

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, February 28, 2022 / 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. January 24, 2022 Regular Meeting
6. Unfinished Business
 - a. Report and Recommendation from the E.D. re: Highway Sign
7. New Business
8. Communications
9. President's Report
10. Treasurer's Report
 - a. December 2021 Financials
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) – no report
 - 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 (Colleen) – did not meet
- h. Donor Development (Ad Hoc) (Leslie) – written

13. Public Comment

14. Board Comment

15. Adjournment

Next Board Meeting Date: March 28, 2022, 6 p.m., at the Shelter

**UPPER PENINSULA ANIMAL WELFARE SHELTER
BOARD OF DIRECTORS MEETING
Monday, January 24, 2022
MINUTES**

PRESENT: Lynn Andronis, Chris Danik, Leslie Hurst, Brian Hummel, Reva Laituri, Amber Talo

ABSENT: Alex Petrin (unexcused), Colleen Whitehead (excused)

GUESTS: Bill Brutto, E.D.

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 as submitted. Motion passed with unanimous consent.
3. Mission Moment: Leslie reported that she was at the shelter when the owner of “Sammy” came in to arrange for Home-2-Home. Re-homing “Sammy” was a difficult decision for the owner to make but Becca assisted with compassion and care.
4. Public Comment: None
5. Approval of Minutes:
 - a. December 27, 2021 Regular Meeting – Leslie made a motion, seconded by Brian, to approve the minutes with the following correction: Under “10.c.” corrected spelling of “Chris”. Motion passed by a majority with Amber abstaining.
 - b. December 27, 2021 Closed Session - Leslie made a motion, seconded by Lynn, to approve the minutes with the following correction: Under “2” corrected spelling of “Ray”. Motion passed by a majority with Amber abstaining.
 - c. January 12, 2022 Special Meeting – Leslie made a motion, seconded by Lynn, to approve the Minutes as presented. Motion passed, with Amber abstaining. Amber then added that, in the past, the director’s liability was a separate policy through United States Liability Insurance Company. Amber stated that the policy should still be valid through 8/2022, since we paid the premium in 8/2021 (approximately \$995 per year). Amber will forward the information to Bill and he will investigate and verify coverage.
6. Unfinished Business:
 - a. Status of Paws Park Committee – Lynn made a motion, seconded by Leslie, to table discussion pending recommendation from Policy Bylaw Committee. Motion passed with unanimous consent.
7. New Business:
 - a. Report and Recommendation from the E.D. re: Wage Scale Amendment - Leslie made a motion, seconded by Brian to approve the recommendation that the current UPAWS Personnel Policies, Appendix H, Classification and Rates: Wage Scale for Hourly Employees be amended per the Table listed in the recommendation, effective 1/1/22. Motion passed with unanimous consent.
 - b. Report and Recommendation from the E.D. re: Highway Sign - Bill reported that he started the process in September and it’s been a very difficult bidding process. The discussion centered around the issue that the sign is not currently budgeted, so do we

wait for 6 months to make sure finances are in good shape or move forward at this point since the sign will take some time to build. Per Bill, no external spotlights are allowed, only internally lit signs are permissible. Amber pointed out that a lit sign is one of the best marketing strategies for us. *Motion was made by Amber, seconded by Lynn, to table the final decision to our February meeting so that Bill can get revised quotes (with no tax) and a quote for the necessary electrical work. Motion passed with unanimous consent.* Amber offered to provide the names of electrical companies, if necessary.

- c. Resignation from Alex Petrin - Lynn made a motion, seconded by Leslie to accept Alex's resignation, with regret. *Motion passed with unanimous consent.* Additionally, Alex has communicated his plans on being an on-going resource for Bill.
8. Communications – Leslie reported that Mona Mager posted on Waste Management website that in lieu of throwing away any used sheets and towels that UPAWS could use these items. She also reported that the Sands Township review that was scheduled for 1/18 has been rescheduled for their April meeting. Amber noted that she has received messages on Facebook regarding the transfer of dogs from Detroit. She received positive communications for positive work in the community. Per Bill, we will be getting a transfer on Sunday of 30 cats. Brian relayed that Colleen had contacted him about the status of our Emergency Action Plan; Brian will follow up again with Bill.
 9. President's Report – Written report submitted.
 10. Treasurer's Report – Leslie asked why financial reports have not been finalized for review at our meetings. Chris reported that the delay is because we didn't receive the statements (from Wells Fargo and the Dixon Estate) in time for reconciliation and review by the Finance Committee prior to this meeting. He thought that it might be due that year end statements have taken longer from bank, but hopefully, it won't continue.
 11. Shelter Operations Report(s):
 - a. Report from the Executive Director – Written report submitted. This month has been Illness, Insurance, Ice (the "Three I's"). We have gone back to many virtual meetings. The Grooming Room is being used and the average donation has been \$10. Leslie commented that she has had people reach out to her about how great a service it is. Update: because we have a pretty severe case of kennel cough in shelter right now (which may have come from the Detroit dogs), we may have to use the Community Room as kennel areas for surrenders/strays for the next two weeks. Bill is investigating cleaning/disinfecting protocols for effectiveness and will incorporate the protocols into the SOPs. The risk management plan (attached) was very helpful when meeting with Prime for their review; they were very pleased that we had this developed. He had an all staff mandatory meeting last week to emphasize importance of the risk we had faced for possibly not having liability insurance. Amber questioned the "saving" by appointment. Bill and Ann worked for over a week on language for the appointment meeting to be very clear with understanding. "Host" employee has been good for adoptions. Betty White raised a little over \$10,000 from challenge.
 - b. Volunteer/Community Outreach Report – Written report submitted. Leslie liked the format, very readable and concise.
 - c. Stats – Report submitted.

12. Committee Reports:

- a. Board Development Committee Report – Written report submitted. There was some discussion as to the timing of the quarterly training sessions within board meetings. The consensus was that it would be most useful if we held the discussion in the middle of a board meeting. Our first training session would be at our March meeting on Programs/Services, with Bill presenting.
- b. Finance Committee Report – Committee did not meet.
- c. Fundraising Committee Report – Written report submitted. Lynn noted that, although she was listed as attending, she was not there.
- d. Paws Park Committee – Committee did not meet.
- e. Strategic Planning Committee Report – Committee did not meet
- f. Personnel Committee Report – Written report submitted.
- g. Policy / Bylaw Committee Report – Committee did not meet.
- h. Donor Development (Ad Hoc) – Written report submitted.

13. Public Comment - None

14. Board Comment – Questioned if there was any update on “replacement cost” of building for insurance? Bill still needs to follow up on that. Lynn reported that her goal is to post the meeting minutes out sooner.

15. Adjournment - *Leslie made a motion, seconded by Lynn, to adjourn the meeting. Motion passed with unanimous consent of those still present (Amber left the meeting at approximately 7:10 p.m.) Meeting adjourned at 7:18 p.m.*

Next Board Meeting Date: February 28, 2022, 6 p.m., at the Shelter.

Respectfully submitted,

Counter-Signed

Lynn Andronis, Secretary

Reva Laituri, President

**UPAWS Treasurer's Report
February 2022**

Activities Since Last Report:

- Researched status of our endowment fund and brought forward to the Finance Committee for review.

December 2021 Financials:

The December 2021 financials are presented to the Board of Directors for approval after being reviewed by the Finance Committee.

Treasurer's Notes:

Assets:

- Our checking account has stayed right around the \$215,000 mark. For our current budget and all cash assets gives us about 416 days cash on hand.
- Overall liquid assets continue to increase. The Finance Committee has started investigating long term investment strategy.
- Our Wells Fargo Brokerage account saw a 10.1% return in 2021. Just slightly under the return seen in 2020.
- The Dixon Trust corpus saw a 5.5% increase in 2021 while still receiving quarterly and a year end distribution.

