

Executive Director Report

I. **Animal Care and Operations**

- a. **Update On The 13 German Shepherds** - 7 of the 13 German Shepherds that were surrendered the last week of March have been adopted.
- b. **Zeus** - Zeus is a pit/lab mix, has been with us for six months. He has completed the animal management plan and was adopted this past week.
- c. **Tulsa Transfer** - We received confirmation from the Tulsa Shelter that they will be bringing us 50 cats on either April 29th or 30th.
- d. **Bissell** - Bissell has extended the Empty the Shelter week from one to two. The dates for the event will be from May 2nd to May 15th.
- e. **Program Presentation** – Please see attachment

II. **Property**

- a. **Front Highway Sign** – please see the attached R & R
- b. **Dog Park Gates** - We have been having issues with the dog park gates locking. We have tried several solutions internally with none of them working. 906 Tech will be coming out in the next week to work on the electrical magnets as it has to do with the fob system.

III. **Human Resources**

- a. **Employees Resignations** - 3 Animal Caregivers have resigned in the last two weeks due to new careers or personal reasons.
- b. **Change of Status** - Maddy Kyes will be going from part time to full time.
- c. **New Hires** - We have hired two new employees. Both employees have been Animal Caregivers at other shelters in the state. Emily Theil will be working two days a week and began working on April 15th. Anica Chesnut will be working three days a week and begins on May 2nd.
- d. **Vacant Positions** - We have a full time and part time Caregiver position still vacant.
- e. **Position Title Change** – Please see the attached R & R
- f. **Position Status Change** – Please see the attached R&R

IV. **Business**

- a. **2021 Annual Report** – Please see attachment and discuss for final draft.

V. **Programming**

- a. **Global Youth Service Day** – UPAWS was awarded a grant from The Michigan Community Service Commission and with the funds we will be conducting a spring-cleaning day on the UPAWS campus on May 14th with the youth of 4H. Any child 9 years or older can be a part of the day. With the grant money we will be purchasing trees, mulch, flowers, gardening tools, outdoor garbage bags, and lunch for the event. The event will be from 10am to 1pm.
- b. **Pet Patrol** - 4H of Marquette County and UPAWS will be providing youth animal education programming at UPAWS beginning on May 17th. The program will be called Pet Patrol and taught in the community room.

PREPARE FOR YOUR PET

Adopting a pet from an animal shelter is a wonderful and generous act that can bring years of joy to you and your new friend alike. While transitioning any pet into a new home can be a challenge, shelter pets often require a little extra TLC to make sure that they will adjust comfortably to their new surroundings.



A simple way to understand the process of getting your new pet adjusted and comfortable in your home is called the **3-3-3 Rule**. Following the 3-3-3 Rule will help you understand the decompression, and adjustment process that your new pet will go through in the first 3 days, 3 weeks, and 3 months at a new home.



Contact Us

Upper Peninsula Animal
Welfare Shelter

815 South State Highway M553
Gwinn, MI 49841

(906) 475-6661

info@upaws.org

Visit us on the web:

www.upaws.org

3-3-3 RULE

Bringing your new
pet home.



It Doesn't Happen Overnight

The 3-3-3 Rule is a general guideline for the adjustment period of a pet after adoption.

Every dog or cat is unique and will adjust differently.

Give them a chance!



An educational
brochure from
UPAWS

3 DAYS



3 DAYS TO DECOMPRESS

- Feeling overwhelmed.
- May be scared, and unsure of what is going on
- Not interested in eating or drinking.
- Hides under furniture or in crate.
- Shuts down.
- May test the boundaries in their new environment to see what they can get away with.
- Not comfortable enough to be themselves.

Tips to remember during this period:

Give them space, stay calm and give clear directions, start routines right away, do not force interaction, be patient and stay positive. For cats, set them up in one safe room. Your cat needs time to settle in and feel comfortable before meeting others, humans and animals.

3 WEEKS



3 WEEKS TO GET USED TO YOUR ROUTINE

- Starting to settle in
- Feeling more comfortable
- Realizing this could possibly be his forever home
- Figured out his environment
- Getting into a routine
- Lets his guard down and may start showing his true personality
- Behavior issues may start showing up

Tips to remember during this period:

They feel more settled and will start to test boundaries. **For dogs**, consistently work on basic commands, continue to give clear directions, praise and reward the behaviors you want to reinforce. **For cats**, try and give them choice over when and how they want to interact with you.

3 MONTHS



3 MONTHS TO START TO FEEL AT HOME

- Finally completely comfortable in his/her home.
- Building trust and a true bond
- Gained a complete sense of security with his/her new family
- Set in a routine

Your pet should be completely acclimated to and comfortable in your home. You have built trust and a bond with your pet, which gives them confidence and a sense of security with you.

