

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, August 23, 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. Presentation of 2020 Audit
4. Mission Moment
5. Public Comment
6. Approval of Minutes
 - a. July 26, 2021 Regular Meeting
 - b. July 26, 2021 Organizational Meeting
7. Unfinished Business
8. New Business
 - a. Report and Recommendation from the Personnel Committee re: Amendment to Personnel Policies to Add QSEHRA
 - b. Ad Hoc Committees
9. Communications
10. President's Report
11. Treasurer's Report
 - a. July Financial Reports
12. Shelter Operations Report(s)
 - a. Report from the Executive Director
 - b. Stats
13. Committee Reports
 - a. Board Development Committee Report (Colleen) – did not meet

- b. Finance Committee Report (Chris) – written
- c. Fundraising Committee Report (Leslie) – written
- d. Paws Park Committee (Amber) – did not meet
- e. Strategic Planning Committee Report (Brian) – did not meet
- f. Personnel Committee Report (Reva) – written
- g. Policy / Bylaw Committee Report (Alex) – did not meet
- h. Donor Development (Ad Hoc) (Leslie) – written
- i. Vet Center Committee (Ad Hoc) – (Colleen) – written
- j. IT Committee (Ad Hoc) (Chris) – did not meet

14. Public Comment

15. Board Comment

16. Adjournment

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

UPPER PENINSULA ANIMAL WELFARE SHELTER BOARD OF DIRECTORS MEETING

Monday, July 26, 2021 Minutes

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

ABSENT: Brian Hummel (excused)

GUESTS: None

1. Call to Order/Attendance: Meeting was called to order at 6:06 pm.
2. Approval of Agenda: *Chris made a motion, seconded by Colleen, to approve the agenda as presented. Motion passed with unanimous approval.*
3. Mission Moment: None.
4. Public Comment: None
5. Approval of Minutes:
 - a) June 28, 2021 Regular Meeting – *Brian made a motion, seconded by Chris, to amend and approve the May regular meeting minutes as follows:*
 - *Add "Felicia Flack and Linda Dionne" to "Guests"*
 - *6.a. Line 2, change "Sand" to "Sands"*
 - *6.a. Line 3, replace "would like to start" with "expect"*
 - *6.a. Line 6, replace "alcohol permit" with "consumption and serving of alcohol"*
 - *6.c. Line 4, replace "enrollment" with "eligible expenses"*
 - *6.c. Line 5, replace "sent to" with "reviewed with"**Motion passed unanimously.*
6. Unfinished Business: None
7. New Business:
 - a) Report and Recommendation from the Policy/Bylaw Committee re: SOP on Power Outages – *Leslie made a motion, seconded by Lynn, to approve the Report and Recommendation from the Policy/Bylaw Committee as presented. Motion passed unanimously.*
 - b) Report and Recommendation from the Finance Committee re: Bequest and Mortgage Payment – *Amber and Lynn discussed the payoff calculator spreadsheet. Amber made a motion, seconded by Lynn, to payoff the shelter mortgage by utilizing the Capital*

Campaign savings and checking account and the remaining balance be used by the money market savings account. Motion passed unanimously.

8. Communications – Lynn told the Board she is planning to do a full report on how UPAWS compares to other shelters around the nation via the “Shelter Animals Count” website.
9. President’s Report – Leslie asked Reva about UPAWS’ level discussed in the report. Reva answered that UPAWS would be at platinum if a strategic plan was in place.

10. Treasurer’s Report

- a. April Financial Reports – *Colleen made a motion, seconded by Lynn, to accept the April Financial Reports as submitted. Motion passed unanimously.*
- b. May Financial Reports – *Chris made a motion, seconded by Alex, to accept the May Financial Reports as submitted. Motion passed with unanimous consent.*
- c. June Financial Reports – *Chris made a motion, seconded by Colleen, to accept the June Financial Reports as submitted. Motion passed unanimously.*

11. Shelter Operation Reports

- a. Community Relations/Volunteer Coordinator Report – Colleen told the Board she would like a social media post explaining how UPAWS has handled certain things in the past that have been misrepresented on social media. The Board agreed.
- b. Stats – Lynn explained the “average days” stat. Lynn said that without home-to-home included the average length of stay would be ten days shorter.
- c. Additional Operation Reports – Alex told the Board he would like UPAWS to purchase a full back up stand by system for the shelter. He explained price and usability. *Colleen made a motion, seconded by Leslie, to have Alex obtain quotes for a backup generator for the shelter and make a recommendation to Finance based on his research. Motion passed unanimously.*