Revenue:

- Special Gifts, 3rd Party Fundraisers, and Donations well over budget for the month.
- Dog Park, Rentals, and Memorial Bricks, and Naming Opportunities are falling under budget for the year.
- Donations are slightly under budget for the year but did well in December.
- Other line items are doing well or over budget.
- Overall revenue is significantly over budget and puts us in a good position.

Expense:

- Payroll is coming in over budget for the month but still under budget for the year. Due to having three paychecks this month.
- Utilities came in slightly over budget for the year, but garbage is included in that. The garbage and snow removal line item is way under budget.
- Animal supplies and equipment way over budget.
- Mileage is way over budget for the year.
- IT consulting is way over budget for the month. Includes bills from 906 and Range Communications. Line item is also over budget for the year.
- Other line items are doing well or under budget.
- Total expenses for the year were under budget at 87%

Respectfully Submitted,
Chris Danik
Treasurer

Upper Peninsula Animal Welfare Shelter
Statement of Financial Position 2021
As of December 31, 2021

	<u>Dec 31, 21</u>	<u>Dec 31, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1010 · mBank Checking	215,184.68	299,220.20	(84,035.52)
1011 · mBank General Savings	0.00	234,460.73	(234,460.73)
1012 · mBank Sally's Fund Savings	27,865.61	21,054.56	6,811.05
1013 · mBank Captial Campaign Checking	0.00	67,957.87	(67,957.87)
1016 · mBank Capital Campaign Savings	0.00	32,019.91	(32,019.91)
1018 · MBank Money Market Savings 5336	663,660.50	0.00	663,660.50
1070 · PayPal account	343.86	638.27	(294.41)
1071 · Square Account	0.00	94.75	(94.75)
1090 · Cash in Drawer	149.99	150.00	(0.01)
Total Checking/Savings	<u>907,204.64</u>	<u>655,596.29</u>	<u>251,608.35</u>
Accounts Receivable			
1200 · *Accounts Receivable	2,774.50	502.00	2,272.50
1524 · Capital Campaign Pledges	34,295.00	50,795.00	(16,500.00)
Total Accounts Receivable	<u>37,069.50</u>	<u>51,297.00</u>	<u>(14,227.50)</u>
Other Current Assets			
1080 · Petty Cash	400.00	400.00	0.00
12100 · Inventory Asset	(188.50)	95.10	(283.60)
1499 · Undeposited Funds	0.00	(75.00)	75.00
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>(11,599.91)</u>	<u>(11,391.31)</u>	<u>(208.60)</u>
Total Current Assets	<u>932,674.23</u>	<u>695,501.98</u>	<u>237,172.25</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	303,783.24	275,898.18	27,885.06
1700 · Beneficial Interest in MCCF	101,700.19	101,700.19	0.00
1702 · Beneficial Interest-Dixon F B	716,503.80	678,760.95	37,742.85
9999 · Point of Sale General Asset	(4.00)	(28.00)	24.00

Total Other Assets	<u>1,121,983.23</u>	<u>1,056,331.32</u>	<u>65,651.91</u>
TOTAL ASSETS	<u>5,732,184.58</u>	<u>5,428,766.42</u>	<u>303,418.16</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2001 · *Accounts Payable	<u>9,523.66</u>	<u>24,762.65</u>	<u>(15,238.99)</u>
Total Accounts Payable	9,523.66	24,762.65	(15,238.99)
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	1,524.83	563.60	961.23
2102 · Medicare and SS Payable	4,199.55	1,596.55	2,603.00
2103 · Michigan W/H Payable	4,591.97	2,528.39	2,063.58
2104 · Suta Tax Payable	90.93	78.71	12.22
2108 · AFLAC pre-tax	(59.43)	(59.43)	0.00
2111 · Simple Plan Payable	577.95	426.40	151.55
2100 · Payroll Liabilities - Other	<u>7,735.54</u>	<u>7,665.32</u>	<u>70.22</u>
Total 2100 · Payroll Liabilities	18,661.34	12,799.54	5,861.80
2330 · N/P Mbank PPP Proceeds	0.00	54,300.00	(54,300.00)
2550 · Sales Tax Payable	<u>813.10</u>	<u>788.08</u>	<u>25.02</u>
Total Other Current Liabilities	<u>24,529.52</u>	<u>72,942.70</u>	<u>(48,413.18)</u>
Total Current Liabilities	34,053.18	97,705.35	(63,652.17)
Long Term Liabilities			
2300 · Mortgage-New Shelter	<u>0.00</u>	<u>1,030,357.25</u>	<u>(1,030,357.25)</u>
Total Long Term Liabilities	<u>0.00</u>	<u>1,030,357.25</u>	<u>(1,030,357.25)</u>
Total Liabilities	34,053.18	1,128,062.60	(1,094,009.42)
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	<u>1,397,427.58</u>	<u>152,365.03</u>	<u>1,245,062.55</u>
Total Equity	<u>5,698,131.40</u>	<u>4,300,703.82</u>	<u>1,397,427.58</u>
TOTAL LIABILITIES & EQUITY	<u>5,732,184.58</u>	<u>5,428,766.42</u>	<u>303,418.16</u>

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

Ordinary Income/Expense	<u>Dec 21</u>	<u>Budget</u>	<u>Jan - Dec 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income					
2331 · PPP Loan Forgiveness	0.00		108,600.00		
4000 · SHELTER REVENUE					
4005 · Pet Adoptions	8,219.97	5,833.33	88,294.40	70,000.00	70,000.00
4010 · Redeemed Animals	255.00	325.00	7,252.00	3,900.00	3,900.00
4015 · Vet/Optional Care	232.26	83.33	1,380.15	1,000.00	1,000.00
4017 · Dog Park	195.00	625.00	3,945.00	7,500.00	7,500.00
4018 · Rentals Revenue	0.00	150.00	50.00	1,800.00	1,800.00
4020 · Government Contracted Services	10,522.42	1,333.33	28,699.18	16,000.00	16,000.00
4025 · Restitutions/Investigations	0.00	0.00	0.00	0.00	0.00
4030 · Dog License Revenue	0.00	33.33	420.00	400.00	400.00
4031 · Microchipping	0.00	83.33	2,867.00	1,000.00	1,000.00
4032 · Nail Clipping / Grooming	110.00	50.00	1,325.00	600.00	600.00
4033 · Community Spay/Neuter Revenue	0.00	416.66	4,675.45	5,000.00	5,000.00
4050 · Miscellaneous Services	0.00	50.00	3,421.59	600.00	600.00
4060 · Cremation Services Revenue	0.00	125.00	1,122.00	1,500.00	1,500.00
Total 4000 · SHELTER REVENUE	<u>19,534.65</u>	<u>9,108.31</u>	<u>143,451.77</u>	<u>109,300.00</u>	<u>109,300.00</u>
4100 · DIRECT PUBLIC SUPPORT					
4006 · Pet Care Sponsorship	575.00	608.33	7,493.30	7,300.00	7,300.00
4008 · Pet Promotion Sponsorship	0.00	20.83	825.90	250.00	250.00
4109 · Pink Lady	375.00	166.66	3,035.00	2,000.00	2,000.00
4110 · Donations	46,310.42	20,833.37	214,489.05	250,000.00	250,000.00
4120 · Special Gifts	2,351.44	958.33	18,795.84	11,500.00	11,500.00
4123 · Memorial Bricks/Tiles	125.00	625.00	1,510.00	7,500.00	7,500.00
4125 · Donated Svs/Material In Kind	1,249.00	3,083.33	27,740.63	37,000.00	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	999,971.10	0.00	0.00
4152 · Direct Solicitations	0.00		0.00		
4188 · Naming Opportunities	0.00	4,166.66	515.00	50,000.00	50,000.00
Total 4100 · DIRECT PUBLIC SUPPORT	<u>50,985.86</u>	<u>30,462.51</u>	<u>1,274,375.82</u>	<u>365,550.00</u>	<u>365,550.00</u>
4156 · GRANT REVENUE					
4157 · General Grants	0.00	833.33	5,930.00	10,000.00	10,000.00
4156 · GRANT REVENUE - Other	0.00		1,525.00		
Total 4156 · GRANT REVENUE	<u>0.00</u>	<u>833.33</u>	<u>7,455.00</u>	<u>10,000.00</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	1,471.12	137.50	7,001.21	1,650.00	1,650.00
4140 · Canisters	695.95	666.68	8,517.57	8,000.00	8,000.00
4143 · Econo Receipts	0.00	433.33	5,948.28	5,200.00	5,200.00
4144 · Cause for Paws	500.00	0.00	500.00	24,600.00	24,600.00
4146 · Rummage Sale	0.00	0.00	5,010.59	0.00	0.00