Tips to remember during this period:

Continue with consistent and clear positive-reinforcement training, once bonded you can also use affection as a reward, but treats (in moderation) are still a great form of enrichment.



UPAWS PROGRAMS



PAWS PARK



- The park is completely fenced in with 8-foot fencing and has waste dispensers and trash receptacles throughout. There are two separate entrances (15 feet apart) from one another and a separate fenced area for small dogs, below 25 pounds, to safely interact. Large dogs are not allowed in the small dog area. Small dogs (below 25 pounds) are not allowed in the large dog area.
- The corners of the park fence have been rounded to avoid incidents and to discourage digging. Every detail, from the rules and etiquette, involved years of research and development by UPAWS (ad hoc) Dog Park Committee. This is designed to help your pet socialize and exercise safely. There is a water spigot available in both the small and large dog runs, as a precaution for extra health safety please bring your own collapsible/portable water dish with you for your dog.

PAWS PARK INFO



PASSES

Annual Pass:

- Individual (per dog): \$35
- Family/Household (max # of dogs 4): \$50

Seasonal Pass (Nov-April):

- Individual (per dog): \$20
- Family/Household (max # of dogs 4): \$35



HOURS

- Summer 7am-9pm
- Winter 8am-7pm



SHELTER SERVICES



MICROCHIPPING

\$25 microchipping is offered by appointment.



NAIL TRIMS

UPAWS offers \$10 Nail trims for dogs, cats and small critters by appointment.



LICENSING

Marquette County dog licenses are offered through UPAWS.

UPAWS Pricing for Services

NAIL TRIMS

For a cat, dog or small animals

\$10

MICROCHIPPING

For a cat, dog, or rabbit.

A microchip is a permanent electronic I.D.

\$25

DOG LICENSE

Marquette County canines.

Must have a rabies certificate from your veterinarian.

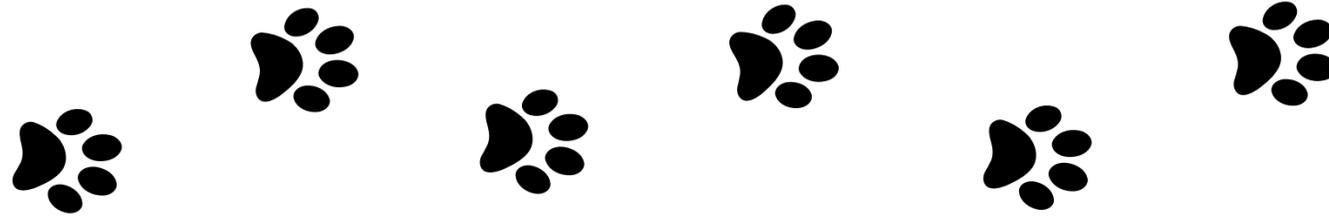
MALE OR FEMALE
1YR \$16

3YR \$40

FIXED MALE OR FEMALE
1YR \$8
3YR \$20

All services are by appointment only. Call 906-475-6661

MICROCHIPS



- Microchipping offers pet owners the security and peace of mind that comes from permanent pet identification technology and a safe and secure way to reunite you and your pet.
- A microchip is a permanent method of electronic identification. The chip itself is very small – about the size of a grain of rice – and is implanted subcutaneously (just under the skin) between the shoulder blades at the back of your pet’s neck. Each chip has a unique number that is detected using a microchip scanner. The microchip number is recorded on a microchip database registry with details about the animal and owner. Should your pet stray or become lost, vets, animal shelters, impound facilities and police stations can scan your pet for a microchip and contact you via the database.

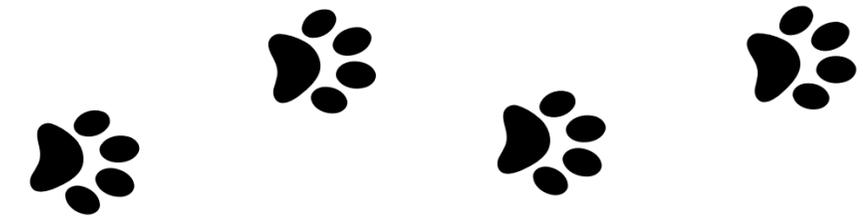


GROOMING ROOM

UPAWS Pet Grooming Room takes the hassle & mess out of bath time by providing an atmosphere for you to bathe your dog! Just think, no more making a mess in your bathroom or chasing your dog around the yard with a hose!

This is self-service and the fee is based on your donation. You use our facility and skip the cleanup! Appointment times are 45 minutes and are offered twice a day.

ADOPTION PROGRAMS



SENIORS FOR SENIORS

Our “Seniors for Seniors” adoption program is all about senior adopters rediscovering the joys of having a cat or dog in their lives. The program places senior cats and dogs (8 years of age and up) with senior citizens who are 62 years of age or older. UPAWS will waive the adoption fee to encourage such placements of senior animals in loving homes.