12. Committee Reports

- a. Board Development Committee Report (Lynn) – Colleen said she would like a recommendation from the Board Development Committee based on the Board evaluations that were submitted. Written report submitted.
- b. Finance Committee Report (Amber) – Written report submitted.
- 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) – Written report submitted.
- i. Vet Center Committee (Ad Hoc) (Colleen) – Written report submitted.

j. IT Committee (Ad Hoc) (Chris) – Did not meet.

13. Public Comment – None.

14. Board Comment – Colleen asked who has access to different folders on the Google Drive. Chris explained who has access to different drives associated with their level.

15. Board Member Elections – Lynn Andronis was elected to another term on the UPAWS Board of Directors. Chris Danik was elected to another term on the UPAWS Board of Directors. Colleen Whitehead was elected to another term on the UPAWS Board of Directors.

16. Adjournment – *Lynn made a motion, seconded by Colleen, to adjourn the meeting at 7:27 pm. Motion passed with unanimous consent.*

Next Board Meeting Date: August 23, 2021, 6 p.m. at the shelter.

Respectfully submitted,

Counter-signed,

Brett Specker, Secretary

Reva Laituri, President

**UPPER PENINSULA ANIMAL WELFARE SHELTER
BOARD OF DIRECTORS ORGANIZATIONAL MEETING MINUTES
Monday, July 26, 2021**

PRESENT: Lynn Andronis, Chris Danik, Leslie Hurst, Reva Laituri, Alex Petrin, Amber Talo, Colleen Whitehead

ABSENT: Brian Hummel (excused)

GUESTS: Crystal Swanson and Linda Roncaglione, both as members of the Board Development Committee to conduct the election, and Brett Specker

1. Call to Order/Attendance: The meeting was called to order at 7:29 p.m.
2. Approval of Agenda: Lynn made a motion, seconded to Amber, to approve the Agenda as amended with the following: correct spelling of "Organizational" and "Meeting" in the title. Motion passed with unanimous consent.
3. Election of Officers:
 - a. President: Colleen nominated Reva Laituri for President. Nomination was seconded by Lynn. Secret ballots were distributed and then tabulated and Reva was elected President.
 - b. Vice-President: Alex nominated Colleen Whitehead for Vice-President. Nomination was seconded by Chris. Secret ballots were distributed and then tabulated and Colleen was elected Vice-President.
 - c. Secretary: Amber nominated Lynn Andronis for Secretary. Nomination was seconded by Leslie. Secret ballots were distributed and then tabulated and Lynn was elected Secretary.
 - d. Treasurer: Amber nominated Chris Danik for Treasurer. Nomination was seconded by Colleen. Secret ballots were distributed and then tabulated and Chris was elected Treasurer.
 - Alex made a motion, seconded by Colleen, to maintain Amber as an additional signatory on the accounts/external financial documents during the transition. Motion passed with unanimous consent.
4. Conflict of Interest Agreement: Conflict of Interest Agreements were distributed, reviewed by individual members, signed and returned to Lynn for our records. Reva also distributed the document entitled "Board of Director's Responsibility as the Governing Body" for their review. Since Brian was absent at this meeting, Lynn will email both documents to him.
5. Committee Chairs: Reva requested that current members email her with their preference for chairing a committee.
6. Adjournment: Lynn made a motion, seconded by Chris, to adjourn the meeting. Motion passed with unanimous consent and meeting was adjourned at 7:48 p.m.

Respectfully submitted,

Counter-Signed

Lynn Andronis, Secretary

Reva Laituri, President

Personnel Committee
Report & Recommendation
August 23, 2021

Recommendation to the UPAWS Board of Directors

The Personnel Committee is recommending the adoption of the following addition to the UPAWS Personnel Policy to be effective upon approval by the Board of Directors on August 23, 2021.