4147 · Strut Your Mutt	500.00	0.00	15,856.68	12,000.00	12,000.00
4151 · Raise The Woof	500.00	0.00	500.00	0.00	0.00
4170 · TUFT Golf Outing	500.00	0.00	20,056.00	19,350.00	19,350.00
4183 · Rescue Raffle	0.00	0.00	7,437.00	6,200.00	6,200.00
4185 · Lights of Love	3,182.75	1,300.00	4,029.08	2,600.00	2,600.00
4197 · Calendar	1,754.00	1,107.50	23,405.30	13,290.00	13,290.00
4204 · MZD Santa Pics	0.00	2,300.00	0.00	2,300.00	2,300.00
4299 · Kennel Lock-up Fundraiser	29,272.32	0.00	29,297.32	0.00	0.00
4380 · Online Store Fundraiser	0.00		36.04		
Total 4200 · FUNDRAISING REVENUE	38,376.14	5,945.01	127,595.07	95,190.00	95,190.00
4500 · OTHER Revenue					
4001 · Volunteer Program	0.00	70.00	0.00	350.00	350.00
4112 · Kids Club	0.00	0.00	0.00	0.00	0.00
4201 · Home2Home	0.00	12.50	0.00	150.00	150.00
4205 · Resale Items Revenue	11,172.87	1,833.33	37,859.18	22,000.00	22,000.00
4215 · Interest Revenue	28.18	1.66	550.41	20.00	20.00
4220 · Miscellaneous Revenue	25.00	66.66	1,401.89	800.00	800.00
4221 · Endowment Fund Earnings	0.00	83.33	3,781.94	1,000.00	1,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	1,000.00	16,437.62	12,000.00	12,000.00
4227 · Distribution from Dixon Estate	23,179.00	2,500.00	32,102.27	30,000.00	30,000.00
Total 4500 · OTHER Revenue	34,405.05	5,567.48	92,133.31	66,320.00	66,320.00
46000 · Merchandise Sales	0.00		0.00		
Total Income	143,301.70	51,916.64	1,753,610.97	646,360.00	646,360.00
Gross Profit	143,301.70	51,916.64	1,753,610.97	646,360.00	646,360.00
Expense					
5000 · Employee Expense					
5200 · Payroll Expenses	44.61		70.22		
5201 · Wages & Salaries	49,355.34	30,398.29	328,638.85	360,103.03	360,103.03
5225 · Simple Plan Employer	204.68	226.80	1,656.52	2,721.60	2,721.60
5230 · Michigan Unemployment Payable	10.28	27.40	(151.28)	326.79	326.79
5235 · Employer Social Security	3,060.04	1,887.39	20,375.61	22,512.38	22,512.38
5240 · Employer Medicare	715.66	441.40	4,765.27	5,264.99	5,264.99
5245 · Worker's Compensation	821.00	536.00	3,746.00	6,432.00	6,432.00
5246 · Employee Relations	142.90	3,000.00	(447.87)	3,000.00	3,000.00
5247 · QSEHRA	0.00	2,250.00	1,058.23	13,500.00	13,500.00
Total 5000 · Employee Expense	54,354.51	38,767.28	359,711.55	413,860.79	413,860.79
5500 · OPERATING EXPENSE					
5009 · Phone/Network Access	337.02	273.50	3,278.63	3,282.00	3,282.00
5011 · Merchant Service Fees	493.53	500.00	5,440.67	6,000.00	6,000.00
5012 · Bank Service Charges	0.00	12.50	442.26	150.00	150.00
5013 · Paypal Fees	0.00	8.33	145.71	100.00	100.00
5014 · Square Fees	250.54	125.00	972.19	1,500.00	1,500.00
5050 · Utilities	4,613.32	2,333.37	30,948.45	28,000.00	28,000.00
5100 · Cleaning Supplies	159.00	458.37	4,950.17	5,500.00	5,500.00
5102 · Animal Supplies/Equipment	1,560.15	308.37	7,636.87	3,700.00	3,700.00
5105 · Repairs/Maintenance	477.28	583.33	7,820.99	7,000.00	7,000.00
5106 · Garbage/Snow Removal	1,000.00	833.33	1,927.50	10,000.00	10,000.00
5115 · Office Supplies/Postage	956.21	402.50	6,192.15	4,830.00	4,830.00

5117 · Community Spay/Neuter Expense	349.00	916.66	5,639.50	11,000.00	11,000.00
5120 · Building/Auto Insurance	0.00	916.66	11,594.82	11,000.00	11,000.00
5125 · Food	963.13	1,291.70	8,361.62	15,500.00	15,500.00
5127 · Microchips	0.00	833.33	3,422.50	10,000.00	10,000.00
5130 · Medical Supplies-Vaccines	3,178.14	1,266.66	12,874.47	15,200.00	15,200.00
5135 · Vet Care	10,652.53	4,666.68	31,598.92	56,000.00	56,000.00
5137 · Vaccines	0.00		0.00		
5140 · Spay & Neuter Expense	3,967.44	2,083.33	20,787.14	25,000.00	25,000.00
5141 · Animal Equipment	0.00		0.00		
5145 · Vehicle	628.82	125.00	2,043.33	1,500.00	1,500.00
5146 · Dog License Expense	0.00	37.50	390.00	450.00	450.00
5150 · Mileage	178.71	20.83	539.35	250.00	250.00
5160 · Depreciation	0.00	0.00	0.00	0.00	0.00
5165 · Cash over/short	30.17	0.00	22.56	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	457.00	166.66	1,875.00	2,000.00	2,000.00
6138 · Pink Lady Expense	422.90	166.66	2,059.91	2,000.00	2,000.00
6524 · Dog Park	0.00	208.37	0.00	2,500.00	2,500.00
6528 · Rentals Expense	0.00	0.00	0.00	0.00	0.00
6539 · Computer Software	142.42	369.00	4,545.70	4,428.00	4,428.00
6565 · IT Consulting	859.50	55.00	954.50	660.00	660.00
Total 5500 · OPERATING EXPENSE	31,676.81	18,962.64	176,587.84	227,550.00	227,550.00
5550 · GRANT EXPENSE					
5551 · General Grants	0.00	625.00	700.18	7,500.00	7,500.00
Total 5550 · GRANT EXPENSE	0.00	625.00	700.18	7,500.00	7,500.00
5600 · FUNDRAISING EXPENSE					
5299 · Kennel Lock-up EXPENSE	1,075.64	0.00	1,075.64	0.00	0.00
5603 · MZD Santa Pics Expense	0.00	0.00	0.00	25.00	25.00
6307 · Calendar Expense	22.75	0.00	3,277.49	2,050.00	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	6,990.00	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	16.70	222.50	200.00	200.00
6317 · Raise The Woof Expense	0.00	0.00	350.00	0.00	0.00
6322 · Rescue Raffle Expense	0.00	0.00	2,116.10	2,179.00	2,179.00
6324 · Miscellaneous Expenses	0.00	0.00	130.54	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	75.00	0.00	125.00	125.00
6550 · Strut Your Mutt Expense	0.00	0.00	2,621.05	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	1,098.39	91.70	17,091.36	22,278.00	22,278.00
59900 · POS Inventory Adjustments	0.00		0.00		
6000 · OTHER EXPENSE					
5142 · Volunteer Program	48.00	100.00	1,158.34	1,200.00	1,200.00
6313 · Direct Solicitations	3,555.62	900.00	11,192.91	10,800.00	10,800.00

