

## UPPER PENINSULA ANIMAL WELFARE SHELTER

### BOARD OF DIRECTORS MEETING

**Monday, February 27, 2023 / 6 p.m. / Cliffs-Eagle Mine Community Room**

<p><b>Mission:</b></p> <p>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.</p>	<p><b>Vision:</b></p> <p>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.</p>
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### Agenda

1. Call to Order/Attendance
2. Approval of Agenda
3. Mission Moment
4. Public Comment
5. Approval of Minutes
  - a. January 23, 2023 Regular Meeting
  - b. January 25, 2023 E-Vote Results Approving New Garbage Removal Contract
  - c. February 13, 2023 Special Meeting
  - d. February 13, 2023 Closed Session
6. Unfinished Business
  - a.
7. New Business
  - a. Report & Recommendation from Finance Committee RE: 3 Year Contract with MTHNK for Audit and 990 Preparation
  - b. Report & Recommendation from Finance Committee RE: Sally's Fund Savings Proposal
  - c. Report & Recommendation from Executive Director RE: Municipal Service Contract Revision
  - d. Report & Recommendation from Executive Director RE: Sally's Fund Trailer
  - e. Resignation Letter from Executive Director Bill Brutto
8. Communications
9. President's Report
10. Treasurer's Report
  - a. Treasurer's Report February 2023
  - b. January 2023 Financial Reports

11. Shelter Operations Report(s)

- a. Report from the Executive Director
- b. Stats

12. Committee Reports

- a. Board Development Committee Report (Colleen) - Written
- b. Finance Committee Report (Chris) - Written
- c. Fundraising Committee Report (Lynn) - Written
- d. Strategic Planning Committee Report (Brian)
- e. Personnel Committee Report (Leslie) - Written
- f. Policy / Bylaw Committee Report (Colleen)
- g. Donor Development (Ad Hoc) (Leslie)

13. Public Comment

14. Board Comment

15. Closed Meeting to discuss Personnel

16. Adjournment

Next Board Meeting Date: March 27, 2023, 6 p.m. at the Shelter

**UPPER PENINSULA ANIMAL WELFARE SHELTER  
BOARD OF DIRECTORS MEETING  
Monday, January 23, 2023  
Cliffs-Eagle Mine Community Room**

**PRESENT:** Lynn Andronis, Chris Danik, Jessi Hurd, Leslie Hurst, Hailey Kimball-Dexter, Karen OMeara (virtual), Colleen Whitehead

**ABSENT:** Brian Hummel (excused)

**STAFF:** Bill Brutto, Ann Brownell, Laura Rochefort

**GUESTS:** Reva Laituri

1. Call to Order/Attendance: Meeting called to order at 6:08 p.m.

2. Approval of Agenda: Leslie proposed adding the resignation letter she received from Jessi Hurd to the Agenda as item 7d. The letter is on the Google drive. Chris made a motion to approve agenda as amended. Colleen seconded. Motion passed unanimously.

3. Mission Moment: Colleen shared that we have officially adopted out Kuma Kali. Colleen had her as a foster, she is 11 years old, has been in and out of 5 homes, and has medication and behavioral issues. Colleen and UPAWS staff worked with her quite a bit on those issues. She was adopted by the perfect person who is committed to being her last home. She has been in the home a week and a half and it is going very well.

4. Public Comment: None.

5. Approval of Minutes:

a. December 19, 202 Regular Meeting

- Lynn requested the following amendments:
  - Bill was excused
  - Under approval of agenda, motion by Lynn, seconded by Chris to approve as amended, unanimous consent.
  - Mission moment \$28,000 to date, not \$2,800
  - Under Approval of Minutes, bullet point starting “under 7a,” take out “will into”
  - Under 9. Bulletin board add “at Paws Park”

Chris moved to approve minutes as amended, Lynn seconded. Unanimously approved.

6. Unfinished Business:

a. Board Development Training: UPAWS Operations (Bill Brutto, ED)

- i. Bill gave his presentation to the Board.
- ii. The PDF he was using for his presentation said we are open 7 days a week (it was created in December), Bill noted we should be open 7 days a week, but we are not currently due to staff shortage. Staff working four 10 hour days and having the shelter open from 8am to 6pm has been an improvement that started in December 2021. In the past, we were open

8:30 to 4:30 or 5, but due to the staff working four 10 hour days, dogs get walked earlier and later, there is less overtime, and the staff is happier with the schedule. Bill said volunteers can't work with the dogs due to our insurance, at least dogs with bite history. Leslie noted that she sees other shelters who have volunteers to walk the dogs, so we should look into the insurance issue in the future. Bill said we have been incident free since October of 2021, we need to go another year incident free for the insurance to allow volunteers to walk dogs. Volunteers currently work with the cats and small critters.

- iii. Bill noted that the Weekly Communications and Meetings would be happening when we are fully staffed, things are a little different right now, again, due to shortages. He said that the daily reports have been extremely helpful for keeping staff up to date on what has gone on while they were off or out. Leslie asked about the checklist report, Bill said this is just kept on a piece of paper, but it could be uploaded electronically.
- iv. Operations systems, Bill added that staff keep time in Sling, that's where the schedule is as well as vacation requests, etc.
- v. UPAWS Services – Colleen said we need to not use the word “clinic” it is a “center.” Lynn said we should add nail trims, Bill said it is under the Grooming Room.
- vi. Adoption Programs – Bill said that these programs help us to serve many different demographics (seniors, military, etc). Lynn asked about how the open times show up for a particular animal, Bill said all of the open times show up for all of the animals.
- vii. Adoption Steps – Bill said we could improve on the meet and greet piece, when people come in, right from the get go, they should know everything about the animal (at the front desk) before they go meet the animal. When potential adopters make an appointment, they get an email, and then they come in. It is important for the coordinator to tell them before they meet the animal if the animal has medical needs, can't be around another animal, etc. Sometimes they get more information from the caregiver that makes them realize they can't/don't want to adopt that animal. Leslie asked where the conversation takes place, Bill said if there are two coordinators working, the coordinator and adopter go back to the adoption room, when there is one coordinator it is more difficult to accomplish that.
- viii. Adoption packages. Leslie asked if we were still giving out gift bags with the adopted animals (with food, information, etc). Bill said we are giving them Science Diet. Ann commented that she used to put the bags together at the old shelter. Maddie's Fund provides a survey that we ask adopters to fill out, it asks questions about the process, and if they report any issues (like biting) it offers solutions. Small critters – numbers in the shelter are up, Bill is not sure why.
- ix. Bill asked: what does the future of our operations look like? Should we do 7 days per week for adoptions? What are the best hours, earlier, later, etc? Bill said the good thing that is coming out of our current state with limited staff members is we will have some data for the shorter adoption

hours, all weekend hours open for adoption, etc. Leslie noted that she came here on Saturday afternoon, and there were comments that it was a good day with a lot of adoptions. Bill asked if there was a program or service that he hasn't thought of that would be good for the organization. None were suggested.

- b. Report & Recommendation from Executive Director RE: Change in Vendor for Garbage Removal: Colleen asked about the fees for 2024 and 2025, she said that it is a 5 year contract and is wondering if it is in writing. Lynn said the form contract says 10% annually. Bill said he has some of the details in an email. There was discussion amongst the board about the contract. The consensus was that Bill will make the changes to the contract that are reflected in his report and recommendation for Waste Management to sign. Colleen made a motion to table the Report & Recommendation and accept ED's recommendation to do an electronic vote prior to the end of the month on the garbage contract after changes have been made, Lynn seconded, motion passed unanimously.

