 · Memorial Bricks/Tiles	305.00	625.00	1,010.00	2,500.00	7,500.00
4125 · Donated Svs/Material In Kind	2,828.00	3,083.37	11,720.00	12,333.36	37,000.00
4130 · Memorials/Honorariums	0.00		0.00		
4132 · Deb's Dog Revenue	0.00		0.00		
4135 · Bequests	839,935.80	0.00	839,935.80	0.00	0.00
4152 · Direct Solicitations	0.00		0.00		
4188 · Naming Opportunities	0.00	4,166.66	0.00	16,666.64	50,000.00
Total 43400 · DIRECT PUBLIC SUPPORT	862,895.44	30,462.53	925,679.66	121,849.94	365,550.00
4500 · OTHER Revenue					
4112 · Kids Club	0.00	0.00	0.00	0.00	0.00
4201 · Home2Home	0.00	12.50	0.00	50.00	150.00
4205 · Resale Items Revenue	1,189.47	1,833.33	3,363.67	7,333.32	22,000.00
4215 · Interest Revenue	0.26	1.66	2.14	6.64	20.00
4220 · Miscellaneous Revenue	0.00	66.66	634.98	266.70	800.00
4221 · Endowment Fund Earnings	0.00	83.33	0.00	333.32	1,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	1,000.00	0.00	4,000.00	12,000.00
4227 · Distribtution from Dixon Estate	2,192.76	2,500.00	4,836.88	10,000.00	30,000.00
Total 4500 · OTHER Revenue	3,382.49	5,497.48	8,837.67	21,989.98	65,970.00
46000 · Merchandise Sales	0.00		0.00		
Total Income	877,681.46	48,246.74	975,707.31	192,986.54	646,010.00
Gross Profit	877,681.46	48,246.74	975,707.31	192,986.54	646,010.00
Expense					
5000 · Employee Expense					
5200 · Payroll Expenses	(9.74)		0.00		
5201 · Wages & Salaries	26,288.66	30,398.29	76,631.40	116,916.64	360,103.03
5225 · Simple Plan Employer	129.93	226.80	397.99	907.20	2,721.60
5230 · Michigan Unemployment Payable	21.82	27.40	67.13	107.59	326.79
5235 · Employer Social Security	1,629.90	1,887.39	4,751.14	7,413.24	22,512.38
5240 · Employer Medicare	381.18	441.40	1,111.16	1,733.74	5,264.99
5245 · Worker's Compensation	271.00	536.00	1,084.00	2,144.00	6,432.00
5246 · Employee Relations	0.00	0.00	(624.65)	0.00	3,000.00
Total 5000 · Employee Expense	28,712.75	33,517.28	83,418.17	129,222.41	400,360.79
5500 · OPERATING EXPENSE					
5009 · Phone/Network Access	469.66	273.50	1,199.15	1,094.00	3,282.00
5011 · Merchant Service Fees	367.62	500.00	1,610.76	2,000.00	6,000.00
5012 · Bank Service Charges	0.00	12.50	55.51	50.00	150.00
5013 · Paypal Fees	47.01	8.33	72.49	33.32	100.00
5014 · Square Fees	50.48	125.00	264.63	500.00	1,500.00
5050 · Utilities	2,281.93	2,333.33	10,730.97	9,333.32	28,000.00
5100 · Cleaning Supplies	201.80	458.33	1,200.29	1,833.32	5,500.00
5102 · Animal Supplies/Equipment	464.79	308.33	1,773.89	1,233.32	3,700.00

Upper Peninsula Animal Welfare Shelter, Inc.
Budget to Actual
April 2021

	Apr 21	Budget	Jan - Apr 21	YTD Budget	Annual Budget
5105 · Repairs/Maintenance	875.59	583.33	2,323.17	2,333.32	7,000.00
5106 · Garbage/Snow Removal	0.00	833.33	927.50	3,333.32	10,000.00
5115 · Office Supplies/Postage	228.13	402.50	1,263.66	1,610.00	4,830.00
5117 · Community Spay/Neuter	638.00	916.66	3,811.00	3,666.64	11,000.00
5120 · Building/Auto Insurance	549.52	916.66	10,072.52	3,666.97	11,000.00
5125 · Food	534.00	1,291.66	3,648.35	5,166.64	15,500.00
5127 · Microchips	0.00	833.33	397.50	3,333.36	10,000.00
5130 · Medical Supplies-Vaccines	904.46	1,266.66	1,662.63	5,066.68	15,200.00
5135 · Vet Care	905.43	4,666.66	5,444.53	18,666.66	56,000.00
5137 · Vaccines	0.00		0.00		
5140 · Spay & Neuter Expense	949.00	2,083.33	4,454.45	8,333.32	25,000.00
5145 · Vehicle	107.02	125.00	312.70	500.00	1,500.00
5146 · Dog License Expense	24.00	37.50	114.00	150.00	450.00
5150 · Mileage	0.00	20.83	15.84	83.32	250.00
5160 · Depreciation	0.00	0.00	0.00	0.00	0.00
5165 · Cash over/short	0.50	0.00	2.68	0.00	0.00
5180 · Donated Services/Materials	0.00	0.00	0.00	0.00	0.00
5183 · Deb's Dog Expense	0.00		122.93		
5350 · Subcontracted Services	0.00	0.00	0.00	0.00	0.00
5530 · Cremation Services Expense	164.00	166.64	702.00	666.70	2,000.00
6138 · Pink Lady Expense	0.00	166.64	50.00	666.70	2,000.00
6524 · Dog Park	0.00	208.33	0.00	833.32	2,500.00
6528 · Rentals	0.00	0.00	0.00	0.00	0.00
6539 · Computer Software	0.00	369.00	0.00	1,476.00	4,428.00
6565 · IT Consulting	0.00	55.00	0.00	220.00	660.00
Total 5500 · OPERATING EXPENSE	9,762.94	18,962.38	52,233.15	75,850.23	227,550.00
5550 · GRANT EXPENSE					
5551 · General Grants	0.00	625.00	0.00	2,500.00	7,500.00
Total 5550 · GRANT EXPENSE	0.00	625.00	0.00	2,500.00	7,500.00
5600 · FUNDRAISING EXPENSE					
5299 · Kennel Lock-up EXPENSE	0.00	0.00	0.00	0.00	0.00
5603 · MZD Santa Pics Expense	0.00	0.00	0.00	0.00	25.00
6307 · Calendar Expense	0.00	0.00	0.00	0.00	2,050.00
6308 · Wash & Wag Expense	0.00	0.00	0.00	0.00	0.00
6311 · Cause for Paws Expense	0.00	0.00	0.00	0.00	6,990.00
6312 · Rummage Sale Expense	0.00	0.00	0.00	0.00	0.00
6315 · Misc/3rd Party Fund Expense	0.00	16.66	0.00	66.64	200.00
6317 · Raise The Woof Expense	0.00	0.00	0.00	0.00	0.00
6322 · Rescue Raffle Expense	0.00	0.00	50.00	0.00	2,179.00
6324 · Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00
6330 · TUFT Golf Outing Expense	0.00	0.00	0.00	0.00	8,084.00
6355 · Lights of Love Expense	0.00	0.00	0.00	0.00	125.00