LONELY HEARTS

60 + days is a long time for a shelter pet to wait for a family. Every day, certain pets get passed over. We at UPAWS think they are very special, so special they get their own club! All Lonely Heart Club Members have their adoption fees PAID by Swick Home Services and kind supporters.



BUDDY PROGRAM

Sometimes Two is better than One! Considering helping two homeless pets? Ask the UPAWS staff about current residents that are friends and would like to be re-homed together. Eligible participants for the Buddy Program are ‘Adopt One get the Buddy for 1/2 Off



WOOFS AND MEOWS FOR THE MILITARY

UPAWS cares about veterans and military families. We can’t think of a better way to say ‘thank you for your service’ than by giving the unconditional love of a rescued pet. The love of a companion animal can make a tremendous difference in the life of a vet, especially one who is suffering from PTSD. This is free for any active or inactive member of the military.



BARN BUDDIES

Consider one of our Rodent Control Technicians! These kitties are looking for a warm and safe barn in exchange for chores. Offer your barn for them and they’ll offer their services. Adoption Fee only \$10.

Eligible cats only.



SPONSORSHIPS

Our adoption sponsors give a gift to help place an animal into a new home by partially or fully offsetting the adoption cost for the new would-be pet parents.

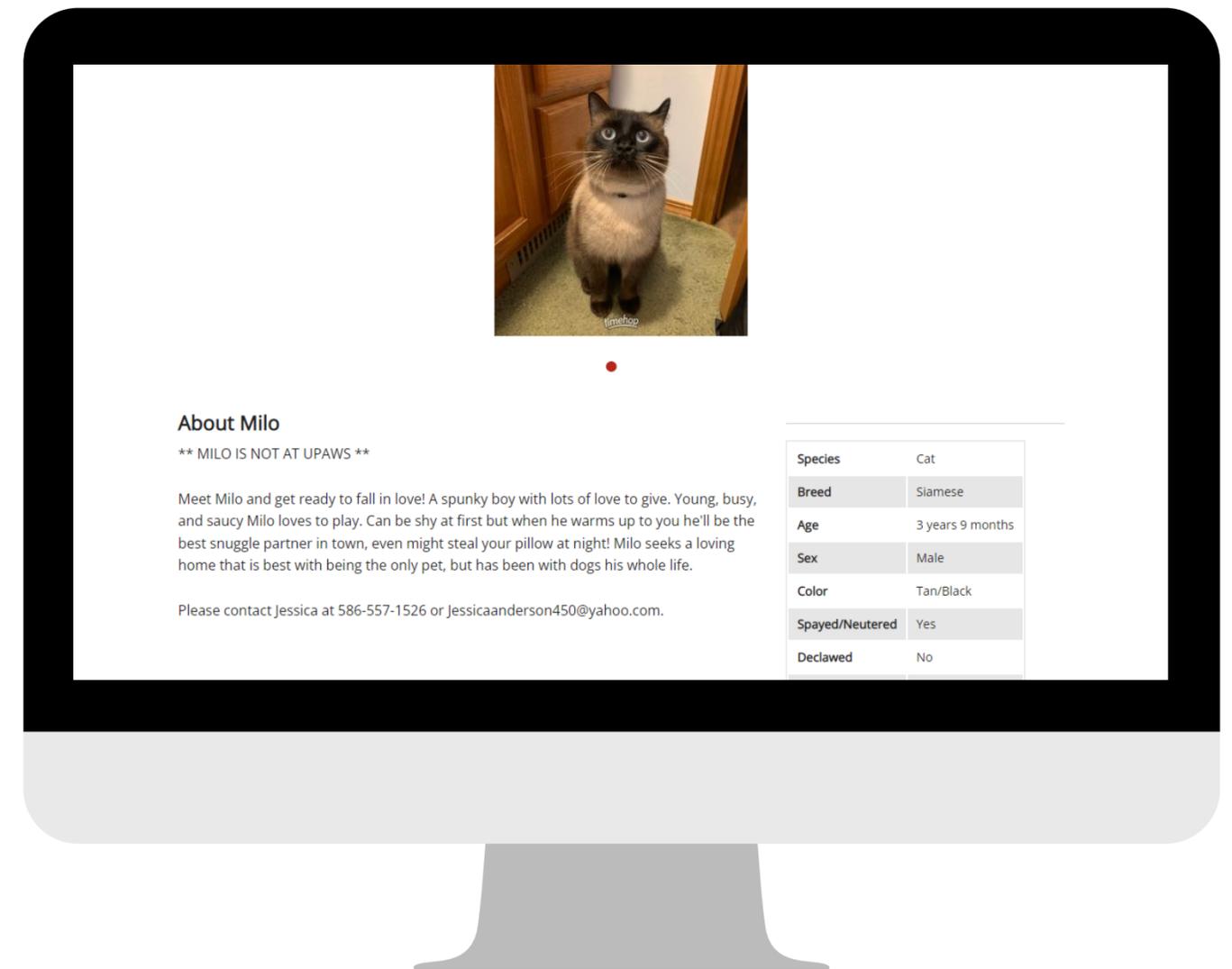
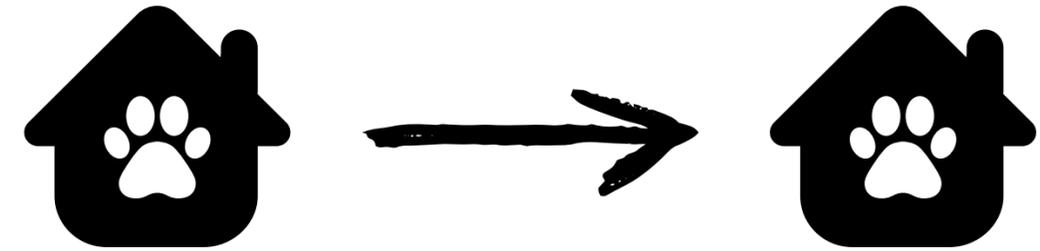


