

# UPPER PENINSULA ANIMAL WELFARE SHELTER

## BOARD OF DIRECTORS MEETING

**Monday, May 23, 2022 / 6 p.m. / UPAWS Community Room/ Upper Peninsula Animal Welfare Shelter**

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### **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.

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### **Agenda**

1. Call to Order/Attendance
2. Approval of Agenda
3. Mission Moment
4. Public Comment
  - a. Bob Stephenson  
RE: Grant Opportunities from Marquette Early Morning Rotary
5. Approval of Minutes
  - a. April 25, 2022 Regular Meeting
  - b. May 5, 2022 E-vote Results Approving 2021 Annual Report
6. Unfinished Business
  - a. Annual Meeting
7. New Business
  - a. Report & Recommendation from the Finance Committee  
RE: Transfer of Funds to the Endowment Fund
8. Communications
9. President's Report
10. Treasurer's Report
  - a. April 2022 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) - written
- b. Finance Committee Report (Chris) – written
- c. Fundraising Committee Report (Leslie)
- d. Strategic Planning Committee Report (Brian)
- e. Personnel Committee Report (Reva) – written
- f. Policy / Bylaw Committee Report (Colleen)
- g. Donor Development (Ad Hoc) (Leslie)

13. Public Comment

14. Board Comment

15. Adjournment

Next Board Meeting Date: June 20, 2022, 6 p.m., at the Shelter

Annual Meeting: June 14, 2022

**UPPER PENINSULA ANIMAL WELFARE SHELTER  
BOARD OF DIRECTORS MEETING  
April 25, 2022**

**PRESENT:** Lynn Andronis, Chris Danik, Leslie Hurst, Reva Laituri, Amber Talo (via Zoom)

**ABSENT:** Colleen Whitehead (excused), Brian Hummel (excused)

**GUESTS:** Bill Brutto (via Zoom)

1. Call to Order/Attendance: Meeting was called to order at 6:02 p.m.
2. Approval of Agenda: *Chris made a motion, seconded by Lynn to approve the Agenda with the following addition – Under #7, add “i. Annual Meeting”. Motion passed with unanimous consent.*
3. Mission Moment: None
4. Approval of Minutes:
  - a. March 28, 2022, Regular Meeting Minutes - *Leslie made a motion, seconded by Lynn, to approved as amended with the following:*
    - *Under “9. President’s Report” add as the third sentence “Reva said that in the past it was completed by the ED and Bill volunteered to complete the Annual Report”.**Motion carried, with Amber abstaining.*
5. Public Comment: None
6. Unfinished Business:
  - a. Report & Recommendation from the Policy/Bylaw Committee RE: Privacy Policy – *Leslie suggested changing the mailing address to our street address as opposed to the P.O. Box. Motion was made by Lynn, seconded by Chris, to approve the recommendation as amended. Motion passed with unanimous consent. Leslie will follow through with posting on website.*
  - b. Report & Recommendation from the Executive Director RE: Bid for Highway Sign – *Per Bill, the timeline from manufacturing to delivery is 12 weeks, maximum, which translates to the first week of August at the latest. Motion made by Lynn, seconded by Chris, to approve the recommendation. Motion passed with unanimous consent. Bill will send the information to Chris for remittance of 65% of cost as the down payment to Cook.*
  - c. Report & Recommendation from the Executive Director RE: Bid for Electrical for the Highway Sign: *Bill added that Soucy Electrical Corps found the solution for running the electrical all the way from the building to the sign location which would be very expensive. They would run the electrical from the transformer to the sign as opposed to the shelter with a separate meter. Bill stated that he will be involved with the entire sign process. We have a donor giving \$30,000 and, if the money is not needed for Vet Center equipment, the donor stipulated that the donation can go towards the cost of the entire sign. Chris made a motion, seconded by Lynn, to approve the recommendation. Motion carried, with Amber voting “no”.*

- d. Quarterly Training – UPAWS Programs and Services (ED Bill Brutto): Bill presented to the board an overview of the programs and services we provide for informational purposes. He added that the water pipe to the big dog area in Paws Park needs to be repaired. In his opinion, our best nail trimmers are Julie and Hayley. In the past, all law enforcement agencies in the County were provided with scanners for microchips; Amber suggested touching base with them to make sure their scanners are operational/available. He reported that the grooming room is getting well used; the average donation is \$15. The Vet Center needs approximately \$13,000 to outfit and it looks like we have the money at this point. Our long-term goal is that eventually the Vet Center would be open to the public; the foremost goal is utilizing it for our animals.

7. New Business:

- a. Approval of Annual Report- Suggestions for some changes were noted. They include the following:
- Page 2: at bottom replace "Sum of Intake" with "1413 (total animals received)"; that way it mirrors the rest of the language in the formula.
  - Page 3: Remove "without mortgage payment" in the title of the page at top and only have 1 "Financial Overview" page (so eliminate Page 4).
    1. Under "Revenue" have an asterisk by "Other" that then includes the items that Chris will give you per the meeting. There was a consensus that the PPE loan(s) need to be included in Other Revenue.
    2. Under "Expenses" have an asterisk by "Other" that includes what is listed in the draft (Mortgage Interest, Professional Fees, etc.)
      - a. have the \$700,526 as a sort of subtotal and then the next lines could be; Mortgage Liability \$1,030,883; TOTAL EXPENSES PLUS LIABILITY PAYOFF \$1,730,883
      - b. Add at bottom (note: payoff of mortgage was used with funds from 2020 and 2021)
    3. At the very bottom of the page, I would the asterisk before "Prepared using unaudited....".
  - Then there was discussion of consolidating the articles on the rest of the pages (i.e., reduced font size and photo sizes). The term Leslie used was "scrunching". It seemed the consensus was a total of 8 pages.
- Bill will revise and submit to board for final vote via email
- b. Report & Recommendation from the Finance Committee RE: Authorization to Explore Endowment Options – Chris noted that there is additional material (clarification) on drive now, under Finance Committee folder. This Report & Recommendation pertains to only Wells Fargo Endowment Fund. This is authorization to do shopping to explore options. *Lynn made a motion, seconded by Amber, to approve the recommendation. Motion passed with unanimous consent.*
- c. Report & Recommendation from the Finance Committee RE: Temporary Working Policy for Cash Sweeps – *Leslie made a motion, seconded by Lynn, to approve the recommendation, changing "received" to "revised" in the last sentence. Motion passed with unanimous consent.*

- d. Report & Recommendation from the Finance Committee RE: Approval of Recommended Portfolio Changes – *Leslie made a motion, seconded by Lynn, to approve the recommendation. Motion passed with unanimous consent.*
  - e. Report & Recommendation from the Board Development Committee RE: Membership to the Greater Ishpeming-Negaunee Area Chamber of Commerce (GINCC) – *Leslie made a motion, seconded by Lynn to approve the recommendation. Motion passed with unanimous consent.* The board expressed their appreciation to Colleen for paying for the first-year membership. It was agreed to possibly take another look at membership in Lake Superior Community Partnership.
  - f. Report & Recommendation from the Executive Director RE: Amendment to the Supervisor Job Description - *Lynn made a motion, seconded by Leslie, to approve the recommendation. Motion passed with unanimous consent.*
  - g. Report & Recommendation from the Executive Director RE: Increasing Hours of Part-Time Supervisor – *Lynn made a motion, seconded by Amber, to approve the recommendation. Motion passed with unanimous consent.*
  - h. Annual Meeting – Per our Bylaws, the Annual Meeting should take place on Tuesday, June 14. Leslie will take lead on organizing the meeting; Lynn offered to help.
8. Communications: None.
9. President's Report: No report.
10. Treasurer's Report:
- a. February 2022 Financials – *Leslie made a motion, seconded by Amber, to approve the Report as submitted. Motion passed with Lynn abstaining.*
  - b. March 2022 Financials – *Amber made a motion, seconded by Leslie, to approve the Report as submitted. Motion passed with Lynn abstaining.*
  - c. Quarterly Budget Review & Projections - (Amber left meeting at 8:07 p.m.) Chris provided an analysis of quarter of the 1<sup>st</sup> quarter financials. The board will review the first six months (end of June Financials) at our July meeting.
11. Shelter Operations Report(s):
- a. Report from the Executive Director – Bill added that he wanted to finalize staffing last week and decided to hire only 1 person as part-time. We still have 1 open FTE position. Currently, there are no volunteers at this point working with the dogs. He has planned for Global Youth Service Day (expenses paid for with a \$500 grant); we can buy flowers/shrubs and kids can come out to clean. Reva suggested contacting Bob Stephenson for his group regarding Global Youth Service Day.
  - b. Volunteer/Community Outreach Report – Report submitted along with a copy of the "3-3-3" flyer that was developed.
  - c. Stats – Draft attached.
12. Committee Reports:
- a. Board Development Committee Report – Written report submitted.
  - b. Finance Committee Report – Written report submitted.
  - c. Fundraising Committee Report – Written report submitted.
  - d. Strategic Planning Committee Report – Did not meet.