Upper Peninsula Animal Welfare Shelter, Inc.
Budget to Actual
April 2021

	Apr 21	Budget	Jan - Apr 21	YTD Budget	Annual Budget
6550 · Strut Your Mutt Expense	0.00	0.00	250.00	0.00	2,625.00
6551 · Canisters Expense	0.00	0.00	0.00	0.00	0.00
7580 · Online Store Expense	0.00	0.00	0.00	0.00	0.00
Total 5600 · FUNDRAISING EXPENSE	0.00	16.66	300.00	66.64	22,278.00
59900 · POS Inventory Adjustments	0.00		0.00		
6000 · OTHER EXPENSE					
5142 · Volunteer Program	24.00	100.00	307.30	400.00	1,200.00
6313 · Direct Solicitations	0.00	900.00	3,581.78	3,600.00	10,800.00
6503 · Community Outreach	226.73	87.91	357.35	351.64	1,055.00
6504 · Memorial Bricks/Tiles	55.00	291.68	55.00	1,166.68	3,500.00
6505 · Professional Fees	2,100.00	1,250.00	8,080.00	5,000.00	15,000.00
6510 · Publications	0.00	1,250.00	59.18	5,000.00	15,000.00
6511 · Pet Promotion Expense	271.97	312.50	526.38	1,250.00	3,750.00
6515 · Promotions & Advertising	0.00	70.83	20.00	283.32	850.00
6523 · Kids Club	39.96	10.00	39.96	40.00	120.00
6525 · Resale Items Expense					
5129 · Employee Uniforms	0.00	29.16	0.00	116.64	350.00
6525 · Resale Items Expense - Other	519.90	1,083.33	1,712.81	4,333.32	13,000.00
Total 6525 · Resale Items Expense	519.90	1,112.49	1,712.81	4,449.96	13,350.00
6530 · Conferences	0.00	83.33	0.00	333.32	1,000.00
6532 · Donor Development	0.00	146.25	0.00	585.00	1,755.00
6535 · Licenses, Dues, Permits & Fees	691.00	125.00	1,798.00	500.00	1,500.00
6540 · Miscellaneous Expense	136.00	250.00	15.00	1,000.00	3,000.00
6561 · Investment Expense	703.35	0.00	5,249.39	0.00	0.00
6590 · Mortgage Fees/Interest	2,595.54	2,665.45	10,342.19	10,445.54	31,180.83
6688 · Naming Opportunity Expense	0.00	41.66	0.00	166.64	500.00
Total 6000 · OTHER EXPENSE	7,363.45	8,697.10	32,144.34	34,572.10	103,560.83
Total Expense	45,839.14	61,818.42	168,095.66	242,211.38	761,249.62
Net Ordinary Income	831,842.32	(13,571.68)	807,611.65	(49,224.84)	(115,239.62)
Other Income/Expense					
Other Income					
4226 · Change in Value-Dixon Trust	0.00		22,901.06		
4300 · Unrealized Gain/Loss	9,875.20		19,644.68		
4400 · RESTRICTED REVENUE					
7300 · New Shelter					
4219 · New Shelter Revenue	(400.00)		(400.00)		
Total 7300 · New Shelter	(400.00)		(400.00)		
7400 · SALLY'S FUND					
4218 · Sally's Fund Revenue	60.00	0.00	2,302.00	0.00	5,000.00
6518 · Sally's Fund Expense	0.00	(291.66)	(112.00)	(1,166.64)	(3,500.00)
Total 7400 · SALLY'S FUND	60.00	(291.66)	2,190.00	(1,166.64)	1,500.00
7800 · COMMUNITY SPAY/NEUTER					

Upper Peninsula Animal Welfare Shelter, Inc.
Budget to Actual
April 2021

	<u>Apr 21</u>	<u>Budget</u>	<u>Jan - Apr 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
4210 - Community Spay/Neuter Revenue	0.00		0.00		
Total 7800 - COMMUNITY SPAY/NEUTER	0.00		0.00		
Total 4400 - RESTRICTED REVENUE	(340.00)	(291.66)	1,790.00	(1,166.64)	1,500.00
Total Other Income	9,535.20	(291.66)	44,335.74	(1,166.64)	1,500.00
Net Other Income	9,535.20	(291.66)	44,335.74	(1,166.64)	1,500.00
Net Income	<u>841,377.52</u>	<u>(13,863.34)</u>	<u>851,947.39</u>	<u>(50,391.48)</u>	<u>(113,739.62)</u>

Upper Peninsula Animal Welfare Shelter, Inc.
Statement of Financial Position 2021
As of April 30, 2021

	Apr 30, 21	Apr 30, 20
ASSETS		
Current Assets		
Checking/Savings		
1010 · mBank Checking	1,079,554.09	106,736.09
1011 · mBank General Savings	234,445.73	234,495.73
1012 · mBank Sally's Fund Savings	23,184.56	16,021.52
1013 · mBank Capital Campaign Checking	70,957.87	61,457.87
1016 · mBank Capital Campaign Savings	32,022.05	32,009.16
1017 · mBank PPP Loan	54,300.00	0.00
1070 · PayPal account	1,016.77	483.47
1090 · Cash in Drawer	150.00	150.00
Total Checking/Savings	1,495,631.07	451,353.84
Accounts Receivable		
1200 · *Accounts Receivable	102.00	502.00
1524 · Capital Campaign Pledges	47,420.00	61,145.00
Total Accounts Receivable	47,522.00	61,647.00
Other Current Assets		
1080 · Petty Cash	400.00	400.00
12100 · Inventory Asset	0.00	946.47
1499 · Undeposited Funds	0.00	175.00
1540 · Allowance for Uncol Promises	(7,298.00)	(7,298.00)
1550 · Discount-CC Pledges Receivable	(3,500.00)	(3,500.00)
1607 · Employee loan	(1,013.41)	(1,013.41)
Total Other Current Assets	(11,411.41)	(10,289.94)
Total Current Assets	1,531,741.66	502,710.90
Fixed Assets		
1611 · Land - County Rd 553	20,586.75	20,586.75
1615 · Buildings	3,631,114.80	3,631,114.80
16400 · Vehicles	44,792.00	44,792.00
1645 · Office & Kennel Equipment	5,615.86	5,615.86
1650 · New Shelter-Furniture & Equip	95,830.01	95,830.01
1670 · Accumulated Depreciation	(121,006.30)	(121,006.30)
Total Fixed Assets	3,676,933.12	3,676,933.12
Other Assets		
1074 · WF Endowment Fund Investments	289,949.75	225,207.88
1700 · Beneficial Interest in MCCF	101,700.19	101,700.19
1702 · Beneficial Interest-Dixon F B	702,005.73	652,450.51
Total Other Assets	1,093,655.67	979,358.58
TOTAL ASSETS	6,302,330.45	5,159,002.60

	Apr 30, 21	Apr 30, 20
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 · *Accounts Payable	2,676.74	7,435.86
Total Accounts Payable	2,676.74	7,435.86
Other Current Liabilities		
2002 · AP-New Shelter Retainage	986.69	986.69
2025 · Accrued Benefits	4,068.39	4,068.39
2100 · Payroll Liabilities		
2101 · Federal Tax W/H Payable	1,114.83	563.60
2102 · Medicare and SS Payable	3,199.91	1,595.90
2103 · Michigan W/H Payable	1,310.18	1,051.86
2104 · Suta Tax Payable	100.84	238.96
2108 · AFLAC pre-tax	(59.43)	62.25
2111 · Simple Plan Payable	582.40	1,480.84
2100 · Payroll Liabilities - Other	7,665.32	7,631.43
Total 2100 · Payroll Liabilities	13,914.05	12,624.84
2330 · N/P Mbank PPP Proceeds	108,600.00	0.00
2550 · Sales Tax Payable	60.69	3.48
Total Other Current Liabilities	127,629.82	17,683.40
Total Current Liabilities	130,306.56	25,119.26
Long Term Liabilities		
2300 · Mortgage-New Shelter	1,019,372.68	1,073,705.88
Total Long Term Liabilities	1,019,372.68	1,073,705.88
Total Liabilities	1,149,679.24	1,098,825.14
Equity		
3001 · Beg Net Assets Temp Restricted	1,230,388.00	1,230,388.00
3002 · Beg net Assets Perm Restricted	294,517.00	294,517.00
3040 · Beg net Assets Unrestricted	95,970.45	95,970.45
3900 · Retained Earnings	2,679,828.37	2,527,463.34
Net Income	851,947.39	(88,161.33)
Total Equity	5,152,651.21	4,060,177.46
TOTAL LIABILITIES & EQUITY	6,302,330.45	5,159,002.60