6503 · Community Outreach	119.00	87.99	686.98	1,055.00	1,055.00
6504 · Memorial Bricks/Tiles	0.00	291.68	2,063.25	3,500.00	3,500.00
6505 · Professional Fees	0.00	1,250.00	24,831.34	15,000.00	15,000.00
6510 · Publications	5,498.15	1,250.00	11,261.45	15,000.00	15,000.00
6511 · Pet Promotion Expense	459.85	312.50	2,152.01	3,750.00	3,750.00
6515 · Promotions & Advertising	221.55	70.80	655.42	850.00	850.00
6523 · Kids Club	0.00	10.00	49.95	120.00	120.00
6525 · Resale Items Expense					
5129 · Employee Uniforms	21.00	29.24	243.16	350.00	350.00
6525 · Resale Items Expense - Other	3,285.93	1,083.33	22,477.74	13,000.00	13,000.00
Total 6525 · Resale Items Expense	3,306.93	1,112.57	22,720.90	13,350.00	13,350.00
6530 · Conferences / Training	0.00	83.33	140.00	1,000.00	1,000.00
6532 · Donor Development	0.00	146.25	606.26	1,755.00	1,755.00
6535 · Licenses, Dues, Permits & Fees	399.00	125.00	5,332.06	1,500.00	1,500.00
6540 · Miscellaneous Expense	280.23	250.00	1,765.07	3,000.00	3,000.00
6561 · Investment Expense	2,389.92	0.00	18,891.77	0.00	0.00
6590 · Mortgage Fees/Interest	0.00	2,525.92	17,710.28	31,180.83	31,180.83
6688 · Naming Opportunity Expense	0.00	41.70	566.99	500.00	500.00
Total 6000 · OTHER EXPENSE	16,278.25	8,557.74	121,784.98	103,560.83	103,560.83
Total Expense	103,407.96	67,004.36	675,875.91	774,749.62	774,749.62
Net Ordinary Income	39,893.74	(15,087.72)	1,077,735.06	(128,389.62)	(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	23,858.55		68,660.15		
4300 · Unrealized Gain/Loss	(18,882.33)		57,810.27		
4400 · RESTRICTED REVENUE					
7300 · New Shelter					
4219 · New Shelter Revenue	(75.00)		(1,275.00)		
Total 7300 · New Shelter	(75.00)		(1,275.00)		
7400 · SALLY'S FUND					
4218 · Sally's Fund Revenue	650.00	0.00	13,555.05	5,000.00	5,000.00
6518 · Sally's Fund Expense	(2,820.00)	(291.70)	(3,537.00)	(3,500.00)	(3,500.00)
Total 7400 · SALLY'S FUND	(2,170.00)	(291.70)	10,018.05	1,500.00	1,500.00
7800 · COMMUNITY SPAY/NEUTER					
4210 · Community Spay/Neuter Revenue	0.00		0.00		
Total 7800 · COMMUNITY SPAY/NEUTER	0.00		0.00		
Total 4400 · RESTRICTED REVENUE	(2,245.00)	(291.70)	8,743.05	1,500.00	1,500.00
Total Other Income	2,731.22	(291.70)	319,692.52	1,500.00	1,500.00
Net Other Income	2,731.22	(291.70)	319,692.52	1,500.00	1,500.00
Net Income	42,624.96	(15,379.42)	1,397,427.58	(126,889.62)	(126,889.62)

**Upper Peninsula Animal Welfare Shelter
A/P Aging Summary 2021
As of December 31, 2021**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Ann Brownell	298.82	1,197.69	0.00	0.00	0.00	1,496.51
Art Unlimited Sportswear	0.00	136.00	0.00	0.00	0.00	136.00
Choice Propane	0.00	655.53	0.00	0.00	0.00	655.53
Karen Rhodes{	116.00	0.00	0.00	0.00	0.00	116.00
Leah Schultz	0.00	0.00	0.00	0.00	(50.00)	(50.00)
Midwest Cremation Services	25.00	0.00	0.00	0.00	0.00	25.00
Negaunee Vet Clinic	0.00	1,895.98	0.00	0.00	0.00	1,895.98
Northern Veterinary Associates	1,847.48	0.00	0.00	0.00	0.00	1,847.48
Office Planning Group	0.00	79.99	0.00	0.00	0.00	79.99
Pride Printing	0.00	245.10	0.00	0.00	0.00	245.10
Quill	37.09	0.00	0.00	0.00	0.00	37.09
Reva Laituri	219.51	0.00	0.00	0.00	0.00	219.51
visa-3638	1,506.80	0.00	0.00	0.00	0.00	1,506.80
Visa-4470	837.67	0.00	0.00	0.00	0.00	837.67
Wishbone Pet Rescue	0.00	0.00	475.00	0.00	0.00	475.00
TOTAL	<u><u>4,888.37</u></u>	<u><u>4,210.29</u></u>	<u><u>475.00</u></u>	<u><u>0.00</u></u>	<u><u>(50.00)</u></u>	<u><u>9,523.66</u></u>

**Upper Peninsula Animal Welfare Shelter
A/R Aging Summary 2021
As of December 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	1,950.00	1,950.00
Bob & Crystal Swanson	0.00	0.00	0.00	(1,000.00)	2,000.00	1,000.00
Carolyn & Bob Myers	0.00	0.00	0.00	0.00	5,260.00	5,260.00
Chocolatey	0.00	0.00	0.00	0.00	442.50	442.50
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	0.00	0.00	0.00	60.00	60.00
Kori & Byron Tossava	0.00	0.00	0.00	(100.00)	4,200.00	4,100.00
Lynn Andronis	0.00	(50.00)	0.00	0.00	1,200.00	1,150.00
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	2,500.00	2,500.00
MQT County	2,730.00	0.00	0.00	0.00	0.00	2,730.00
MTHNK, P.C.	0.00	0.00	0.00	0.00	1,000.00	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	525.00	525.00
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	2,000.00	2,000.00
TruNorth Federal Credit Union	0.00	0.00	0.00	0.00	500.00	500.00
TOTAL	<u>2,730.00</u>	<u>(50.00)</u>	<u>0.00</u>	<u>(1,100.00)</u>	<u>35,489.50</u>	<u>37,069.50</u>

Upper Peninsula Animal Welfare Shelter

Days Cash On Hand as of December 2021

	Cash Less Restricted Funds*	Annual Expense	Daily Expense	Days Cash on Hand	
2021	\$882,513.53	\$774,749.62	\$2,122.60	416	(Year to Date)
2020	\$645,045.70	\$753,663.47	\$2,064.83	312	
2019	\$415,591.49	\$741,157.74	\$2,030.57	205	
2018	\$311,797.49	\$521,136.55	\$1,427.77	218	
2017	\$215,192.09	\$536,174.67	\$1,468.97	146	
2016	\$201,661.55	\$602,450.00	\$1,650.55	122	
2015	\$152,858.00	\$576,669.00	\$1,579.92	97	
2014	\$191,970.00	\$520,354.25	\$1,425.63	135	
2013	\$146,529.00	\$431,923.23	\$1,183.35	124	
2012	\$147,882.00	\$451,620.63	\$1,237.32	120	

Cash Less Restricted Funds includes: General Checking Account, Money Market Account, Accounts Receivable, Square balance, Paypal balance, Petty Cash, Cash in Drawer, and Undeposited Funds

Executive Director Report

I. Animal Care and Operations

a. Success Story –

The Month of Cats – In the month of February we had a cat transfer from Wishbone in which we received 30 cats and had a surrender of 11 more from one household. Just between those two intakes, 37 of the 41 cats have already been adopted. Also, two cats gave birth to their litters on back-to-back days in the shelter. We have found foster homes for the moms and their litters.

