

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, October 25, 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. September 27, 2021 Regular Meeting
6. Unfinished Business
 - a. Signage
7. New Business
 - a. Report and Recommendation from the Personnel Committee re: Amendment the Personnel Policies, Article, III, Section 2, Holidays
 - b. Report and Recommendation from the Personnel Committee re: Annual Staff Bonuses
 - c. Recommendation from the Executive Director re: Snowplowing Agreement for 2021-1022
8. Communications
9. President's Report
10. Treasurer's Report
 - a. September Financial Reports
11. Shelter Operations Report(s)
 - a. Report from the Executive Director
 - b. Volunteer/Community Outreach Report
 - c. Stats
12. Committee Reports
 - a. Board Development Committee Report (Colleen) – written

- 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) – no report
- f. Personnel Committee Report (Reva) – written
- g. Policy / Bylaw Committee Report (Alex) – did not meet
- h. Donor Development (Ad Hoc) (Leslie) – written

13. Public Comment

14. Board Comment

15. Adjournment

Next Board Meeting Date: November 22nd, 6 p.m., at the Shelter

**UPPER PENINSULA ANIMAL WELFARE SHELTER
BOARD OF DIRECTORS MEETING
MINUTES**

Monday, September 27, 2021

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

ABSENT:

STAFF: Bill Brutto, E.D.

GUESTS: Susan Deloria

1. Call to Order/Attendance: Meeting was called to order at 6:03 p.m.
2. Approval of Agenda: *Lynn made a motion, seconded by Leslie, to approve the Agenda with the following addition - Add "7b. ED Reception". Motion passed with unanimous consent.*
3. Mission Moment: Bill recounted a recent event where staff were called by police after they raided a meth house and discovered animals were on the premises (4 dogs and 2 cats). Even though one supervisor got bit by a cat during the process, all animals were secured. He stated that their actions showed the lengths our staff are willing to go to help animals in need.
4. Public Comment: None
5. Approval of Minutes:
 - a. August 23, 2021 Regular Meeting – *Motion was made by Chris, seconded by Colleen, to approve the minutes with the following amendments:*
 - i. #4. Mission Moment: *Replace the word "Ride" in the first sentence to "Fund".*
 - ii. #6.iv: *changed to insert "on GuideStar" after the word "level".**Motion passed, with Alex abstaining.*
6. Unfinished Business:
 - a. Signage – Lynn brought up two signs that had been discussed previously but no action has been taken to date. It was agreed that a sign for our van is a good idea and Bill will investigate. The status of replacing the temporary sign at Highway 553 is currently unknown and Bill will investigate this as well.
7. New Business:
 - a. Report and Recommendation from the Personnel Committee re: QSEHRA – *Motion made by Leslie, seconded by Chris, to approve the recommendation as presented, to discontinue the QSEHRA health benefit*

effective September 30, 2021 and to have an alternative option in place no later than January 1, 2022. Motion passed with unanimous consent.

- b. ED Reception - Scheduled for Wednesday Oct 27th and invitations will be sent to a select group of businesses and donors. The focus will be “Business After Hours” type of gathering with appetizers and refreshments. Leslie will send the invite list to board members to review before sending out invitations. Alex reminded the board to ensure COVID protocols are listed and followed. Amber offered to help with the postcard design. We will need to time the FB “introduction” to post right after the reception. Amber will contact Double Trouble for tent (setup and takedown) as a possibility for the event. Leslie stated that there is money in the current budget for donor development. Anyone who wants to help with the planning/setup should contact Leslie.

8. Communications: None

9. President’s Report: Written report submitted.

10. Treasurer’s Report: Lynn expressed appreciation at the inclusion of a summary narrative of our current financial position. Chris will update donations from Reva and Crystal as their donations weren’t showing up in QuickBooks. Leslie asked if all capital campaign pledges are reported as part of the audit and was told that every year we estimate how much/many will not fulfill pledge.

- a. July Financial Reports - *Motion made by Colleen, seconded by Lynn, to approve the July Financial Reports as presented. Motion passed with Amber abstaining.*
- b. August Financial Reports - *Motion made by Brian, seconded by Colleen, to approve the August Financial Reports as presented. Motion passed with Amber abstaining.*

11. Shelter Operations Report(s)

- a. Report from the Executive Director – Written report submitted. Colleen asked if there are any training sessions planned for animal care. Bill is waiting to hear back from Scott about fear free training. Colleen asked about status of the plan for mask requirement at shelter. Bill and Reva have discussed the issue and we are currently recommending but not requiring masks, following state requirements. Colleen asked who is currently responsible for website. Bill responded that Ann is charge of content. Colleen asked who is responsible for volunteers for fundraisers. It is the event chair who does the scheduling and Ann oversees the volunteer database (Volgistics). Bill reported that pickups at stores can be done by Brenton and Bill; just email Bill with the scheduling information. Bill reported that Bayshore Vet Clinic is not scheduling any spay/neuter appointments beyond this Saturday. Happily, he also reported that as of today, we are fully staffed. Hayley Weston is coming back as a part-time Supervisor. The donor for the lobby-naming opportunity (\$250,000)

reached out to Bill and arrangements are being made. He reviewed the adoption policy changes listed in his report. All changes to policy are pilot programs. He explained that the “hold” policy would apply only to in-person holds. Bill and Reva are going to meet with the Ishpeming Township trustee who reached out to him regarding the Ishpeming Pound. Colleen asked about the status of the Memorial Garden. The landscaping outside the catios was also discussed and the issue(s) need to be resolved.

- b. Stats - The reason for any euthanasia or death should be listed but, unfortunately, it is not always apparent in the animal’s PetPoint record. Bill will talk to staff requesting more information be listed.

12. Committee Reports:

- a. Board Development Committee Report - Written report submitted.
- b. Finance Committee Report - Written report submitted.
- c. Fundraising Committee Report – Written report submitted late.
- d. Paws Park Committee - Did not meet and no report since Amber and Bill will be meeting to handle the operational end.
- e. Strategic Planning Committee Report - No meeting. Bill and Colleen both volunteered to assist. Bill suggested a survey for 2022 and Lynn offered to help on the committee as well as Susan Deloria.
- f. Personnel Committee Report - Written report submitted
- g. Policy / Bylaw Committee Report - Did not meet. Alex will touch base with Colleen.
- h. Donor Development (Ad Hoc) - Written report submitted late.

13. Public Comment: None

14. Board Comment: None

15. Adjournment: Motion was made by Chris, seconded by Alex, to adjourn the meeting. Motion passed with unanimous consent and meeting was adjourned at 7:39 p.m.