	<u>\$ Change</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · mBank Checking	972,818.00
1011 · mBank General Savings	(50.00)
1012 · mBank Sally's Fund Savings	7,163.04
1013 · mBank Captial Campaign Checking	9,500.00
1016 · mBank Capital Campaign Savings	12.89
1017 · mBank PPP Loan	54,300.00
1070 · PayPal account	533.30
1090 · Cash in Drawer	0.00
Total Checking/Savings	<u>1,044,277.23</u>
Accounts Receivable	
1200 · *Accounts Receivable	(400.00)
1524 · Capital Campaign Pledges	(13,725.00)
Total Accounts Receivable	<u>(14,125.00)</u>
Other Current Assets	
1080 · Petty Cash	0.00
12100 · Inventory Asset	(946.47)
1499 · Undeposited Funds	(175.00)
1540 · Allowance for Uncol Promises	0.00
1550 · Discount-CC Pledges Receivable	0.00
1607 · Employee loan	0.00
Total Other Current Assets	<u>(1,121.47)</u>
Total Current Assets	<u>1,029,030.76</u>
Fixed Assets	
1611 · Land - County Rd 553	0.00
1615 · Buildings	0.00
16400 · Vehicles	0.00
1645 · Office & Kennel Equipment	0.00
1650 · New Shelter-Furniture & Equip	0.00
1670 · Accumulated Depreciation	0.00
Total Fixed Assets	<u>0.00</u>
Other Assets	
1074 · WF Endowment Fund Investments	64,741.87
1700 · Beneficial Interest in MCCF	0.00
1702 · Beneficial Interest-Dixon F B	49,555.22
Total Other Assets	<u>114,297.09</u>
TOTAL ASSETS	<u><u>1,143,327.85</u></u>

	<u>\$ Change</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · *Accounts Payable	(4,759.12)
Total Accounts Payable	(4,759.12)
Other Current Liabilities	
2002 · AP-New Shelter Retainage	0.00
2025 · Accrued Benefits	0.00
2100 · Payroll Liabilities	
2101 · Federal Tax W/H Payable	551.23
2102 · Medicare and SS Payable	1,604.01
2103 · Michigan W/H Payable	258.32
2104 · Suta Tax Payable	(138.12)
2108 · AFLAC pre-tax	(121.68)
2111 · Simple Plan Payable	(898.44)
2100 · Payroll Liabilities - Other	33.89
Total 2100 · Payroll Liabilities	1,289.21
2330 · N/P Mbank PPP Proceeds	108,600.00
2550 · Sales Tax Payable	57.21
Total Other Current Liabilities	109,946.42
Total Current Liabilities	105,187.30
Long Term Liabilities	
2300 · Mortgage-New Shelter	(54,333.20)
Total Long Term Liabilities	(54,333.20)
Total Liabilities	50,854.10
Equity	
3001 · Beg Net Assets Temp Restricted	0.00
3002 · Beg net Assets Perm Restricted	0.00
3040 · Beg net Assets Unrestricted	0.00
3900 · Retained Earnings	152,365.03
Net Income	940,108.72
Total Equity	1,092,473.75
TOTAL LIABILITIES & EQUITY	1,143,327.85

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

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
43400 - DIRECT PUBLIC SUPPORT									
4125 - Donated Svs/Material In Kind									
	General Journal	04/30/2021	in kind		LACOSSE		6505 - Professional Fees	1,500.00	1,500.00
	General Journal	04/30/2021	IN KIND		APRIL IN KIND		5100 - Cleaning Supplies	1,328.00	2,828.00
Total 4125 - Donated Svs/Material In Kind								2,828.00	2,828.00
Total 43400 - DIRECT PUBLIC SUPPORT								2,828.00	2,828.00
TOTAL								2,828.00	2,828.00

UPAWS										Key
Days Cash On Hand										
	2012	2013	2014	2015	2016	2017	2018	2019	2020	
Cash Less Restricted Funds	\$ 147,882.00	\$ 146,529.00	\$ 191,970.00	\$ 152,858.00	\$ 201,661.55	\$ 215,192.09	\$ 311,797.49	\$ 415,591.49	645,045.70	Current Assets less capital campaign assets
Total annual expense	\$ 451,620.63	\$ 431,923.23	\$ 520,354.25	\$ 576,669.00	\$ 602,450.00	\$ 536,174.67	\$ 521,136.55	\$ 741,157.74	\$ 753,663.47	total expense budget for year
Daily expense	\$ 1,237.32	\$ 1,183.35	\$ 1,425.63	\$ 1,579.92	\$ 1,650.55	\$ 1,468.97	\$ 1,427.77	\$ 2,030.57	\$ 2,064.83	total annual expense divided by 365
Days cash on hand for shelter expenses (cash & equiv. less restricted for Sally's Fund and Capital Campaign / daily expense)	120	124	135	97	122	146	218	205	317	cash less restricted funds divided by daily expense

May 31 FYE Internal Statements
2012-2016
Budgeted annual expense for 2017
Budgeted annual expense for 2018
Budgeted annual expense for 2019

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

	2021 ytd
Cash Less Restricted Funds	\$ 1,426,305.55
Total annual expense	\$ 761,249.62
Daily expense	\$ 2,085.62
Days cash on hand for shelter expenses (cash & equiv. less restricted for Sally's Fund and	3907

Upper Peninsula Animal Welfare Shelter, Inc.

A/P Aging Summary 2021

As of May 31, 2021

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
906 Technologies	50.00	0.00	0.00	0.00	0.00	50.00
Automated Comfort Controls	230.00	0.00	0.00	0.00	0.00	230.00
Choice Propane	360.62	0.00	0.00	0.00	0.00	360.62
Gwinn-Sawyer Veterinary Clinic	1,033.38	0.00	0.00	0.00	0.00	1,033.38
LACOSSE & ACCOCIATES CPA PC	540.00	0.00	0.00	0.00	0.00	540.00
Leah Schultz	0.00	0.00	0.00	0.00	(50.00)	(50.00)
Marquette Veterinary Clinic	964.00	0.00	0.00	0.00	0.00	964.00
Negaunee Vet Clinic	1,023.00	0.00	0.00	0.00	0.00	1,023.00
Northern Veterinary Associates	1,245.98	0.00	0.00	0.00	0.00	1,245.98
Pride Printing	116.10	0.00	0.00	0.00	0.00	116.10
Visa-5626	0.00	0.00	0.00	0.00	(536.10)	(536.10)
Zoetis	240.00	0.00	0.00	0.00	0.00	240.00
TOTAL	<u>5,803.08</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(586.10)</u>	<u>5,216.98</u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Amber Talo	0.00	0.00	0.00	0.00	2,350.00	2,350.00
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	7,940.00	7,940.00
Colleen C. Whitehead	0.00	0.00	0.00	0.00	2,500.00	2,500.00
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	380.00	380.00
Kori & Byron Tossava	0.00	0.00	0.00	0.00	4,800.00	4,800.00
Lynn Andronis	0.00	0.00	0.00	0.00	1,550.00	1,550.00
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	2,900.00	2,900.00
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	1,050.00	1,050.00
Richard Storti	(200.00)	0.00	0.00	0.00	200.00	0.00
Rita Svetly	(200.00)	0.00	0.00	0.00	200.00	0.00
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	11,350.00	11,350.00
Tom & Kathy Leone	0.00	0.00	0.00	0.00	3,500.00	3,500.00
TruNorth Federal Credit Union	0.00	0.00	0.00	0.00	500.00	500.00
TOTAL	<u>(400.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>46,722.00</u>	<u>46,322.00</u>