#### 7. New Business:

- a. Report & Recommendation from Finance Committee RE: Money Market & CD Investments: Colleen asked if we should do 2 money market accounts because we are over the \$250k limit for FDIC insurance coverage. Colleen said that money market deposit accounts are FDIC insured. Chris said the one we are looking into is not, it is backed by treasury bonds. Colleen asked if there was a cap on the treasury bond coverage. Chris said no, the entire balance is backed by treasury bonds. The CDs are FDIC insured. The Finance Committee discussed the issued and was not concerned with the treasury backing vs FDIC insurance for the money market accounts. Colleen moved to support the R&R by the finance committee to change our money market account and transfer the balance to First Bank for a combination of money market account and CDs, Karen seconded, the motion passed unanimously.
- b. Report & Recommendation from Finance Committee RE: FY2023 DRAFT Budget Approval: Colleen made a motion to approve the R&R, Lynn seconded, motion passed unanimously.
- c. Report & Recommendation from Finance Committee RE: Fee Schedule Updates: Lynn asked if the boarding fees are for municipalities, Bill said yes. Colleen asked if it would be the same for Sasawin as well, Bill said yes. Leslie clarified that this is the first step to adopt this policy and then negotiate with the municipalities. Bill said the effective date for the adoption fees would be 2/1/23. Colleen asked when the last time adoption fees increased was, there was discussion amongst the Board and guests. Ann said it has been a long time. Laura said that for rabbits, it's only a \$5 increase, but we often have to make them free to get them adopted. Chris noted that there can be exceptions to the fees, this would just be the general policy. Lynn asked what qualifies as a senior animal, Ann said Grey Muzzle defines them as 7 and older. Leslie said we should specify the age for seniors on the chart. Lynn made a motion to approve the R&R, seconded by Chris, unanimously approved.
- d. Resignation of Jessi Hurd - Lynn made a motion to accept the letter of resignation from Jessi Hurd, with regret. Colleen seconded. Motion carried

unanimously.

8. Communications: None.

9. President's Report: Leslie said that the Alger shelter is still in their building and still operating, as of now. Leslie said the GINCC is having an event tomorrow at Velodrome.

10. Treasurer's Report:

a. December 2022 Treasurer's Report: Chris said he did not do a fourth quarter report because we see the finals in December. He could put that together if needed. Bill asked about when we get the funds for the Dixon trust. Chris said we put it on the December financials because that is where it should be booked, even if we cash the check in January.

b. November 2022 Financial Report: Colleen made a motion to approve as presented. Lynn seconded. Motion passed unanimously.

c. December 2022 Financial Report: Colleen made a motion to approve as presented. Hailey seconded. Motion passed unanimously.

11. Shelter Operations Report(s):

a. Report from the Executive Director: Colleen said she has heard from the community that the change in public hours is not reflected in the answering machine. Bill said he will get it changed. Colleen also said the answering machine should say that people can bring strays in even when we are "closed" to the public for adoptions. Bill said he is excited about a weekly radio segment on two stations he is doing, he talked about a pet of the week, volunteer opportunities, tips for pets, etc. Lynn asked about the donation from the Meijer, Bill said it was \$5,000 that was voted on by the employees. Hailey asked if we ended up getting a grill from Meijer, he said they said they could not give the grill, but gave us \$250 worth of gift cards.

b. Stats

12. Committee Reports:

a. Board Development Committee Report (Colleen)-Did not meet – Lynn asked if there were any in the works, Colleen said she is scheduled to talk with someone this week.

b. Finance Committee Report Dec & Jan (Chris)-Written

c. Fundraising Committee Report (Lynn)-Written

d. Strategic Planning Committee Report (Brian)-Did not meet

e. Personnel Committee Report (Leslie)-Did not meet

f. Policy / Bylaw Committee Report (Colleen)-Did not meet

g. Donor Development (Ad Hoc) (Leslie)-Written

13. Public Comment: None.

14. Board Comment: Leslie offered to help Lynn with her retreat assignment since Jessi resigned.

15. Adjournment: Hailey moved to adjourn, Collen seconded. Meeting adjourned at 7:50

pm.

Respectfully submitted,

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Hailey Kimball-Dexter, Secretary

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Leslie Hurst, President

Next Board Meeting Date: February, 27, 2023, 6 p.m. at the Shelter

DRAFT



Hailey Kimball-Dexter <hkimball@upaws.org>

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## Garbage Removal Contract E-Vote

8 messages

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**Leslie Hurst** <lhurst@upaws.org>  
To: UPAWS Board <board@upaws.org>

Wed, Jan 25, 2023 at 2:23 PM

I make a motion to conduct an electronic vote to accept the Report & Recommendation from the Executive Director to approve the new Waste Management Garbage Removal contract. The justification for the electronic vote was discussed at the January meeting of the Board of Directors. The new contract needs to be approved by 1/31/23 to take effect on 2/1/23.

I need a second (please reply all). Once that is received, I will send out an email for the vote.

Leslie Hurst  
UPAWS Board President  
906-250-2507



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### 4 attachments



**REPORT AND RECOMMENDATION for Garbage Removal Updated Contract 1.23.23.pdf**  
29K



**UPAWSQUOTE gfl.pdf**  
94K



**Breakdown of Contracts and Fees for Garbage Removal 2023.docx**  
14K



**WM Updated Contract 1.24.23.pdf**  
57K

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**Chris Danik** <cdanik@upaws.org>  
To: Leslie Hurst <lhurst@upaws.org>  
Cc: UPAWS Board <board@upaws.org>

Wed, Jan 25, 2023 at 2:25 PM

Second.

[Quoted text hidden]

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Chris Danik  
[cdanik@upaws.org](mailto:cdanik@upaws.org)

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**Leslie Hurst** <lhurst@upaws.org>  
To: Chris Danik <cdanik@upaws.org>  
Cc: UPAWS Board <board@upaws.org>

Wed, Jan 25, 2023 at 2:44 PM

It has been moved by Leslie and supported by Chris to hold an e-vote to approve the new 3-year Waste Management Garbage Removal contract as presented. Please Reply All with an aye or nay vote no later than 3:00pm, Friday, January 27, 2023.



Thank You.

Leslie Hurst  
UPAWS Board President  
906-250-2507



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**REPORT AND RECOMMENDATION for Garbage Removal Updated Contract 1.23.23.zip**  
164K

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**Brian Hummel** <bhummel@upaws.org>  
To: Leslie Hurst <lhurst@upaws.org>  
Cc: Chris Danik <cdanik@upaws.org>, UPAWS Board <board@upaws.org>

Wed, Jan 25, 2023 at 2:57 PM

Aye

Sent from my iPhone

On Jan 25, 2023, at 14:45, Leslie Hurst <lhurst@upaws.org> wrote:

[Quoted text hidden]

<REPORT AND RECOMMENDATION for Garbage Removal Updated Contract 1.23.23.zip>

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**Chris Danik** <cdanik@upaws.org>  
To: Brian Hummel <bhummel@upaws.org>  
Cc: Leslie Hurst <lhurst@upaws.org>, UPAWS Board <board@upaws.org>

Wed, Jan 25, 2023 at 4:43 PM

Aye

[Quoted text hidden]

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Chris Danik  
[cdanik@upaws.org](mailto:cdanik@upaws.org)

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**Colleen Whitehead** <cwhitehead@upaws.org>  
To: Chris Danik <cdanik@upaws.org>  
Cc: Brian Hummel <bhummel@upaws.org>, Leslie Hurst <lhurst@upaws.org>, UPAWS Board <board@upaws.org>

Thu, Jan 26, 2023 at 6:38 PM

Yes

[Quoted text hidden]

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**Lynn Andronis** <landronis@upaws.org>  
To: Colleen Whitehead <cwhitehead@upaws.org>  
Cc: Chris Danik <cdanik@upaws.org>, Brian Hummel <bhummel@upaws.org>, Leslie Hurst <lhurst@upaws.org>, UPAWS Board <board@upaws.org>

Fri, Jan 27, 2023 at 11:08 AM

yes

[Quoted text hidden]

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Lynn Andronis

Leslie Hurst <lhurst@upaws.org>  
To: UPAWS Board <board@upaws.org>  
Cc: Bill Brutto <bbrutto@upaws.org>

Fri, Jan 27, 2023 at 3:11 PM

Ayes: 5  
Nays: 0

The 3-year Waste Management Garbage Removal contract has been approved.

Leslie Hurst  
UPAWS Board President  
906-250-2507



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On Fri, Jan 27, 2023 at 11:08 AM Lynn Andronis <[landronis@upaws.org](mailto:landronis@upaws.org)> wrote:  
yes

From: **Karen OMeara** <[komeara@upaws.org](mailto:komeara@upaws.org)>  
Date: Thu, Jan 26, 2023 at 6:45 PM  
Subject: Re: Garbage Removal Contract E-Vote  
To: Leslie Hurst <[lhurst@upaws.org](mailto:lhurst@upaws.org)>

Aye. Sorry I am late!