Respectfully submitted,

Counter-Signed

Lynn Andronis, Secretary

Reva Laituri, President

Next Board Meeting Date: October 25th, 6 p.m., at the Shelter

**REPORT AND RECOMMENDATION
FROM THE
PERSONNEL COMMITTEE**

The Personnel Committee reviewed a request from the Executive Director to amend Article III, Section 2. Holidays, of the Personnel Policies. The committee concurs with the request and recommends the following amendment be approved:

Article III

Section 2. Holidays. Regular full-time employees will be paid time off for the following holidays:

New Year's Day Labor Day

Christmas Day

Memorial Day

Fourth of July

Thanksgiving Day

An employee with an unexcused absence from the employee's full scheduled shift immediately prior to and after a designated holiday, or equivalent day off, will not be paid for that holiday.

If an exempt employee works on a scheduled holiday, he or she must take an alternate day off within ninety (90) days or forfeit the holiday. ~~Any non-exempt employee, including a part-time or occasional employee, who is scheduled to work on a designated holiday, will be paid at the rate of time and one-half in lieu of holiday pay.~~ A non-exempt full-time employee who is scheduled to work on a designated holiday will be paid two times their regular hourly rate of pay. A non-exempt part-time or occasional employee who is scheduled to work on a designated holiday will be paid one and one-half times their regular hourly rate of pay.

Respectfully submitted,



Chairperson

Recommendation for Approval

Snow Plowing Contract

10.25.21

Executive Director is seeking approval from the UPAWS board for the snow plowing contract for the 2021/2022 winter season. Griffin Construction is the winning bid as they came in at the lowest cost and have serviced the UPAWS parking lots for the last two winters. The executive director sought other bids, but either others declined as they did not have enough employees to take on new clients or were just too expensive. The executive director and maintenance specialist have met with Griffin Construction to go over a plan to make the cleaning and snow removal as efficient as possible. The executive director also recommends to pay the monthly fees of \$1,000, instead of the per usage fee of \$125. Please see the attached contract for the breakdown of services.



Snow Plowing Proposal

UPAWS
815 South State Highway M553
Gwinn MI 49841

Plowing will begin on November 1, 2021 and continue until April 1, 2022.

Location: Marquette, Michigan

Services as follows:

- Removal to be completed once snowfall reaches 2". Snow to be removed throughout the season once 2" of snow has fallen.
- Snow blow or shovel sidewalks by entrances.
- Dog Park to be cleared at the direction of UPAWS Executive Director.
- Horse barn to be cleared out as needed.
- Provide truck spreading of sand/salt mix on driveway and parking areas as needed.
- Every effort will be made to have snow removed by 9:00AM.
- Point of contact with Griffin Construction will be UPAWS Executive Director, Bill Brutto.

Proposed Pricing

PER TIME BILLING:

- Plowing \$120.00 per push.
- Snow Blowing \$25.00 per hour using UPAWS equipment.
- Snow Blowing \$35.00 per hour using our own equipment.
- Loader time billed at \$120.00/Hour if needed to move banks for the parking area, dog park and horse barn.
- Sand/salt mix \$200.00 per application of entire lot. Adjustment will be made for entry or partial applications.

FLAT RATE MONTHLY:

- \$1,000.00 per month
- Flat rate applied to plowing and snow removal of sidewalks.
- NOT included in the monthly rate (see per time billing for rates):
 - Horse barn cleanout
 - Snow blowing of sidewalks
 - Dog park cleanout
 - Sand/salting of driveway, parking lots & sidewalks

Billed once per month.

Thank you for your consideration.

Sincerely,

James Goriesky
Griffin Construction, Inc
518 Riverside Road
Marquette MI 49855

Acceptance of Proposal

Signature: _____ **Date:** _____

PRESIDENT'S REPORT

October 25, 2021

Have been having regular meetings with the Executive Director.

The Michigan Pet Alliance featured UPAWS in their October e-news. Bill and I were both interviewed for the piece.

Received a call from a cat rescue south of Detroit. They saw an old story of Marq Tran assisting with the transfer of animals from our old shelter to the new shelter and noticed our catios in the accompanying photo. They were interested in how they were built and how we got the Dept. of Agriculture's approval. They would like to build something similar.

Bill and I met with a representative from Ishpeming Township. The Township is considering closing their pound and was investigating contracting with UPAWS for impound services and will be having that discussion at their October meeting.

Bill and I attended the annual Grow and Lead Non-Profit Conference, which was held at NMU on the 21st. I attended workshops in fundraising, communication, and donor development. The sessions were informative and presenters outstanding.

Respectfully submitted,

Reva Laituri

President

UPAWS Treasurer's Report

October 2021 Board Meeting September 2021 Financials Presented for Approval

Activities Since Last Report:

- Compiled information for MTHNK for our 990 filing. Thank you to Amber Talo for helping with this.
- Worked on the form for the forgiveness for our 2nd draw PPP loan.

Notes From the October 2021 Financials:

Assets:

- Overall balances are above the 2020 balance due to the recent bequests. The finance committee will be seeking investment opportunities. We have started moving money into the money market account to earn interest. The interest rate with the Money Market is lower with Nicolet National Bank so we are earning less now.

Revenue

- Pet adoptions continue to be up. Likely due to getting caught up on spay/neuter surgeries.
- Miscellaneous Services includes a large boarding fee.

Expenses:

- Office expense over budget. Includes a new laptop purchased at the beginning of September for the Executive Director as well as needed items due to being fully staffed. I approved this expense since it was under \$1,000 and the laptop we had for Bill was not functional.
- Correction made to the Paypal Fees account (5013) to allocate most of those fees to the Calendar account (4197)
- Payroll Expenses are now at where they are budgeted due to the shelter being fully staffed.
- Cleaning Supplies looks way over budget but a large portion of that is in-kind which is reflected in the in-kind revenue account.
- Food is under budget. Possibly due to the wish list donations at the Brat Barn fundraiser.

Respectfully Submitted,

Chris Danik
Treasurer

Upper Peninsula Animal Welfare Shelter
Statement of Financial Position 2021
As of September 30, 2021