HOME 2 HOME

This program allows you to keep your pet in your home until adoption! Advertise your pet on our website (literally viewed by hundreds, if not thousands a day), find your pet a new home and keep him out of a shelter environment. This is a great way to re-home your pet!

BENEFITS

- Have an active role in the placement of your Pet
- Meet and screen potential adopters yourself
- Keep your pet out of the shelter environment
- Provide firsthand information about your pet
- Less stress on your pet
- Help UPAWS conserve funds and continue to help others



COMMUNITY SPAY AND NEUTER



WHY SHOULD I FIX MY PET

Make a difference in your community and make your pet healthier! The decision to spay or neuter your pet is an important one for both pets and owners, but it can be the single best decision you make for their long-term welfare.



BENEFITS

- Reduce the number of homeless pets in your community
- Improve your pet's health
- Reduce unruly or unwanted behavior (such as marking or spraying, vocalization, running away and more!)
- Save on the cost of pet care
- Reduces risk of mammary cancer in females

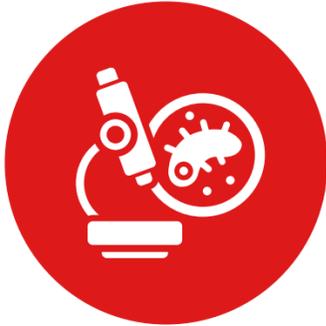




FOOD PANTRY

- Located in our front lobby.
- No appointment or proof of income is needed.
- Food can be picked up anytime between 12-4pm daily.
- This program is intended to provide temporary, supplemental assistance.
- Supplies are donated to UPAWS Pet Food Pantry by generous individuals and partnerships. We cannot guarantee that food is always available. We do not provide custom orders and/or specific food brand requests.

VET CLINIC



EAR CYTOLOGIES

An ear cytology is a laboratory procedure that allows us to microscopically see what is 'growing' in an animal's ear.



URINALYSIS

Urinalysis is a routine test that reports the physical and chemical properties of urine. It is used mainly to assess the health of the kidneys and urinary system, but it can also reveal problems in other organ systems, and is important for diagnosing metabolic disease such as diabetes mellitus. It is a valuable test in both healthy and sick animals and should be included in any comprehensive evaluation of a pet's health.

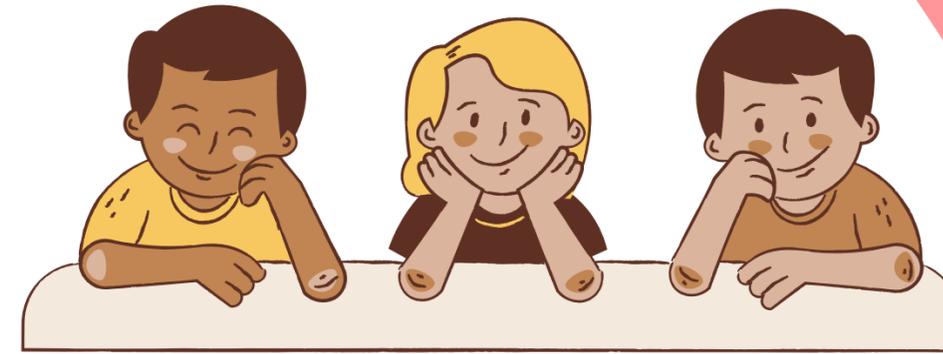


FECALS

Fecals are microscopic examinations of your animal's feces. The primary goal of a fecal exam is to identify and treat any intestinal infections that could be compromising your pet's overall health.