** Note – The QSEHRA plan, as an employee benefit, was effective as approved by the Board of Directors on May 24, 2021.

ARTICLE III. EMPLOYEE BENEFITS

Section 19. QSEHRA. All full-time employees (those regularly scheduled to work 80 hours per pay period), shall be offered participation in the QSEHRA (Qualified Small Employer Health Reimbursement Arrangement) plan. UPAWS will reimburse up to \$250 per month per employee for eligible medical expenses. The QSEHRA plan provides employees with tax-free reimbursement for health insurance premiums and medical expenses. UPAWS will reimburse employees who participate only for actual expenses via regular payroll reimbursement.

PRESIDENT'S REPORT

August 23, 2021

Have met several times with our new Executive Director, Bill Brutto, to begin the process of transitioning administrative responsibilities to him and shelter staff. We have a standing Friday morning meeting aid in this process as well as for him to provide weekly updates on operations.

Along with Bill and Leslie, I attended the Sally's Fund Donor Appreciation Open House and Wine Tasting on August 19th from 5-7 p.m. The Sally's Fund volunteers did a great job and made a barn event classy. TV-6 covered the event.

Respectfully submitted,

Reva Laituri

President

UPAWS Board Meeting

8/23/2021

Executive Director Report

I. Animal Care

Near Capacity - as of 8/20/21 we only had one dog kennel and one cat kennel available. We hope that the Bissell promotion was going to give the opportunity for our animals to find their forever home.

Ishpeming Holding Site - There were several complaints last week on social media and to the shelter on Ishpeming's Holding Site where they keep stray animals for up to five business days. The concerned citizens do not believe that the township takes care of the animals when they are at the site. I did talk to Jason from the township and we ended up receiving the dog that was at the site on 8/20/21. Reva and I are already talking about next steps in which we can try and come along side Ishpeming and be the main location site for their strays. Of course they would have to be willing to pay the boarding fees to make the partnership work.

Many Litters Being Born At UPAWS - Just last week we had 3 litters of kittens born at UPAWS. This week we are expecting a litter of puppies.

Safety Trainings - Met with Dr. Jandron about conducting a training for our staff on safety techniques when it comes to reactive animals.

Transport - If space becomes available we will be able to take animals in from a transport from Holland, MI

II. Property

Cleaning Schedules For Staff - Have created cleaning schedules for each employee (including the ED) so that the property is continued to be well taken care of.

Phone System - There have been a few issues with our phone system and have worked with our phone system support company and Chris Danik to find solutions.

Capital Replacement Plan - will work with several members of the board to create a document that will help with the time line of property/equipment that will need to be replaced over time. This can help create a guideline of how much money each year would need to be saved so these items can be replaced.

III. Human Resources

New Hires - Becca Brown (Full Time Animal Caretaker) started on 8/16/21

Julia Cichosz (Occasional Part Time) started on 8/19/21

Brenton Dahl (Maintenance) starts on 8/30/21

Current Open Positions - Full Time Caretaker, Part Time Supervisor

Orientation - Orientation of all new employees will happen with the ED, Bookkeeper, and Animal Supervisors

Staff Meetings - The ED now conducts weekly staff meetings on every other Tuesday and Wednesday. Also, the ED conducts one on one meetings with the Animal Supervisors, Vet Assistant, Bookkeeper, and Volunteer and Outreach Coordinator

IV. Business

Budget Draft - A budget draft for the 2022 year was created by the ED and sent to the finance committee on 8/19/21. The rough draft was reviewed at the finance committee meeting on 8/20/21 and is going through a second round of revisions and will also wait for the fundraising committee to turn in their budget for the year.

Grants - 3 grants were submitted to the Michigan Pet Alliance on 8/23/21. The 3 grants were for the following - Lessons Learned From COVID-19 (\$1,500), shelter assessment (a value of \$3,000/GIK), and for staff trainings (a value of \$1,000/GIK).

Two more grants will be turned in by August 30th - Animal Farm Foundation and The Open Arms Grant

V. Fundraising/Events

Sally's Ride Donor Appreciation - On 8/19/21 Sally's Ride had an event in the stables to recognize their donors. It was nice to meet all of the support's of Sally's Ride and it was very helpful to understand more of the mission and goals of Sally's Ride. The ED will be sitting down in the upcoming weeks the leaders of the group to talk about the present and the future.