	<u>Sep 30, 21</u>	<u>Sep 30, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1010 · mBank Checking	174,997.27	184,393.36	(9,396.09)
1011 · mBank General Savings	0.00	234,475.73	(234,475.73)
1012 · mBank Sally's Fund Savings	23,644.56	14,521.25	9,123.31
1013 · mBank Captial Campaign Checking	0.00	65,332.87	(65,332.87)
1016 · mBank Capital Campaign Savings	0.00	32,015.87	(32,015.87)
1017 · mBank PPP Loan	0.00	7,672.10	(7,672.10)
1018 · MBank Money Market Savings 5336	663,576.87	0.00	663,576.87
1070 · PayPal account	59.27	79.85	(20.58)
1071 · Square Account	19.76	0.00	19.76
1090 · Cash in Drawer	149.99	150.00	(0.01)
Total Checking/Savings	<u>862,447.72</u>	<u>538,641.03</u>	<u>323,806.69</u>
Accounts Receivable			
1200 · *Accounts Receivable	3,420.26	502.00	2,918.26
1524 · Capital Campaign Pledges	40,360.00	54,645.00	(14,285.00)
Total Accounts Receivable	<u>43,780.26</u>	<u>55,147.00</u>	<u>(11,366.74)</u>
Other Current Assets			
1080 · Petty Cash	187.60	400.00	(212.40)
12100 · Inventory Asset	(188.50)	(258.07)	69.57
1499 · Undeposited Funds	0.00	(150.00)	150.00
1540 · Allowance for Uncol Promises	(7,298.00)	(7,298.00)	0.00
1550 · Discount-CC Pledges Receivable	(3,500.00)	(3,500.00)	0.00
1607 · Employee loan	(1,013.41)	(1,013.41)	0.00
Total Other Current Assets	<u>(11,812.31)</u>	<u>(11,819.48)</u>	<u>7.17</u>
Total Current Assets	<u>894,415.67</u>	<u>581,968.55</u>	<u>312,447.12</u>
Fixed Assets			
1611 · Land - County Rd 553	20,586.75	20,586.75	0.00
1615 · Buildings	3,631,114.80	3,631,114.80	0.00
16400 · Vehicles	44,792.00	44,792.00	0.00
1645 · Office & Kennel Equipment	5,615.86	5,615.86	0.00
1650 · New Shelter-Furniture & Equip	96,424.01	95,830.01	594.00
1670 · Accumulated Depreciation	(121,006.30)	(121,006.30)	0.00
Total Fixed Assets	<u>3,677,527.12</u>	<u>3,676,933.12</u>	<u>594.00</u>
Other Assets			
1074 · WF Endowment Fund Investments	292,829.66	250,583.38	42,246.28
1700 · Beneficial Interest in MCCF	101,700.19	101,700.19	0.00
1702 · Beneficial Interest-Dixon F B	721,490.14	629,575.79	91,914.35

9999 · Point of Sale General Asset	(4.00)	(14.00)	10.00
Total Other Assets	1,116,015.99	981,845.36	134,170.63
TOTAL ASSETS	5,687,958.78	5,240,747.03	447,211.75
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2001 · *Accounts Payable	(50.00)	10,229.07	(10,279.07)
Total Accounts Payable	(50.00)	10,229.07	(10,279.07)
Other Current Liabilities			
2002 · AP-New Shelter Retainage	986.69	986.69	0.00
2025 · Accrued Benefits	4,068.39	4,068.39	0.00
2100 · Payroll Liabilities			
2101 · Federal Tax W/H Payable	563.60	563.60	0.00
2102 · Medicare and SS Payable	1,596.55	1,596.91	(0.36)
2103 · Michigan W/H Payable	3,592.41	2,111.70	1,480.71
2104 · Suta Tax Payable	109.87	78.92	30.95
2108 · AFLAC pre-tax	(59.43)	(59.43)	0.00
2111 · Simple Plan Payable	2.21	1,709.64	(1,707.43)
2100 · Payroll Liabilities - Other	7,925.28	7,632.71	292.57
Total 2100 · Payroll Liabilities	13,730.49	13,634.05	96.44
2330 · N/P Mbank PPP Proceeds	108,600.00	54,300.00	54,300.00
2550 · Sales Tax Payable	424.47	142.59	281.88
Total Other Current Liabilities	127,810.04	73,131.72	54,678.32
Total Current Liabilities	127,760.04	83,360.79	44,399.25
Long Term Liabilities			
2300 · Mortgage-New Shelter	0.00	1,060,618.58	(1,060,618.58)
Total Long Term Liabilities	0.00	1,060,618.58	(1,060,618.58)
Total Liabilities	127,760.04	1,143,979.37	(1,016,219.33)
Equity			
3001 · Beg Net Assets Temp Restricted	1,230,388.00	1,230,388.00	0.00
3002 · Beg net Assets Perm Restricted	294,517.00	294,517.00	0.00
3040 · Beg net Assets Unrestricted	95,970.45	95,970.45	0.00
3900 · Retained Earnings	2,679,828.37	2,527,463.34	152,365.03
Net Income	1,259,494.92	(51,571.13)	1,311,066.05
Total Equity	5,560,198.74	4,096,767.66	1,463,431.08
TOTAL LIABILITIES & EQUITY	5,687,958.78	5,240,747.03	447,211.75

Upper Peninsula Animal Welfare Shelter
YTD Budget to Actual 2021
September 2021

	<u>Sep 21</u>	<u>Budget</u>	<u>Jan - Sep 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
4000 · SHELTER REVENUE					
4005 · Pet Adoptions	13,642.96	5,833.33	55,319.42	52,500.01	70,000.00
4010 · Redeemed Animals	1,287.00	325.00	5,877.00	2,925.00	3,900.00
4015 · Vet/Optional Care	45.46	83.33	745.46	750.01	1,000.00
4017 · Dog Park	155.00	625.00	3,215.00	5,625.00	7,500.00
4018 · Rentals Revenue	0.00	150.00	0.00	1,350.00	1,800.00
4020 · Government Contracted Services	5,614.26	1,333.33	10,973.50	12,000.01	16,000.00
4025 · Restitutions/Investigations	0.00	0.00	0.00	0.00	0.00
4030 · Dog License Revenue	102.00	33.33	324.00	300.01	400.00
4031 · Microchipping	95.00	83.33	2,692.00	750.01	1,000.00
4032 · Nail Clipping	215.00	50.00	1,035.00	450.00	600.00
4033 · Community Spay/Neuter	0.00	416.66	4,435.45	3,750.02	5,000.00
4050 · Miscellaneous Services	2,400.00	50.00	2,972.59	450.00	600.00
4060 · Cremation Services Revenue	277.00	125.00	822.00	1,125.00	1,500.00
Total 4000 · SHELTER REVENUE	<u>23,833.68</u>	<u>9,108.31</u>	<u>88,411.42</u>	<u>81,975.07</u>	<u>109,300.00</u>
4156 · GRANT REVENUE					
4157 · General Grants	0.00	833.33	5,930.00	7,500.01	10,000.00
4156 · GRANT REVENUE - Other	0.00		400.00		
Total 4156 · GRANT REVENUE	<u>0.00</u>	<u>833.33</u>	<u>6,330.00</u>	<u>7,500.01</u>	<u>10,000.00</u>
4200 · FUNDRAISING REVENUE					
4127 · Wash & Wag	0.00	0.00	0.00	0.00	0.00
4128 · Misc/3rd Party Fundraisers	1,503.99	137.50	5,390.00	1,237.50	1,650.00
4140 · Canisters	625.08	666.68	6,303.20	5,999.96	8,000.00
4143 · Econo Receipts	0.00	433.33	2,172.81	3,900.01	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	5,010.59	0.00	0.00
4147 · Strut Your Mutt	8,341.80	12,000.00	8,614.80	12,000.00	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	19,556.00	19,350.00	19,350.00
4183 · Rescue Raffle	5,857.00	0.00	7,437.00	6,200.00	6,200.00
4185 · Lights of Love	0.00	0.00	0.00	0.00	2,600.00
4197 · Calendar	0.00	1,107.50	19,973.50	9,967.50	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	<u>16,327.87</u>	<u>14,345.01</u>	<u>74,518.94</u>	<u>58,654.97</u>	<u>95,190.00</u>
43400 · DIRECT PUBLIC SUPPORT					
4006 · Pet Care Sponsorship	1,626.55	608.33	5,176.60	5,475.01	7,300.00
4008 · Pet Promotion Sponsorship	48.45	20.83	760.90	187.51	250.00
4109 · Pink Lady	25.00	166.66	1,240.00	1,500.02	2,000.00
4110 · Donations	26,860.69	20,833.33	131,650.00	187,499.97	250,000.00