[Quoted text hidden]

**UPPER PENINSULA ANIMAL WELFARE SHELTER**  
**BOARD OF DIRECTORS**  
**Special Board Meeting Minutes**  
**February 13, 2023**

**PRESENT:** Lynn Andronis, Chris Danik, Brian Hummel, Leslie Hurst, Hailey Kimball-Dexter (virtual), Karen OMeara (virtual), Colleen Whitehead (virtual)

**ABSENT:** none

**STAFF:** none

1. Call to Order: A Special Meeting of the Board of Directors was called to Order at 5:40 p.m.
2. Waiver of Formal Notice of Special Meeting: Leslie made a motion to waive formal notice of the special meeting. Lynn seconded. All board members agreed to waive formal notice of the meeting.
3. Closed Session: Leslie proposed to go into close session. Hailey seconded. Motion carried unanimously. The Board went into closed session at 5:43 pm. Hailey moved to exit closed session, Colleen seconded, the motion was unanimously approved. Closed session ended at 6:22 p.m.
4. Lynn moved to adjourn the special meeting, Brian seconded, unanimously approved. Special meeting adjourned at 6:23 p.m.
5. Board Work Session: Updates on Board Retreat Projects:
  - a. Lynn spoke about her research on the Community Spay and Neuter Program. People will pay \$60 and UPAWS picks up the `balance. It was initially funded with \$5k of our own money. Chris gave Lynn the revenue and expenses for the last 6 years. Lynn felt that we are not meeting our capacity to serve with the Spay and Neuter Program (which could be due to unavailability of vet appointments or due to our management of the program, likely a little bit of both). Lynn said it needs to be formalized, there is no SOP or formalized process. Last year we did 14 spay and neuters, the previous year it was 12. Action item: we need an SOP and a formalized process. Lynn is still gathering information, looking into grants/donations/etc.
  - b. Chris gave an update on his and Karen's work on Community Relations. They came up with: 1. Utilize bulletin boards 2. Social media campaign 3. Make sure everything on the website is accurate/up to date. Regarding increasing memberships, they think that an ad hoc committee might be helpful.
  - c. Leslie gave an update on her and Brian's volunteer engagement. They have collected the information. Leslie said that she would like all of this to be added to the drive.
  - d. Colleen gave an update on her and Hailey's work on the adoption process. They have met with one staff member together, Colleen met with

two staff members on her own, and they have a fourth meeting scheduled. They have preliminarily identified some areas where there is a disconnect between the procedure and what is happening. We are working on consolidating the information and making recommendations.

6. Board Comment: Leslie noted that we are moving forward with a Gala this year on April 29 at the Holiday Inn.

Respectfully submitted,

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Hailey Kimball-Dexter, Secretary

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Leslie Hurst, President

Next Board Meeting Date: February, 27, 2023, 6 p.m. at the Shelter

## **UPAWS Finance Committee**

### **Report & Recommendation: MTHNK 3-Year Agreement For Audit & 990 Preparation**

The Finance Committee recommends that the UPAWS Board of Directors approve the attached 3-year agreement from Makela, Toutant, Hill, Nardi & Katona, P.C. (MTHNK) for Audit and 990 Preparation services. UPAWS has had an excellent relationship with MTHNK over the years. A request for proposal was sent to five local accounting firms with no responses for comparable pricing.

#### **Background**

Based upon requirements set by the State of Michigan and the Internal Revenue Service, UPAWS is required to prepare annual audited financial statements and submit the full version of Form 990 each year. Makela, Toutant, Hill, Nardi & Katona, P.C has provided these services to UPAWS for a number of years.

December 8, 2022

Mr. Chris Danik, Board Treasurer  
UPAWS  
815 South State Highway M553  
Gwinn, MI 49841

Dear Chris:

We are pleased to submit this proposal to continue to provide audit services to the Upper Peninsula Animal Welfare Shelter (UPAWS). We are very proud of our relationship with UPAWS and are excited for the opportunity to continue to work together.

The following represents our fees, excluding out-of-pocket expenses and tax return processing charges:

	<u>Audit</u>	<u>Form 990</u>
Year Ending December 31, 2022	<u>\$ 8,000</u>	<u>\$ 975</u>
Year Ending December 31, 2023	<u>\$ 8,250</u>	<u>\$ 1,050</u>
Year Ending December 31, 2024	<u>\$ 8,500</u>	<u>\$ 1,125</u>

We will also bill for out-of-pocket expenses, such as mileage, postage, and photocopy charges, and tax return processing charges, including e-file fees.

Our fees are predicated on UPAWS staff providing assistance, such as locating documents selected for testing, preparing schedules and account analysis, photocopying, and typing of confirmations and engagement correspondence. We will provide UPAWS with a list of the requested items necessary to perform the audit in an efficient and timely manner. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. In the event your request items are not timely prepared and available, are incomplete, or if we have to reschedule the timing of our audit fieldwork due to you not being ready for the audit, we reserve the right to charge additional fees and expenses required to correct the problems. If significant additional time is necessary, we will discuss the related circumstances with UPAWS management and arrive at an updated fee estimate.

Thank you for this opportunity to serve you and we look forward to hearing from you. If you have any questions regarding this fee quote, please contact Paul Nardi.

Sincerely,

*Makela, Toutant, Hill, Nardi & Katona, P.C.*

## **UPAWS Finance Committee**

### **Report & Recommendation: Sallys Fund Savings**

The Finance Committee recommends to the UPAWS Board of Directors moving the Sallys Fund account to a similar structure as the UPAWS savings account fund that was approved last month.

Estimated 12-month earnings with First Bank Investment Management account: \$1,826.05

Estimated annual Investment Management fees: \$112.20

Estimated 12-month net earnings with First Bank Investment Management account: \$1,713.85

### **Background**

Sallys Fund is currently held in a savings account earning no interest. As of the time of this recommendation, the interest rate on a depository money market account at Nicolet is 2.47%. This is a variable rate that can change at any time. This rate has been under 1% historically. At the time of this recommendation, the money market fund utilized by First Bank is yielding above 4%.

### **Recommended Financial Institution**

First Bank: UPAWS already has a relationship with First Bank with the management of the Dixon Trust and the UPAWS savings funds. First Bank manages over \$200 million for local nonprofits, foundations and endowments. First Bank provides a heavily discounted annual management fee of 0.45% for non-profits. Using an investment management account with a professional advisor allows UPAWS access to the best rates available in the financial markets.

### **Alternative Brokerage Options**

Wells Fargo: Charges a 1% account management fee and our current cash funds with them are earning less than 1% interest.

Hantz Financial: Charges a 0.70% account management fee.

### **Alternative Money Market and CD Options**

Several national and local banks offer Money Market and CD options without fees but the interest rates are lower than First Bank is able to purchase via their network of brokers and fixed income providers. The detail from this research is available in last month's Report & Recommendation for the UPAWS savings account.