VI. Items for Discussion with the Board

The Food Pantry -

Dog Park -

Memorial Garden -

Volunteer & Community Outreach Coordinator Report August 2021

Volunteer

- Volgistics is updated for Volunteers
- Fosters: added new applicants. Helped line up cat and kitten fosters. After this week, plan to reach out for dog fosters for dogs that are getting kennel stress here.
- Sign Up Genius: Rummage Sale Volunteers have been signing up. Advertising for volunteers for various events.
- Transfer volunteer drove to Bridge to pick up transfer of Bay County Animal Control (felines)

Community Outreach

- Adoption Event

Emergency Bissell Empty the Shelters:

- August 16 - 22
- Admin for event. Attended and submitting all requirements.
- \$25 for big dogs (40 lbs. up) / \$5 for cats (6 mo. Up) / \$25 senior dogs (any size) / \$5 small animals
- Bissell Foundation will pay \$100 per dog and \$50 per cat adopted.
- ADDED BONUS FROM BISSELL (we hope to be able to transfer in some animals, but it will depend on the success of the event and current census.

Bissell Information:

If your Empty the Shelters event is successful and you can transport pets into your shelter afterward from open-admission shelters in need, BPF will fund you for those transports that occur the week following the event. The details include:

- Transport dates: August 23-29
 - \$100 per senior dog ≥7 yrs. or large dog ≥40 lbs. transported to your shelter
 - \$125 per senior dog ≥7 yrs. or large dog ≥40 lbs. transported to your shelter if you are pulling from a municipal shelter in your state
 - \$50 per adult cat ≥ 6 mos. transported to your shelter
 - If pulling from multiple shelters, you must pull 5 or more large/senior dogs or adult cats from each
- *BPF will not be coordinating these transports

It is a desperate time for many shelters. This event seeks to respond to the crisis by bringing awareness to the great pets that are in shelters and promoting their adoption. Additionally, this event comes at an essential time as we prepare the way for disaster season.

- RETAIL:
 - Coordinate and maintain inventory for retail area, including ordering, receiving, and pricing. Sale racks for apparel – check it out!
- Grants/Sponsorships:
 - *Petfinder Cat Enrichment Grant* – applied and was **approved for \$400** (for Kitty Kasas). Check arrived, will order Kitty Kasas next week.
 - *Petco Foundation Love Stories Grant* – got us set up for participating, banner on website and promoting.

Turn Your Adopters' Love Stories into Lifesaving Funds!

Encourage your adopters to share how their pet has changed their life to give your organization the chance at \$100,000! Plus, your adopters could earn a **\$1,000 Petco shopping spree** and **BOBS from Skechers goodies**.

We're looking for a diverse range of stories that celebrate the simple ways that pets bring more joy to life, to one-of-a-kind, extraordinary stories. We want all adopters to be able to see themselves in these stories, and animal lovers of all backgrounds to be inspired by the life-changing power of adoption. Deadline Sept. 20th www.petcolove.org/lovestory

- Transfers:
 - Bay County Animal Control (Bay County, MI) transferred in 3 adult cats and 12 kittens (all adopted).
 - We have been asked by many shelters and rescues to help them. So many shelters and rescues across the country are short staffed, overwhelmed, and overfull!

Website, Social Media:

- Posting, upkeep, help with making new pages, advertising daily.
 - Preloading as much as possible (due to taking vacation).
 - BUFFER (a social media management company tool) was renewed for another year. Very helpful tool.
- Pet Promos:
 - Loading Pet Portal. Photos & bios, advertising. Q-107 Pet of Week. Maintain Deb's Dog of the Month advertising, pet sponsorships and Pet Adoption portal, including development of pet biographies and pictures.
- Media (Community Outreach):
 - TV6, ABC10, TV3, Sunny 102 Morning Show, Mining Journal – stories *Emergency Bissell Empty the Shelters*

- OTHER

- My assigned area to keep cleaned is the lobby.
- *Petco Foundation Partners:*
 - Completed the Annual Data Report on their Portal
 - Updated our organization information.
- Due to staffing issues and the Bissell event, I worked multiple days up front. Helping visitors, cleaning and setting up cat kennels, walking a few dogs, helping adopters, whatever needed etc.
- Brought food to Feed America Event August 4th. The next Feed America is Sept. 1st. will bring an appropriate amount if we have excess.