- e. Personnel Committee Report – Written report submitted. Leslie asked where the staff training schedule is posted on the drive. Bill will include April and May schedule with report for the next board meeting. Laura has delegation of authority from Bill for his upcoming vacation.
- f. Policy / Bylaw Committee Report – Did not meet.
- g. Donor Development (Ad Hoc) – Did not meet.

13. Public Comment: None.

14. Board Comment – None.

15. Adjournment: *Leslie made a motion, seconded by Lynn, to adjourn the meeting. Motion passed with unanimous consent. Meeting adjourned at 8:48 p.m.*

Next Board Meeting Date: May 23, 2022, 6 p.m., at the Shelter

Respectfully submitted,

Counter-Signed

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Lynn Andronis, Secretary

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Reva Laituri, President

On 5/4/22 at 7:10 p.m., Reva Laituri, UPAWS Board President, e-mailed all members of the Board of Directors RE: Motion to Approve the Final Draft of the 2021 Annual Report. The President put the Motion to an e-vote on 5/4/22. The vote closed at 12:00 a.m. on 5/6/22. By a vote of 5 in favor (Lynn Andronis, Chris Danik, Brian Hummel, Leslie Hurst, Amber Talo), 1 Abstain (Colleen Whitehead), the motion was approved.

Lynn Andronis, Secretary



Lynn Andronis <landronis@upaws.org>

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## Annual Report E-Vote

13 messages

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**Reva** <revalait@charter.net>

Wed, May 4, 2022 at 7:10 PM

To: Amber Talo <Atalo@upaws.org>, Brian Hummel <bhummel@upaws.org>, Chris Danik <cdanik@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Leslie Hurst <lhurst@upaws.org>, Lynn Andronis <landronis@upaws.org>

Bill provided me with the Annual Report for an E-Vote. In checking the policy for e-votes, I realized we did not vote to have an e-vote at the board meeting so I need a motion to have an evote and a support. So can someone please move to have an evote (in a reply all) and someone else support (in a reply all). I can then call for the evote. You will then have 48 hours to respond.

Thank you.

Reva

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**Leslie Hurst** <lhurst@upaws.org>

Wed, May 4, 2022 at 8:46 PM

To: Reva <revalait@charter.net>

Cc: Amber Talo <atalo@upaws.org>, Brian Hummel <bhummel@upaws.org>, Chris Danik <cdanik@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Lynn Andronis <landronis@upaws.org>

I move that we conduct an e-vote for approving the 2022 Annual Report.

On May 4, 2022, at 7:10 PM, Reva <revalait@charter.net> wrote:

[Quoted text hidden]

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**Brian Hummel** <bhummel@upaws.org>

Wed, May 4, 2022 at 8:47 PM

To: Leslie Hurst <lhurst@upaws.org>

Cc: Reva <revalait@charter.net>, Amber Talo <Atalo@upaws.org>, Chris Danik <cdanik@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Lynn Andronis <landronis@upaws.org>

Second

Sent from my iPhone

On May 4, 2022, at 20:46, Leslie Hurst <lhurst@upaws.org> wrote:

I move that we conduct an e-vote for approving the 2022 Annual Report.

[Quoted text hidden]

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**Leslie Hurst** <lhurst@upaws.org>

Wed, May 4, 2022 at 8:48 PM

To: Reva <revalait@charter.net>



Cc: Amber Talo <atalo@upaws.org>, Brian Hummel <bhummel@upaws.org>, Chris Danik <cdanik@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Lynn Andronis <landronis@upaws.org>

On May 4, 2022, at 8:46 PM, Leslie Hurst <lhurst@upaws.org> wrote:

I move that we conduct an e-vote for approving the 2021 Annual Report.

[Quoted text hidden]

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**Brian Hummel** <bhummel@upaws.org>

Wed, May 4, 2022 at 8:50 PM

To: Leslie Hurst <lhurst@upaws.org>

Cc: Reva <revalait@charter.net>, Amber Talo <Atalo@upaws.org>, Chris Danik <cdanik@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Lynn Andronis <landronis@upaws.org>

Second (Leslie's amended motion)

Sent from my iPhone

On May 4, 2022, at 20:48, Leslie Hurst <lhurst@upaws.org> wrote:

[Quoted text hidden]

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**Reva** <revalait@charter.net>

Wed, May 4, 2022 at 11:22 PM

To: Amber Talo <Atalo@upaws.org>, Brian Hummel <bhummel@upaws.org>, Chris Danik <cdanik@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Leslie Hurst <lhurst@upaws.org>, Lynn Andronis <landronis@upaws.org>

It has been moved by Leslie and supported by Brian to hold an e-vote to approve the final draft of the 2021 Annual Report (attached). Please respond with an aye or nay vote no later than midnight, Friday, May 6, 2022.

Please submit your vote by "Reply All".

Reva

[Quoted text hidden]



**2021 Annual Report Final.pdf**  
8145K

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**Leslie Hurst** <lhurst@upaws.org>

Thu, May 5, 2022 at 6:01 AM

To: Reva <revalait@charter.net>

Cc: Amber Talo <Atalo@upaws.org>, Brian Hummel <bhummel@upaws.org>, Chris Danik <cdanik@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Lynn Andronis <landronis@upaws.org>

Aye.

Leslie Hurst

[Quoted text hidden]

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**Brian Hummel** <bhummel@upaws.org>

Thu, May 5, 2022 at 7:13 AM

To: Reva <revalait@charter.net>

Cc: Amber Talo <Atalo@upaws.org>, Chris Danik <cdanik@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Leslie Hurst <lhurst@upaws.org>, Lynn Andronis <landronis@upaws.org>

Aye

Sent from my iPhone

On May 4, 2022, at 23:22, Reva <revalait@charter.net> wrote:

[Quoted text hidden]

<2021 Annual Report Final.pdf>

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**Chris Danik** <cdanik@upaws.org>

Thu, May 5, 2022 at 9:31 AM

To: Brian Hummel <bhummel@upaws.org>

Cc: Reva <revalait@charter.net>, Amber Talo <Atalo@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>, Leslie Hurst <lhurst@upaws.org>, Lynn Andronis <landronis@upaws.org>

Aye

[Quoted text hidden]

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**Amber Talo** <atalo@upaws.org>

Thu, May 5, 2022 at 10:11 AM

To: Chris Danik <cdanik@upaws.org>

Cc: Brian Hummel <bhummel@upaws.org>, Reva <revalait@charter.net>, Colleen Whitehead <cwhitehead@upaws.org>, Leslie Hurst <lhurst@upaws.org>, Lynn Andronis <landronis@upaws.org>

Aye

[Quoted text hidden]

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**Colleen Whitehead** <cwhitehead@upaws.org>

Thu, May 5, 2022 at 10:14 AM

To: Amber Talo <atalo@upaws.org>

Cc: Chris Danik <cdanik@upaws.org>, Brian Hummel <bhummel@upaws.org>, Reva <revalait@charter.net>, Leslie Hurst <lhurst@upaws.org>, Lynn Andronis <landronis@upaws.org>

Abstain

[Quoted text hidden]

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**Lynn Andronis** <landronis@upaws.org>

Thu, May 5, 2022 at 12:04 PM

To: Colleen Whitehead <cwhitehead@upaws.org>

Cc: Amber Talo <atalo@upaws.org>, Chris Danik <cdanik@upaws.org>, Brian Hummel <bhummel@upaws.org>, Reva <revalait@charter.net>, Leslie Hurst <lhurst@upaws.org>

Aye

[Quoted text hidden]

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*Lynn Andronis*

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**Reva** <revalait@charter.net>

Thu, May 5, 2022 at 7:37 PM

To: Lynn Andronis <landronis@upaws.org>, Colleen Whitehead <cwhitehead@upaws.org>

Cc: Amber Talo <atalo@upaws.org>, Chris Danik <cdanik@upaws.org>, Brian Hummel <bhummel@upaws.org>, Leslie Hurst <lhurst@upaws.org>, Bill Brutto <bbrutto@upaws.org>

All the votes are in:

Ayes: 5

Nays: 0

Abstention: 1

The 2021 Annual Report has been approved.