Sponge – The picture says a lot, but what an unbelievable transformation from the last four months for Sponge. Sponge came as a stray and her face was swollen and infected; she had ear infections and hematomas. She had wounds and deep bites on her face. A puncture inside her had air under it, so she crackled, plus she was emaciated. She was desperate for help. On top of it, our vet had no idea if she had a rabies vaccine, being a stray. Her bites most likely came from a wild animal. So, per protocol, she was placed on a 4-month rabies hold.

She is doing wonderful now and we are hoping she finds a new home soon. She is lovable with a lot of energy and just needs someone to give her a lot of attention and love.



b. Animal Care Staff Training Plan for February – Please see attachment

This is the first month of the new training program for all animal care staff. Their five hours of training must be complete by the end of each month to be put on the next month's schedule.

- c. **Michigan Pet Alliance Shelter Assessment (Update)** – I reached out to the MPA to see if there was an update on scheduling our shelter assessment. The communication back was that they are in the process of rebuilding their shelter assessment committee and that the assessment will happen in the summer. More information will be provided once it is received.
- d. **Veterinarian Center Committee Minutes – Please see attachment**

II. Property

- a. **Front Highway Sign (Update)** – The latest step was to receive more quotes on the electrical for the sign. I did receive two other quotes, but they were not comparable quotes, and the quotes were significantly different cost wise. Even though all the companies received the same specifications of what we are looking for they all came back very different. I am having the two companies come back out to requote, but they had to schedule us almost two weeks out. I am hoping that all of the information will be accurate and be ready for final presentation for the month of March.
- b. **Community Room Electrical** – Received several more quotes in which one was under one thousand dollars (the lowest bid). The work will be done on the dimmer switches for the community room on March 1st.
- c. **Hot Water** – When installing the boilers for the new shelter, the original installer programmed the boilers to shut off on Saturday afternoons and would turn back on by Monday mornings, meaning there has never been hot water in the building for the last 3 years on Sundays. This was fixed and reprogrammed on 2/16/22 as we now have hot water seven days a week.
- d. **HVAC** – We were having some issues with our heat distribution in several locations in the shelter. Two projects that took place to help with the heating of the building was the cleaning of the coils and replacing one of the surge protectors that kept overloading and shutting off one of the units. All work is now complete.
- e. **Maintenance Check List** – This list which was provided to me by Alex Petrin in August of 2021 is complete and can be found in the shelter operations drive under Maintenance Checklist.

III. Human Resources

a. Health and Safety Protocols

I have continued to reevaluate our health and safety protocols since November. In the month of February for Marquette County the positive Covid cases per day have drastically gone down. Here are some stats on positive Covid cases per day from the last month –

January 24th, 2022 – Average in county – 278
February 14th, 2022 – Average in county – 35
February 24th, 2022 – Average in county – 17

With the following data and with many metropolitan cities, school districts, and churches removing their mandates, I believe that it was time to do the same. On 2/19, I removed the mask mandate in our facility. We will highly recommend that people who do not have the vaccine to still wear one. We will continue to spread out during meetings and have staff monitor their overall health.

- b. Employee Smart Goals – Please see attachment** - Each employee had to create two smart goals for the year and turn in their goal sheet by February 11th. A SMART goal is used to help guide goal setting. SMART is an acronym that stands for Specific, Measurable, Achievable, Realistic, and Timely. Therefore, a SMART goal incorporates all of these criteria to help focus your efforts and increase the chances of achieving your goal. The staff did a fantastic job in their goal setting as many of the goals specifically had to do with their vocation, but also many had goals on their mental health and overall wellbeing. The purpose for this task is that when people have goals to achieve, they are hopefully growing and striving as a person and an employee.

IV. Emergency Action Plans – met with Brian Hummel in the month of February to help create the key elements of an Emergency Action Plan for UPAWS. Brian and I plan on meeting in March to go over my detailed plan and will implement beginning in April. I have created the following as emergency radio codes for staff –

- a. UPAWS Radio Codes** – The staff will be trained using the following codes. This is needed as we have had to deal with several safety situations in the last two months. Also, this will help our staff filter some of their language when speaking on the radios. This information is in a separate document in the shelter operations drive.

- **Can Some One Play Fetch with Spot?** – Assistance needed at the front desk
- **Code Red** – Imminent Danger
 - An active shooter is in the building or there is a hostage situation.
 - Get into your safety zone
- **Code Green** – Emergency – Evacuate Building
 - Listen to instructions from the supervisor
 - Report to your assigned location away from the building
- **Code Yellow** – Animal Attack
 - Deescalate the situation

- Retrieve an emergency/safety kit
- **Code Blue** – Medical Emergency
 - Call 911
 - Retrieve an emergency/safety kit
 - Secure Human and Animals
- **Code Black** – Power Outage
 - Make sure generator is on
 - Secure animals
 - Decision on being open to the public
- **Code Purple** – Animal is Deceased
 - Listen to instructions from Vet Assistant
 - Follow procedures for deceased animal

b. Outline of Emergency Action Plan

- Potential Threat
- Medical Emergency
- Power Failure
- Wildfire/Fire
- Medical Emergency – Animal
- Animal Attack
- Shelter Evacuation
- Specific Tornado Safety Locations
- Specific Safety Zones
- Map of Building with fire alarms, exits, and safety kit locations
- Instructions on use of generator

- c. Commercial Generator** – more information to come, but in the research process the average price for a commercial generator is between 20k – 30k depending on wattage and size.

V. Fundraising

- a. Online Fundraising** – I would like to try and implement online fundraising days (virtual solicitation) which would occur every couple of months. The goal for these online fundraising days is to target a different demographic than the donors we reach through our mailings. It is a simple way to generate some donations with very little cost.

On 2.22.22 we created a campaign online in which people could donate \$22 or more on Twosday. We had 23 donors in which a total of \$564.01 was donated.

Some board members were concerned that this might discourage donors who normally give through the solicitation letters to just give a smaller amount online. Even though it is a small sample size, the data shows that this could be beneficial and will not impact our donations from the solicitation letters. The following is data from the 23 online donors that gave on 2.22.22 –

First Time Donors That Gave On 2.22.22	10		
Previous Donors That Gave On 2.22.22	13		
Breakdown of Previous Donors	Amount of Donations	The Form of Giving	Average Donation
Donor 1	4	2 – Online 2 – Letter	\$25
Donor 2	147 (GEM)	134 – Online 13 – Letter	\$35
Donor 3	8 (last time donated was 2018)	4 – online 4 - check	\$34
Donor 4	3	3 – online	\$25
Donor 5	9 (one other donation since 2018)	2 – online 7 – mailed in	\$36
Donor 6	17	4 – online 13 – letter	\$25
Donor 7	4 (one other donation since 2016)	4 – online	\$81.56
Donor 8	12 (use to be a GEM)	11 – online 1 – Letter	\$20
Donor 9	12	6 – online 6 – checks	\$45
Donor 10	2	2 – online	\$25
Donor 11	16	16 – online	\$26
Donor 12	17	1 – online 16 – checks	\$20
Donor 13	11	1 – online 10 – checks	\$56

- b. Solicitation Letters Update** – Our winter solicitation was sent to the printer on February 4th, 2022. It was delayed for mailing though as there is a national shortage of envelopes. Our printer was trying to have the letters mailed out by 2/25/22, but it all depends when envelopes are received. We have noted this for future reference.