Submitted August 20, 2021

Ann Brownell

July 2021		<5 mos.		<5 mos.			
		DOGS	PUPS	CATS	KITS	OTHER	TOTAL
Beginning Count SEE NOTE BELOW		19	7	40	33	19	118
INTAKE							YTD
Owner Surrender		23	13	22	2	39	99
Returned Adoption		3	0	0	0	0	3
Stray (from Police, Public and Shelter Pickup)		8	0	15	3	2	28
Born in Care		0	0	0	0	6	6
Transferred from Other Shelters		0	0	3	13	0	16
Special Hold/Service In		0	0	0	0	0	0
Seized/Custody (Cruelty & Neglect)		0	0	0	0	0	0
Total Intakes		34	13	40	18	47	152
OUTCOMES							
Adoptions (shelter, foster home or special event)		27	1	35	7	30	100
Total Adoptions YTD		94	6	237	34	146	517
Returned to Owner		6	0	4	0	0	10
Transferred to Rescue Groups/Shelters		0	0	0	0	0	0
Total Live Outcomes		33	1	39	7	30	110
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	0	0	0
Missing/Stolen/Escaped		0	0	0	0	0	0
Animal's Name and Reason							
Total Euth/Died/Other Outcomes		0	0	0	0	0	0
Ending Count		20	19	41	44	36	160
manual count		20	19	41	44	30	154
SAVE RATE (Intake- Euthanasia Outcome)/Intake						100.0%	99.6%
ASPCA Live Release Rate (Live Outcomes/ Intake)						72.4%	86.4%
NOTE: Some of the fish on intake were double counted (as #'s and then with names)							
OTHER INFO		Dogs	Cats				
Avg. Length of Stay		17.9	23.9	adopted only			
Monthly Return Rate (returns/adoptions)		11%	0%				

July 2021 - CLINIC SERVICES	DOGS	CATS	OTHER	TOTAL	YTD
Owner Requested Euthanasia	0	0	0	0	3
Bite Hold (for Owner)	0	0	0	0	0
Spay/Day	0	0	0	0	56
Community Spay/Neuter (Spay It Forward)	0	0	0	0	9
Microchipping	3	1	0	4	129
Domestic Violence	0	0	0	0	3
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	14	0	0	14	59
Service - Home 2 Home	2	0	0	2	15
Service - Nailtrims	0	0	0	6	56
Service - Dog Licenses	0	0	0	0	9
Service - Cremation Services	0	0	0	2	12
Total	19	1	0	28	345

Donor Development Ad-Hoc Committee
August 4, 2021 5:30pm
Community Room, UPAWS

Attending: Lynn Andronis, Bill Brutto (ED), Chris Danik, Leslie Hurst (Chair), Reva Laituri

Recurring Donation Intervals - In July we decided to only allow monthly (consider these GEMs) but Leslie noticed the Naming Opportunities form has monthly, quarterly, semi-annually, annually. Still trying to make things consistent between Neon and all donation forms (solicitation, newsletter,?). *We will proceed with only allowing monthly recurring donation intervals in Neon. Will set default to "Monthly" also. Naming Opportunities is considered more of a capital / legacy donation, usually larger amounts so will continue to allow more options.*

Clean-Up / Follow-Ups:

- Strut Your Mutt - Should we turn off DCF (donor covered fees) to make accounting prep simpler. *We had a lengthy discussion on DCF. Leslie reminded us that the only time we turned it off was for Lock-Up. It was on for SYM last year and worked out fine. People are used to it and expect it. Lynn questioned if the effort to account for DCF was worth the amount received. More analysis needs to be done by Finance to determine if the accounting can change to make this simpler. A decision had to be made though so we could open up registration; DCF will remain on.*
- Add Event for TUFT. \$65 cost, \$35 donation (Leslie). Lynn will enter 2021, Leslie 2020.
- Several clean-up tasks will be handled between Leslie, Lynn & Chris in the coming weeks.
- Grants (Moves Management) - Colleen was investigating; Leslie sent information to Bill.
- Volunteer - Chris has used, others should test it out to help us determine if we should use it.

Next Meeting:

- Any other "email" clean-up needed?
- Review Neon opt-out options and create a plan to implement. This needs to be complete prior to sending any online pleas and incorporated into Privacy Policy.
- Complete draft donation process flow and review with the Treasurer, Bookkeeper and ED to determine how to proceed.
- Membership discussion with Bill to see how he wants to handle (Notes have been copied into "Membership" document on Donor Development drive, Documentation folder).
- Set date to wrap up Neon implementation activities & documentation. Set training sessions.