[Quoted text hidden]

## **UPAWS Finance Committee**

### **Report & Recommendation: Transfer to Endowment Fund**

#### **May 2022 Board of Directors Meeting**

The Finance Committee recommends that we transfer \$80,000 from our Money Market account to the UPAWS Endowment Fund with the funds being invested where our advisors recommend.

Being at a dip in the market, this is a good time to buy shares at lower prices. In the short term we still may continue to see some losses. However, the goal of this fund is long term investment and the market is very likely to rebound at some point. Therefore the committee unanimously agrees to transfer around 10% of the balance of our Money Market account.

**UPAWS Treasurer's Report  
May 2022**

**Activities Since Last Report:**

- None to report.

**April 2022 Financials:**

The April 2022 financials are presented to the Board of Directors for approval after being reviewed by the Finance Committee.

**Treasurer's Notes:**

**Assets:**

- Investment accounts have seen significant losses (like the rest of the world).

**Revenue:**

- Donations includes a \$30,000 gift from a single donor.
- Adoptions continue to come in over budget.

**Expense:**

- Overall, most accounts are under budget.
- Utilities continue to come in over budget. Electricity is in line with last year. Most of the increase is due to Propane.
- Wages and Salaries continue to come in over budget. No significant overtime. This will be revised at the 6 month mark.
- Repairs & Maintenance is over budget and includes a significant repair to the HVAC system.
- Snow Plowing / Garbage only looks over budget because of a bill from December. The actual is only a couple hundred dollars more than the budget at this point.

Respectfully Submitted,  
Chris Danik  
Treasurer

**Upper Peninsula Animal Welfare Shelter**  
**Statement of Financial Position**  
As of April 30, 2022

	<u>Apr 30, 22</u>	<u>Apr 30, 21</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1010 · Nicolet Checking	218,022.31	1,079,554.09	(861,531.78)
1011 · mBank General Savings	0.00	234,445.73	(234,445.73)
1012 · Nicolet Sally's Fund Savings	34,560.82	23,184.56	11,376.26
1013 · mBank Captial Campaign Checking	0.00	70,957.87	(70,957.87)
1016 · mBank Capital Campaign Savings	0.00	32,022.05	(32,022.05)
1017 · mBank PPP Loan	0.00	54,300.00	(54,300.00)
1018 · Nicolet Money Mrkt Savings 5336	863,769.79	0.00	863,769.79
1070 · PayPal account	718.40	1,016.77	(298.37)
1071 · Square Account	490.80	0.00	490.80
1090 · Cash in Drawer	149.99	150.00	(0.01)
<b>Total Checking/Savings</b>	<u>1,117,712.11</u>	<u>1,495,631.07</u>	<u>(377,918.96)</u>
<b>Accounts Receivable</b>			
1200 · *Accounts Receivable	9,253.30	502.00	8,751.30
1524 · Capital Campaign Pledges	31,195.00	47,020.00	(15,825.00)
<b>Total Accounts Receivable</b>	<u>40,448.30</u>	<u>47,522.00</u>	<u>(7,073.70)</u>
<b>Other Current Assets</b>			
1080 · Petty Cash	400.00	400.00	0.00
12100 · Inventory Asset	(188.50)	0.00	(188.50)
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
<b>Total Other Current Assets</b>	<u>(11,599.91)</u>	<u>(11,411.41)</u>	<u>(188.50)</u>
<b>Total Current Assets</b>	<u>1,146,560.50</u>	<u>1,531,741.66</u>	<u>(385,181.16)</u>
<b>Fixed Assets</b>			
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
1643 · Land Improvments	11,165.60	0.00	11,165.60
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
<b>Total Fixed Assets</b>	<u>3,688,692.72</u>	<u>3,676,933.12</u>	<u>11,759.60</u>
<b>Other Assets</b>			
1074 · WF Endowment Fund Investments	266,922.80	289,949.75	(23,026.95)
1700 · Beneficial Interest in MCCF	101,700.19	101,700.19	0.00

1702 · Beneficial Interest-Dixon F B	680,864.09	702,005.73	(21,141.64)
9999 · Point of Sale General Asset	(4.00)	0.00	(4.00)
<b>Total Other Assets</b>	<u>1,049,483.08</u>	<u>1,093,655.67</u>	<u>(44,172.59)</u>
<b>TOTAL ASSETS</b>	<u><b>5,884,736.30</b></u>	<u><b>6,302,330.45</b></u>	<u><b>(417,594.15)</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2001 · *Accounts Payable	(50.00)	2,676.74	(2,726.74)
<b>Total Accounts Payable</b>	(50.00)	2,676.74	(2,726.74)
<b>Other Current Liabilities</b>			
2002 · AP-New Shelter Retainage	986.69	986.69	0.00
2025 · Accrued Benefits	4,068.39	4,068.39	0.00
2100 · Payroll Liabilities			
2101 · Federal Tax W/H Payable	563.60	1,114.83	(551.23)
2102 · Medicare and SS Payable	1,596.55	3,199.91	(1,603.36)
2103 · Michigan W/H Payable	1,624.13	1,310.18	313.95
2104 · Suta Tax Payable	86.93	100.84	(13.91)
2108 · AFLAC pre-tax	(59.43)	(59.43)	0.00
2111 · Simple Plan Payable	(6.00)	582.40	(588.40)
2100 · Payroll Liabilities - Other	12,626.53	7,665.32	4,961.21
<b>Total 2100 · Payroll Liabilities</b>	16,432.31	13,914.05	2,518.26
2330 · N/P Mbank PPP Proceeds	0.00	54,300.00	(54,300.00)
2550 · Sales Tax Payable	1,203.62	60.69	1,142.93
<b>Total Other Current Liabilities</b>	<u>22,691.01</u>	<u>73,329.82</u>	<u>(50,638.81)</u>
<b>Total Current Liabilities</b>	22,641.01	76,006.56	(53,365.55)
<b>Long Term Liabilities</b>			
2300 · Mortgage-New Shelter	0.00	1,019,372.68	(1,019,372.68)
<b>Total Long Term Liabilities</b>	<u>0.00</u>	<u>1,019,372.68</u>	<u>(1,019,372.68)</u>
<b>Total Liabilities</b>	22,641.01	1,095,379.24	(1,072,738.23)
<b>Equity</b>			
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	4,097,789.49	2,679,828.37	1,417,961.12
Net Income	143,430.35	906,247.39	(762,817.04)
<b>Total Equity</b>	<u>5,862,095.29</u>	<u>5,206,951.21</u>	<u>655,144.08</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>5,884,736.30</b></u>	<u><b>6,302,330.45</b></u>	<u><b>(417,594.15)</b></u>