Upper Peninsula Animal Welfare Shelter, Inc.
Budget to Actual
May 2021

	May 21	Budget	Jan - May 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · SHELTER REVENUE					
4005 · Pet Adoptions	5,393.00	5,833.33	23,691.50	29,166.65	70,000.00
4010 · Redeemed Animals	625.00	325.00	1,490.00	1,625.00	3,900.00
4015 · Vet/Optional Care	50.00	83.33	400.00	416.69	1,000.00
4017 · Dog Park	245.00	625.00	1,700.00	3,125.00	7,500.00
4018 · Rentals	0.00	150.00	0.00	750.00	1,800.00
4020 · Government Contracted Services	780.00	1,333.33	2,613.00	6,666.65	16,000.00
4025 · Restitutions/Investigations	0.00	0.00	0.00	0.00	0.00
4030 · Dog License Revenue	8.00	33.33	168.00	166.65	400.00
4031 · Microchipping	582.00	83.33	2,157.00	416.65	1,000.00
4032 · Nail Clipping	160.00	50.00	530.00	250.00	600.00
4033 · Community Spay/Neuter	180.00	416.68	4,315.45	2,083.34	5,000.00
4050 · Miscellaneous Services	0.00	50.00	492.59	250.00	600.00
4060 · Cremation Services Revenue	0.00	125.00	230.00	625.00	1,500.00
Total 4000 · SHELTER REVENUE	8,023.00	9,108.33	37,787.54	45,541.63	109,300.00
4156 · GRANT REVENUE					
4157 · General Grants	343.00	833.33	5,930.00	4,166.69	10,000.00
Total 4156 · GRANT REVENUE	343.00	833.33	5,930.00	4,166.69	10,000.00
4200 · FUNDRAISING REVENUE					
4127 · Wash & Wag	0.00	0.00	0.00	0.00	0.00
4128 · Misc/3rd Party Fundraisers	0.00	137.50	0.00	687.50	1,650.00
4140 · Canisters	699.82	666.66	3,514.41	3,333.30	8,000.00
4143 · Econo Receipts	0.00	433.37	2,172.81	2,166.69	5,200.00
4144 · Cause for Paws	0.00	0.00	0.00	0.00	24,600.00
4146 · Rummage Sale	0.00	0.00	0.00	0.00	0.00
4147 · Strut Your Mutt	0.00	0.00	0.00	0.00	12,000.00
4151 · Raise The Woof	0.00	0.00	0.00	0.00	0.00
4170 · TUFT Golf Outing	5,300.00	0.00	5,300.00	0.00	19,350.00
4183 · Rescue Raffle	0.00	0.00	0.00	0.00	6,200.00
4185 · Lights of Love	0.00	0.00	0.00	0.00	2,600.00
4197 · Calendar	1,356.00	1,107.50	2,146.00	5,537.50	13,290.00
4204 · MZD Santa Pics	0.00	0.00	0.00	0.00	2,300.00
4299 · Kennel Lock-up Fundraiser	0.00	0.00	25.00	0.00	0.00
4380 · Online Store Fundraiser	0.00		36.04		
Total 4200 · FUNDRAISING REVENUE	7,355.82	2,345.03	13,194.26	11,724.99	95,190.00
43400 · DIRECT PUBLIC SUPPORT					
4006 · Pet Care Sponsorship	300.00	608.37	1,980.00	3,041.69	7,300.00
4008 · Pet Promotion Sponsorship	80.00	20.87	305.00	104.19	250.00
4109 · Pink Lady	45.00	166.68	280.00	833.34	2,000.00
4110 · Donations	7,310.61	20,833.33	73,282.19	104,166.65	250,000.00

Upper Peninsula Animal Welfare Shelter, Inc.
Budget to Actual
May 2021

	May 21	Budget	Jan - May 21	YTD Budget	Annual Budget
4120 · Special Gifts	765.00	958.37	5,667.28	4,791.69	11,500.00
4123 · Memorial Bricks/Tiles	250.00	625.00	1,260.00	3,125.00	7,500.00
4125 · Donated Svs/Material In Kind	2,070.00	3,083.33	13,790.00	15,416.69	37,000.00
4130 · Memorials/Honorariums	0.00		0.00		
4132 · Deb's Dog Revenue	0.00		0.00		
4135 · Bequests	0.00	0.00	839,935.80	0.00	0.00
4152 · Direct Solicitations	0.00		0.00		
4188 · Naming Opportunities	0.00	4,166.66	0.00	20,833.30	50,000.00
Total 43400 · DIRECT PUBLIC SUPPORT	10,820.61	30,462.61	936,500.27	152,312.55	365,550.00
4500 · OTHER Revenue					
4112 · Kids Club	0.00	0.00	0.00	0.00	0.00
4201 · Home2Home	0.00	12.50	0.00	62.50	150.00
4205 · Resale Items Revenue	1,198.44	1,833.37	4,562.11	9,166.69	22,000.00
4215 · Interest Revenue	27.86	1.68	30.00	8.32	20.00
4220 · Miscellaneous Revenue	0.00	66.68	634.98	333.38	800.00
4221 · Endowment Fund Earnings	0.00	83.33	0.00	416.65	1,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	1,000.00	0.00	5,000.00	12,000.00
4227 · Distribtution from Dixon Estate	0.00	2,500.00	4,836.88	12,500.00	30,000.00
Total 4500 · OTHER Revenue	1,226.30	5,497.56	10,063.97	27,487.54	65,970.00
46000 · Merchandise Sales	0.00		0.00		
Total Income	27,768.73	48,246.86	1,003,476.04	241,233.40	646,010.00
Gross Profit	27,768.73	48,246.86	1,003,476.04	241,233.40	646,010.00
Expense					
5000 · Employee Expense					
5200 · Payroll Expenses	0.00		0.00		
5201 · Wages & Salaries	19,389.27	30,398.29	96,020.67	147,314.93	360,103.03
5225 · Simple Plan Employer	115.46	226.80	513.45	1,134.00	2,721.60
5230 · Michigan Unemployment Payable	9.93	27.40	77.06	134.99	326.79
5235 · Employer Social Security	1,202.14	1,887.39	5,953.28	9,300.63	22,512.38
5240 · Employer Medicare	271.28	441.40	1,382.44	2,175.14	5,264.99
5245 · Worker's Compensation	271.00	536.00	1,355.00	2,680.00	6,432.00
5246 · Employee Relations	0.00	0.00	(624.65)	0.00	3,000.00
Total 5000 · Employee Expense	21,259.08	33,517.28	104,677.25	162,739.69	400,360.79
5500 · OPERATING EXPENSE					
5009 · Phone/Network Access	259.83	273.50	1,458.98	1,367.50	3,282.00
5011 · Merchant Service Fees	282.11	500.00	1,892.87	2,500.00	6,000.00
5012 · Bank Service Charges	0.00	12.50	55.51	62.50	150.00
5013 · Paypal Fees	67.53	8.33	140.02	41.65	100.00
5014 · Square Fees	52.65	125.00	317.28	625.00	1,500.00
5050 · Utilities	1,975.56	2,333.33	12,706.53	11,666.65	28,000.00
5100 · Cleaning Supplies	85.99	458.33	1,286.28	2,291.65	5,500.00
5102 · Animal Supplies/Equipment	291.00	308.33	2,064.89	1,541.65	3,700.00