4120 · Special Gifts	4,439.00	958.33	14,656.32	8,625.01	11,500.00
4123 · Memorial Bricks/Tiles	0.00	625.00	1,260.00	5,625.00	7,500.00
4125 · Donated Svs/Material In Kind	2,765.75	3,083.33	24,071.63	27,750.01	37,000.00
4130 · Memorials/Honorariums	0.00		0.00		
4132 · Deb's Dog Revenue	0.00		0.00		
4135 · Bequests	1,046.34	0.00	999,971.10	0.00	0.00
4152 · Direct Solicitations	0.00		0.00		
4188 · Naming Opportunities	515.00	4,166.68	515.00	37,499.98	50,000.00
Total 43400 · DIRECT PUBLIC SUPPORT	37,326.78	30,462.49	1,179,301.55	274,162.51	365,550.00
4500 · OTHER Revenue					
4001 · Volunteer Program	0.00	70.00	0.00	140.00	350.00
4112 · Kids Club	0.00	0.00	0.00	0.00	0.00
4201 · Home2Home	0.00	12.50	0.00	112.50	150.00
4205 · Resale Items Revenue	2,522.81	1,833.33	14,695.53	16,500.01	22,000.00
4215 · Interest Revenue	20.88	1.66	466.78	15.02	20.00
4220 · Miscellaneous Revenue	15.63	66.66	965.89	600.02	800.00
4221 · Endowment Fund Earnings	0.00	83.33	3,781.94	750.01	1,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	1,000.00	16,437.62	9,000.00	12,000.00
4227 · Distribtution from Dixon Estate	0.00	2,500.00	6,054.22	22,500.00	30,000.00
Total 4500 · OTHER Revenue	2,559.32	5,567.48	42,401.98	49,617.56	66,320.00
46000 · Merchandise Sales	(143.83)		0.00		
Total Income	79,903.82	60,316.62	1,390,963.89	471,910.12	646,360.00
Gross Profit	79,903.82	60,316.62	1,390,963.89	471,910.12	646,360.00
Expense					
5000 · Employee Expense					
5200 · Payroll Expenses	5.84		5.84		
5201 · Wages & Salaries	30,048.12	30,398.32	204,091.04	268,908.12	360,103.03
5225 · Simple Plan Employer	139.70	226.80	1,117.02	2,041.20	2,721.60
5230 · Michigan Unemployment Payable	12.48	27.40	(177.34)	244.59	326.79
5235 · Employer Social Security	1,863.00	1,887.39	12,653.65	16,850.21	22,512.38
5240 · Employer Medicare	435.70	441.40	2,959.33	3,940.74	5,264.99
5245 · Worker's Compensation	271.00	536.00	2,439.00	4,824.00	6,432.00
5246 · Employee Relations	0.00	0.00	(624.65)	0.00	3,000.00
5247 · QSEHRA	0.00	2,250.00	508.24	6,750.00	13,500.00
Total 5000 · Employee Expense	32,775.84	35,767.31	222,972.13	303,558.86	413,860.79
5500 · OPERATING EXPENSE					
5009 · Phone/Network Access	306.56	273.50	2,381.95	2,461.50	3,282.00
5011 · Merchant Service Fees	716.47	500.00	3,499.06	4,500.00	6,000.00
5012 · Bank Service Charges	5.00	12.50	442.26	112.50	150.00
5013 · Paypal Fees	0.00	8.33	145.71	74.97	100.00
5014 · Square Fees	0.00	125.00	461.35	1,125.00	1,500.00
5050 · Utilities	2,182.00	2,333.33	20,601.64	20,999.97	28,000.00
5100 · Cleaning Supplies	2,220.75	458.33	4,475.17	4,124.97	5,500.00
5102 · Animal Supplies/Equipment	730.12	308.33	4,503.68	2,774.97	3,700.00
5105 · Repairs/Maintenance	547.42	583.33	6,799.03	5,249.97	7,000.00
5106 · Garbage/Snow Removal	0.00	833.33	927.50	7,499.97	10,000.00
5115 · Office Supplies/Postage	1,245.60	402.50	4,929.81	3,622.50	4,830.00

5117 · Community Spay/Neuter	0.00	916.59	4,861.50	8,250.04	11,000.00
5120 · Building/Auto Insurance	0.00	916.59	11,067.52	8,250.04	11,000.00
5125 · Food	39.00	1,291.66	6,063.29	11,624.98	15,500.00
5127 · Microchips	0.00	833.33	3,422.50	7,500.01	10,000.00
5130 · Medical Supplies-Vaccines	939.40	1,266.68	5,549.32	11,400.02	15,200.00
5135 · Vet Care	2,252.75	4,666.66	14,673.61	41,999.96	56,000.00
5137 · Vaccines	0.00		0.00		
5140 · Spay & Neuter Expense	1,900.50	2,083.33	11,156.70	18,749.97	25,000.00
5145 · Vehicle	103.38	125.00	867.89	1,125.00	1,500.00
5146 · Dog License Expense	34.00	37.50	306.00	337.50	450.00
5150 · Mileage	78.45	20.83	215.54	187.47	250.00
5160 · Depreciation	0.00	0.00	0.00	0.00	0.00
5165 · Cash over/short	0.00	0.00	15.39	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	100.00	166.66	889.00	1,500.04	2,000.00
6138 · Pink Lady Expense	0.00	166.66	1,637.01	1,500.04	2,000.00
6524 · Dog Park	0.00	208.33	0.00	1,874.97	2,500.00
6528 · Rentals Expense	0.00	0.00	0.00	0.00	0.00
6539 · Computer Software	157.00	369.00	2,667.78	3,321.00	4,428.00
6565 · IT Consulting	0.00	55.00	95.00	495.00	660.00
Total 5500 · OPERATING EXPENSE	13,558.40	18,962.30	112,778.14	170,662.36	227,550.00
5550 · GRANT EXPENSE					
5551 · General Grants	0.00	625.00	700.18	5,625.00	7,500.00
Total 5550 · GRANT EXPENSE	0.00	625.00	700.18	5,625.00	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	2,381.50	0.00	2,929.74	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	222.50	149.98	200.00
6317 · Raise The Woof Expense	0.00	0.00	0.00	0.00	0.00
6322 · Rescue Raffle Expense	1,950.00	0.00	2,116.10	2,179.00	2,179.00
6324 · Miscellaneous Expenses	0.00	0.00	91.57	0.00	0.00
6330 · TUFT Golf Outing Expense	0.00	0.00	7,298.04	8,084.00	8,084.00
6355 · Lights of Love Expense	0.00	0.00	0.00	0.00	125.00
6550 · Strut Your Mutt Expense	561.34	2,625.00	1,350.34	2,625.00	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	4,892.84	2,641.66	14,008.29	13,037.98	22,278.00
59900 · POS Inventory Adjustments	0.00		0.00		
6000 · OTHER EXPENSE					
5142 · Volunteer Program	119.16	100.00	1,013.91	900.00	1,200.00
6313 · Direct Solicitations	0.00	900.00	7,637.29	8,100.00	10,800.00