YOUTH EDUCATION



VIRTUAL STORYTIME

"Read with UPAWS" is a virtual story time that all children have access to from the UPAWS website. The Read with Upaws is sponsored by the Literacy Legacy Fund of Michigan



PET PATROL

For ages 5-19, Pet Patrol is an interactive animal educational program that is coordinated by Marquette County 4H and UPAWS. The program is a six week class that can run multiple times through a year. The program teaches children about how they can take care of their pet and animal safety.

ANIMAL MANAGEMENT PLAN

Please see completed document



Volunteer & Community Outreach Coordinator Report April 2022

Volunteer

- Working on filling open in-shelter volunteer opportunities
- Updated Volunteer application and the Orientation 101 training video
- Two new foster applications
- Attended Grow and Lead Volunteer event at NMU on 4-11 with Colleen Whitehead. Talked with a few interested people.

Community Outreach

- Webinars: none
- Transfers (cats)
 - **Mobile Cat Rescue (Alabama):** 22 cats arrived. They are a Best Friends Animal Society Network member (as we are), they had a BFAS transport van and drove the cats right to us. All 22 have been adopted. Our contact asked to continue to work together. They were very good to work with and the care and love they give to their animals is huge.
 - **Humane Society of Tulsa:** Working with their transport coordinator. Waiting to hear back on the number and types of cats they would like to send us. Transfer is planned for last weekend of April. They will be driving them to us – they have a new transport van from a Banfield grant.
- Pet Gazette Newsletter
 - Completed process. Pride mailed and the newsletter arrived in homes 4-13.
 - Emailed online version on 4-14.
 - Added to website.
- Retail:
 - Coordinate and maintain inventory; ordering, receiving, and pricing.
- Website, social media, e-news:
 - Spring campaign – put together draft. Theme “Be Kind to Animals Week”. Launch May 1st.
 - 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.

- BISSELL EMPTY THE SHELTERS: MAY 2-8. Coordinating/advertising etc.
- Media (Community Outreach):
 - ABC10TV – Pet of the Week segments – contact person.
- Other:
 - Maintain Sign-Up Genius appointment scheduling for Meet & Greets and Grooming Room
 - Various projects per Executive Director
 - Helping upfront when needed.

Submitted April 18, 2022

Ann Brownell

MARCH 2022 (DRAFT, Needs to be Reviewed)		DOGS		CATS		OTHER	TOTAL	
	In Shelter	18		16		0	34	
	In Foster	14		28		0	42	
	TOTAL Beginning Count	32		44		3	79	
INTAKE		DOGS	PUPS <5 mos.	CATS	KITS <5 mos.	OTHER	TOTAL	YTD
	Owner Surrender	20	1	21	2	9	53	53
	Returned Adoption	2	0	2	0	0	4	4
	Stray (from Police, Public and Shelter Pickup)	8	0	17	0	0	25	25
	Born in Care	0	0	0	0	0	0	0
	Transferred from Other Shelters	2	0	31	6	0	39	39
	Special Hold/Service In	0	0	0	0	0	0	0
	Seized/Custody (Cruelty & Neglect)	1	0	0	0	0	1	1
	Total Intakes	33	1	71	8	9	122	122

OUTCOMES

Adoptions (shelter, foster home or special event)	19	0	43	3	2	67	67
Total Adoptions YTD							
Returned to Owner	9	2	2	0	0	13	13
Transferred to Rescue Groups/Shelters	0	0	0	0	0	0	0
Total Live Outcomes	28	2	45	3	2	80	80
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	0	0	0	0	0	0	0
Dying	0	0	1	0	0	1	1
Animal's Name and Reason			Lacuta-Med Emer				
TOTAL ANIMALS EUTHANIZED	0	0	1	0	0	1	1
Died at shelter/foster home - Unknown	0	0	0	0	0	0	0
Missing/Stolen/Escaped	0	0	1	0	0	1	1
Animal's Name and Reason			Cream-Stolen from foster				
Total Euth/Died/Other Outcomes	0	0	3	0	0	3	3
In Shelter	27		45		0	72	
In Foster	11		28			39	
TOTAL Ending Count (per formula)	36		72		10	118	
TOTAL Ending Count (per reports)	38		73		10		
SAVE RATE (Intake- Euthanasia Outcome)/Intake						99.2%	99.2%
ASPCA Live Release Rate (Live Outcomes/ Intake)						65.6%	65.6%

OTHER INFO

	Dogs	Cats
Avg. Length of Stay	34	51.9
Monthly Return Rate (returns/adoptions)	11%	4%