Sallys Fund													
	Cur. Rate	2.47%											
	Fee	0.45%											
	CD (6)	4.45%	7,000.00					Estimate With Nicolet					
	CD (9)	4.55%	7,000.00						\$1,124.17				
	CD (12)	4.85%	7,000.00					Proposed With First Bank					
	CD (18)	4.55%	7,000.00					Total Interest	\$1,826.05				
	Money Market	4.21%	10,065.66					Total Fees	\$112.20				
			38,065.66						\$1,713.85				
CD - 6 Months (Assumed that the CD Pays Monthly Interest)										CD - 9 Months (Assumed that the CD Pays Monthly Interest)			
Mth	Starting	Interest						Mth	Starting	Interest			
1	\$7,000.00	\$25.96						1	\$7,000.00	\$26.54			
2	\$7,000.00	\$25.96						2	\$7,000.00	\$26.54			
3	\$7,000.00	\$25.96						3	\$7,000.00	\$26.54			
4	\$7,000.00	\$25.96						4	\$7,000.00	\$26.54			
5	\$7,000.00	\$25.96						5	\$7,000.00	\$26.54			
6	\$7,000.00	\$25.96						6	\$7,000.00	\$26.54			
7	\$7,000.00	\$25.96						7	\$7,000.00	\$26.54			
8	\$7,000.00	\$25.96						8	\$7,000.00	\$26.54			
9	\$7,000.00	\$25.96						9	\$7,000.00	\$26.54			
10	\$7,000.00	\$25.96						10	\$7,000.00	\$26.54			
11	\$7,000.00	\$25.96						11	\$7,000.00	\$26.54			
12	\$7,000.00	\$25.96						12	\$7,000.00	\$26.54			
		\$311.50								\$318.50			
CD - 12 Month (Assumed that the CD Pays Monthly Interest)										CD - 18 Month (Assumed that the CD Pays Monthly Interest)			
Mth	Starting	Interest						Mth	Starting	Interest			
1	\$7,000.00	\$28.29						1	\$7,000.00	\$26.54			
2	\$7,000.00	\$28.29						2	\$7,000.00	\$26.54			
3	\$7,000.00	\$28.29						3	\$7,000.00	\$26.54			
4	\$7,000.00	\$28.29						4	\$7,000.00	\$26.54			
5	\$7,000.00	\$28.29						5	\$7,000.00	\$26.54			
6	\$7,000.00	\$28.29						6	\$7,000.00	\$26.54			
7	\$7,000.00	\$28.29						7	\$7,000.00	\$26.54			
8	\$7,000.00	\$28.29						8	\$7,000.00	\$26.54			
9	\$7,000.00	\$28.29						9	\$7,000.00	\$26.54			
10	\$7,000.00	\$28.29						10	\$7,000.00	\$26.54			
11	\$7,000.00	\$28.29						11	\$7,000.00	\$26.54			
12	\$7,000.00	\$28.29						12	\$7,000.00	\$26.54			
		\$339.50								\$318.50			
Money Market (Assumed 4.21%)										Nicolet Money Market (Assumed 2.47%)			
Mont h	Starting	MM Interest	Plus CD Interest	Ending	Fee			Mont h	Starting	MM Interest	Total Before Fee	Fee	Ending Total
1	\$12,000.00	\$42.10	\$107.33	\$12,149.43	\$9.06			1	\$45,000.00	\$92.63	\$45,092.63		\$45,092.63
2	\$12,140.38	\$42.59	\$107.33	\$12,290.30	\$9.11			2	\$45,092.63	\$92.82	\$45,185.44		\$45,185.44
3	\$12,281.19	\$43.09	\$107.33	\$12,431.61	\$9.16			3	\$45,185.44	\$93.01	\$45,278.45		\$45,278.45
4	\$12,422.45	\$43.58	\$107.33	\$12,573.37	\$9.22			4	\$45,278.45	\$93.20	\$45,371.65		\$45,371.65
5	\$12,564.15	\$44.08	\$107.33	\$12,715.57	\$9.27			5	\$45,371.65	\$93.39	\$45,465.04		\$45,465.04
6	\$12,706.30	\$44.58	\$107.33	\$12,858.21	\$9.32			6	\$45,465.04	\$93.58	\$45,558.62		\$45,558.62
7	\$12,848.89	\$45.08	\$107.33	\$13,001.30	\$9.38			7	\$45,558.62	\$93.77	\$45,652.39		\$45,652.39
8	\$12,991.92	\$45.58	\$107.33	\$13,144.84	\$9.43			8	\$45,652.39	\$93.97	\$45,746.36		\$45,746.36
9	\$13,135.41	\$46.08	\$107.33	\$13,288.82	\$9.48			9	\$45,746.36	\$94.16	\$45,840.52		\$45,840.52
10	\$13,279.34	\$46.59	\$107.33	\$13,433.26	\$9.54			10	\$45,840.52	\$94.36	\$45,934.88		\$45,934.88
11	\$13,423.72	\$47.09	\$107.33	\$13,578.15	\$9.59			11	\$45,934.88	\$94.55	\$46,029.43		\$46,029.43
12	\$13,568.56	\$47.60	\$107.33	\$13,723.50	\$9.65			12	\$46,029.43	\$94.74	\$46,124.17		\$46,124.17
		\$538.05	\$1,288.00	\$1,826.05	\$112.20					\$1,124.17			



**REPORT AND RECOMMENDATION  
TO THE UPAWS BOARD OF DIRECTORS**

**February 27th, 2023**

**RECOMMENDATION:**

The recommendation is for approval on the following revisions on the municipality service contract.

**RATIONALE:**

The contract is outdated and services, fees, and template need to be changed. Any language in red are the changes in the contract. Our legal representation (Wim McDonald) has looked over the contract and approved of the changes.

Respectfully submitted,

**Bill Brutto**

Executive Director, UPAWS

# CONTRACT

The Upper Peninsula Animal Welfare Shelter whose address is 815 S. M-553, Gwinn, Michigan, 49841, hereinafter referred to as "UPAWS" and the **County of Marquette, whose address is 234 W. Baraga Ave, MI 49855 (Example of Municipality)**, hereinafter referred to as the "Municipality", do hereby agree and contract as follows: In consideration of the agreements contained in this contract, UPAWS agrees to provide the following services to the Municipality:

## I. SERVICES

### A. CARE OF STRAY ANIMALS –

UPAWS shall accept all stray domestic animals found within Marquette County and brought to its shelter at 815 S. M-553, Gwinn, Michigan, 49841, by law enforcement officers or private citizens, up to its capacity of stray animal impoundment as determined by UPAWS. UPAWS shall provide care for such animals for the period required by Michigan law after which the animal shall become the exclusive property of UPAWS.

**B. EMERGENCY CARE FOR INJURED ANIMALS** – The municipality shall be charged per the fee schedule in Section II for veterinary care for injured strays brought to UPAWS by the Municipality requiring emergency medical treatment within the first 24 hours. UPAWS will assume 100% of the cost of medical care provided beyond the first 24 hours.

**C. SERVICE CALL OUT** – The municipality can call for assistance from the UPAWS staff in the case of need of removal of an animal from a property in which law enforcement needs to intervene. The UPAWS staff will only remove an animal from a property with the authority of a law enforcement agency and with the agency being present.

#### **D. ANIMAL QUARANTINE/EUTHANASIA –**

Stray domestic animals brought to the shelter which are suspected of having rabies, or which have bitten citizens, shall either be quarantined by UPAWS or euthanized, with the head being removed and sent to the Michigan Department of Public Health for laboratory examination, as determined by UPAWS according to guidelines that shall be established jointly by UPAWS and the Marquette County Health Department. At the end of the confinement period, animals will be disposed of or re-homed at the discretion of UPAWS.

#### **E. ANIMALS HELD FOR INVESTIGATIVE PURPOSES-**

UPAWS shall accept all domestic animals brought to its shelter by law enforcement officers of the municipality which are placed on hold for purposes of investigation and/or prosecution. Said animals will be held until released by impounding agency. **Fees will be based on fee schedule and needs.**

### **II. FEES**

The Municipality agrees to pay UPAWS for services provided under Article I of this contract on the following Fee Schedule.

#### **A. FEE SCHEDULE**

- Boarding - \$25.00 per animal per day
- Euthanasia - \$100.00 per animal
- Cremation - \$50.00 per animal
- Service Call Out - \$45.00 per hour
- Animal Medical Care – Based on need and actual cost (ex: vaccines, dewormer, local veterinary exam)
- 24 Hour Emergency Veterinary Care – Actual Cost

## **B. CALCULATION OF DAYS –**

Fees as set forth in Article II above, shall begin on the day the animal is admitted to the animal shelter. When an animal is required to be held for four or seven business days, the Municipality shall be required to pay for any intervening Saturdays, Sundays, or Holidays.

## **C. CREDIT FOR PAYMENTS BY OWNER –**

The Municipality shall receive as a credit against any invoice from UPAWS for any amounts paid by owners seeking the return of stray animals under the provisions of Article I(A) above or quarantined animals under the provisions of Article I (D) above.

## **D. INVOICING AND PAYMENTS –**

UPAWS shall invoice the Municipality on a monthly basis and shall include the following information on the invoice: case number, description of animal(s), date received, date released, boarding days, law enforcement report number, agency issuing report number, individual admitting the animal(s), the location where the animal(s) was found, disposition of the animal(s), credit for animal(s) redeemed, and name of person(s) redeeming animal(s). The Municipality shall remit payment for all invoices received from UPAWS within forty-five (45) days of the billing date.

## **III. NOTIFICATION -**

This Agreement shall become effective upon signing and continue on a month-to-month basis, subject to termination by either party on ten (10) days written notice.

#### IV. **SOLE AGREEMENT**

This Agreement constitutes the sole agreement of the parties and supersedes all oral representations of any kind or nature.