6503 · Community Outreach	0.00	87.91	462.60	791.19	1,055.00
6504 · Memorial Bricks/Tiles	0.00	291.66	55.00	2,624.98	3,500.00
6505 · Professional Fees	9,124.34	1,250.00	23,695.34	11,250.00	15,000.00
6510 · Publications	0.00	1,250.00	5,696.37	11,250.00	15,000.00
6511 · Pet Promotion Expense	37.45	312.50	1,305.75	2,812.50	3,750.00
6515 · Promotions & Advertising	0.00	70.87	353.87	637.51	850.00
6523 · Kids Club	0.00	10.00	49.95	90.00	120.00
6525 · Resale Items Expense					
5129 · Employee Uniforms	13.25	29.16	201.16	262.44	350.00
6525 · Resale Items Expense - Other	3,762.66	1,083.33	10,333.29	9,749.97	13,000.00
Total 6525 · Resale Items Expense	3,775.91	1,112.49	10,534.45	10,012.41	13,350.00
6530 · Conferences	0.00	83.37	45.00	750.01	1,000.00
6532 · Donor Development	0.00	146.25	0.00	1,316.25	1,755.00
6535 · Licenses, Dues, Permits & Fees	150.00	125.00	4,135.06	1,125.00	1,500.00
6540 · Miscellaneous Expense	205.00	250.00	406.87	2,250.00	3,000.00
6561 · Investment Expense	4,936.51	0.00	15,768.48	0.00	0.00
6590 · Mortgage Fees/Interest	0.00	2,630.97	17,710.28	23,498.43	31,180.83
6688 · Naming Opportunity Expense	0.00	41.66	0.00	374.94	500.00
Total 6000 · OTHER EXPENSE	18,348.37	8,662.68	88,870.22	77,783.22	103,560.83
Total Expense	69,575.45	66,658.95	439,328.96	570,667.42	774,749.62
Net Ordinary Income	10,328.37	(6,342.33)	951,634.93	(98,757.30)	(128,389.62)
Other Income/Expense					
Other Income					
4216 · Other Investment Revenue	0.00		184,119.43		
4222 · Investment Interest Revenue	0.00		359.62		
4226 · Change in Value-Dixon Trust	(6,428.99)		44,801.60		
4300 · Unrealized Gain/Loss	(4,997.83)		72,578.29		
4400 · RESTRICTED REVENUE					
7300 · New Shelter					
4219 · New Shelter Revenue	(75.00)		(1,050.00)		
Total 7300 · New Shelter	(75.00)		(1,050.00)		
7400 · SALLY'S FUND					
4218 · Sally's Fund Revenue	4,406.05	5,000.00	7,158.05	5,000.00	5,000.00
6518 · Sally's Fund Expense	(185.00)	(291.70)	(347.00)	(2,624.98)	(3,500.00)
Total 7400 · SALLY'S FUND	4,221.05	4,708.30	6,811.05	2,375.02	1,500.00
7800 · COMMUNITY SPAY/NEUTER					
4210 · Community Spay/Neuter Revenue	60.00		240.00		
Total 7800 · COMMUNITY SPAY/NEUTER	60.00		240.00		
Total 4400 · RESTRICTED REVENUE	4,206.05	4,708.30	6,001.05	2,375.02	1,500.00
Total Other Income	(7,220.77)	4,708.30	307,859.99	2,375.02	1,500.00
Net Other Income	(7,220.77)	4,708.30	307,859.99	2,375.02	1,500.00
Net Income	3,107.60	(1,634.03)	1,259,494.92	(96,382.28)	(126,889.62)

Upper Peninsula Animal Welfare Shelter
A/P Aging Summary 2021
As of September 30, 2021

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Leah Schultz	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(50.00)</u>	<u>(50.00)</u>
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(50.00)</u>	<u>(50.00)</u>

Upper Peninsula Animal Welfare Shelter
A/R Aging Summary 2021
As of September 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	(50.00)	0.00	0.00	2,200.00	2,150.00
Bob & Crystal Swanson	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Carolyn & Bob Myers	0.00	0.00	0.00	0.00	6,600.00	6,600.00
CC PLEDGE	0.00	0.00	(500.00)	0.00	0.00	(500.00)
Chocolay	0.00	0.00	0.00	442.50	0.00	442.50
Colleen C. Whitehead	0.00	0.00	0.00	0.00	2,250.00	2,250.00
Ely Township	136.50	0.00	0.00	0.00	0.00	136.50
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	(40.00)	0.00	0.00	260.00	220.00
Kori & Byron Tossava	0.00	(100.00)	0.00	0.00	4,500.00	4,400.00
Lynn Andronis	0.00	0.00	0.00	0.00	1,350.00	1,350.00
Marquette City	0.00	97.50	0.00	0.00	697.00	794.50
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	2,700.00	2,700.00
MQT County	2,500.26	0.00	0.00	0.00	0.00	2,500.26
MTHNK, P.C.	0.00	0.00	0.00	(1,000.00)	2,000.00	1,000.00
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	750.00	750.00
Richard Storti	0.00	0.00	0.00	0.00	0.00	0.00
Rita Svetly	0.00	0.00	0.00	0.00	0.00	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	3,000.00	3,000.00
TruNorth Federal Credit Union	0.00	0.00	0.00	0.00	500.00	500.00
TOTAL	<u>2,636.76</u>	<u>(92.50)</u>	<u>(500.00)</u>	<u>(557.50)</u>	<u>42,293.50</u>	<u>43,780.26</u>

Upper Peninsula Animal Welfare Shelter											Key
Days Cash On Hand as of September 2021											
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021 YTD	
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	862,447.72	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	\$774,749.62	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	\$2,122.60	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	406	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											