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

Board Development Committee Meeting Minutes

Chaired by: Colleen Whitehead

Date: April 14, 2022 5:00 pm – meeting held via Zoom

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

(Note: No meeting was held in March 2022)

- ❖ Committee discussion on Board recruitment options.
 - Information posted on the UPAWS website, Facebook and included in the Newsletter.
 - Discussed attendance at the Grow & Lead recruitment event held on April 11th. Unfortunately, did not result in any leads for potential volunteers.
 - GINCC membership – Report & Recommendation submitted for April Board meeting.
 - UPAWS is a current member of Grow & Lead, they have agreed to post the UPAWS Board recruitment flyer to their list serve.
 - NMU: Lynn will continue to explore possible options.
 - Lengthy discussion on possible locations for posting flyers and ways to advertise. Kathi will explore options for how we may be able to utilize TV 6 for recruitment. Lynn will check to see options for accessing names/businesses on Neon and/or Quickbooks. Colleen will follow up on possible TV6 Morning Show interview and with Ann on notifying volunteers and fosters.

- ❖ Discussion and review of current Board vacancies:
 - There are two Board members (Reva and Amber) who have terms ending in July and are not eligible to be reappointed.
 - Brian's term ends in 2022 and he is eligible for re-appointment.
 - There are an additional 5 vacant Board positions - one expiring in 2022, two expiring in 2023 and two expiring in 2024.
 - There are no pending or under review Board member applications

- ❖ No discussion on storage/files of Board Development Committee information at the shelter. Transfer of Board Development files has still not yet been completed.

Next Meeting:

May 12th, 2022 at 5:00 pm. Meeting will be held via Zoom, monthly meetings are currently held the 2nd Thursday of each month.

UPAWS Finance Committee Minutes

Meeting Date: Wednesday, April 20, 2022 at 5:30pm

Meeting Location: Back Office

Present: Chris Danik (Chair), Jill Compton, Corey Hollowell, Reva Laituri

Excused: Bill Brutto

1. Review of February and March Financials

Reviewed and discussed the February and March financial reports. Reva noted that the Cash in Drawer account did not increase with the \$150 we added and reported that supervisors are still running out of small bills. Corey will look into why the additional cash is now showing. Jill recommended adding a "Vault Cash" account that is kept securely at the shelter as a larger pool of change available as needed.

Reva asked about the Donated Goods and Services line item being at zero dollars. Corey noted that this had been discussed at the last staff meeting. Items had been stored away prior to being logged and recorded. The staff are working on the donation procedures to make sure these donations are being recorded.

Jill asked if UPAWS does an annual employee wage evaluation and suggested that we complete this evaluation to ensure we are paying competitive wages to the market and not just to other shelters.

2. Q1 Performance Report

Reviewed and discussed the report Chris prepared. The committee decided that presenting a dollar amount difference rather than the percentage difference between budget and actual presents a better picture. Discussions about individual line items will be reflected in the report. Jill suggested including an executive summary of the report to highlight anything the board should be concerned about or where budget amendments may need to be made. At the board's directive, the committee will provide a projection at the end of Q1 and make recommendations for budget amendments after Q2.

3. Wells Fargo Portfolio Changes

The committee reviewed several changes that Wells Fargo suggested to make to our portfolio based upon what is going on in the market right now (Ukraine, inflation, etc). Those changes will be submitted as a Report & Recommendation to the board.

The committee then continued its discussion on the status of our revised investment and endowment fund strategy. Chris and Jill have had preliminary discussions with a couple banks and In order to explore options the board needs to provide the authorization to do so. This will be presented to the board as a Report & Recommendation.

Jill talked about investment policies and what is typically in them. The committee will continue this discussion in the coming months to develop our policy which will guide us on future investments.

The committee needs some input from the board on how to move forward and this will be presented as a discussion topic. The board needs to decide:

- 1) If they prefer we partner with a financial institution that can help us or if we want to utilize our legal counsel.
- 2) Whether we want our endowment to be depositable.
- 3) If there should be conditions in which the organization can have access to the corpus (principal).

Everyone agreed that we should not invest any additional funds to this account until decisions have been made about how to move forward. Until then we will utilize our Money Market account to earn some interest on the funds.

4. Money Market Transfer

Corey noted that we have a large balance in our Checking Account again that should be transferred to our Money Market account to earn interest. The committee discussed how to proceed and would like the board to approve a temporary working policy until the permanent policy is established. The committee recommends keeping an average balance of \$200,000 in checking. This is about 3 months of expenses. The working policy gives the Treasurer and committee a framework to act within until the policy revisions are complete.

5. Finance Policies Revision

This item continues to get tabled due to a lack of time in the meeting. Chris asked the committee if they are available for a work session outside of the regular Finance Committee meetings to work on this. Jill suggested that we individually make comments on the revision Google Document and then convene a work session after we have all had the opportunity to make comments. Committee members will let Chris know once they have made their comments to schedule the work session.