Dated:  
6/1/2022

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William Brutto  
Executive Director of the Upper Peninsula Animal Welfare Shelter

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Municipality Authority

## Contract

The Upper Peninsula Animal Welfare Shelter, Inc., whose address is Post Office Box 968, Marquette, Michigan 49855, hereinafter referred to as "UPAWS" and City of Marquette, 300 W Baraga Ave, Marquette Mi 49855, hereinafter referred to as the "Municipality", do hereby agree and contract as follows:

### I

In consideration of the agreements and Fee Schedule contained in this contract, UPAWS agrees to provide the following services to the Municipality:

- A. CARE OF STRAY ANIMALS – UPAWS shall accept all stray domestic animals found within the Municipality and brought to its shelter at 84 Snowfield Road, Negaunee, Michigan by law enforcement officers of the municipality or private citizens up to its capacity for stray animal impoundment as determined by UPAWS. UPAWS shall provide care for such animals for the period required by law after which the animal shall become exclusive property of UPAWS. The Municipality shall pay per the fee schedule in IV for each animal brought to the shelter.
- B. EMERGENCY CARE FOR INJURED ANIMALS – The municipality shall be charged per the fee schedule in Section IV for veterinary care for injured strays brought to UPAWS by the Municipality requiring emergency medical treatment within the first 24 hours. UPAWS will assume 100% of the cost of medical care provided beyond the first 24 hours.
- C. ANIMAL CONFINEMENT/EUTHANASIA – Stray domestic animals brought to the shelter which are suspected of having rabies or having bitten citizens, shall be either confined by UPAWS or euthanized with the head being removed and sent to the Michigan Department of Public Health for laboratory examination as determined by UPAWS according to the guidelines that shall be established jointly by UPAWS and the Marquette County Health Department. At the end of confinement period, animals will be disposed of or re-homed at the discretion of UPAWS.
- D. ANIMALS HELD FOR INVESTIGATIVE PURPOSES – UPAWS shall accept all domestic animals brought to its shelter by law enforcement officers of the municipality which are placed on hold for purposes of investigation and/or prosecution. Said animals will be held until released by impounding agency.

### II

#### Calculation of Days

The first day shall mean the day the animal is admitted to the Shelter.

When an animal is required to be held for four of seven business days the Municipality shall be required to pay for any intervening Saturdays, Sundays or Holidays.

### III

#### Redemption of Animals

Owners seeking the return of stray animals from UPAWS shall be charged appropriate boarding fees, examination fees, and veterinarian service charges as determined by UPAWS, and the Municipality shall not be charged for the boarding days or emergency vet care.

### IV

#### Fee Schedule

Boarding	\$19.50 per animal per day
Euthanasia	\$15.00 per animal
Euthanasia of animal at other facility	\$18.00 per animal
Head Examinations	Actual cost incurred to UPAWS as charged by Veterinarian and/or other participating agency.
First 24 Hours Emergency Veterinary Care	Actual Cost

### V

#### Invoicing and Payments

UPAWS shall bill the Municipality on a monthly basis and shall include the following information on the invoice: Case Number, Description of Animal (s), Date Received, Date Released, Boarding Days, Law Enforcement Report Number, Agency Issuing Report Number, Individual Admitting the Animal (s), Animals Redeemed and Name of Person(s) Redeeming Animals(s). The Municipality shall remit payment for all invoices within forty-five days of billing date.

### VI

#### Terms of Agreement

This Agreement shall become effective upon signing and continue in effect through June 30, 2014. If either party desires to amend and/or terminate this Agreement, they shall, sixty (60) calendar days prior to the above expiration date, give written notification of the same. If neither party shall give such notice, this agreement shall continue in effect from year to year thereafter, subject to notice of amendment or termination by either party, on sixty (60) calendar days' written notice prior to the current year's expiration date.

Any amendments that may be agreed upon shall become and be part of this Agreement without modifying or changing any of the other terms of this Agreement. Notice of termination or modification shall be in writing.

Date this 26th day of June, 20 13.

For UPAWS:

Rev. Katuri Date 6-26-13

Title: Johnny DiPietro

City of Marquette:

\_\_\_\_\_ Date \_\_\_\_\_

Title: Mayor

David M. B... Date \_\_\_\_\_

Title: Clerk





UPPER PENINSULA ANIMAL WELFARE SHELTER

P.O. Box 968

Marquette, MI 49855

PH: (906) 475-4798

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

Fax: (906) 475-4799

February 27, 2020

Blake Rieboldt, Police Chief  
Marquette City Police Department  
300 W. Baraga Ave.  
Marquette, MI 49855

Dear Chief Rieboldt,

This letter is to formally notify you that effective March 1, the Upper Peninsula Animal Welfare Shelter (UPAWS) will no longer require owners redeeming their stray animals to show proof they have picked up their ticket from the police department. This service has been done outside of the services outlined in the contract between the parties and, unfortunately, has placed undue hardship on our staff and organization.

As you know, with each month's billing we do and will continue to provide the City of Marquette with the name of the person who redeems the animal, so should the City desire, it may follow up with issuing any citations or fees it feels appropriate.

Should you have any questions, please feel free contact me. I can be reached at 475-4798 or via email at [president@upaws.org](mailto:president@upaws.org).

Sincerely,

Reva Iaituri  
President

rl

**REPORT AND RECOMMENDATION  
TO THE UPAWS BOARD OF DIRECTORS**

**February 27th, 2023**

**RECOMMENDATION:**

The recommendation is for Sally's Fund to spend \$9,500 from their account (1012) to buy a horse trailer for transporting.

**RATIONALE:**

Sally's Fund does not own a horse trailer, which has made transporting horses very difficult. Since the inception of the program, they have had to borrow different volunteer's trailers. The cost of this trailer is much cheaper than other options. Having their own trailer will help with logistics and operations for their program.

Respectfully submitted,

**Bill Brutto**

Executive Director, UPAWS

# Arena Trailer Sales

P.O. Box 186  
Cannon Falls, MN. 55009  
Phone: 507-263-4488

# QUOTE

Salesman	Bill Hackman
DATE	2/26/2023
Estimate #	16987
CUSTOMER ID	SALLYS FUND
Vin #	1024
Make	S&S
Model	BUMPER STOCK

## QUOTE FOR:

SALLY'S FUND

MICHIGAN

DESCRIPTION	Qty.	Unit Price	AMOUNT
NEW 2023 S&S 16' BP STOCK TRAILER	1		9,500.00
6 WIDE X 7 TALL X 16 LONG			
VEHICLE IDENTIFICATION NO.			
4S9BL1628PA521024			
MN EXCISE FEE EXEMPT			
MATCHING SPARE TIRE & RIM INCLUDED			

## OTHER COMMENTS

CUSTOMER IS PROVING SHIPPING  
CUSTOMER WILL PAY ANY APPLICABLE TAX, TITLE, REG, FEES

Subtotal	9,500.00
Taxable	
Tax rate	
Tax due	-
Freight	-
<b>TOTAL</b>	<b>\$ 9,500.00</b>

*Arenatrailers.com*



**(507) 263-4488**

2/8/23

Dear Upper Peninsula Animal Welfare Shelter Board of Directors,

I am saddened to inform you that I am resigning from my position as Executive Director of the Upper Peninsula Animal Welfare Shelter effective March 10<sup>th</sup>, 2023. I have received another job opportunity that will be beneficial for my family and me.

I appreciate the board members that have supported me during my time working at UPAWS. I love the mission of this organization and feel that I have grown as a leader during my time. I am hoping that I can still be connected to the organization in some capacity in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "W Brutto". The signature is stylized with a large "W" and a cursive "Brutto".

Bill Brutto

## PRESIDENT'S REPORT

February 24, 2023

### Leadership

I applied for and received non-profit access to monday.com. I am entering tasks on the "UPAWS Leadership" board and will share with board members and Bill soon.

### Contracts

- Corey is securing signed contracts and posting on Shelter Management drive, Contracts folder.
- Signed 3-yr contract with Waste Management on Jan 27 for garbage removal. Thank you Bill & Corey for the legwork on this and the board for responding in a timely manner to the e-vote so we could secure this for Feb 1.
- Signed OPC contract for 2023, same terms.
- What is the status of contract signing authority updates to the Policies & Bylaws?

Record Retention - We need a policy/procedures for this.

Personnel - see separate report.