UPAWS Board Meeting

10/25/2021

Executive Director Report

I. Animal Care

- a) **Success Story** – A dog came to UPAWS as a neglect case. She was very malnourished and docile. The previous owners reached out to UPAWS and informed us that she was a very aggressive dog and that we should just euthanize the dog. After the staff's evaluation we felt that the dog was very much the opposite of aggressive and needed a lot of love and care. The team at UPAWS put together a nutrition, medical, and social plan in place for the hopes of rehabilitation for her. After being with us for a month she became a totally different dog. She looks happy, healthy, and energetic and is ready for adoption.
- b) **Bayshore Veterinary Hospital** – The ED has met with Bayshore Veterinary Hospital/Dr. Hunt several times in the months of September and October. Our new agreement with Bayshore will be that Bayshore will set aside every sixth Saturday afternoon to assist with the medical care of our animals. Waiting for confirmation from Dr. Tim Hunt of when he would like to start.
- c) **Ishpeming Pound Update** – The ED, Reva Laituri, and Ishpeming Township Trustee (David Bosio) met on October 5th to talk about a partnership with the township and UPAWS. David was presented with a UPAWS contract in which we use for all other municipalities. David felt that terms were fair and made sense for a future partnership. He was going to bring the contract back to the trustee meeting for review and discussion. The ED was not needed for future conversations at the monthly trustee meeting. If the agreement takes place the township pound will be closed.
- d) **Animal Safety and Handling Training Program** – Please see attachment

II. Property

- a) **Approval Needed – Snow Plowing Contract** (Please See Recommendation for Approval)
- b) **Quotes for Transit Decals and Front Highway Sign** - Still waiting on receiving multiple quotes for both the Transit decals and the front sign. Will have ready to present at November meeting.

III. Human Resources

- a) **New Hires** – Part Time Animal Supervisor – Hayley Weston (started September 30th)
- b) **Resignation** – Lorraine Coutre who is our full-time animal supervisor has resigned from her position and her last day will be on October 26th, 2021.
- c) **Change in Position**- Becca Brown, who is currently an animal caregiver, will be transferring into the full-time animal supervisor position starting November 1st. Colin

Bertram who is a part time animal caregiver will now be a full-time animal caregiver starting November 1st.

- d) **Open Position** – Occasional Part Time Animal Caregiver
- e) **Trainings** – For the month of October the staff had the following customer service training –
 - October 1st - The Martial Art of Customer Service
 - October 8th - Why Customers Get Angry
 - October 15th - Secret Life of Words
 - October 22nd - A Culture of Teamwork and Caring

IV. **Business**

- a) **Budget Draft** – ED turned in an amended version of the budget to the Finance Committee on October 14th.
- b) **Shelter Assessment** – ED applied for a Shelter Assessment (valued at \$3,000) through the Michigan Pet Alliance and UPAWS was selected for the grant. The assessment will be very beneficial to our shelter as we can use those results and recommendations as part of our 2022 strategic plan. Also, if there are areas in which we are doing well, we would like to know about those strengths as we would like to celebrate and recognize the individuals who made these successes possible.
- c) **Bequest** – UPAWS was notified on 10/17/21 that we will be receiving a bequest of \$29,000 and should be receiving funds soon. The donor did not have a history with us in Neon.

Upper Peninsula Animal Welfare Shelter
Animal Safety and Handling Training Program

Begins November 1st 2021

I. Fear Free Training

- A. **Online Portal** - <https://fearfreeshelters.com/>
- B. All current employees must accomplish the course by November 30th 2021. If not completed by the end date, employee will not be put on the schedule for December.
- C. A copy of the certifications must be sent to Executive Director
- D. All new employees must complete certification as part of the orientation process before they can work with UPAWS animals.
- E. To prove that you are an employee during the registration process take a picture of either your name tag or business card and upload it to the portal.

II. Michigan Pet Alliance Monthly Trainings

- A. Once a month webinar that will be made as a viewing party for all staff. An invite will go out to all employees on specific dates.
- B. Once the webinar takes place, the resources from the webinar will be sent to all employees in the weekly update email.

III. Maddie's Fund/Maddie's University

- A. Online Apprenticeship Programs (ED is registered for a fall program)
- B. Online Class in which the student would receive continuing education credits
Examples of Classes – Managing Shelter Health, Feline Communication, Keeping Pets in A Home, Lost Pet Reunification
- C. After December 1st ED will be asking a different employee each month to take a class and teach what they learned to the rest of the staff.

IV. Peer to Peer Training

- A. Between classes in which will be offered or already known knowledge of a skill set, the ED will work with different employees to come up with a training on a specific topic with resources, educational materials, and visuals to present to the rest of the staff.

V. Reactive Animal Management Plan

- A. ED is working on template
- B. This would be used for all animals that would be defined as reactive
- C. How do we define an animal as reactive?
- D. The management plan will be a living document in which will be reviewed on a weekly basis with the point person (Animal Caregiver), Supervisor, Vet Assistant, and Executive Director
- E. All management plans will be made available for all employees
- F. If a management plan is not followed for the specific animal, an employee will could be written up or could lead to termination.

Volunteer & Community Outreach Coordinator Report October 2021

Volunteer

- Volunteers in-shelter have been coming consistently and have been a big help caring for the animals.
- Fosters: added new applicants. New foster person took mom cat and kittens.
- Transfer volunteer drove to Houghton to bring a dog to CCHS.
- Transport volunteers drove to Bridge to pick up transfer from Humane Animal Treatment Society and on another date cats from Wishbone Animal Shelter.

Community Outreach

- St. Michael parish teen group
 - Spoke at their October meeting at the former Father Marquette Middle School
 - Very informal – the group was receptive, respectful, and asked questions. Very nice!
 - The group made pumpkin dog treats for donations that will be donated to UPAWS
 - I made a list of some bigger items needed and presented the ideas.
 - Group made \$400! They will be buying and donating a XL dog Kuranda bed and either a cat Kuranda tower or Kitty Kasa.
- Empty The Shelter Fall Event: October 4 – 10th:
 - Admin for event. Attended and submitting all requirements. Advertising will begin this week. \$25 dogs and \$5 cats (adults).
 - 7 dogs and 19 adult cats found homes thru the Bissell event.
 - To continue ETS mission of helping shelters and to spread the positive impact that Empty the Shelters creates BISSELL Pet Foundation offered funding to shelters who can transport pets into their shelter from others in need during the week following ETS.

UPAWS transferred in 21 kittens, teenagers, and cats for this special offer. Transport came from Wishbone Animal Shelter in Allegan, MI.

What:	Funding per pet for transfers INTO your facility FROM open-admission shelters IN NEED of transfers out.
Who:	Organizations who are participating in ETS (you!) AND had a successful event with empty space afterwards to help others. *We realize many of you will not have empty space after this event and that is okay!! This is only directed at organizations who do.
When:	The days immediately following ETS, October 11-20. Transports INTO your facility during these days are eligible for funding.
What Pets:	All cats and dogs are eligible if they are from an open-admission shelter in need of transport assistance.
Funding:	Cats and kittens will be \$50 each. Puppies 1 year old and younger are \$50 each. Dogs over 1 year are \$100.