Respectfully submitted,

Leslie Hurst

Chairperson

UPAWS Finance Committee Meeting Minutes

Meeting Date: Friday, August 20, 2021 at 10:30am

Meeting Location: UPAWS Back Office Area

Present: Chris Danik (Chair), Bill Brutto, Corey Hollowell, and Reva Laituri

1. Review of July Financials: Tabled until September due to a balancing issue with the Paypal report.
2. MBank / Nicolet Merger: Chris passed on some communications from Nicolet National Bank regarding the acquisition of mBank. mBank will close on September 3rd and all branches will reopen on September 7th as Nicolet National Bank. Our account numbers will likely not change and we can continue to use our existing routing number and checks for the time being. Since we process ACH transactions via online banking, we shouldn't have to make any adjustments with that. Online banking will go into a read only mode on September 3rd and we will have to switch to Nicolet online services. We still have not received instructions on how to login to the new Nicolet banking but Chris will follow up on that.
3. Recent Bequest Discussion: Chris asked the committee about transferring the recent bequest of \$116,896.96 to our Money Market account to earn some interest until we research a better investment option. The committee agreed. Chris will make the transfer today. Corey and Bill suggested keeping a minimum number of operating days plus 10% in our checking account and keep the rest in the Money Market account to accrue interest. Bill and Corey will be estimating what that will be and bringing it to the committee next month. The committee also had a brief discussion on ways to find more planned giving (bequests) opportunities.
4. Finance Policy Update: Chris asked the committee if there are any opinions on how we move forward with updating our finance policies. Our current version was last updated in 2013. Bill noted that he agrees with what is currently approved with some minor language changes. Reva and Chris agree but note that there are still items missing that should be covered in the policies. Reva suggested using the 2019 draft started by former ED Kori and working from that. Chris will ensure that the committee all has that copy and we will proceed with review in the future.
5. 2022 Budget: Bill presented a first draft of the 2022 budget to the Finance Committee for review. The committee reviewed all of the revenue account codes except Fundraising and reviewed Employee Expenses. Bill will be making some adjustments and we will continue reviewing expenses next month. The Fundraising Committee plans to submit budgets by October.

6. Capital Outlay Fund: Corey asked about where Capital Campaign pledge payments should be recorded now that we no longer have the Capital Campaign savings and checking accounts. The committee discussed creating a separate capital outlay account for larger maintenance purchases. Moving forward Capital Campaign payments will be placed in this account which will be a sub account of our Money Market account.
7. mBank Settlement Fees: Corey noted that we are being charged about \$100 for ACH settlement fees. Chris noted that part of that might be the fee from having to reverse the 8/6 payroll due to the early settlement. Chris will check to make sure that what we are being charged is accurate with our terms of the account.

Next Meeting: Thursday, September 16th at 5:30pm, UPAWS Back Office Area

FUNDRAISING COMMITTEE MINUTES

August 17, 2021

Community Room, UPAWS

(update 8/22/21 10:20am)

Present: Leslie Hurst (Chair), Julie, Binkley, Chris Danik, Reva Laituri, Marlene Ombrello, Karen Rhodes

Absent (excused): Lynn Andronis, Amber Talo, Ann Brownell

Pet Photo Calendar: (Reva) – Voting complete, 180 entries with votes @~\$17,000. Designer has a sample month ~80% complete. It will be sold at the shelter and the Holiday Store. Bradley's dog Oakley of Superior Collision is on the cover.

Gwinn Fun Daze: (Chris) - Report complete and budget actual updated, net \$58. Great community outreach, recommend attending next year.

Tee Up for Tails: (Karen) – Karen waiting on one sponsorship to complete the report. Budget \$11K, Actual \$13K, 29 tee sponsors which is 3x more.

Blueberry Fest: (Karen) – Report complete and budget actual updated, net \$382. Very good raffle sales, retail and the famous cat-nip pillows.

Rummage Sale: (Marlene) – August 27-29. Collections going great, building 2 needs more items. Leslie dropped off 2 more tables, all shelter items brought over, Reva & Chris will donate some bubble wrap. Volunteers lined up.