**Upper Peninsula Animal Welfare Shelter  
YTD Budget to Actual**

	April 2022				
	Apr 22	Budget	Jan - Apr 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · SHELTER REVENUE					
4005 · Pet Adoptions	8,062.58	6,666.66	32,870.06	26,666.66	80,000.00
4010 · Redeemed Animals	230.00	416.66	770.00	1,666.66	5,000.00
4012 · Boarding Fee	96.25	166.66	885.42	666.66	2,000.00
4015 · Vet/Optional Care	110.00	83.34	595.59	333.34	1,000.00
4017 · Dog Park	320.00	625.00	923.11	2,500.00	7,500.00
4018 · Rentals Revenue	0.00	416.66	70.00	1,666.66	5,000.00
4020 · Government Contracted Services	448.50	833.34	12,775.80	3,333.34	10,000.00
4030 · Dog License Revenue	120.00	33.34	186.00	133.34	400.00
4031 · Microchipping	175.00	291.66	300.00	1,166.66	3,500.00
4032 · Nail Clipping / Grooming	170.00	1,083.34	902.00	4,333.34	13,000.00
4033 · Community Spay/Neuter Revenue	120.00	666.66	2,383.00	2,666.66	8,000.00
4050 · Miscellaneous Services	0.00	50.00	30.00	200.00	600.00
4060 · Cremation Services Revenue	148.00	125.00	693.75	500.00	1,500.00
Total 4000 · SHELTER REVENUE	10,000.33	11,458.32	53,384.73	45,833.32	137,500.00
4100 · DIRECT PUBLIC SUPPORT					
4006 · Pet Care Sponsorship	685.00	608.34	3,154.54	2,433.34	7,300.00
4008 · Pet Promotion Sponsorship	25.00	83.34	25.00	333.34	1,000.00
4109 · Pink Lady	75.00	83.34	1,015.00	333.34	1,000.00
4110 · Donations	46,518.36	21,666.66	125,131.59	86,666.66	260,000.00
4120 · Special Gifts	875.50	1,000.00	8,304.27	4,000.00	12,000.00
4123 · Memorial Bricks/Tiles	0.00	416.66	0.00	1,666.66	5,000.00
4125 · Donated Svs/Material In Kind	347.00	3,083.34	1,700.25	12,333.34	37,000.00
4135 · Bequests	0.00	4,166.66	0.00	16,666.66	50,000.00
4188 · Naming Opportunities	0.00	2,083.34	260,854.01	8,333.34	25,000.00
4100 · DIRECT PUBLIC SUPPORT - Other	0.00		0.00		
Total 4100 · DIRECT PUBLIC SUPPORT	48,525.86	33,191.68	400,184.66	132,766.68	398,300.00
4156 · GRANT REVENUE					
4157 · General Grants	0.00	1,666.66	3,100.00	6,666.66	20,000.00
Total 4156 · GRANT REVENUE	0.00	1,666.66	3,100.00	6,666.66	20,000.00
4200 · FUNDRAISING REVENUE					
4128 · Misc/3rd Party Fundraisers	0.00	137.50	0.00	550.00	1,650.00
4140 · Canisters	678.80	666.66	2,513.26	2,666.66	8,000.00
4143 · Econo Receipts	0.00	0.00	3,107.55	2,300.00	5,200.00
4144 · Cause for Paws	500.00	0.00	2,000.00	0.00	23,600.00
4146 · Rummage Sale	0.00	0.00	0.00	0.00	2,100.00
4147 · Strut Your Mutt	520.00	0.00	2,020.00	0.00	16,200.00
4151 · Raise The Woof	500.00	0.00	4,262.92	5,850.00	5,850.00
4170 · TUFT Golf Outing	3,500.00	0.00	5,000.00	0.00	19,825.00
4183 · Rescue Raffle	0.00	0.00	0.00	0.00	7,600.00
4185 · Lights of Love	0.00	0.00	35.00	0.00	2,600.00
4197 · Calendar	424.00	0.00	454.00	0.00	20,270.00
4204 · MZD Santa Pics	0.00	0.00	0.00	0.00	2,300.00
4299 · Kennel Lock-up Fundraiser	0.00	0.00	0.00	0.00	25,000.00
Total 4200 · FUNDRAISING REVENUE	6,122.80	804.16	19,392.73	11,366.66	140,195.00
4500 · OTHER Revenue					



4001 · Volunteer Program	0.00	70.00	0.00	280.00	840.00
4112 · Kids Club	0.00	500.00	0.00	2,000.00	6,000.00
4205 · Resale Items Revenue	2,497.30	2,166.66	6,655.61	8,666.66	26,000.00
4215 · Interest Revenue	27.46	166.66	109.29	666.66	2,000.00
4220 · Miscellaneous Revenue	0.00	66.66	297.35	266.66	800.00
4221 · Endowment Fund Earnings	0.00	0.00	0.00	0.00	8,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	0.00	0.00	0.00	16,000.00
4227 · Distribution from Dixon Estate	2,542.29	2,500.00	2,542.29	5,000.00	30,000.00
<b>Total 4500 · OTHER Revenue</b>	<u>5,067.05</u>	<u>5,469.98</u>	<u>9,604.54</u>	<u>16,879.98</u>	<u>89,640.00</u>
<b>Total Income</b>	<u>69,716.04</u>	<u>52,590.80</u>	<u>485,666.66</u>	<u>213,513.30</u>	<u>785,635.00</u>
<b>Gross Profit</b>	69,716.04	52,590.80	485,666.66	213,513.30	785,635.00
<b>Expense</b>					
<b>5000 · Employee Expense</b>					
5129 · Employee Uniforms	0.00	83.34	0.00	333.34	1,000.00
5200 · Payroll Expenses	30.16		124.91		
5201 · Wages & Salaries	34,337.74	30,123.94	134,123.57	120,495.74	361,487.20
5225 · Simple Plan Employer	174.57	225.00	557.62	900.00	2,700.00
5230 · Michigan Unemployment Payable	457.00	29.16	558.93	116.66	350.00
5235 · Employer Social Security	2,128.93	1,813.44	8,315.66	7,253.75	21,761.21
5240 · Employer Medicare	497.89	424.11	1,944.80	1,696.43	5,089.31
5245 · Worker's Compensation	0.00	250.00	729.00	1,000.00	3,000.00
5246 · Employee Relations	0.00	100.00	884.12	400.00	5,200.00
5248 · Dental / Vision	455.51	625.00	2,360.33	2,500.00	7,500.00
5250 · Employee Benefits	0.00	1,625.00	0.00	6,500.00	19,500.00
<b>Total 5000 · Employee Expense</b>	<u>38,081.80</u>	<u>35,298.99</u>	<u>149,598.94</u>	<u>141,195.92</u>	<u>427,587.72</u>
<b>5500 · OPERATING EXPENSE</b>					
5009 · Phone/Network Access	122.50	283.34	1,698.07	1,133.34	3,400.00
5011 · Merchant Service Fees	236.54	500.00	2,517.49	2,000.00	6,000.00
5012 · Bank Service Charges	0.00	12.50	0.00	50.00	150.00
5013 · Paypal Fees	0.00	25.00	0.00	100.00	300.00
5014 · Square Fees	0.00	125.00	22.66	500.00	1,500.00
5050 · Utilities	2,462.57	2,083.34	13,612.93	8,333.34	25,000.00
5100 · Cleaning Supplies	50.00	458.34	658.74	1,833.34	5,500.00
5102 · Animal Supplies/Equipment	26.00	500.00	1,047.66	2,000.00	6,000.00
5105 · Repairs/Maintenance	3,517.87	833.34	8,843.95	3,333.34	10,000.00
5106 · Garbage/Snow Removal	1,995.24	500.00	6,308.92	4,715.00	10,000.00
5115 · Office Supplies/Postage	226.32	583.34	1,221.21	2,333.34	7,000.00
5117 · Community Spay/Neuter Expense	0.00	916.66	2,184.00	3,666.66	11,000.00
5120 · Building/Auto Insurance	0.00	916.66	30,367.20	3,666.66	11,000.00
5125 · Food	310.41	1,208.34	1,049.41	4,833.34	14,500.00
5127 · Microchips	0.00	833.34	0.00	3,333.34	10,000.00
5130 · Medical Supplies-Vaccines	453.81	1,266.66	3,647.21	5,066.66	15,200.00
5135 · Vet Care	1,547.70	6,333.34	14,566.33	25,333.34	76,000.00
5140 · Spay & Neuter Expense	1,801.80	2,083.34	10,450.80	8,333.34	25,000.00
5145 · Vehicle	243.00	125.00	573.28	500.00	1,500.00
5146 · Dog License Expense	40.00	37.50	62.00	150.00	450.00
5150 · Mileage	138.71	66.66	424.30	266.66	800.00
5165 · Cash over/short	(46.36)	8.34	(51.70)	33.34	100.00
5530 · Cremation Services Expense	0.00	166.66	440.00	666.66	2,000.00
6138 · Pink Lady Expense	0.00	166.66	1,339.18	666.66	2,000.00
6524 · Dog Park	0.00	83.34	0.00	333.34	1,000.00