The meeting adjourned at 7:06pm.

Next Meeting: Wednesday, May 18th at 5:30pm in the UPAWS Back Office area

Respectfully submitted,

Chris Danik
Treasurer / Finance Committee Chair

FUNDRAISING COMMITTEE MEETING MINUTES

April 18, 2022, 5:30pm

UPAWS Back Office & Zoom

Attending: Ann Brownell (VCOC), Bill Brutto (ED), Chris Danik, Leslie Hurst (Chair), Marlene Ombrello, Karen Rhodes.

2021 Final Budgets (Leslie): Reviewed and finalized, Chris will download for auditors.

Outstanding Fundraisers:

- Holiday Store (Karen) - Bill/Corey/Ann will determine net retail revenue for the May meeting. Gross retail sales \$17,671.72, total gross revenue \$24,398.50.
- CFP20 Name a Beer After Your Pet Release parties (Amber) - On-hold due until Cognition move is complete. Cognition recently reopened at the previous location in Ishpeming so there may be movement on this soon. There are three release parties: Scott Jandron, Mark & Chris Troudt and Jim Larsen.

Upcoming Fundraisers (reference Snapshot & [Calendar / Contacts](#)):

- Pet Photo Calendar (Reva) - April - Dec. Registration up (wordpress/paypal), currently 32 entries, open until May 31st. Leslie created a campaign (PPC23) & event in Neon; Reva can enter registrations under the event. DD will probably enter votes (donations) during that part of the fundraiser and calendars sold. Leslie will put on the next DD meeting agenda.
- Baby Cakes (Bill) - March 20 Macaron Day, \$550 received.
- Bank your Bark (Bill) - April. Nicolet main branch in Mqt decorated, selling chocolate cats & dogs for \$2 and wishlist drive.
- Rize Stores Marquette (Bill) - April wishlist drive, customers get 10% off if they donate to wishlist drive (see FB post at end of this report).
- Flow Provisioning Marquette (Bill) - Possibly donations of tips, Bill following-up.
- Landmark (Bill) - \$700 donations plus wishlist items, very good interview, blog interview, have a good partnership (see FB post at end of this report).
- Menards (Bill) - Wishlist drive during May. Bill working with Mark. Karen suggested we advertise. We might want to check out how it's posted in the store to make sure it's visible.
- Jody Grundstrom Photography (Bill) - [Bodes Buddies Mini Photo Session](#) (see FB post at end of this report).
- Tadych's Marketplace Foods Pet Tags (Karen) - Starting end of April (Jon, Frontend Manager). Karen dropping off materials tomorrow, sent information to Ann for advertising.
- Potential fundraisers:
 - CFP option (Lynn/Leslie) - not looking good

- Fall Festival (Bill/Lynn) - Still trying to reach Dance Zone. Talking with Andi and Sheri about using the Fairgrounds location, they want to help. Nov 5?, Oct 22, work around Haunted HayRide.
- Rummage Sale(Marlene) - Still thinking.
- TUFT (Karen) - Thurs, July 14th. Karen & Bill met with Scott Huber the host (“presenting”). \$3000 (includes goodie bags, golf balls, lunch, etc.), Bill/Corey will invoice as needed. 5-year commitment, Bill will continue to work with him and us for a long-term budget amount. Looking into getting new tee signs. Sent major sponsor letters.
- Blueberry Fest (Karen) - July 29. Spot reserved. Have online t-shirts/sweatshirts, memorial walk shirts, misc holiday store items. If we need to order Ann suggested using Wholesale Pets at least 10 days prior.
- Brat Barn (Leslie/Karen) - Fri. Sept 2.
- Sally’s Ride (we need two raffle volunteers) - Sept 24. Leslie will help, check with Reva.
- Rescue Raffle (Chris) - Drawing Oct 1 at SYM. Working on a raffle license, things are moving along. Probably won’t sell during parades but at events after. UPAWS should still represent in the parades.
- SYM (Chris) - Oct 1 at Jackson Mine Park in Negaunee. IOHT & City of Negaunee approved and very supportive.
- Lock-Up (Amber) - Need to pick a date based on other shelter happenings.

Other Business:

- Platinum Partners (Bill & Ann) - Banners look great, Thank You! All checks received. Fundraising chairs for RTW, TUFT, SYM, CFP (or equivalent) make sure we fulfill the benefits.
- [Canister Report](#) (Reva) - Under Canister folder on Fundraising drive current to March. Northern Vets is pretty full (Leslie there today). What about Ace in Harvey?
- Volunteer Tracking - SYM signed waiver via Volgistics, Ann will send link. She will also investigate if it can be incorporated into Sign-Up Genus. *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
- Fundraising Closet (Leslie, Lynn) - Should be able to organize more in April & May. 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, May 16, 2022, 5:30pm**



Rize Stores

April 11 at 6:00 PM · 🌐



Our Marquette shop is geeked to be hosting a donation drive for Upper Peninsula Animal Welfare Shelter! Give the shop a ring or stop by to learn more.