- c. **Donor Relations** – There has been a lot of networking and relationship building the previous two months and these relations will all be documented in my quarterly development report. The report will be made available at the end of March.

Upper Peninsula Animal Welfare Shelter

Animal Care Staff Training Plan

February 2022



1. **Best Friends Network Podcast**

Episode Trends for 2022

<https://podcasts.apple.com/us/podcast/the-best-friends-podcast/id1506087242?i=1000548508282>

Instructions – Please listen to the podcast and write a summary of what you learned from the podcast

Training Time – 1 hour

2. **Multidisciplinary Digital Publishing Institute (Scientific Journals)**

Preliminary Investigation of Food Guarding Behavior in Shelter Dogs

Instructions – Please read the journal and write a summary of what you learned from the journal

Training Time – 1 hour

3. **Michigan Pet Alliance Webinar**

Month Topic - Giving Dog Choices

February 16th, 2022 6pm

Community Room

Instructions – Join with your co-workers during the live broadcast streaming from the community room. If you cannot make it to the webinar, you will have to watch the rebroadcast and send me a summary of what you have learned.

Training Time – 2 hours

4. **Peer to Peer Training (Mandatory for all Animal Staff)**

Muzzle Training – Julie Mahan

February 15th, 2022 – 10:30am – 11:30am

Community Room

Instructions – All animal care staff must be at this training. There will be a small test at the end of this training

Training Time – 1 hour

Upper Peninsula Animal Welfare Shelter

Veterinarian Center Committee

Meeting Minutes - 2/9/22

Committee Members – Dr. Scott Jandron, Jessica Hurd, Colleen Whitehead, Laura Rochefort, Bill Brutto

I. **Rabies Testing Update** - Dr. Scott Jandron

Discussion – Dr. Jandron informed the committee that the only individuals that are allowed to administer the rabies vaccine is a veterinarian. Dr. Jandron found a lab in Kansas that will conduct the serologic monitoring testing. There are only two labs in the country that will run this test. After much brainstorming within the committee the following protocol was created.

UPAWS Rabies Testing and Bite Hold Protocol

If a stray animal (cat or dog) comes into UPAWS with bite wounds of an unknown origin and rabies status is unknown, once the animal becomes UPAWS property, the following options must be considered.

Option 1. Vaccinate and Quarantine

1. The animal is taken to the vet for a rabies vaccination.
2. This animal will then need to be in quarantine for 4 months.

Option 2. Serologic Monitor Testing

1. The animal is taken to the vet for..
 - a. Blood draw (put into fridge if next draw is in 5 days or put in freezer if next draw is 7 days)
 - b. Rabies vaccine
3. Five to 7 days later, the animal is taken to the vet for a second blood draw
4. Samples are mailed out with Fedex Next day. On ice.
5. Results
 - a. If consistent with a rabies vaccine in the past -
Resume quarantine but only need to for 45 days
 - b. If not consistent with a rabies in the past –
Resume 4 month quarantine

II. **Vet Center Stages** – Laura Rochefort

Discussion – Bill asked Laura to put together the different stages of how to open the Vet clinic. The following is what Laura created with input from the committee -

1. Basic diagnostics - u/a, fecals, ear cytology, skin scrape, etc.
2. Microchipping, nail clipping
3. **Vaccines for shelter pets – we are currently in stage 3**
4. Spay/Neuters of shelter pets
5. Dentals for shelter pets

6. Vaccines for public pets
7. Spay/Neuters for public pets
8. Mobile Vet Clinic

III. **Vet Center Items We Have** – Laura Rochefort

Discussion – Bill asked Laura to start to work on the inventory list of items that we currently have to open the clinic. The discussion was also about the equipment we would need to meet the basic needs of our animals.

The following items we have -

- A. surgery light
- B. microscope
- C. centrifuge (ordered - not received yet)
- D. 2 spay/neuter instrument packs
- E. IV Pump
- F. Anes. passive pole
- G. anes. iso well fill

Our greatest need is a surgery lift table. Dr. Jandron said that one of those tables can be about \$2,500 to \$3,000.

Action – Laura is going to receive quotes on the lift table. Bill is going to investigate some donor options to see if he can raise the funds before such item is purchased.

IV. **Training for Staff** – Bill Brutto

Discussion – Bill was looking for recommendations of trainings for the staff in how to properly administer medications to our animals. Bill told the committee that he wanted all of the employees to be administering the medications the same way. Jessie recommended that we use the Fear Free Medical Training. It is a similar training that all UPAWS employees were trained in the Fear Free Animal Handling training, yet very specific to administering medications. Dr. Jandron agreed with the suggestion of the training, stating his employees have taken similar trainings.

Action – Bill will be having UPAWS employees take the Fear Free Medical Training as part of their monthly training program in the month of April. Laura will be conducting the peer-to-peer training on medication administration in the month of April as well.

V. **Record Keeping of Controlled Substances** – Bill Brutto

Discussion – Bill is concerned about how the distribution of the controlled substances is being recorded for the shelter.

Action – Dr. Jandron will be sending out an example log of how to keep track of the distribution of the controlled substances for our animals.

VI. **Board Presentation** – Colleen Whitehead

Discussion – Colleen is creating a new educational presentation program for the board members to have a better understanding of the different elements of the UPAWS organization.

Action – On 9/26/22 Dr. Jandron will be presenting to the board.

VII. **Vet Clinic Presentation to County Vets** – Dr. Scott Jandron

Discussion – Dr. Jandron recommended that we have several after hour presentations to try and convince local vets to assist with the vet clinic. The decision was made that each member of the committee would present. Dr. Jandron also recommended that we do not do the presentations until we have the lift table as vets would want to know that we have the proper equipment to work.

Action – The committee needs to finalize dates.

SMART Goals Worksheet 2022 for UPAWS Employees



Draft Goal:

	<i>Answers at time of development</i>	<i>6 Month Update</i>
Specific <ul style="list-style-type: none"> • What is the desired result? (who, what, when, why, how) 		
Measurable <ul style="list-style-type: none"> • How can you quantify (numerically or descriptively) completion? • How can you measure progress? 		
Achievable <ul style="list-style-type: none"> • What skills are needed? • What resources are necessary? • How does the environment impact goal achievement? • Does the goal require the right amount of effort? 		
Relevant <ul style="list-style-type: none"> • Is the goal in alignment with the overall mission or strategy? 		
Time-bound <ul style="list-style-type: none"> • What is the deadline? • Is the deadline realistic? 		

Final Goal:

Volunteer & Community Outreach Coordinator Report February 2022

Volunteer

- Volunteers in-shelter have returned.
- Working on filling open in-shelter volunteer opportunities
- Updating Volunteer Orientation 101 training video
- Foster homes – Two pregnant cats – looking for fosters. Emails sent.