6539 · Computer Software	381.50	416.66	2,444.41	1,666.66	5,000.00
6565 · IT Consulting	0.00	108.34	0.00	433.34	1,300.00
<b>Total 5500 · OPERATING EXPENSE</b>	<b>13,507.61</b>	<b>20,641.70</b>	<b>103,428.05</b>	<b>85,281.70</b>	<b>251,700.00</b>
<b>5600 · FUNDRAISING EXPENSE</b>					
5299 · Kennel Lock-up EXPENSE	0.00	0.00	0.00	0.00	500.00
5603 · MZD Santa Pics Expense	0.00	0.00	0.00	0.00	25.00
6307 · Calendar Expense	0.00	0.00	0.00	0.00	3,775.00
6311 · Cause for Paws Expense	0.00	0.00	0.00	0.00	7,080.00
6312 · Rummage Sale Expense	0.00	0.00	0.00	0.00	100.00
6315 · Misc/3rd Party Fund Expense	106.38	16.66	106.38	66.66	200.00
6317 · Raise The Woof Expense	0.00	0.00	1,155.53	3,490.00	3,490.00
6322 · Rescue Raffle Expense	50.00	0.00	50.00	50.00	2,280.00
6324 · Miscellaneous Expenses	0.00	4.16	0.00	16.66	50.00
6330 · TUFT Golf Outing Expense	0.00	0.00	52.34	0.00	7,466.00
6355 · Lights of Love Expense	0.00	0.00	0.00	0.00	100.00
6550 · Strut Your Mutt Expense	0.00	0.00	52.33	0.00	2,350.00
<b>Total 5600 · FUNDRAISING EXPENSE</b>	<b>156.38</b>	<b>20.82</b>	<b>1,416.58</b>	<b>3,623.32</b>	<b>27,416.00</b>
<b>6000 · OTHER EXPENSE</b>					
5142 · Volunteer Program	0.00	100.00	218.15	400.00	1,200.00
6313 · Direct Solicitations	0.00	0.00	3,933.74	3,600.00	10,800.00
6503 · Community Outreach	0.00	166.66	388.81	666.66	2,000.00
6504 · Memorial Bricks/Tiles	0.00	291.66	89.89	1,166.66	3,500.00
6505 · Professional Fees	0.00	750.00	38.90	3,000.00	9,000.00
6510 · Publications	5,901.93	5,000.00	5,901.93	5,000.00	15,000.00
6511 · Pet Promotion Expense	0.00	312.50	620.01	1,250.00	3,750.00
6515 · Promotions & Advertising	0.00	70.84	149.16	283.34	850.00
6523 · Kids Club	0.00	83.34	0.00	333.34	1,000.00
6525 · Resale Items Expense	32.00	1,083.34	3,338.77	4,333.34	13,000.00
6530 · Conferences / Training	133.76	333.34	133.76	1,333.34	4,000.00
6532 · Donor Development	0.00	146.25	33.50	585.00	1,755.00
6533 · Strategic Planning	0.00	100.00	0.00	400.00	1,200.00
6535 · Licenses, Dues, Permits & Fees	0.00	100.00	0.00	400.00	1,200.00
6540 · Miscellaneous Expense	0.00	41.66	154.34	166.66	500.00
6561 · Investment Expense	713.51	0.00	5,983.63	0.00	0.00
6688 · Naming Opportunity Expense	0.00	83.34	0.00	333.34	1,000.00
<b>Total 6000 · OTHER EXPENSE</b>	<b>6,781.20</b>	<b>8,662.93</b>	<b>20,984.59</b>	<b>23,251.68</b>	<b>69,755.00</b>
<b>Total Expense</b>	<b>58,526.99</b>	<b>64,624.44</b>	<b>275,428.16</b>	<b>253,352.62</b>	<b>776,458.72</b>
<b>Net Ordinary Income</b>	<b>11,189.05</b>	<b>(12,033.64)</b>	<b>210,238.50</b>	<b>(39,839.32)</b>	<b>9,176.28</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
4226 · Change in Value-Dixon Trust	0.00	0.00	(41,024.13)	0.00	0.00
4300 · Unrealized Gain/Loss	(16,123.05)	0.00	(30,272.23)	0.00	0.00
<b>4400 · RESTRICTED REVENUE</b>					
<b>7400 · SALLY'S FUND</b>					
4218 · Sally's Fund Revenue	1,000.00	0.00	4,972.59	0.00	0.00
6518 · Sally's Fund Expense	0.00	0.00	(484.38)	0.00	0.00
<b>Total 7400 · SALLY'S FUND</b>	<b>1,000.00</b>	<b>0.00</b>	<b>4,488.21</b>	<b>0.00</b>	<b>0.00</b>
<b>Total 4400 · RESTRICTED REVENUE</b>	<b>1,000.00</b>	<b>0.00</b>	<b>4,488.21</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Other Income</b>	<b>(15,123.05)</b>	<b>0.00</b>	<b>(66,808.15)</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>(15,123.05)</b>	<b>0.00</b>	<b>(66,808.15)</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>(3,934.00)</b>	<b>(12,033.64)</b>	<b>143,430.35</b>	<b>(39,839.32)</b>	<b>9,176.28</b>

**Upper Peninsula Animal Welfare Shelter**

**Days Cash On Hand as of April 2022**

	<b>Cash Less Restricted Funds*</b>	<b>Annual Expense</b>	<b>Daily Expense</b>	<b>Days Cash on Hand</b>	
<b>2022</b>	\$1,092,804.59	\$776,458.72	\$2,127.28	514	(Year to Date)
<b>2021</b>	\$882,513.53	\$774,749.62	\$2,122.60	416	
<b>2020</b>	\$645,045.70	\$753,663.47	\$2,064.83	312	
<b>2019</b>	\$415,591.49	\$741,157.74	\$2,030.57	205	
<b>2018</b>	\$311,797.49	\$521,136.55	\$1,427.77	218	
<b>2017</b>	\$215,192.09	\$536,174.67	\$1,468.97	146	
<b>2016</b>	\$201,661.55	\$602,450.00	\$1,650.55	122	
<b>2015</b>	\$152,858.00	\$576,669.00	\$1,579.92	97	
<b>2014</b>	\$191,970.00	\$520,354.25	\$1,425.63	135	
<b>2013</b>	\$146,529.00	\$431,923.23	\$1,183.35	124	
<b>2012</b>	\$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. **Transfers** – We conducted three animal transfers this month. In total we took in 87 cats and 5 dogs.
- b. **May Stats** (as of 5/19/22) – 109 adoptions
- c. **Vet Clinic Committee** – Please see the attached minutes
- d. **Vet Clinic Equipment Update** – I have an updated equipment quote on 5/18/22, from vendor Covetrus, as the original quote is almost a year old. The vendor we would like to use is recommended by Dr. Scott Jandron. The vendor we are using is giving us a discount. The first purchasing order will be a total of \$9,799.13. The list of equipment was generated by Dr. Jandron and the vet committee. The problem I am facing is finding comparable specs on the equipment to receive 2<sup>nd</sup> quotes. I will be working with Dr. Jandron in the next couple of weeks to obtain another vendor to receive the 2<sup>nd</sup> quotes. If I can obtain the 2<sup>nd</sup> quote in the next couple of weeks, I will present a recommendation and rationale and ask for an e-vote for the purchasing of this equipment.

II. **Property**

- a. **Front Highway Sign Update** – The highway sign has been ordered and should be installed in July. The electrical for the sign has been installed. 3 permits have been received and filed in the Google Drive.
- b. **Dog Park Gates** - We have been having issues with the dog park gates locking. We have learned from 906 Technologies that the computer in the IT closet is no longer operational and is the main reason for the gates not locking. Chris Danik is helping me find a solution for the room.

III. **Human Resources**

- a. **Volunteers** - Please see the attached report that Ann Brownell has created on our current volunteer recruitment.
- b. **Trainings** – Please see the attached training program for the staff for the month of May.
- c. **Open Staff Positions** - We currently have a full time and part time animal caregiver position open.

IV. **Business**

- a. **2021 Annual Report** – Has been printed and released on social media and the website.

- b. **Strategic Plan** – Three target groups will be sent survey emails on 5/23/22. Two more target groups will be sent survey emails on 5/26/22. The surveys will be open for one month. Once all of the data is collected, it will be formulated and presented to the board for review.