- Subaru Loves Pets
 - Contact admin – handling all requirements and advertising.
 - October Subaru (our local dealership) will donate \$100 a pet up to 31 pets adopted.
- MI Internet Company
 - Contacted by Nick, owner of MI Internet Company. He wants to do an adoption event in 2021. It was decided after speaking with our E.D. that November 15 – 21 would be the best time for UPAWS. Nick would like to include all pets, with a cap of \$1500.
- RETAIL:
 - Coordinate and maintain inventory for retail area, including ordering, receiving, and pricing.
 - This time of year, Holiday Store orders are coming in. Spent a good amount of time this past few weeks ordering, receiving, pricing and merchandising.
- Website, social media:
 - Posting, upkeep, help with making new pages, advertising daily
 - FACEBOOK
 - Scheduling discussion with Executive Director.
 - Schedule will be as follows:
Monday thru Friday 2 x a day @ 10am & 8pm
Saturday 10am
Sunday 8pm
 - INSTAGRAM
 - Daily 3 x
 - Morning, afternoon & early evening
 - TWITTER
 - 1x a day in morning
 - TikTok
 - Opened a UPAWS account
 - Starting to learn
 - Did a few posts
 - They seemed well received

The above scheduling is subject to review/change per the Executive Director with the Community Outreach Coordinator inputs/suggestions. I am monitoring the Insights and algorithms.

- Pet Promos:
 - 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 and a TV6 story about the Subaru Loves Pets event.

- OTHER
 - Helping up front when needed.
 - Brought food to Feed America October event at Berry Event Center.
 - Finished the new Cat, Dog and Small Animal signage. Looks much neater and is easier for potential adopters to see briefly some basics about the pets for adoption.

Submitted October 18, 2021

Ann Brownell

August 2021		<5 mos.		<5 mos.			
	DOGS	PUPS	CATS	KITS	OTHER	TOTAL	
Beginning Count	20	19	41	44	30	154	
INTAKE							YTD
Owner Surrender	16	0	21	6	20	63	417
Returned Adoption	2	0	2	0	0	4	26
Stray (from Police, Public and Shelter Pickup)	13	0	17	12	10	52	203
Born in Care	0	10	0	11	0	21	50
Transferred from Other Shelters	6	0	14	10	0	30	177
Special Hold/Service In	0	0	0	0	0	0	4
Seized/Custody (Cruelty & Neglect)	0	0	0	0	0	0	0
Total Intakes	37	10	54	39	30	170	877
OUTCOMES							
Adoptions (shelter, foster home or special event)	24	0	51	15	15	105	622
Total Adoptions YTD	118	6	288	49	161	622	
Returned to Owner	10	0	7	0	4	21	113
Transferred to Rescue Groups/Shelters	0	0	0	0	0	0	2
Total Live Outcomes	34	0	58	15	19	126	737
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	0	0	0	0	0	0	1
Dying	0	0	2	0	0	2	4
Animal's Name and Reason			Trophy & Doreen				
TOTAL ANIMALS EUTHANIZED	0	0	2	0	0	2	5
Died at shelter/foster home - Unknown	1	0	0	6	9	16	18
Missing/Stolen/Escaped	0	0	0	0	0	0	0
Animal's Name and Reason	Pugzie			See Note Below	See Note Below		
Total Euth/Died/Other Outcomes	1	0	2	6	9	18	23
Ending Count	22	29	35	62	32	180	
manual count	22	29	35	62	32	180	
SAVE RATE (Intake- Euthanasia Outcome)/Intake						98.8%	99.4%
ASPCA Live Release Rate (Live Outcomes/ Intake)						74.1%	84.0%

NOTE: Kittens and Hamsters were all immature

OTHER INFO	Dogs	Cats	
Avg. Length of Stay in Days	18	27.6	adopted only
Monthly Return Rate (returned adoptions/adoptions)	8%	3%	

Aug 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	3	0	3	12
Microchipping	4	2	0	6	135
Domestic Violence	0	0	0	0	3
Pending Investigation	3	1	0	4	4
Boarding	0	0	0	0	0
Paws Park Permits	11	0	0	11	70
Service - Home 2 Home	5	0	1	6	21
Service - Nailtrims	0	0	11	11	67
Service - Dog Licenses	3	0	0	3	12
Service - Cremation Services	0	0	2	2	14
Total	26	6	14	46	391

Board Development Committee Meeting Minutes

Chaired by: Colleen Whitehead

Date: October 14, 2021 5:00 pm – meeting held via Zoom

Members Present: Lynn Andronis, Kathi Fosburg, Reva Laituri, Crystal Swanson and Linda Roncaglione

- ❖ The discussion and review of Committee pending items included:
 - The Committee discussion focused on the review and revision of the New Board Member Application. The Committee reviewed the existing interview questions and *Board Policy 6.0 Expectations of Board Members* to add additional questions to allow the Committee the ability to gain a better profile, screen, and background on potential applicants. Colleen will provide a draft of the revised application for Committee review prior to the next meeting, new questions were discussed in areas such as job experience, volunteer experience, potential conflicts of interest and financial and time commitment/availability. Committee agreed that a Board Expectations document should be added to the New Board Application as an attachment. The Committee wants to be able to look at gathering initial information to address the current gaps in expertise.
 - Discussion was also held in regards to the Board's role in the recruitment of potential new Board members.
 - Final Board Matrix is pending receipt of information from Brian H. (since the Committee meeting was held, this information was received, and an updated Matrix will be posted to the drive).
 - Discussion on allowing access to the UPAWS Google Drive Board Development folder for Committee members. Colleen will add non-Board Committee members and send confirmation emails to each.
 - There are 3 vacant Board positions, all expiring in 2023. Currently, there are no pending or under review Board member applications.
- ❖ Updated discussion on location to store/file Board Development Committee information. A file cabinet location was provided by the ED and Lynn has agreed to move/transfer all Board Development files to the file cabinet prior to the November Committee meeting.
- ❖ Possible future topics for discussion included the creation/revision of Board Development Procedures and a template for the advertising and recruitment process.

Next Meeting:

November 11, 2021 at 5:00 pm. Meeting will be held via Zoom, monthly meetings are currently the 2nd Thursday of each month.

UPAWS Finance Committee Agenda

Meeting Date: Wednesday, October 20, 2021 at 5:30pm

Meeting Location: UPAWS Back Office Area

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

Excused: Corey Hollowell

1. Review of September Financials: Reviewed and discussed the September financial reports. Several corrections and questions were discussed and noted. Chris will send the needed changes to Corey for entry.
2. Continue 2022 Budget Review: Received and entered the estimated budget from the Fundraising Committee. Reviewed the budget as a whole and made changes to create a balanced budget for the board to review. Chris will enter the budget in Quickbooks and send the report to the Finance committee to review one final time. The board will be given the draft budget prior to the November board meeting and a decision can be made at that time to either approve the budget or schedule a work session.
3. Review Audit Recommendations: Tabled due to lack of time. The committee will have time for this next month now that a budget has been drafted.
4. Recommendation from Personnel Committee: Holiday Pay Policy Revision: The finance committee concurs with the recommendation from the personnel committee on the revision of the Holiday Pay Policy. Executive Director Bill Brutto expects that this will only require a budget of \$240 for the remainder of the current fiscal year.
5. Recommendation from Personnel Committee: Holiday Bonuses: The finance committee concurs with the recommendation from the personnel committee. The budget for this line item is currently \$3,000 and estimated staff bonuses will total \$8,875.