Upper Peninsula Animal Welfare Shelter, Inc.
Budget to Actual
May 2021

	May 21	Budget	Jan - May 21	YTD Budget	Annual Budget
5105 · Repairs/Maintenance	452.09	583.33	2,775.26	2,916.65	7,000.00
5106 · Garbage/Snow Removal	0.00	833.33	927.50	4,166.65	10,000.00
5115 · Office Supplies/Postage	1,330.00	402.50	2,593.66	2,012.50	4,830.00
5117 · Community Spay/Neuter	125.00	916.66	3,936.00	4,583.30	11,000.00
5120 · Building/Auto Insurance	0.00	916.66	10,072.52	4,583.63	11,000.00
5125 · Food	328.00	1,291.66	3,976.35	6,458.30	15,500.00
5127 · Microchips	0.00	833.33	397.50	4,166.69	10,000.00
5130 · Medical Supplies-Vaccines	280.00	1,266.66	1,942.63	6,333.34	15,200.00
5135 · Vet Care	2,496.68	4,666.66	7,941.21	23,333.32	56,000.00
5137 · Vaccines	0.00		0.00		
5140 · Spay & Neuter Expense	1,026.50	2,083.33	5,480.95	10,416.65	25,000.00
5145 · Vehicle	0.00	125.00	312.70	625.00	1,500.00
5146 · Dog License Expense	4.00	37.50	118.00	187.50	450.00
5150 · Mileage	0.00	20.83	15.84	104.15	250.00
5160 · Depreciation	0.00	0.00	0.00	0.00	0.00
5165 · Cash over/short	(30.00)	0.00	(27.32)	0.00	0.00
5180 · Donated Services/Materials	0.00	0.00	0.00	0.00	0.00
5183 · Deb's Dog Expense	0.00		122.93		
5350 · Subcontracted Services	0.00	0.00	0.00	0.00	0.00
5530 · Cremation Services Expense	0.00	166.66	702.00	833.36	2,000.00
6138 · Pink Lady Expense	823.68	166.66	873.68	833.36	2,000.00
6524 · Dog Park	0.00	208.33	0.00	1,041.65	2,500.00
6528 · Rentals	0.00	0.00	0.00	0.00	0.00
6539 · Computer Software	0.00	369.00	0.00	1,845.00	4,428.00
6565 · IT Consulting	0.00	55.00	0.00	275.00	660.00
Total 5500 · OPERATING EXPENSE	9,850.62	18,962.42	62,083.77	94,812.65	227,550.00
5550 · GRANT EXPENSE					
5551 · General Grants	103.00	625.00	103.00	3,125.00	7,500.00
Total 5550 · GRANT EXPENSE	103.00	625.00	103.00	3,125.00	7,500.00
5600 · FUNDRAISING EXPENSE					
5299 · Kennel Lock-up EXPENSE	0.00	0.00	0.00	0.00	0.00
5603 · MZD Santa Pics Expense	0.00	0.00	0.00	0.00	25.00
6307 · Calendar Expense	0.00	0.00	0.00	0.00	2,050.00
6308 · Wash & Wag Expense	0.00	0.00	0.00	0.00	0.00
6311 · Cause for Paws Expense	0.00	0.00	0.00	0.00	6,990.00
6312 · Rummage Sale Expense	0.00	0.00	0.00	0.00	0.00
6315 · Misc/3rd Party Fund Expense	97.50	16.66	97.50	83.30	200.00
6317 · Raise The Woof Expense	0.00	0.00	0.00	0.00	0.00
6322 · Rescue Raffle Expense	116.10	0.00	166.10	0.00	2,179.00
6324 · Miscellaneous Expenses	43.00	0.00	43.00	0.00	0.00
6330 · TUFT Golf Outing Expense	63.00	0.00	63.00	0.00	8,084.00
6355 · Lights of Love Expense	0.00	0.00	0.00	0.00	125.00

Upper Peninsula Animal Welfare Shelter, Inc.
Budget to Actual
May 2021

	May 21	Budget	Jan - May 21	YTD Budget	Annual Budget
6550 · Strut Your Mutt Expense	0.00	0.00	250.00	0.00	2,625.00
6551 · Canisters Expense	0.00	0.00	0.00	0.00	0.00
7580 · Online Store Expense	0.00	0.00	0.00	0.00	0.00
Total 5600 · FUNDRAISING EXPENSE	319.60	16.66	619.60	83.30	22,278.00
59900 · POS Inventory Adjustments	0.00		0.00		
6000 · OTHER EXPENSE					
5142 · Volunteer Program	152.13	100.00	459.43	500.00	1,200.00
6313 · Direct Solicitations	0.00	900.00	3,581.78	4,500.00	10,800.00
6503 · Community Outreach	85.25	87.91	442.60	439.55	1,055.00
6504 · Memorial Bricks/Tiles	0.00	291.66	55.00	1,458.34	3,500.00
6505 · Professional Fees	1,890.00	1,250.00	9,970.00	6,250.00	15,000.00
6510 · Publications	0.00	1,250.00	59.18	6,250.00	15,000.00
6511 · Pet Promotion Expense	74.93	312.50	601.31	1,562.50	3,750.00
6515 · Promotions & Advertising	114.54	70.83	134.54	354.15	850.00
6523 · Kids Club	0.00	10.00	39.96	50.00	120.00
6525 · Resale Items Expense					
5129 · Employee Uniforms	0.00	29.16	0.00	145.80	350.00
6525 · Resale Items Expense - Other	1,235.59	1,083.33	2,948.40	5,416.65	13,000.00
Total 6525 · Resale Items Expense	1,235.59	1,112.49	2,948.40	5,562.45	13,350.00
6530 · Conferences	45.00	83.33	45.00	416.65	1,000.00
6532 · Donor Development	0.00	146.25	0.00	731.25	1,755.00
6535 · Licenses, Dues, Permits & Fees	416.30	125.00	2,214.30	625.00	1,500.00
6540 · Miscellaneous Expense	0.00	250.00	15.00	1,250.00	3,000.00
6561 · Investment Expense	0.00	0.00	5,249.39	0.00	0.00
6590 · Mortgage Fees/Interest	2,505.09	2,572.91	12,847.28	13,018.45	31,180.83
6688 · Naming Opportunity Expense	0.00	41.66	0.00	208.30	500.00
Total 6000 · OTHER EXPENSE	6,518.83	8,604.54	38,663.17	43,176.64	103,560.83
Total Expense	38,051.13	61,725.90	206,146.79	303,937.28	761,249.62
Net Ordinary Income	(10,282.40)	(13,479.04)	797,329.25	(62,703.88)	(115,239.62)
Other Income/Expense					
Other Income					
4226 · Change in Value-Dixon Trust	0.00		22,901.06		
4300 · Unrealized Gain/Loss	2,178.63		21,823.31		
4400 · RESTRICTED REVENUE					
7300 · New Shelter					
4219 · New Shelter Revenue	0.00		(400.00)		
Total 7300 · New Shelter	0.00		(400.00)		
7400 · SALLY'S FUND					
4218 · Sally's Fund Revenue	0.00	0.00	2,302.00	0.00	5,000.00
6518 · Sally's Fund Expense	0.00	(291.66)	(112.00)	(1,458.30)	(3,500.00)
Total 7400 · SALLY'S FUND	0.00	(291.66)	2,190.00	(1,458.30)	1,500.00
7800 · COMMUNITY SPAY/NEUTER					

Upper Peninsula Animal Welfare Shelter, Inc.
Budget to Actual
May 2021

	<u>May 21</u>	<u>Budget</u>	<u>Jan - May 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
4210 - Community Spay/Neuter Revenue	0.00		0.00		
Total 7800 - COMMUNITY SPAY/NEUTER	0.00		0.00		
Total 4400 - RESTRICTED REVENUE	0.00	(291.66)	1,790.00	(1,458.30)	1,500.00
Total Other Income	2,178.63	(291.66)	46,514.37	(1,458.30)	1,500.00
Net Other Income	2,178.63	(291.66)	46,514.37	(1,458.30)	1,500.00
Net Income	<u>(8,103.77)</u>	<u>(13,770.70)</u>	<u>843,843.62</u>	<u>(64,162.18)</u>	<u>(113,739.62)</u>

8:59 AM

06/28/21

Accrual Basis

Upper Peninsula Animal Welfare Shelter, Inc.