V.      **Fundraising**

- a. **Be Kind to Animals Week** – 5/2/22 – 5/8/22. Met sixty percent of our goal.
- b. **Flag Star Bank Jean Day** – Check presentation was done on 5/4/22.
- c. **Nicolet Bank Chocolate Sales** – Check and supply presentation was done on 5/12/22.
- d. **Tees for Tails** – Helping with logistics and fundraising.
- e. **Word on the Street** – Will be giving us free advertisement in the month of June.

VI.     **Programming**

- a. **Global Youth Service Day** – We had 48 volunteers on the UPAWS campus creating flower beds, planting flowers, planting trees, and cleaning up the campus. Everyone involved received lunch and a tour. Two families came back and adopted animals.
- b. **Pet Patrol** - 4H of Marquette County and UPAWS began their youth animal education program on 5/17/22. The program is being held at UPAWS and goes for six weeks on Tuesdays from 4:30pm to 5:30pm. The last night of the program will be on 6/21/22. 51 children are registered for the program.

VII.    **Public Relations**

- a. **5/10** - TV6 Morning News, Sunny 102 Radio, TV6 Evening News (Different Feature)
- b. **5/11** – ABC 10 Evening News
- c. **Word On The Street** – Will be giving UPAWS free advertisement in the month of June

**Upper Peninsula Animal Welfare Shelter  
Veterinarian Center Committee Minutes**

**5/3/22**

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

**1. Update on Training - Laura Rochefort**

**Notes** - Since the start of January and my training, we have gotten a lot of equipment to begin doing more in house. We have the centrifuge, microscope, refractometer, and all of the little supplies that are needed to run U/A's, fecals, and ear cytologies. My time at NVA did come to a short pause with Dr. Jandron's injury, as NVA is busy with their clients and I didn't want to add more things for the other vets to have to look at for me. I have however, continued to run fecals, u/a's, and many ear cytologies in house in this time and have sent pictures to a few different vets to confirm what I thought I was seeing. I still need a lot more practice so I can be confident in myself with what I am seeing though. At times, I can say this is 100% RBC's or WBC's or cocci and at other times they look a tad different and I question what it is I am seeing. For the required extra schooling, I am about halfway through semester 1 and I started in the beginning of December. I have taken a slight pause since I do it all at home and my next courses are A&P I and II.

**Update from 5/3/2022 Meeting** – Jessie and Laura went through all the supplies in the clinic. Jessie showed Laura how to use certain supplies and conducted an inventory.

**2. Funds – Bill Brutto**

**(Redacted)**

**3. Training for Staff (Update) – Bill Brutto**

**Update from 5/3/2022 Meeting** – As part of the training for the staff they will be completing the Fear Free Medical Certification in the month of June. Bill is also going to be looking into certifications through the American Animal Hospital Associations.

**4. Next Steps for Clinic – Bill Brutto**

- A. May** – Bill communicates to Sands Township
- B. June** – The purchasing of equipment will begin
- C. July** - Vet Clinic Committee will help Laura organize the clinic with the new equipment.  
(This depends on when items arrive)
- D. September** - Open House for local veterinarians on volunteer opportunities. There will be four different dates on the last two weeks of September. Committee felt that it would be best to have these open houses once summer is over and school is back in session.

- E. October (Tentatively)** – The clinic will become operational. The committee wanted this to be a goal date, but also want the flexibility as many things need to fall in place to meet this target date.

## **5. Planning for Open Houses/Volunteer Recruitment – Committee**

### **Outline for Open Houses –**

- A. Present SOPs on clinic
- B. Present on the impact of vets volunteering
- C. Explain with data in how our clinic will not be a negative financial impact on their business.  
Give clear expectations of what would be done in house and what would still be outsourced.
- D. Present a vet rotation example
- E. Tour of the clinic

## **6. Obstacles in Opening the Clinic – Committee**

- A. Sands Township
- B. Shortage of vets and their staff in the county
- C. Vets are overworked and overbooked
- D. Relationships between vets and the shelter

## **Volunteer Outline**

What we have ongoing:

- Post has been on the website
- Post for volunteers was in Pet Gazette
- Posted on Volgistics/emailed.
- Email each applicant about our current need.
- Social media posts will be going out weekly.
- The most significant need for in-shelter volunteers is for Friday, Sunday, and Monday cat cleaners. The rest of the days, we have one or two volunteers that cat and small animal room clean.
- A phone answering volunteer position has been added. They have scripted answers and directives (which I have) and be scheduled for 4-hour shifts of 12-4 pm daily. I will add that to the Volgistics list of needs. I have sent an email to the RSVP Volunteer Program of MQT County.
- Dog walking is not possible as GREEN dogs are few and far between as they get adopted quickly. The amount of training to do with a volunteer who would be basically on-call if we have GREEN dogs is honestly not realistically feasible.
- The only possible dog volunteering I could add is kennel cleaner. The person would only clean the feces, waste, bedding, etc., in dog rooms and kennels. They would not handle the dogs, however. The problem may still arise however with a bite if a volunteer still thinks they can reach or pet a reactive dog. Or with a dog being walked too close to a volunteer. I can put that out there (if it is needed/requested).

### **FOSTERS:**

We have fosters and we appreciate all that they do. However, most of our fosters want to foster single kittens or puppies – no moms. There is one foster who will take mom and puppies but for only short term. I have sent out-posts for Mom cats and kittens, but people ask only to take the kittens. So due to what people apply for to foster, the struggle is finding fosters that are willing to help under our requirements and the animals that NEED fostering! Not saying that we don't have one or two that take on the harder animals, but we would love if more people were willing to take semi-feral cats, moms with litters, hospice.

As far as cats that have been at the shelter a long time, I planned to wait until after Bissell as the traffic is higher during an event. Hopefully, one of the long-term cats will get adopted with the extra traffic. After that, I planned to ask if a foster for them is needed (see following paragraph).

However, I am the person who signs up foster applicants and goes thru the foster training with them. After that, if the supervisors or vet tech assistant asks me, I will send out a plea for foster volunteers for that certain animal's need. I do not pick when an animal or whom would need to go into a foster home. Supervisors and vet tech assistant decide that. Once I send a plea out, the interested foster responds to the supervisors directly for the directive.



## **PHOTOS/BIOS:**

I have fallen behind with the vast numbers of cats transferred in. Some cats I have hard time to get good pictures of because they are semi-feral, or super timid. I do the best I can, but when 44 cats come in at one time and people are adopting, some don't get the most detailed bios. I will do better in the future. But we do have 35 cats and one mom dog and pups coming Monday; I'll try and get a jump on it! Bios will need to be shorter instead of my long stories! 😊

## **ON WEBSITE NOW:**

### **Volunteer Information**

There are various volunteer opportunities here at UPAWS, including weekly, bi-weekly, flexible such as fostering or office help, and outside our shelter (example fundraisers, committees). You can work hands-on with our pets, choose to help in one of our administrative departments, help at a fundraiser, become a Board member, or committee volunteer.

To apply to volunteer in the shelter, the starting age is 18 years old.

Currently, openings are:

- Cat cleaners (morning shifts weekly – openings are Sunday, Friday, Monday 8:30am to Noon).
- Phone answering volunteers. 12-4pm daily.
- Please note that we are onboarding new volunteers at the shelter as we need them. Once you have completed the application and Online Orientation, you will be able to fill specific volunteer opportunities sent out by the Volunteer Coordinator.
- To volunteer in-shelter, we do require a minimum of 4 months of consecutive volunteering with a scheduled day and time.

**NOTE:** Dog walking shifts are not open currently.

**BIGGEST NEED:** Interested in volunteering on our board or various committees? Click [here!](#)\*\*

The page goes into the application link etc.