The meeting was adjourned at 7:25pm.

Next Meeting: Wednesday, November 17th at 5:30pm, UPAWS Back Office Area

Respectfully submitted,

Chris Danik
Treasurer / Finance Committee Chair

FUNDRAISING COMMITTEE MINUTES

October 18, 2021, 5:30 p.m.

Community Room, UPAWS

Attendees: Lynn Andronis, Bill Brutto (ED), Chris Danik, Leslie Hurst (Chair), Reva Laituri, Karen Rhodes. **Excused:** Ann Brownell, Marlene Ombrello, Amber Talo

Upcoming/Ongoing/Recently Completed Fundraisers:

- Pet Photo Calendar Contest (Reva): It's arrived and looks great! Sales will start soon at the shelter and Holiday store when it opens. Ann will begin advertising on FB & WP. Bill will deliver to Platinum Partners who received a monthly ad.
- Steinhuis (Ann) - Aug 25. \$140. Karen provided table stands with our upcoming events and annual report and picked up the check.
- Rescue Raffle (Chris) - Sept 18. Final report complete, \$5120 net, \$1000 over budget! Ticket sales came in far over budget. This is likely due to all of the community events attended. Tickets were sold at Gwinn Fun Daze, Blueberry Fest, Negaunee Pioneer Days Parade, Ishpeming 4th of July Parade, the Republic 150th Celebration, both SuperOne cookouts, and several days at Westwood Mall. Donations were under budget since donations received were at combined events with other fundraisers. We also had a lot of individual ticket sellers like last year.
- Strut Your Mutt (Chris) - Sept 18. Money still coming in, report next month.
- Sally's Ride (Reva) - Sept 25. Final report complete. \$5192 net, \$2367 over budget. Reva & Leslie worked the raffle sales. Lots of great bucket raffle items, very well attended, wonderful event.
- Holiday Store (Karen) - Ann's been ordering merchandise. Will set-up the store after Halloween, near Bath & Body. Karen will schedule volunteers.
- Pet Photos with Santa (Lynn) - Contacted Rising Tide for photographer, otherwise will find someone else. Will be contacting Mare-z-Doats for dates, they usually prefer the first two weekends of Dec. but sooner may give people more time to use for holiday cards. Leslie commented that places like Walgreens, Walmart, Target can usually turn-around photo cards quickly, but would be good to verify.
- Lock-Up (Amber) - Wed, Dec 1. Finalizing celebrities this month, opening up bail fundraising in Nov. Chris will set-up in Neon similar to last year, hoping to program some of the daily tallying, otherwise it's fairly tedious & time-consuming for him.

2022 Fundraisers:

- 2022 Golf Outing - Marquette Golf Club has eliminated Fridays for fundraising events so we are looking at holding on Thurs, July 14th.
- Community Rummage Sale - With the difficulty of finding a venue and the required man hours, Bill suggested we hold a community rummage sale on shelter grounds and allow people to rent a space. Everyone liked the idea so we will start working on it, probably for June. We could sell refreshments from the community room kitchen and possibly other services, and use the tents we have for SYM. A big thanks to Marlene

for her years of hosting the rummage sale - her organization and setup made it a big success year after year.

- Cause for Paws (Amber) - A very brief discussion on possibly a different format, venue, timing (Spring). Amber is aware of this and is considering it. If it is held in the Spring we need to firm up a venue asap.
- 2022 Budgets - Thank you for completing. Leslie will update the master sheet and send it to Chris (Finance) on Wed.
- Vendor List - Karen updated the 2021 list we created from the 2012 list Lynn provided. We will continue to update and maintain going forward. Thank you!
- 2022 Open Fundraisers - If you know anyone wanting to get more involved, please suggest open fundraisers to them and invite them to a meeting (let Leslie know so she can add to invite). They will need to take volunteer orientation if not an active volunteer already.

Other Business:

- Fundraising closet in CR is now locked. The key is hanging on the bulletin board near the mailboxes in the administrative office area. A key to the shed with tables is there too.
- Canister Report (Reva) - Under Canister folder on Fundraising drive.
- Fundraising Manual Updates - As you use it please send any suggestions for updates to Leslie.
- Next Meeting November 15, 2021, 5:30pm

The meeting was adjourned at 6:30pm

Respectfully submitted,

Leslie Hurst, Chair

PERSONNEL COMMITTEE REPORT

October 13, 2021, 10:00 a.m.

Present: Chairperson Reva Laituri, Lynn Andronis, Colleen Whitehead, Executive Director Bill Brutto

Bill reported that currently all staff positions have been filled, however, a full time supervisor has turned in her resignation. He noted that plans are in place to promote a full time animal caregiver to fill the position, to move an occasional animal caregiver into the full time caregiver position to hire fill the occasional animal caregiver opening.

An amendment to the Personnel Policies regarding Holiday Pay was presented by Bill. The committee agreed to recommend that full time employees working a designated holiday receive double their regular hourly rate, and part-time employees working a designated holiday receive 1-1/2 times their regular hourly rate. This proposal will be forwarded to the Finance Committee for their review and to the Board for approval.

The committee discussed Bill's proposal for annual holiday bonuses for staff. Following a lengthy discussion, a proposal was agreed upon and will be sent to the Finance Committee for review and to the Board for approval.

Bill gave an update on information he has received to date regarding options in health care benefits for full time employees. Costs for basic health care plans are being quoted at around \$5,000-\$6,000 per month, per employee, which is cost prohibitive. He is still investigating other options.

The meeting was adjourned at 12:13 p.m.

Respectfully submitted,



Chairperson

RI101321

Donor Development Ad-Hoc Committee
October 2021 Report

Committee did not meet due to scheduling conflicts.

Summary of Activity:

- ED Reception scheduled for Wed, Oct 27 5-7pm. Invitations mailed, receiving RSVPs, detailed plan complete and on track. Rick at Pride donated the invitations.
- The process of compiling an invite list reinforced the need to better track in-kind donations and services, from fundraisers to shelter operations, to really benefit from the features of NeonCRM. We will work on documentation on how to do this and utilizing other features like "Prospects".
- Working on mailing lists for Bill's solicitation letter and Newsletter
- Lynn continues doing the majority of data-entry from POB, DRS, and other methods along with PetPoint activity - Thank You! We hope to start focusing more on working through some process improvements with this.
- Reva is entering calendar pet photo entries - Thank You!
- Finalizing documentation for Neon dog park membership and vaccination maintenance so we can train Haley on this.
- Started looking at holiday card options. Reva provided a cool example of coasters that we'll look into.

Next meeting November 4th, 5:30pm UPAWS Back Office

- Holiday Cards
- Email Opt-Outs & Privacy Policy
- Donation / Fundraising \$ Flow
- Memberships

Respectfully submitted,

Leslie Hurst
Donor Development Chair