### Meetings/Misc

- Weekly and Ad Hoc meetings with E.D. and others as scheduled & requested.
- Attended Finance Committee meeting on 2/23
- Attended GINCC Business After Hours on 1/26 at Velodrome Ispheming. They also own Melo Cannabis next door which wants to participate in our canister program. Had a nice chat with owner.
- Completed agreement for account signer with Nicolet on 1/23.

Respectfully submitted,

Leslie Hurst  
UPAWS Board President

**UPAWS Treasurer's Report  
February 2023**

**Activities Since Last Report:**

- Requested comparable pricing for Audit and 990 preparation services.
- UPAWS Savings fund has been moved from Nicolet to the combination of CDs and a money market account as approved last month.

**January 2023 Financial Reports:**

The January 2023 financial reports are presented to the Board of Directors for approval after being reviewed and approved by the Finance Committee. Given that this is the first month out of the year, I wanted to note that performance over a single month is not necessarily a cause for concern. I would also like to note that our number of days cash on hand has gone down quite a bit due to the larger 2023 budget.

**Treasurer's Notes:**

**Revenue:**

- Shelter revenue is under budget. Government contracted services significantly under budget. Community Spay & Neuter service offering has significantly increased.
- Direct Public Support for the month was very positive.
- \$1000 for each of the four large fundraisers are from two of our Platinum Partners.
- Resale items falling under budget for January but this line item will see stronger revenue at other points in the year.

**Expense:**

- Employee expenses are coming in under budget due to some staff turnover.
- Repairs & Maintenance over budget due to some recent HVAC work.
- Garbage & Snow Removal over budget due to the budget being evenly spread out and UPAWS still being under the old garbage contract.
- Liability insurance budgeted for this month but have not been invoiced as of January 31.
- Live Trap Fundraiser expense is from 2021. This is from the purchase of the TruCatch traps.
- The Direct Solicitation line item is from the Winter 2022 solicitation.

Respectfully Submitted,  
Chris Danik  
Treasurer

**Upper Peninsula Animal Welfare Shelter**  
**Statement of Financial Position**  
As of January 31, 2023

	<u>Jan 31, 23</u>	<u>Jan 31, 22</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1010 · Nicolet Checking	184,357.10	185,146.47	(789.37)
1012 · Nicolet Sally's Fund Savings	47,565.66	31,072.61	16,493.05
1018 · Nicolet Money Mrkt Savings 5336	758,278.92	663,688.68	94,590.24
1070 · PayPal account	783.83	159.22	624.61
1071 · Square Account	203.03	0.00	203.03
1090 · Cash in Drawer	333.78	299.99	33.79
<b>Total Checking/Savings</b>	<u>991,522.32</u>	<u>880,366.97</u>	<u>111,155.35</u>
<b>Accounts Receivable</b>			
1200 · *Accounts Receivable	2,857.50	2,493.50	364.00
1524 · Capital Campaign Pledges	9,005.00	17,345.00	(8,340.00)
<b>Total Accounts Receivable</b>	<u>11,862.50</u>	<u>19,838.50</u>	<u>(7,976.00)</u>
<b>Other Current Assets</b>			
1080 · Petty Cash	400.00	253.07	146.93
1540 · Allowance for Uncol Promises	(1,384.00)	(1,384.00)	0.00
1550 · Discount-CC Pledges Receivable	(2,395.00)	(2,395.00)	0.00
1606 · Allowance for Uncollectible A/R	442.50	442.50	0.00
1607 · Employee loan	(1,013.41)	(1,013.41)	0.00
<b>Total Other Current Assets</b>	<u>(3,949.91)</u>	<u>(4,096.84)</u>	<u>146.93</u>
<b>Total Current Assets</b>	<u>999,434.91</u>	<u>896,108.63</u>	<u>103,326.28</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	20,617.85	0.00	20,617.85
1645 · Office & Kennel Equipment	5,615.86	5,615.86	0.00
1650 · New Shelter-Furniture & Equip	95,830.01	95,830.01	0.00
1670 · Accumulated Depreciation	(413,492.47)	(261,352.86)	(152,139.61)
<b>Total Fixed Assets</b>	<u>3,405,064.80</u>	<u>3,536,586.56</u>	<u>(131,521.76)</u>
<b>Other Assets</b>			
1074 · WF Endowment Fund Investments	350,066.13	288,090.73	61,975.40
1700 · Beneficial Interest in MCCF	113,820.05	113,820.05	0.00
1702 · Beneficial Interest-Dixon F B	593,809.47	721,283.64	(127,474.17)
<b>Total Other Assets</b>	<u>1,057,695.65</u>	<u>1,123,194.42</u>	<u>(65,498.77)</u>
<b>TOTAL ASSETS</b>	<u><b>5,462,195.36</b></u>	<u><b>5,555,889.61</b></u>	<u><b>(93,694.25)</b></u>
<b>LIABILITIES &amp; EQUITY</b>			



<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2001 · *Accounts Payable	(1,653.69)	2,431.13	(4,084.82)
<b>Total Accounts Payable</b>	<b>(1,653.69)</b>	<b>2,431.13</b>	<b>(4,084.82)</b>
<b>Other Current Liabilities</b>			
2002 · AP-New Shelter Retainage	(140.81)	(140.81)	0.00
2025 · Accrued Benefits	11,690.86	11,690.86	0.00
<b>2100 · Payroll Liabilities</b>			
2101 · Federal Tax W/H Payable	563.60	563.60	0.00
2102 · Medicare and SS Payable	1,596.55	1,596.55	0.00
2103 · Michigan W/H Payable	1,123.39	1,501.89	(378.50)
2104 · Suta Tax Payable	(193.15)	93.10	(286.25)
2108 · AFLAC pre-tax	(59.43)	(59.43)	0.00
2111 · Simple Plan Payable	(6.00)	573.51	(579.51)
2100 · Payroll Liabilities - Other	7,469.63	7,762.92	(293.29)
<b>Total 2100 · Payroll Liabilities</b>	<b>10,494.59</b>	<b>12,032.14</b>	<b>(1,537.55)</b>
2550 · Sales Tax Payable	(388.22)	871.48	(1,259.70)
<b>Total Other Current Liabilities</b>	<b>21,656.42</b>	<b>24,453.67</b>	<b>(2,797.25)</b>
<b>Total Current Liabilities</b>	<b>20,002.73</b>	<b>26,884.80</b>	<b>(6,882.07)</b>
<b>Total Liabilities</b>	<b>20,002.73</b>	<b>26,884.80</b>	<b>(6,882.07)</b>
<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	3,817,384.29	3,944,158.85	(126,774.56)
Net Income	3,932.89	(36,029.49)	39,962.38
<b>Total Equity</b>	<b>5,442,192.63</b>	<b>5,529,004.81</b>	<b>(86,812.18)</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,462,195.36</b>	<b>5,555,889.61</b>	<b>(93,694.25)</b>