Brat Barn: (Leslie & Karen) – Sept 4. Details have been confirmed at both stores. We can hang posters, small advert on credit card machines and bag stuffers, will begin doing this the week of 8/21. Will be selling raffle tickets and handing out wish list cards. Could use a couple more volunteers, let Leslie know for Negaunee, Karen for Marquette.

Rescue Raffle: (Chris) – Mall sales and Blueberry Fest sales very good. Sold packets have been coming in, several more opportunities still: Brat Barn and Republic parade.

Strut Your Mutt: (Chris) – Sept 18. Online registration is open. TV6 will be running a commercial starting this weekend. Maci Cosmore of TV6 will be the emcee (will provide instructions to her). Karen has contacts to post signs in yards near the path. RR and SYM raffles can use the same license since they are on the same day, the State refunded fee.

Sally's Ride: (Reva) – Sept 25. Reva is handling the raffle.

Steinhaus: (Ann) – Aug 25. Jointly working on advertising with Steinhaus.

Lock-Up: (Amber) - Working of finalizing the date and budget.

Raise the Woof (Leslie) - Working on finalizing the date with the producer and River Rock Lanes. CCHS has locked in Jan 15 so if we proceed, it will probably be Jan 14.

Canister Report: (Reva) The year to date canister report was shared with the committee.

New Fundraisers - Discussed some new fundraising ideas, will vet them more over the next month. Dog Olympics (replace/combined with Wash 'n Wag), wine tasting (Alex making contact), snowshoe event .

Administrative: (Leslie) - Committee has access to Fundraising drive. There are folders for each event, we will be posting & sharing relevant documents. Revolving calendar/fundraising contacts created. May be moving the meeting to the 3rd Monday. We will be working on finalizing fundraisers and budgets for 2022 this month.

The meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Leslie Hurst

Chairperson

lh

PERSONNEL COMMITTEE REPORT
AUGUST 11 & 17, 2021
10:00 a.m.

Present: Chairperson Reva Laituri, Lynn Andronis, Colleen Whitehead
Executive Director Bill Brutto present on 8/17/21

August 11 (Community Room):

Reva gave a brief report on ED Bill Brutto's first week and a half. He is currently familiarizing himself with daily operations, staff, and staffing needs, including filling vacancies. Transition of other duties that have been performed by Board members will be transitioned on an on-going basis. Colleen noted she had already met with him.

Colleen presented a draft of an amendment to the Personnel Policies to reflect the board's action in adopting QSEHRA. She will upload to the meeting folder for the August 23rd board meeting.

Colleen asked whether responsibility for updating the informational organizational chart on the drive could be turned over to the ED. The committee agreed.

The meeting was adjourned at 10:25 a.m.

August 17 (Zoom):

ED Bill Brutto was in attendance. He reported there seemed to be confusion, concern, and conflicting information among the employees regarding QSEHRA, specifically as it would affect those employees who obtain their insurance off the Marketplace and receive tax credits. Colleen provided a brief outline of the benefit as she understood it. Bill will research the benefit, obtain clarification and report back. If necessary, it was suggested someone be brought in to review the benefit with the affected employees as a group and answer any questions.

The meeting was adjourned at 10:20 a.m.

Respectfully submitted,



Chairperson

CENTER – AD HOC COMMITTEE

Chaired by: Colleen Whitehead

Date: August 17th, 2021 5:30 pm – 6:45 pm

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

Discussion:

- The majority of the meeting was spent on review and discussion of the upcoming grant application to the Banfield Foundation for veterinary equipment. Committee reviewed the draft grant narrative, focusing on shortening responses to meet the grant requirements, review of the equipment needs spreadsheet, manufacturers, and process for obtaining the necessary quotes, review of the letters of support received and requested and review of the grant attachment documents compiled so far. Laura and Scott will work on compiling the necessary quotes and equipment summary, Colleen will make the revisions to the grant narrative. Currently targeting a grant submission deadline of August 25th.
- Brief discussion regarding the Vet Assistant position, Laura's new start date will be September 7th.
- Brief tour of the Veterinary suite area to verify equipment needs and space available for cabinets, supplies, and kennels.
- Colleen will continue working on reviewing and editing the draft policies which have been developed so far. Anticipate having a draft document for the Committee to review prior to the next monthly meeting.

Next Meeting:

- September 14th, 2021 at 5:30 at UPAWS in the Back Office meeting area.