Community Outreach

- Webinars:
 - 13 questions that will help you write great pet adoption bios
 - Civic Leaders, social media, Volunteers, and the Pandemic
 - Charity How-To:
 - How To Make Your Cause Memorable: Nonprofit Marketing Strategies and Tactics
 - How To Create a Newsletter That Motivates Donors to Give and Give Again
- Transfer:
 - Wishbone Animal Rescue (Allegan Animal Control – Cindy Walker from Wishbone reached out asking for cat help. We coordinated a 30-cat transport. Cats ages were 4 months to 3 years, fixed, vaccinated, and microchipped. Transport volunteers met at the bridge to bring them up to UPAWS. As of 2-22-22, 29 have been adopted and one little boy is still available, Zachery, 8 months old, bashful fellow. Transfer OK'd by Executive Director.
- Pet Gazette Newsletter
 - Beginning process – mailing goal is beginning of April.
- Retail:
 - Completed counting all retail inventory. Entered in POS system, Memorial Garden fundraising shirts still to be counted and sold in retail area to credit Memorial Garden income.
 - Coordinate and maintain inventory; ordering, receiving, and pricing.
 - Re-did retail lobby floor plan.
- Website, social media, e-news:
 - \$22 for 2's Day for the UPAWS Pets – 2-2-22 Day campaign – directive from Executive Director.
 - Posting, upkeep, help with making new pages, advertising various events, fundraisers, etc. Utilizing various APPS for promoting pets.
- Pet Promos:
 - Photos & bios, advertising. ABC10 Pet of the Week, Q-107 Pet of Week. Maintain Deb's Dog of the Month, pet sponsorships and Pet Adoption portal, including the development of pet biographies, and pictures.
 - Employee Pet Pick – new advertising weekly pet feature.
- Media (Community Outreach):
 - ABC10TV – Pet of the Week segment.

- Other:
 - Maintain Sign-Up Genius appointment scheduling for Meet & Greets and Grooming Room
 - Solicitation Letter – assisted Executive Director. Chose three pets, wrote their stories for letter, did layout, submitted to Pride Printing for mailing.
 - SMART GOALS project – directive from Executive Director.
 - Various projects per Executive Director
 - Helping upfront when needed.
 - SWICK Lonely Heart and Adopt Me Pet. Worked with Executive Director to update the program. Will coordinate the program forward.

Submitted February 22, 2022

Ann Brownell

January 2022

	<5 mos.	<5 mos.					
	DOGS	PUPS	CATS	KITS	OTHER	TOTAL	
Beginning Count	19	18	16	35	12	100	
INTAKE							YTD
Owner Surrender	11	1	12	3	5	32	32
Returned Adoption	0	0	2	0	0	2	2
Stray (from Police, Public and Shelter Pickup)	8	0	2	2	0	12	12
Born in Care	0	0	0	0	0	0	0
Transferred from Other Shelters	12	0	21	9	0	42	42
Special Hold/Service In	0	0	0	0	0	0	0
Seized/Custody (Cruelty & Neglect)	0	0	0	0	0	0	0
Total Intakes	31	1	37	14	5	88	88

OUTCOMES

Adoptions (shelter, foster home or special event)	22	12	15	14	10	73	73
Total Adoptions YTD	22	12	15	14	10	73	
Returned to Owner	4	0	0	0	0	4	4
Transferred to Rescue Groups/Shelters	0	0	0	0	0	0	0
Total Live Outcomes	26	12	15	14	10	77	77
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	0	0	0	0	0	0	0
Dying	0	0	0	0	0	0	0
Animal's Name and Reason							
TOTAL ANIMALS EUTHANIZED	0	0	0	0	0	0	0
Died at shelter/foster home - Unknown	0	0	0	0	0	0	0
Missing/Stolen/Escaped	0	0	0	0	0	0	0
Animal's Name and Reason							
Total Euth/Died/Other Outcomes	0	0	0	0	0	0	0
Ending Count	24	7	38	35	7	111	

SAVE RATE (Intake- Euthanasia Outcome)/Intake	100.0%	100.0%
ASPCA Live Release Rate (Live Outcomes/ Intake)	87.5%	87.5%

OTHER INFO

	Dogs	Cats
Avg. Length of Stay	58.5	53.8
Monthly Return Rate (returns/adoptions)	0%	7%

JANUARY 2022 - CLINIC SERVICES	DOGS	CATS	OTHER	TOTAL	YTD
Owner Requested Euthanasia	0	0	0	0	0
Bite Hold (for Owner)	0	0	0	0	0
Spay/Day	3	4	0	7	7
Community Spay/Neuter (Spay It Forward)	0	0	0	0	0
Microchipping	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	4	0	0	4	4
Service - Home 2 Home	3	0	0	3	3
Service - Nailtrims	7	4	5	16	16
Service - Dog Licenses	0	0	0	0	0
Service - Cremation Services	0	0	0	0	0
Total	17	8	5	30	30

UPAWS Finance Committee Agenda

Meeting Date: Wednesday, February 23, 2022 at 5:30pm

Meeting Location: Back Office

Present: Chris Danik (Chair), Bill Brutto, Jill Compton, Corey Hollowell

Excused: Reva Laituri

1. Review of December 2021 Financials: Reviewed the December 2021 financial reports and made several corrections. The committee discussed the A/R Aging Summary report and when we should be writing off the receivable.
2. Donor Covered Fees Discussion: Chris presented feedback from several external sources around how donor covered fees should be handled. Up to this point most donor covered fees are kept in 4110 with the exception of 2 fundraisers. What we have been doing up to this point and several reviewed options of how to handle these all conform with GAAP standards so beyond that it is up to us as an organization how to handle the revenue. The committee agreed that consistency is important no matter how we choose to handle them. How we are currently handling the Neon donated fees is time consuming and a cost/benefit analysis shows that it is best to utilize the simplest way to record these fees while giving us the information we would like to see. The consensus from the committee is that moving forward donor covered merchant fees will go to the revenue account that originally generated the revenue and all fees for merchant processing (fundraisers included) will go to 5011 - Merchant Service Fees. This gives us a better understanding as an organization how much we are spending on merchant fees.
3. Inventory for Fundraising: Since staff have started a formal inventory process for retail items, the fundraising committee asked the Finance Committee to make a recommendation on how to handle inventory for individual fundraisers such as Strut Your Mutt. The Finance Committee recommends not to inventory in the same way retail is since items are generally bought and sold within a month or two for fundraisers. Instead continue to just report the expense when the items are purchased and the revenue in the final report.
4. Wells Fargo Investment / Endowment / Trust Committee: Wim sent a copy of the Irrevocable Trust Agreement and provided some information for the endowment set up in 2008. The committee reviewed the information and Jill who has expertise in the area noted that this is a fairly open agreement and leaves room to make some adjustments. At this point there is only one remaining Trustee from the original agreement and without that committee meeting, the terms are not being met. After discussion the committee thinks the best path forward would be to explore a few options where administration of the endowment is included. The committee will be reaching out to explore options and will be presenting the options and a recommendation to the board on how to move forward. Having an endowment with standard terms gives us a great option to present to

donors that want to contribute to the longevity of UPAWS. Once established, the endowment terms would include some percentage withdrawn that would be a part of our operating budget while the corpus remains intact for growth.

5. Start of Financial Policies Revision: Discussed how to proceed with revising the financial policies. After reviewing the current policies and a draft that was started a few years ago, the committee agreed to take the current policies and turn it into a working Google Doc and continue to make edits. The final version will be presented to the board for approval. Had several great discussions around controls and bringing Jill up to speed on current procedures. She provided a lot of good information from her experience and knowledge around internal controls, policies, and best practices.

The meeting adjourned at 6:57pm.

Next Meeting: Wednesday, March 23rd at 5:30pm in the UPAWS Back Office area

Respectfully submitted,

Chris Danik
Treasurer / Finance Committee Chair

FUNDRAISING COMMITTEE MEETING MINUTES

February 21, 2022, 5:30pm

Zoom

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

Recently Completed Fundraisers:

- Holiday Store (Karen) - *Need final report.*
- Lock-Up (Amber) - Final report complete. Net \$31,593.48, \$22,593 above budget!
- Raise the Woof (Leslie) - Final report complete. Net \$1784.80, \$1615.20 under budget. Have two more Platinum Partners so once payment is received, net should be \$2784.80 (\$615 under budget). Big Thanks to River Rock Lanes for donating the room rental. Overall very happy with the event as we ease out of Covid.
- CFP20 Name a Beer After Your Pet Release parties (Amber) - Leslie will follow-up to see how many need to be held and for whom. Committee wants to make sure we honor these in 2022.