**Upper Peninsula Animal Welfare Shelter**  
**YTD Budget to Actual**  
**January 2023**

	<u>Jan 23</u>	<u>Budget</u>	<u>Jan 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
<b>4000 · SHELTER REVENUE</b>					
4005 · Pet Adoptions	4,704.75	8,333.33	4,704.75	8,333.33	100,000.00
4010 · Redeemed Animals	60.00	333.33	60.00	333.33	4,000.00
4012 · Boarding Fee	554.00	166.66	554.00	166.66	2,000.00
4015 · Vet/Optional Care	70.00	166.66	70.00	166.66	2,000.00
4017 · Dog Park	125.00	333.33	125.00	333.33	4,000.00
4018 · Rentals Revenue	50.00	208.33	50.00	208.33	2,500.00
4020 · Government Contracted Services	594.50	4,166.66	594.50	4,166.66	50,000.00
4030 · Dog License Revenue	60.00	33.33	60.00	33.33	400.00
4031 · Microchipping	100.00	166.66	100.00	166.66	2,000.00
4032 · Nail Clipping / Grooming	200.00	250.00	200.00	250.00	3,000.00
4033 · Community Spay/Neuter Revenue	1,328.00	416.66	1,328.00	416.66	5,000.00
4050 · Miscellaneous Services	0.00	50.00	0.00	50.00	600.00
4060 · Cremation Services Revenue	133.00	125.00	133.00	125.00	1,500.00
<b>Total 4000 · SHELTER REVENUE</b>	<b>7,979.25</b>	<b>14,749.95</b>	<b>7,979.25</b>	<b>14,749.95</b>	<b>177,000.00</b>
<b>4100 · DIRECT PUBLIC SUPPORT</b>					
4006 · Pet Care Sponsorship	1,340.62	1,000.00	1,340.62	1,000.00	12,000.00
4008 · Pet Promotion Sponsorship	1,000.00	41.66	1,000.00	41.66	500.00
4109 · Pink Lady	55.00	166.66	55.00	166.66	2,000.00
4110 · Donations	35,992.81	20,000.00	35,992.81	20,000.00	260,000.00
4120 · Special Gifts	0.00	1,500.00	0.00	1,500.00	18,000.00
4123 · Memorial Bricks/Tiles	0.00	250.00	0.00	250.00	3,000.00
4125 · Donated Svs/Material In Kind	0.00	2,083.33	0.00	2,083.33	25,000.00
4135 · Bequests	0.00	6,250.00	0.00	6,250.00	75,000.00
4188 · Naming Opportunities	0.00	2,500.00	0.00	2,500.00	30,000.00
<b>Total 4100 · DIRECT PUBLIC SUPPORT</b>	<b>38,388.43</b>	<b>33,791.65</b>	<b>38,388.43</b>	<b>33,791.65</b>	<b>425,500.00</b>
<b>4156 · GRANT REVENUE</b>					
4157 · General Grants	0.00	1,250.00	0.00	1,250.00	15,000.00
<b>Total 4156 · GRANT REVENUE</b>	<b>0.00</b>	<b>1,250.00</b>	<b>0.00</b>	<b>1,250.00</b>	<b>15,000.00</b>
<b>4200 · FUNDRAISING REVENUE</b>					
4128 · Misc/3rd Party Fundraisers	0.00	0.00	0.00	0.00	1,400.00
4140 · Canisters	807.63	750.00	807.63	750.00	9,000.00
4143 · Econo Receipts	0.00	0.00	0.00	0.00	7,200.00
4144 · Cause for Paws	1,000.00	0.00	1,000.00	0.00	23,600.00
4147 · Strut Your Mutt	1,000.00	0.00	1,000.00	0.00	16,200.00
4151 · Raise The Woof	3,477.65	6,350.00	3,477.65	6,350.00	6,350.00
4170 · TUFT Golf Outing	1,000.00	0.00	1,000.00	0.00	26,100.00
4183 · Rescue Raffle	0.00	0.00	0.00	0.00	7,700.00
4197 · Calendar	19.28	0.00	19.28	0.00	23,190.00
<b>Total 4200 · FUNDRAISING REVENUE</b>	<b>7,304.56</b>	<b>7,100.00</b>	<b>7,304.56</b>	<b>7,100.00</b>	<b>120,740.00</b>
<b>4500 · OTHER Revenue</b>					
4205 · Resale Items Revenue	875.92	3,100.00	875.92	3,100.00	65,000.00
4215 · Interest Revenue	1,589.87	1,000.00	1,589.87	1,000.00	28,500.00
4220 · Miscellaneous Revenue	331.22	66.66	331.22	66.66	800.00

4221 · Endowment Fund Earnings	0.00	0.00	0.00	0.00	4,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	0.00	0.00	0.00	19,000.00
4227 · Distribution from Dixon Estate	0.00	0.00	0.00	0.00	32,000.00
<b>Total 4500 · OTHER Revenue</b>	<u>2,797.01</u>	<u>4,166.66</u>	<u>2,797.01</u>	<u>4,166.66</u>	<u>149,300.00</u>
<b>Total Income</b>	<u>56,469.25</u>	<u>61,058.26</u>	<u>56,469.25</u>	<u>61,058.26</u>	<u>887,540.00</u>
<b>Gross Profit</b>	56,469.25	61,058.26	56,469.25	61,058.26	887,540.00
<b>Expense</b>					
<b>5000 · Employee Expense</b>					
5129 · Employee Uniforms	0.00	83.33	0.00	83.33	1,000.00
5200 · Payroll Expenses	0.00	16.66	0.00	16.66	200.00
5201 · Wages & Salaries	29,885.01	33,386.62	29,885.01	33,386.62	434,026.00
5202 · Overtime	279.07	833.33	279.07	833.33	10,000.00
5203 · Bonuses	0.00	0.00	0.00	0.00	14,000.00
5225 · Simple Plan Employer	214.99	225.00	214.99	225.00	2,700.00
5230 · Michigan Unemployment Payable	27.13	51.66	27.13	51.66	620.00
5235 · Employer Social Security	1,870.16	2,294.14	1,870.16	2,294.14	27,529.61
5240 · Employer Medicare	437.37	536.53	437.37	536.53	6,438.38
5245 · Worker's Compensation	266.00	222.91	266.00	222.91	2,675.00
5246 · Employee Relations	0.00	416.66	0.00	416.66	5,000.00
5248 · Health Ben / Dental / Vision	813.78	750.00	813.78	750.00	9,000.00
<b>Total 5000 · Employee Expense</b>	<u>33,793.51</u>	<u>38,816.84</u>	<u>33,793.51</u>	<u>38,816.84</u>	<u>513,188.99</u>
<b>5500 · OPERATING EXPENSE</b>					
5009 · Phone/Network Access	327.32	400.00	327.32	400.00	4,800.00
5011 · Merchant Service Fees	464.18	666.66	464.18	666.66	8,000.00
5012 · Bank Service Charges	0.00	12.50	0.00	12.50	150.00
5050 · Utilities	2,811.23	3,166.66	2,811.23	3,166.66	38,000.00
5100 · Cleaning Supplies	0.00	375.00	0.00	375.00	4,500.00
5102 · Animal Supplies/Equipment	169.60	541.66	169.60	541.66	6,500.00
5105 · Repairs/Maintenance	1,524.29	1,083.33	1,524.29	1,083.33	13,000.00
5106 · Garbage/Snow Removal	1,461.87	508.33	1,461.87	508.33	6,100.00
5115 · Office Supplies/Postage	893.23	416.66	893.23	416.66	5,000.00
5117 · Community Spay/Neuter Expense	1,055.00	583.33	1,055.00	583.33	7,000.00
5119 · Small Equipment	0.00	250.00	0.00	250.00	3,000.00
5120 · Building/Auto Insurance	0.00	26,000.00	0.00	26,000.00	35,000.00
5125 · Food	122.88	833.33	122.88	833.33	10,000.00
5127 · Microchips	0.00	0.00	0.00	0.00	0.00
5130 · Medical Supplies-Vaccines	1,710.20	1,380.83	1,710.20	1,380.83	16,570.00
5135 · Vet Care	1,261.50	4,166.66	1,261.50	4,166.66	50,000.00
5140 · Spay & Neuter Expense	2,295.00	2,083.33	2,295.00	2,083.33	25,000.00
5145 · Vehicle	138.77	125.00	138.77	125.00	1,500.00
5146 · Dog License Expense	20.00	37.50	20.00	37.50	450.00
5150 · Mileage	129.57	150.00	129.57	150.00	1,800.00
5160 · Depreciation	11,703.05		11,703.05		
5165 · Cash over/short	0.00	8.33	0.00	8.33	100.00
5530 · Cremation Services Expense	0.00	125.00	0.00	125.00	1,500.00
6138 · Pink Lady Expense	0.00	166.66	0.00	166.66	2,000.00
6539 · Computer Software	459.00	583.33	459.00	583.33	7,000.00
6565 · IT Consulting	0.00	125.00	0.00	125.00	1,500.00
<b>Total 5500 · OPERATING EXPENSE</b>	<u>26,546.69</u>	<u>43,789.10</u>	<u>26,546.69</u>	<u>43,789.10</u>	<u>248,470.00</u>
<b>5550 · GRANT EXPENSE</b>					