Sincerely,

Ann Brownell

May 11, 2022

**Upper Peninsula Animal Welfare Shelter**  
**Animal Care Staff Training Plan May 2022**



**1. Best Friend Network Podcast**

Episode – Saving Lives in Rural America –

<https://network.bestfriends.org/proven-strategies/best-friends-podcast/best-friends-podcast-ep-108>

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

**Training Time** – 1 hour

**2. Michigan Pet Alliance Webinar**

No Training This Month

Note: You can go back and watch April's if you missed it -

<https://michiganpetalliance.wildapricot.org/Premium-Videos-Scent-4-Shelter-Dogs>

**Training Time** – 1 hour (for the individuals who did not conduct the in-person webinar in April)

**3. ASPCA Pro Webinar**

[Shelter Behavior Roundtable: Supporting Shy and Fearful Cats in the Shelter and at Home | ASPCApro](#)

**Instructions** – Please watch webinar and write a summary of what you learned from the webinar

**Training Time** – 1 hour

**4. Million Cat Challenge Pathway Planning – What to Do with All These Cats**

**Instructions** – Read through the article and write a summary of what you learned from the article

Training Time – 1 hour

**5. ASPCA Pro Webinar – Behavior Support for Long Stay Shelter Cats and Dogs**

<https://www.aspcapro.org/training/webinar/shelter-behavior-roundtable-behavior-support-long-stay-shelter-cats-and-dogs> \

**Instructions** – Please watch webinar and write a summary of what you learned from the webinar.

**Training Time** – 2 hours

## Volunteer & Community Outreach Coordinator Report May 2022

### Volunteer

- See attached

### Community Outreach

- Webinars: none
- Transfers coordinated (after Executive Director decision/ permission)

**Mobile Cat Rescue (Alabama):** 1 mom dog, 4 puppies, 33 felines (mostly kittens) arrived on May 16<sup>th</sup>. The sending rescue drove them to us. Due to kittens age, they are going up in stages. Puppies were adopted in 2 days – with lots of applications!

**Bay County Animal Control:** 10 adult cats on May 6<sup>th</sup>. Drove to bridge to pick up. All adopted.

**Humane Society of Tulsa:** 44 cats arrived on April 30<sup>th</sup>. Tulsa drove them to us. All adopted.

- Retail:
  - Coordinate and maintain inventory; ordering, receiving, and pricing. Added Science Diet dry food for retail purchasing.
- Website, social media, e-news:
  - 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.
  - BISSELL EMPTY THE SHELTERS: MAY 2-15. Very successful. UPAWS chooses to focus the event on adults 1 year on up. 10 dogs and 37 cats adults adopted.
  - Best Friends and Bounty National Adoption Weekend May 20 -22. Bounty pays \$25 per cat and \$50 per dog. UPAWS is advertising for this event:
- Media (Community Outreach):
  - ABC10TV – Pet of the Week segments – contact person. Bissell segment. Ryan, UPAWS shelter coordinator did segment on the Best Friends and Bounty weekend event.
  - TV6 – Bissell segment, Pet Photo Calendar segment, Best Friends and Bounty event.
  - Coordinated media appointments for our Executive Director to promote the Global Youth Day and the Pet Patrol classes. TV6 at 6am live, TV6 early news, Sunny 102 radio live, and ABC10 early news.

○

Other:

- HILLS SCIENCE DIET SHELTER PROGRAM:

Our Executive Director approved and gave me the permission. I took the steps and coordinated UPAWS become a shelter partner again. We will receive regular cat, dog, puppy, kitten food at an average of 75% discount (we order as we need the food). Also, adopters receive 1 – 2 lb. bags of food and coupons. Adopters are given the option to opt out and every adopter is told that. They can accept the food or not. The adopter food is kitten, cat, puppy, dog, small breed puppy or large breed puppy. Also, a free 4 lb. bag of C/D cat is given for cats on C/D food. Science Diet does not have access to our files or Pet Point. We type in a fillable PDF the adopter information (if adopter gives permission – no one has said no so far).

- Maintain Sign-Up Genius appointment scheduling.
- Various projects per Executive Director
- Helping upfront and in cat area when needed.
- Helped our Executive Director with Global Youth Day and the first Pet Patrol - mainly took photos. Lots of youth and adults and it was very fun and well received!

Submitted May 19, 2022

Ann Brownell

**Fall in love during  
UPAWS national  
adoption weekend,  
May 20-22**

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**Reduced Fees  
Thanks to Bounty &  
Best Friends Animal Society**





## NEWS RELEASE

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### MEDIA CONTACT:

**Ann Brownell**

906-361-4510 (cell phone)

[abrownell@upaws.org](mailto:abrownell@upaws.org)

**FOR IMMEDIATE RELEASE**

### **UPAWS is offering REDUCED Adoption Fees May 20 – 22, thanks to Bounty and Best Friends Animal Society**

This weekend, Bounty Paper Towels is partnering with participating Best Friends Animal Society network partners to surprise new pet owners by helping to pick up adoption fees at shelters across the country.

That includes UPAWS, where adoption fees will be REDUCED for cats and dogs 1 year on up. Cats aged 1-7 years are \$40 / over 7 years FREE. Dogs 1-7 years will be \$90 / 7 years on up FREE. Adoptions include spay, neuter, vaccinations, microchip, and health check. UPAWS in Gwinn, MI is open by appointment. Available pets can be previewed at [www.upaws.org](http://www.upaws.org) – link to appointments is on pet's bios.

For every pet Bounty helps get adopted, it can save two lives: the pet who goes home and the one who now has space to come to UPAWS.

That's why the promotion could not have come at a better time, according to Julie Castle, CEO of Best Friends Animal Society. "May is one of the highest intake months for animal shelters around the country. The sad truth is that shelters get overcrowded when pets aren't adopted quickly enough and this can put lives at risk," says Castle. "That's why we're grateful that Bounty wanted to quickly come to the rescue."

Bounty was happy to assist. "As every pet parent knows, pet messes are no ordinary messes, which is why you shouldn't use an ordinary paper towel," says Janette Yauch, Vice President, Bounty. "We are honored to join Best Friends Animal Society to help save the lives of pets while helping pet parents everywhere."

#### **UPAWS**

**815 South State Hwy. M553**

**Gwinn. MI 49841**

**906-475-6661**

**[www.upaws.org](http://www.upaws.org)**

#### **About the Best Friends Network**

The Best Friends Network is comprised of thousands of public and private shelters, rescue groups, spay/neuter organizations and other animal welfare organizations in all 50 states. We are a coalition committed to saving the lives of homeless cats and dogs through collaboration, information-sharing, and implementation of proven

lifesaving strategies. Our partners support each other and inspire their own communities to increase lifesaving of dogs and cats across the country.

**About Procter & Gamble**

P&G serves consumers around the world with one of the strongest portfolios of trusted, quality, leadership brands, including Always®, Ambi Pur®, Ariel®, Bounty®, Charmin®, Crest®, Dawn®, Downy®, Fairy®, Febreze®, Gain®, Gillette®, Head & Shoulders®, Lenor®, Olay®, Oral-B®, Pampers®, Pantene®, Puffs®, SK-II®, Tide®, Vicks®, and Whisper®. The P&G community includes operations in approximately 70 countries worldwide. Please visit <https://www.pg.com/> for the latest news and information about P&G and its brands.

APRIL 2022		DOGS		CATS		OTHER	TOTAL	
	In Shelter	27		45		10	82	
	In Foster	11		28			39	
	<b>TOTAL Beginning Count</b>	<b>38</b>		<b>73</b>		<b>10</b>	<b>121</b>	
INTAKE		DOGS	PUPS <5 mos.	CATS	KITS <5 mos.	OTHER	TOTAL	YTD
	Owner Surrender	6	0	20	7	7	40	162
	Returned Adoption	4	0	4	0	0	8	19
	Stray (from Police, Public and Shelter Pickup)	14	0	10	0	0	24	68
	Born in Care	0	0	0	6	0	6	13
	Transferred from Other Shelters	2	0	24	20	0	46	130
	Special Hold/Service In	2	0	0	0	0	2	8
	Seized/Custody (Cruelty & Neglect)	0	0	0	0	0	0	2
	<b>Total Intakes</b>	<b>28</b>	<b>0</b>	<b>58</b>	<b>33</b>	<b>7</b>	<b>126</b>	<b>402</b>