Upcoming Fundraisers:

- Reviewed snapshot (Bill) & [Calendar / Contacts](#)
- Ramada Inn Taste of Marquette (Bill & Leslie) - May 5th. Bre Hetzel, Banquet & Events Sale Manager, is coordinating this. One restaurant has committed, working on the rest this week. Silent Auction and 50/50 (need to get license in the next week or two). Bill will work on silent auction items.
- Econo Pet Tags (Karen) - May. Karen will be working on new posters and register signs (due to Econo name change) in April.
- Potential fundraiser at UPAWS - CFP on hold this year.
 - Square Dance/Line Dance/Hoedown (June) - Bill will pull some numbers & thoughts, Lynn will assist as needed. Will review at the March meeting.
 - Community Rummage Sale(Marlene) - May or June. No updates. Bill will check on liability with our insurance company.
- TUFT (Karen) - Thurs, July 14th confirmed.
- Brat Barn (Leslie/Karen) - Fri. Sept 2 confirmed.
- Rescue Raffle (Chris) - Once SYM date & location confirmed will pursue license, etc.
- SYM (Chris) - Working to lock-in date & location by March meeting. Possibly at Jackson Mine Park in Negaunee and IOHT.

Other Business:

- Platinum Partners (Bill & Ann) - Four: Mares-Z-Doats, Iron Range Insurance, Nicolet Bank, and Gwinn Insurance Agency (partnered with one of their clients). Waiting for payment from Nicolet & GIA, then will update Banner at shelter, order new FR banner, and handle social media. Fundraising chairs for RTW, TUFT, SYM, CFP (or equivalent) will make sure we fulfill the benefits.

- [Canister Report](#) (Reva) - Under Canister folder on Fundraising drive. Stampede in Ispeming will take one, thanks Marlene for setting this up, Dave for doing the monthly pickup and Reva for tracking all this!
- Merchandise Inventory (Ann) - Did an inventory count for UPAWS retail, including Paws Park items too (no apparel, there's a separate account). Ann will input Memorial Walk apparel with help from Chris. Finance will provide guidance on how to handle fundraiser merchandise in the future.
- Volunteer Tracking - SYM signed waiver via Volgistics. Need to understand who speaks on our behalf, signed waiver. Responsibility of fundraising chairs. FR will enter into Neon for now but discuss more at the next DD meeting.
- [Fundraiser Business List](#)- continue to update
- Fundraiser Files - Were moved from 1st filing cabinet (bookkeeping/payroll needed another drawer) to 2nd filing cabinet, bottom drawer. Raffle documentation must be stored here, as well as other hard copy files.
- Fundraising Closet (Leslie, Lynn) - some more organization done, still more to do. If you use something, please return to the same spot as soon after the fundraiser as possible.
- [Fundraising Manual](#) - As you use it please send any suggestions for updates to Leslie. We will review as updates are made. *Leslie update based on RTW.*
- ***Next Meeting Monday, March 21, 2022, 5:30pm***

PERSONNEL COMMITTEE REPORT
FEBRUARY 9, 2022, 10:00 a.m.
Via Zoom

Present: Reva Laituri, Chair, Lynn Andronis, Colleen Whitehead, Bill Brutto (E.D.)

Bill's report included the following:

1. Draft Report and Recommendation and changes to the Supervisors' job description/title. Committee members wanted time to review the changes. It was agreed that comments would be provided to Bill by February 21 and Bill would provide final documents to the committee by March 2 to be reviewed by the committee at the March 9 meeting. Colleen requested the updated Organizational Chart be included.
2. Several employees have been out sick, however, there have been no new COVID-positive tests for almost a month.
3. A schedule of staff trainings was provided to the committee. Bill has set a goal of five hours per month, presentations being delivered in a variety of modes: podcast, articles, webinars, and in person. Staff have the option to substitute training topics upon approval. Most trainings to date have dealt with animal care, and Bill indicated he would like to work in other topics such as customer service.
4. All staff have been required to set annual SMART goals, with a 6 month update. Goals may be job related or personal.
5. Sample job descriptions for an Animal Behavior Coordinator were presented. At this time Bill is not looking to fill the position; his current goal is to have a job description on file when and if needed. The committee will review the samples and provide Bill with parts they like from the two, no later than February 21. Bill will then provide a draft to the committee by March 2 for review at the March 9 meeting.
6. Bill provided a work flow worksheet, which he would like to use internally for projects/tasks, and asked whether the committee wanted to review those. He was told it was up to him whether he wanted to share or not. All agreed it was a good tool for managing time and tasks.

Bill inquired as to the status of his 6-month review. The committee has been meeting to compile a new form and will be incorporating input from each board member, and select staff. Bill will also be providing a self-evaluation.

Bill left the meeting at 11:20 a.m. The committee continued discussing deadlines for feedback and a time table moving forward. Reva will send out the evaluations by the end of the week, with a return deadline of February 18th. The committee will then meet on February 23rd to compile the results.

The meeting was adjourned at 12:30 p.m.

Respectfully submitted,
Reva Laituri
Chairperson

Donor Development Ad-Hoc Committee Meeting Minutes
February 14, 2021 4:30pm

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

Upcoming:

- March 2022 Solicitation Letter - Discussion on best way to pull the address list. November 2021 solicitation address list is being used. It was noted that this will not contain any new contact, donor or shelter service data from Nov 1 on. Leslie will create a campaign for this. Next time we should create a donation page for this campaign with a unique link to include in the letter.
- Spring/Summer Newsletter - Bill will provide dates, ~March 15. We need to make sure Neon donation and shelter services data entry is up to date before the mailing lists are pulled. Leslie will create a campaign for this (update donation section of NL). Chris will create a donation page for the campaign with a unique link and QR code and send it to Ann.

TICKLER LIST

Donation Processing:

- GEMS: Will maintain in Neon. Lynn has the most recent list from Reva and will make sure Neon is updated as needed. Recurring donation schedules will allow all Neon options. Others will remain monthly. All new recurring donation requests will be set up in Neon.
- Failed recurring donation schedules were reviewed and Bill updated as needed (if not getting rectified, mark inactive and put end date on it). Discussion on whether we should follow-up with donors on these failed donations. We have received negative responses to this. They do receive a system notification of the failure so depending on the reason, we will make one attempt if reasonable, but then mark inactive. Document notes on the Internal Note of the Activity (generated by the workflow) vs. Notes on the donor's account.
- Grooming Room donations will be entered as donations, per email discussion.
- Leslie & Lynn will try to complete the donation process flow and timeline by the March meeting.

Thank You's:

- Yearly GEM Appreciation - Karen sent letters and gave Leslie a list of who she sent to (Name, Neon ID). Leslie is doing any needed updates in Neon (duplicates mostly). Leslie created material tracking item "2021 GEM Appreciation Letter" and will associate it to the accounts on Karen's list.
<https://support.neoncrm.com/hc/en-us/articles/218530077-Material-Letter-Tracking>

Volunteer:

- Fundraiser volunteer hours will be entered into Neon. Volgistics is not practical for this, we pay per volunteer. Need to still understand how we will use volunteer hours and best way to track overall (shelter & fundraising).

Next Meeting: March 14, 4:30pm UPAWS Back Office Area

Submitted by: Leslie Hurst, Chair