Landmark Inn

March 31 at 8:19 PM · 🌐



I'm so excited about all the donations being dropped off for Upper Peninsula Animal Welfare Shelter, I got permission to jump on the bed! Although our official UPAWS Supply Drive ends today, you can continue to drop off donations at UPAWS or donate online at anytime. Plus - check out the Landmark Inn Blog for two new stories including an interview with UPAWS and some helpful tips when traveling with your four-legged friends in downtown Marquette.

<https://www.thelandmarkinn.com/blog/upawsinterview>



Jody Grundstrom Photography

April 14 at 8:47 AM · 🌐



Good morning Friends! I'm excited to announce that I will now be offering a session with emphasis on your pups & the special relationship they have with their families. ❤️ I wish that we could keep our pups with us for our whole lives, but since we can't... let's capture some memories to stay with us forever.

Named after our sweet Bode (because he thought of everyone as a buddy), I will also be donating a portion of the session fee to UPAWS! See details below.

Bode's Buddies Mini Session

If you know me personally, then you probably have heard a story or two about Bode. He was our handsome, black lab whom we adopted from UPAWS in 2008 and sadly, lost in 2018. We had the best 10 years with him and he was my furry soulmate. There isn't a week that goes by that we don't still talk about him in our household. To honor him, I have decided to offer Bode's Buddies Mini Sessions to capture other furry friends with their families, while giving back to the very organization that brought him into our lives.

Bode's Buddies - Mini Session

\$250

20 - minute sessions

Dog-focused & led session

Print release for all images in gallery

Photographer chosen location

**\$100 from every session will be
donated to UPAWS.**

For more information or to book a session visit: www.jodygrundstromphotography.com

PERSONNEL COMMITTEE REPORT

April 13, 2022, 10 a.m.

Shelter Office

Present: Chair Reva Laituri, Lynn Andronis, Colleen Whitehead, ED Bill Brutto

Three Animal Caregivers have resigned this month. A part-time caregiver has been moved to full time. Two part-time caregivers have been hired. Still have one vacant full time position and interviews are being scheduled. New hires will go through orientation with the supervisors for one week and then be paired with an experienced caregiver for two weeks. Most will be able to work alone after three weeks, however, it is also dependent on how many days per week they are scheduled to work.

The committee reviewed the ED's Report and Recommendation and draft supervisor job description changes. With a few amendments, the R&R was approved and will be presented at the April Board meeting for approval.

The committee reviewed the ED's Report and Recommendation to increase the hours of the part-time supervisor to full-time. This would result in an increase in salary and benefits combined of \$6,786/annually. Bill indicated he discussed the financial aspect with the treasurer and confirmed the funding is available.

Bill provided the committee with the staff training schedule for April.

During periods when Bill is not available, he will be sending a memo to the appropriate staff member with a status update and delegating authority during his absence. He will also be providing the Personnel Committee with a copy of the memo.

Colleen requested Bill provide the Personnel Committee with a timeline for updating the SOPs. Review of draft SOPs will be conducted by the Policy/Bylaw Committee.

The meeting was adjourned at 10:50 a.m.

Respectfully submitted,

Reva Laituri

Chairperson

Donor Development Ad-Hoc Committee Report April 2022

The committee did not formally meet this month but worked on several items in addition to donation and activity data entry:

- **Newsletter Mailing List** (Lynn): Ensured data entry into Neon was up to date to create the mailing list for the newsletter. List was reviewed and sent to Pride. We will follow-up on bad addresses from Pride and review the NL preference criteria (if someone has both checked). We are working on procedures for this process and an estimated time to complete to help determine if a staff member can do it.
- **Pet Photo Calendar Neon Setup** (Leslie): Created campaign Pet Photo Calendar 2023, PPC23, to use for calendar votes & donations (account/purpose 4197). Created event Pet Photo Calendar 2023 Entries, Reva can enter registrations.
- **Soft Credits:** We are starting to use soft credits. An example would be a donation received from a trust, which would be recorded under a Neon account for the trust. If the person the trust is for is also a donor, their Neon account will reflect the donation as a soft credit (is not included in donation amounts, but shows up on their Timeline).
- **In-Kind Donations:** We are entering into Neon as time permits. We enter zero amount, fair market value excluding tax (we often get a receipt), description and note. These are not included in donation totals.

Next Meeting: May 9, 4:30pm UPAWS Back Office Area

Respectfully submitted,

Leslie Hurst

Chairperson