Transaction Detail By Account

May 2021

Type	Date	Num	Name	Memo	Clr	Split
43400 · DIRECT PUBLIC SUPPORT						
4125 · Donated Svs/Material In Kind						
General Journal	05/31/2021	IN KIND		LACOSSE		6505 · Professi...
General Journal	05/31/2021	IN KIND		MAY IN KIND		5100 · Cleanin...
Total 4125 · Donated Svs/Material In Kind						
Total 43400 · DIRECT PUBLIC SUPPORT						
TOTAL						

8:59 AM

06/28/21

Accrual Basis

Upper Peninsula Animal Welfare Shelter, Inc.

Transaction Detail By Account

May 2021

Amount	Balance
1,350.00	1,350.00
720.00	2,070.00
2,070.00	2,070.00
2,070.00	2,070.00
2,070.00	2,070.00

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

	May 31, 21	May 31, 20
ASSETS		
Current Assets		
Checking/Savings		
1010 · mBank Checking	229,991.30	98,290.05
1011 · mBank General Savings	234,445.73	234,495.73
1012 · mBank Sally's Fund Savings	23,184.56	18,447.63
1013 · mBank Captial Campaign Checking	71,582.87	62,082.87
1016 · mBank Capital Campaign Savings	32,022.30	32,010.43
1017 · mBank PPP Loan	54,300.00	0.00
1018 · MBank Money Market Savings 5336	839,963.41	0.00
1070 · PayPal account	1,132.88	2,087.92
1090 · Cash in Drawer	150.00	150.00
Total Checking/Savings	1,486,773.05	447,564.63
Accounts Receivable		
1200 · *Accounts Receivable	102.00	502.00
1524 · Capital Campaign Pledges	46,220.00	60,445.00
Total Accounts Receivable	46,322.00	60,947.00
Other Current Assets		
1080 · Petty Cash	400.00	400.00
12100 · Inventory Asset	78.02	896.76
1499 · Undeposited Funds	0.00	175.00
1540 · Allowance for Uncol Promises	(7,298.00)	(7,298.00)
1550 · Discount-CC Pledges Receivable	(3,500.00)	(3,500.00)
1607 · Employee loan	(1,013.41)	(1,013.41)
Total Other Current Assets	(11,333.39)	(10,339.65)
Total Current Assets	1,521,761.66	498,171.98
Fixed Assets		
1611 · Land - County Rd 553	20,586.75	20,586.75
1615 · Buildings	3,631,114.80	3,631,114.80
16400 · Vehicles	44,792.00	44,792.00
1645 · Office & Kennel Equipment	5,615.86	5,615.86
1650 · New Shelter-Furniture & Equip	95,830.01	95,830.01
1670 · Accumulated Depreciation	(121,006.30)	(121,006.30)
Total Fixed Assets	3,676,933.12	3,676,933.12
Other Assets		
1074 · WF Endowment Fund Investments	292,128.38	234,477.29
1700 · Beneficial Interest in MCCF	101,700.19	101,700.19
1702 · Beneficial Interest-Dixon F B	702,005.73	652,450.51
9999 · Point of Sale General Asset	(4.00)	(38.00)
Total Other Assets	1,095,830.30	988,589.99
TOTAL ASSETS	6,294,525.08	5,163,695.09

	May 31, 21	May 31, 20
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 · *Accounts Payable	5,216.98	269.93
Total Accounts Payable	5,216.98	269.93
Other Current Liabilities		
2002 · AP-New Shelter Retainage	986.69	986.69
2025 · Accrued Benefits	4,068.39	4,068.39
2100 · Payroll Liabilities		
2101 · Federal Tax W/H Payable	1,068.83	920.08
2102 · Medicare and SS Payable	3,087.73	2,473.86
2103 · Michigan W/H Payable	1,982.36	1,696.05
2104 · Suta Tax Payable	110.77	238.96
2108 · AFLAC pre-tax	(59.43)	62.25
2111 · Simple Plan Payable	582.40	1,613.24
2100 · Payroll Liabilities - Other	7,665.32	7,631.43
Total 2100 · Payroll Liabilities	14,437.98	14,635.87
2330 · N/P Mbank PPP Proceeds	108,600.00	0.00
2550 · Sales Tax Payable	121.52	32.26
Total Other Current Liabilities	128,214.58	19,723.21
Total Current Liabilities	133,431.56	19,993.14
Long Term Liabilities		
2300 · Mortgage-New Shelter	1,016,546.08	1,071,189.68
Total Long Term Liabilities	1,016,546.08	1,071,189.68
Total Liabilities	1,149,977.64	1,091,182.82
Equity		
3001 · Beg Net Assets Temp Restricted	1,230,388.00	1,230,388.00
3002 · Beg net Assets Perm Restricted	294,517.00	294,517.00
3040 · Beg net Assets Unrestricted	95,970.45	95,970.45
3900 · Retained Earnings	2,679,828.37	2,527,463.34
Net Income	843,843.62	(75,826.52)
Total Equity	5,144,547.44	4,072,512.27
TOTAL LIABILITIES & EQUITY	6,294,525.08	5,163,695.09

	<u>\$ Change</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · mBank Checking	131,701.25
1011 · mBank General Savings	(50.00)
1012 · mBank Sally's Fund Savings	4,736.93
1013 · mBank Captial Campaign Checking	9,500.00
1016 · mBank Capital Campaign Savings	11.87
1017 · mBank PPP Loan	54,300.00
1018 · MBank Money Market Savings 5336	839,963.41
1070 · PayPal account	(955.04)
1090 · Cash in Drawer	0.00
Total Checking/Savings	<u>1,039,208.42</u>
Accounts Receivable	
1200 · *Accounts Receivable	(400.00)
1524 · Capital Campaign Pledges	(14,225.00)
Total Accounts Receivable	<u>(14,625.00)</u>
Other Current Assets	
1080 · Petty Cash	0.00
12100 · Inventory Asset	(818.74)
1499 · Undeposited Funds	(175.00)
1540 · Allowance for Uncol Promises	0.00
1550 · Discount-CC Pledges Receivable	0.00
1607 · Employee loan	0.00
Total Other Current Assets	<u>(993.74)</u>
Total Current Assets	<u>1,023,589.68</u>
Fixed Assets	
1611 · Land - County Rd 553	0.00
1615 · Buildings	0.00
16400 · Vehicles	0.00
1645 · Office & Kennel Equipment	0.00
1650 · New Shelter-Furniture & Equip	0.00
1670 · Accumulated Depreciation	0.00
Total Fixed Assets	<u>0.00</u>
Other Assets	
1074 · WF Endowment Fund Investments	57,651.09
1700 · Beneficial Interest in MCCF	0.00
1702 · Beneficial Interest-Dixon F B	49,555.22
9999 · Point of Sale General Asset	34.00
Total Other Assets	<u>107,240.31</u>
TOTAL ASSETS	<u><u>1,130,829.99</u></u>

	<u>\$ Change</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · *Accounts Payable	4,947.05
Total Accounts Payable	4,947.05
Other Current Liabilities	
2002 · AP-New Shelter Retainage	0.00
2025 · Accrued Benefits	0.00
2100 · Payroll Liabilities	
2101 · Federal Tax W/H Payable	148.75
2102 · Medicare and SS Payable	613.87
2103 · Michigan W/H Payable	286.31
2104 · Suta Tax Payable	(128.19)
2108 · AFLAC pre-tax	(121.68)
2111 · Simple Plan Payable	(1,030.84)
2100 · Payroll Liabilities - Other	33.89
Total 2100 · Payroll Liabilities	(197.89)
2330 · N/P Mbank PPP Proceeds	108,600.00
2550 · Sales Tax Payable	89.26
Total Other Current Liabilities	108,491.37
Total Current Liabilities	113,438.42
Long Term Liabilities	
2300 · Mortgage-New Shelter	(54,643.60)
Total Long Term Liabilities	(54,643.60)
Total Liabilities	58,794.82
Equity	
3001 · Beg Net Assets Temp Restricted	0.00
3002 · Beg net Assets Perm Restricted	0.00
3040 · Beg net Assets Unrestricted	0.00
3900 · Retained Earnings	152,365.03
Net Income	919,670.14
Total Equity	1,072,035.17
TOTAL LIABILITIES & EQUITY	1,130,829.99

[illegible]

JUNE 2021 - Volunteer & Community Outreach Coordinator Report

Volunteer

- Volgistics volunteer database – completed update of active volunteers.
- Filled open daily in shelter volunteering. Adding volunteers as they respond.
 - ✦ Cat care cleaning
 - ✦ Dog walkers
 - ✦ Essential tasks
 - ✦ Kitty Kuddlers.
- Court ordered volunteering has been discontinued. Contacted 96th District Court. Completed process.
- Volunteer recruitment for fundraisers as the chairs of the events put in requests. Right now, volunteers are needed for the Rummage Sale. If you (or someone you know) is interested, please sign up here: <https://www.signupgenius.com/go/5080e4ba4a722a4fc1-upaws3>.