### OUTCOMES

Adoptions (shelter, foster home or special event)	19	0	57	5	10	91	321
<b>Total Adoptions YTD</b>	<b>85</b>	<b>9</b>	<b>167</b>	<b>34</b>	<b>26</b>	<b>321</b>	
Returned to Owner	9	0	3	0	0	12	34
Transferred to Rescue Groups/Shelters	2	0	0	0	0	2	3
<b>Total Live Outcomes</b>	<b>30</b>	<b>0</b>	<b>60</b>	<b>5</b>	<b>10</b>	<b>105</b>	<b>358</b>
<b>EUTHANIZED/DEATHS/MISSING/STOLEN</b>							
Dangerous	0	0	0	0	0	0	0
Dying	0	0	0	0	0	0	1
Animal's Name and Reason							
<b>TOTAL ANIMALS EUTHANIZED</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
Died at shelter/foster home - Unknown	0	0	0	3	0	3	3
Missing/Stolen/Escaped	0	0	0	0	0	0	1
Animal's Name and Reason				Zobrist, Baez, Maddon-immature			
<b>Total Euth/Died/Other Outcomes</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>5</b>
In Shelter	21		63		7	91	
In Foster	15		33		0	48	
<b>TOTAL Ending Count (per formula)</b>	<b>36</b>		<b>96</b>		<b>7</b>	<b>139</b>	
<b>TOTAL Ending Count (per reports)</b>	<b>36</b>		<b>96</b>		<b>7</b>		
<b>SAVE RATE (Intake- Euthanasia Outcome)/Intake</b>						<b>100.0%</b>	<b>99.8%</b>
<b>ASPCA Live Release Rate (Live Outcomes/ Intake)</b>						<b>83.3%</b>	<b>89.1%</b>

### OTHER INFO

	Dogs	Cats
Avg. Length of Stay	30.3	19.8
Monthly Return Rate (returns/adoptions)	21%	6%



<b>APRIL 2022 - CLINIC SERVICES</b>	<b>DOGS</b>	<b>CATS</b>	<b>OTHER</b>	<b>TOTAL</b>	<b>YTD</b>
Owner Requested Euthanasia	0	0	0	0	1
Bite Hold (for Owner)	0	0	0	0	1
Spay/Day	0	0	0	0	29
Community Spay/Neuter (Spay It Forward)	1	1	0	2	2
Microchipping	5	2	0	7	12
Domestic Violence	2	0	0	2	3
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	8	0	0	8	20
Service - Home 2 Home	2	1	0	3	13
Service - Nailtrims	0	0	0	0	38
Service - Dog Licenses	4	0	0	4	8
Service - Cremation Services	0	0	1	1	3
<b>Total</b>	<b>22</b>	<b>4</b>	<b>1</b>	<b>27</b>	<b>130</b>

## **Board Development Committee Meeting Minutes**

**Chaired by:** Colleen Whitehead

**Date:** May 12, 2022 5:00 pm – meeting held via Zoom

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

❖ Committee discussion on Board recruitment.

- Lynn provided an update on her communication with NMU on emailing information to students and/or faculty re Board recruitment options. Lynn also updated on sharing the recruitment flyer with “Connect Marquette”.
- Lengthy discussion on past applicants and whether any individuals might be interested in re-submitting their applications to serve on the Board. Colleen will follow up with two individuals identified as possible options.
- Amber did an interview segment on the TV6 Morning Show on behalf of UPAWS to discuss Board and volunteer opportunities and recruitment efforts. **Thank you Amber!!!**
- Colleen met with the GINCC staff on 05/17/22 to review options available for UPAWS for Board member and Board Committee recruitment. GINCC will post to its’ members and review other options for assisting with recruitment. GINCC will also assist with promoting fundraising events upon request.

❖ Discussion and review of current Board vacancies:

- Two Board members (Reva and Amber) have terms ending in July and are not eligible to be reappointed.
- Brian’s term ends in 2022 and he has stated his intent to apply 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 currently three pending Board member applications. Colleen will follow up to schedule face-to-face interviews. One applicant has since withdrawn her application. Two others are pending. One interview has been confirmed with the Board Development Committee and scheduled for May 28<sup>th</sup>.

❖ 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:**

June 9<sup>th</sup>, 2022 at 5:00 pm. Meeting will be held via Zoom, monthly meetings are currently held the 2<sup>nd</sup> Thursday of each month.

## **UPAWS Finance Committee Minutes**

**Meeting Date: Wednesday, May 18, 2022 at 5:30pm**

**Meeting Location: UPAWS Back Office Area**

Present: Chris Danik (Chair), Bill Brutto, Jill Compton, Reva Laituri, Cole Zyburt

Excused: Corey Hollowell

### **New Business**

- Review of April Financial Reports: The committee reviewed the April 2022 reports. A check detail report is being provided to the committee (and available on the Drive) starting this month. Reva noted that the cash in drawer balance is still not showing the increased amount. Chris will follow up with Corey. Jill asked that a footnote be included on the A/R Aging Report of which accounts are actually overdue and which accounts we expect will not be collected on.

### **Old Business**

- Endowment Fund Updates: Chris noted that the board had approved of the committee's Report & Recommendation to be able to shop around for options. Jill uploaded several investment policy examples for the committee to review.
- The committee discussed our next steps for moving forward. Now that we have authorization to explore options and to continue growing our endowment fund, the Finance Committee will proceed discussing recommended changes. This will include language around disbursements, what the funds can be used for, and transitioning the endowment from being managed by a separate trust committee to being a function of the Finance Committee and the board. Having specific language in the amended trust agreement eliminates the need for a separate committee. Committee members discussed their research of local financial institutions for the management of the trust. Outstanding items to be completed:
  - Cole will be providing sample language that the committee can use to include in our amended trust agreement.
  - Chris will reach out to Wim to see what we can do to restructure the endowment fund and trust from our current agreement in place.
  - Committee members are continuing to research and shop around for institutions to administer the trust.
  - The committee will construct a draft investment policy to be approved by the board.
  - A plan including the suggested changes to the trust agreement, the draft investment policy, and a recommended financial institution will be presented to the board in a Report & Recommendation.
  - We will need to reach out to Wim to amend the agreement with the necessary changes to our trust agreement based upon what the board approves.

- The committee discussed the current standing of the market and our Wells Fargo fund (Endowment Fund). We've seen quite a drop in the value of our portfolio like the rest of the world. The committee discussed whether this is a good time to transfer some of our Money Market funds to the endowment fund. Since the endowment fund is intended to be a long term investment and even though the market may not have hit "bottom", the committee agreed that this is a good time to invest funds in order to buy shares at lower prices. Jill suggested we take a small portion for now (10%) and the rest of the committee agreed with that number. The committee also agreed to entrust the expertise of our advisors in regards to where to invest the money. A Report & Recommendation will be forwarded to the board to transfer \$80,000 from our Money Market account to the Endowment Fund.
- Financial Policy Revisions: Jill made several edits and notes to the draft around what is and is not a good control in each section. Reva noted that we need to update positions that are mentioned in the policies to who will be responsible for those tasks in the future. For example, the Shelter Manager is no longer a position. The committee discussed the credit and deposit sections. ***Anything mentioned in the minutes is just the discussion phase and the final version will be presented to the board for approval.***
- Credit Section: Jill noted that contracts are not covered. Chris advised that there is language around who is authorized to enter into contracts in either the bylaws or board policies. Chris will share both documents with the committee to ensure what we recommend adheres to what is set in those documents. A section on contracts will be added along with policies covering UPAWS credit cards.
- Deposit Section: The committee discussed the controls that are in place and some options going forward. Specifically the committee discussed what controls would be required if the bookkeeper position was responsible for deposits and being the custodian of petty cash and vault cash.
- Committee members will review the document prior to our next meeting and write up how we are handling each now and Jill offered to tweak the language.

The meeting adjourned at 6:57pm.

**Next Meeting:** Wednesday, June 22nd at 5:30pm in the UPAWS Back Office area

Respectfully submitted,

Chris Danik  
Treasurer / Finance Committee Chair

**PERSONNEL COMMITTEE REPORT**  
**MAY 11, 2022, 10:03 AM**

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

Bill provided an update on staffing levels. One full time and one part-time caregiver positions are still vacant. Part time employees are working additional hours and coordinators are assisting in filling in the gaps. Training of the two new hires has been going well. All staff have pitched in to help where and when needed.

A lengthy discussion took place regarding the use of volunteers. To help fill the gaps while staff on vacation, or when there are vacancies, do more volunteers need to be recruited, how can volunteers be utilized, are foster volunteers being fully utilized?

The May monthly training schedule was provided.

Bill left the meeting.

The committee will review the timeline requested of the ED for updating the SOPs.

Reva will request Bill provide an update for the June meeting on goals that were set in March.

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

Respectfully submitted,

*Reva Laituri*

Chairperson