Community Outreach

- Pet Gazette Newsletter:
 - In homes second week June.
 - Neon online version mailed (thanks Chris).
- Bissell Empty the Shelters:
 - Upcoming event July 7-11. Admin.
- RETAIL: Coordinate and maintain inventory for retail area, including ordering, receiving, and pricing.
- TRANSFERS:
 - Humane Animal Treatment Society (HATS) kitten/cat transfer July 1st.
- Grants/Sponsorships:
 - Applied for *Grey Muzzle Grant* – sent 3-16-21 **(No answer as 6/25/21)**
 - *24PetWatch Microchip Clinic* – Final report completed.
 - *Walmart Cybergrant Sponsorship - Reach & Teach Humane Education Program* – purchased materials, contacted GM of MQT Walmart, thank you PSA sent to Mining Journal and posted on social media.
- Conferences, webinars/training attended: Best Friends Animal Society Conference (June 23 & 24)
- Website, social media:
 - Buffer preloading. Posting, upkeep, help with making new pages, advertising daily.

- Pet Promos:
 - o Loading Pet Portal. Photos & bios, advertising. Q-107 Pet of Week. Maintain Deb's Dog of the Month, pet sponsorships and Pet Adoption portal, including development of pet biographies and pictures.
- Media (Community Outreach):
 - o ABC10: New Pet of the Week segment featured the dog, Frank.
- Read with UPAWS (Kids Club):
 - o Monthly Video Book Stories completed through end of 2021. Made six videos and preloaded on our YouTube Channel.

As of June 1st, I am back to working at my UPAWS office. I have spoken to Reva about this to make sure it is OK. The plan is to work a weekly hybrid schedule as to get my work done, days working at my home office is a huge help! A weekly calendar of my schedule is posted on my UPAWS office door.

Submitted June 25, 2021
Ann Brownell

Home for the Holidays Kennel Lock-up 2020 Report

Revenue:		BUDGET
	Donations	\$10,000.00
Gross Revenue:		\$ 10,000.00
Expenses:		
	First Giving	\$500.00
	FB Boost/Advertising	\$200.00
	UPAWS Swag Bag	\$50.00
	Food Expense	\$100.00
	MISC	\$150.00
Total Expense:		\$ 1,000.00
	Net Revenue:	\$9,000.00

	ACTUAL
(20 participants @ \$500 pledges each)	
BAIL	\$ 20,796.46
Bail Increase	\$5,405.00
Gross Revenue:	\$ 26,401.46
NEON fees	\$ -
FB Boost	\$ 75.00
Flyers	\$ 179.80
Food Expense	\$ -
	(Photo paper & Ink, and swag bags)
MISC	\$ 148.54
Net Revenue:	\$ 25,998.12

May 2021		<5 mos.		<5 mos.			
		DOGS	PUPS	CATS	KITS	OTHER	TOTAL
Beginning Count SEE NOTE BELOW		16	2	30	5	55	108
INTAKE							YTD
Owner Surrender		12	0	31	5	24	72
Returned Adoption		3	0	1	0	1	5
Stray (from Police, Public and Shelter Pickup)		16	0	8	0	1	25
Born in Care		0	0	0	3	0	3
Transferred from Other Shelters		5	1	21	7	0	34
Special Hold/Service In		1	0	0	0	0	1
Seized/Custody (Cruelty & Neglect)		0	0	0	0	0	0
Total Intakes		37	1	61	15	26	140
OUTCOMES							
Adoptions (shelter, foster home or special event)		21	3	40	4	7	75
Total Adoptions YTD		53	5	162	24	43	287
Returned to Owner		18	0	5	0	0	23
Transferred to Rescue Groups/Shelters		1	0	0	0	0	1
Total Live Outcomes		40	3	45	4	7	99
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous		0	0	0	0	0	0
Dying		0	0	0	0	0	0
Animal's Name and Reason							
TOTAL ANIMALS EUTHANIZED		0	0	0	0	0	0
Died at shelter/foster home - Unknown		0	0	0	2	0	2
Missing/Stolen/Escaped		0	0	0	0	0	0
Animal's Name and Reason							
Total Euth/Died/Other Outcomes		0	0	0	2	0	2
Ending Count		13	0	46	14	74	147
SAVE RATE (Intake- Euthanasia Outcome)/Intake							100.0%
ASPCA Live Release Rate (Live Outcomes/ Intake)							70.7%
NOTE: Ending count for April 2021 does not match up with beginning count for May as a large # of fish (surrendered in April) were posted in Pet Point in May with backdated correct intake date.							
OTHER INFO		Dogs	Cats				
Avg. Length of Stay		14.2	21.3				
Monthly Return Rate (returns/adoptions)		13%	2%				

MAY 2021 - CLINIC SERVICES	DOGS	CATS	OTHER	TOTAL	YTD
Owner Requested Euthanasia	0	0	0	0	1
Bite Hold (for Owner)	0	0	0	0	0
Spay/Day	0	0	0	0	56
Community Spay/Neuter (Spay It Forward)	1	2	0	3	6
Microchipping	33	2	0	35	105
Domestic Violence	0	0	0	0	0
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	3	0	0	3	12
Service - Home 2 Home	3	0	0	3	8
Service - Nailtrims	3	3	7	13	32
Service - Dog Licenses	1	0	0	1	6
Service - Cremation Services	0	0	0	0	6
Total	44	7	7	58	226

UPAWS
Board Development Committee Meeting MINUTES
June 10, 2021

Members Present: Lynn Andronis, Reva Laituri, Linda Roncaglione

1. Currently, we have 3 vacant positions; all expiring in 2023. Our most immediate need is for a new board member who has a financial background.
2. Terms expiring 2021 – Colleen, Chris, Brett and Lynn. Lynn will send an email to those members requesting info on their intent to either seek another term or resign. We will then discuss their replies at our July meeting for a recommendation to the board. (See document on Term Info for June 2021. Lynn will post this document on the drive for all board member access.)
3. Board Matrix – Still incomplete
4. Board Evaluation – Per May Board meeting, they are requesting for specific recommendations regarding their use of the information gleaned from the evaluation. Since only 3 members were present for this meeting, this topic will be discussed at our next meeting.
5. Exit Interviews – Update: All exit interviews have been completed. Since only 1 of the committee members who did the interviews was present, we will review next month.
6. Discussion with newer board members – Update: Interview with Leslie has been completed but due will be discussed at next month's meeting (see above).
7. 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, July 8th, AT 5 PM (Zoom or in-person?)

FINANCE COMMITTEE MINUTES

June 24, 2021

Zoom 5:30-7:00 PM

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

1. Agenda:

- a. Review of April and May Financials
 - i. The POS system continues to push Community Spay/Neuter Revenue into account 4210 but it should be in account 4033. Amber will adjust with a journal entry to allocate correctly.
 - ii. 4130 Memorials and 4152 Direct Solicitations should be going into 4110, will adjust.
 - iii. The POS system is pushing \$10 revenue for 'optional care' vaccines to 4220 which is an expense account that is no longer active. It should be going to 4015 vet/optional care revenue account. Will adjust.
- b. Turned our Savings Account into a Money Maker Account so that it gains interest. The large bequest received from Thrivent anonymous donor was put into the Money Maker account until the Board decides how we would like to allocate the funds.
- c. Discussed the bequest and making a recommendation to the Board. The Finance Committee would like to review all of our accounts in making this recommendation, as we still have a Capital Campaign Savings Account (6 months of reserved mortgage payments) and a Capital Campaign Checking Account (pledge payments received). It appears our Savings Account funds were not transferred over to the Money Maker account as discussed with MBank so Amber will call and have those funds transferred accordingly and close the Savings Account. We will be looking at putting together three different payment options to discuss with the Board. #1 paying the entire mortgage, #2 paying 50% and investing 50%, #3 paying 75% and investing 25% of funds. We will be scheduling an additional meeting to discuss total allocation and payment options. We are looking at a potential goal of gaining 6% interest on anything we invest into a separate Wells Fargo account. We will also review the terms of the Dixon Estate funds and when we will receive that amount. As the Committee reviews these accounts, we will set up a work session with the board to review 2nd quarter financials and the three options discussed.

Respectfully submitted,

Amber Talo

Chair

FUNDRAISING COMMITTEE Minutes
June 15, 2021, 5:30 p.m.

Present: Reva Laituri, Chris Danik, Ann Brownell, Karen Rhodes, Marlene Ombrello, Leslie Hurst

Absent: Lynn Andronis, Amber Talo

Follow-Up Reports and Updates to Completed Fundraisers:

1. Lock Up (Amber): Written report submitted.

Upcoming/Ongoing Fundraisers:

1. Pet Photo Calendar Contest (Reva): 180 entries were received and she is prepping for the voting which will run from July 1-31.
2. Tee Up for Tails Update (Karen:) Most sponsors have committed and paid, has a lot of raffle and silent auction items, Titos has committed helping out again with a donation and lots of goodies; some new side games are lined up. She still needs a photographer. Ann offered to advertise for volunteers if needed.
3. Econo Pet Tags (Karen): Check in the amount of \$3,220.51 was collected today and presentation photo taken. Most of the money was raised by one cashier.
4. Brat Barn (Leslie and Karen): Will be held Friday, September 3rd, in both the Marquette and Negaunee locations. Leslie will line up workers in the Negaunee location and Karen will take care of the Marquette location. They still need to prepare a budget. A wish list drive will be held in conjunction with the event and Rescue Raffle ticket will be sold at each location.
5. Rescue Raffle (Chris): In addition to the Brat Barn mentioned above, Chris will have a table at Fun Days in Gwinn on June 26th from 10-4. He is also

working on getting into the 4th of July and Pioneer Days parades (needs ticket sellers at all locations) and asked about where we got a truck and flatbed for previous parades.

6. Strut Your Mutt (Chris): Chris has put together a subcommittee for this event. It will be held on September 18th in the Lower Harbor Park. He is looking into seeing if he can get a food truck to be there.
7. Bell Financial Fundraiser (special gift): Reva reported that Bell Financial is doing a clients-only pet portrait fundraiser for us sometime in August. We need do nothing.
8. Rummage Sale (Marlene): Marlene reported she found a location for the rummage sale – next to Queen City Burgers in Marquette Township - so it will be held in August, with collection taking place at designated times for the first three weeks and the sale the 4th week. Details need to be worked and a budget prepared. Ann offered to advertise for volunteers if needed.
9. Blueberry Fest (Karen): Karen just got word that we will be allowed to have a booth at the Blueberry Fest after all (the DDA had previously said no). The booth will be in the front of Art of Framing as usual. The event will be held on Friday, July 30th from 10-7. Chris will also be selling Rescue Raffle tickets at that event.

Other Business:

1. Canister Report (Reva): Written report submitted. Reva noted the canisters were doing much better than last year.
2. Fundraising Manual Updates: Tabled until July meeting.
3. Fundraising Closet: Reva noted that the Fundraising closet needed to be straightened up and organized. No one currently has the time to work on cleaning it up. Chris noted that the door will be switched with the one on the closet where the tables and chairs are stored in preparation for potential room rentals. This will allow the fundraising closet to be locked. He will let the committee/event chairs know where the key will be stored.

The meeting was adjourned at 6:50 p.m. The next meeting is scheduled for Tuesday, July 20th at the shelter.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Riva Kaituri". The signature is written in a cursive, flowing style.

Acting Chairperson

PERSONNEL COMMITTEE REPORT

June 9, 2021

UPAWS Shelter

Present: Chairperson Reva Laituri, Lynn Andronis, Colleen Whitehead

There committee agreed to re-advertise the Bookkeeper/Administrative Assistant position on Indeed.

Three interviews are scheduled for the Maintenance/Custodian position on Friday, June 11th. Colleen noted they had a number of resumes submitted that look good.

There are three potential candidates who have applied for the Vet Assistant position. Three members from the Ad Hoc Vet Clinic Committee will interview the applicants.

Cherry Mashue has been hired as a Part-Time Supervisor, with a start date of June 16th.

Colleen shared a draft of the Volunteer/Community Outreach Coordinator's revised job description. This is the last of the job descriptions that needed to be updated and reformatted. The committee agreed with the changes and Colleen will prepare a Report and Recommendation for the June Board meeting.

Colleen also shared a draft updating the Personnel Policies for cell phone and internet service reimbursements. The increases were made informally at a work session of the board. Colleen will prepare a Report and Recommendation for formal board approval at the June meeting.

Reva will check with Amber to see if she has completed the on-line application with Take Command for the administration of the employee health insurance benefit. It has since been completed and notifications sent out to all full time employees.

The meeting was adjourned at 11:25 a.m.

Respectfully submitted,



Reva Laituri
Chairperson

IT Ad Hoc Committee Meeting Agenda

June 1st, 2021 4pm via Zoom

1. Fax Issue Update
 - Faxing is still not working. Right now they are emailing as needed.
Troubleshooting with all of the different groups is difficult. Dane will check in with the Supervisors for the next steps. May explore switching to an e-fax service.
2. Outage SOP - Response from Policy & Bylaw
 - Made a few additional adjustments for consistency. Chris will send it back to the Policy & Bylaw Committee for acceptance and adoption. The committee would like to see this as a single page only so it can be printed and available at the Front Desk.
3. Workstation Replacements Updates
 - Supervisor PCs are in. Chris is configuring and Dane will install.
 - Chris will check with Reva to make sure Bill is ok with a laptop.
 - Still remaining are fob PC, vet tech PC, bookkeeper PC, and exam room PC
4. Privacy Policy
 - Reviewed the proposed privacy policy and made a couple small changes. The IT committee will again review individually by June 11th. Chris will forward the draft to the Policy & Bylaw committee. Since this is a large policy draft, the IT committee thinks it would be best to have a joint meeting with Policy & Bylaw to discuss and revise.
5. Security Manual
 - Committee will individually review and make additions to the notes file.
6. Quickbooks
 - As of August 10th our version of Quickbooks Payments will no longer work. Need to upgrade by June 10th to get a special 60% off pricing deal
 - \$700 to upgrade to our same license
 - \$1280 to upgrade to a 2 user license. This lets us have it open on 2 computers at the same time.
 - IT Recommends this option as it would allow Ann to inventory from her office while the POS is running up front
 - Discussed the option of switching to Square. The inventory features that we currently have in Quickbooks only come in the Retail Plus version of Square which is \$60 / month per workstation.
 - IT Recommends purchasing Quickbooks 2021 and Quickbooks POS version 19.
7. Digital Forms
 - IT Recommends purchasing an Android tablet for use at the Front Desk. Walk in customers will be able to use this to fill out digital forms that are also on upaws.org