5551 · General Grants	0.00	83.33	0.00	83.33	1,000.00
<b>Total 5550 · GRANT EXPENSE</b>	<b>0.00</b>	<b>83.33</b>	<b>0.00</b>	<b>83.33</b>	<b>1,000.00</b>
<b>5600 · FUNDRAISING EXPENSE</b>					
5280 · Live Trap Fundrasier Expense	1,806.00		1,806.00		
6307 · Calendar Expense	(0.21)	0.00	(0.21)	0.00	3,905.00
6311 · Cause for Paws Expense	0.00	0.00	0.00	0.00	7,080.00
6315 · Misc/3rd Party Fund Expense	8.44	8.33	8.44	8.33	100.00
6317 · Raise The Woof Expense	1,147.20	2,100.00	1,147.20	2,100.00	2,100.00
6322 · Rescue Raffle Expense	0.00	0.00	0.00	0.00	2,280.00
6324 · Miscellaneous Expenses	0.00	16.66	0.00	16.66	200.00
6330 · TUFT Golf Outing Expense	0.00	0.00	0.00	0.00	7,233.00
6550 · Strut Your Mutt Expense	0.00	0.00	0.00	0.00	2,350.00
6551 · Canisters Expense	0.00	0.00	0.00	0.00	0.00
<b>Total 5600 · FUNDRAISING EXPENSE</b>	<b>2,961.43</b>	<b>2,124.99</b>	<b>2,961.43</b>	<b>2,124.99</b>	<b>25,248.00</b>
<b>6000 · OTHER EXPENSE</b>					
5142 · Volunteer Program	0.00	100.00	0.00	100.00	1,200.00
6313 · Direct Solicitations	6,483.05	0.00	6,483.05	0.00	10,800.00
6503 · Community Outreach	0.00	166.66	0.00	166.66	2,000.00
6504 · Memorial Bricks/Tiles	0.00	166.66	0.00	166.66	2,000.00
6505 · Professional Fees	120.00	833.33	120.00	833.33	10,000.00
6510 · Publications	0.00	0.00	0.00	0.00	10,000.00
6511 · Pet Promotion Expense	129.29	150.00	129.29	150.00	1,800.00
6515 · Promotions & Advertising	0.00	83.33	0.00	83.33	1,000.00
6525 · Resale Items Expense	494.93	1,200.00	494.93	1,200.00	30,000.00
6530 · Conferences / Training	0.00	333.33	0.00	333.33	4,000.00
6532 · Donor Development	60.00	83.33	60.00	83.33	1,000.00
6533 · Strategic Planning	0.00	100.00	0.00	100.00	1,200.00
6535 · Licenses, Dues, Permits & Fees	0.00	100.00	0.00	100.00	1,200.00
6540 · Miscellaneous Expense	0.00	166.66	0.00	166.66	2,000.00
6561 · Investment Expense	838.48	1,703.33	838.48	1,703.33	20,440.00
6688 · Naming Opportunity Expense	0.00	50.00	0.00	50.00	600.00
<b>Total 6000 · OTHER EXPENSE</b>	<b>8,125.75</b>	<b>5,236.63</b>	<b>8,125.75</b>	<b>5,236.63</b>	<b>99,240.00</b>
<b>Total Expense</b>	<b>71,427.38</b>	<b>90,050.89</b>	<b>71,427.38</b>	<b>90,050.89</b>	<b>887,146.99</b>
<b>Net Ordinary Income</b>	<b>(14,958.13)</b>	<b>(28,992.63)</b>	<b>(14,958.13)</b>	<b>(28,992.63)</b>	<b>393.01</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
4300 · Unrealized Gain/Loss	18,639.02		18,639.02		
<b>4400 · RESTRICTED REVENUE</b>					
<b>7400 · SALLY'S FUND</b>					
4218 · Sally's Fund Revenue	540.00		540.00		
6518 · Sally's Fund Expense	(288.00)		(288.00)		
<b>Total 7400 · SALLY'S FUND</b>	<b>252.00</b>		<b>252.00</b>		
<b>Total 4400 · RESTRICTED REVENUE</b>	<b>252.00</b>		<b>252.00</b>		
<b>Total Other Income</b>	<b>18,891.02</b>		<b>18,891.02</b>		
<b>Net Other Income</b>	<b>18,891.02</b>		<b>18,891.02</b>		
<b>Net Income</b>	<b>3,932.89</b>	<b>(28,992.63)</b>	<b>3,932.89</b>	<b>(28,992.63)</b>	<b>393.01</b>

**Upper Peninsula Animal Welfare Shelter**

**Days Cash On Hand as of January 2023**

	<b>Cash Less Restricted Funds*</b>	<b>Annual Expense</b>	<b>Daily Expense</b>	<b>Days Cash on Hand</b>	
<b>2023</b>	\$947,214.16	\$887,146.99	\$2,430.54	390	(Year to Date)
<b>2022</b>	\$969,199.36	\$776,458.72	\$2,127.28	456	
<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

**Current Month Financials For Formula (Do not Print)**

Checking	184,357.10
Money Market	758,278.92
A/R (less capital campaign)	2,857.50
Petty Cash	400
Paypal	783.83
Square	203.03
Cash in Drawer	333.78
Undeposited Funds	0.00

**Executive Director Report**

**I. Animal Care and Operations**

- a. **Success Story** – In the past two months five long term dogs have been adopted. All five dogs were on animal management plans. An animal management plan is for animals that have a history of reactive behavior and have been hard to place or retain in a home. Goals are set for each animal and an animal cannot be put up for adoption until they complete their plan. The UPAWS staff worked extremely hard in making sure that these dogs had the opportunities of success in their new homes. Happy tails to the following – Arrow, Owen, Abba, Cookie, and Ruger.
- b. **Change in Public Hours** – Our winter hours ended on February 26th, and we have gone back to our normal operating hours. We are now open seven days a week from 12pm-4pm.
- c. **Adoption Price Changes** – Since the approval of the January board meeting, price increases for adoptions have gone into effect and all language has been changed in UPAWS documentations and publications.
- d. **Municipality Service Contract Revision** – Please see the attached R & R

**II. Property –**

- a. **Sally's Fund Trailer** – Please see the attached R&R

**III. Human Resources**

- a. **Executive Director's Resignation** – Please see my attached resignation letter. I appreciate the opportunity to work for this organization over the last 20 months. I feel that there has been a lot accomplished during my time and we have done a good job of fulfilling the mission. The impact that UPAWS has on Marquette County and the larger U.P. is incredible. The staff and volunteers go above and beyond for the animals in need and to be part of that was very special.
- b. **New Employees** – Please welcome the following new employees to UPAWS –

**Jessica Hassell** – Animal Caregiver

**Colin Bertram** – Animal Caregiver and Maintenance Specialist

**Joni Anderson** – Shelter Operations Coordinator

**Courtney Doty** – Shelter Operations Coordinator (does not start until March 20<sup>th</sup>)

- c. **Vacant Position** – We currently have one animal caregiver position vacant.

#### **IV. Public Relations and Outreach**

- a. **Media for the month of February** – 1 tv interview, 8 radio interviews.
- b. **Pop Up Shops** – Ann Brownell had the opportunity to have two pop up shops at Westwood Mall in the month of February. She was able to participate in a Valentine's shopping event and a craft show. Ann had the opportunity to sell merchandise and communicate the different adoption and volunteer opportunities.
- c. **4H Service Club** - Our service club met in February as there were 15 participants in the program. The children had a Valentine's party, and five children were new to the program.

#### **V. Fundraising and Donor Relations**

- a. **Winter Solicitation Letter** – The winter solicitation letter was little a behind in being mailed out as our publisher had several large projects in front of ours. The letter was being sent to donors on 2/24/23.



JANUARY 2023		DOGS		CATS		OTHER	TOTAL	
In Shelter		17		22		17	56	
In Foster		20	0-true foster	34	4-true foster	4	58	
TOTAL Beginning Count		37		56		21	114	
INTAKE		DOGS	PUPS <5 mos.	CATS	KITS <5 mos.	OTHER	TOTAL	YTD
Owner Surrender		13	1	21	2	13	50	50
Returned Adoption		1	0	0	0	0	1	1
Stray (from Police, Public and Shelter Pickup)		5	0	4	0	0	9	9
Born in Care		0	0	0	0	0	0	0
Transferred from Other Shelters		3	0	0	0	0	3	3
Special Hold/Service In		0	0	0	0	0	0	0
Seized/Custody (Cruelty & Neglect)		0	0	0	0	0	0	0
Total Intakes		22	1	25	2	13	63	63

### OUTCOMES

Adoptions (shelter, foster home or special event)	17	4	26	6	12	65	65
Total Adoptions YTD	17	4	26	6	12	65	
Returned to Owner	5	0	2	0	0	7	7
Transferred to Rescue Groups/Shelters	4	0	0	0	0	4	4
Total Live Outcomes	26	4	28	6	12	76	76
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	0	0	0	0	0	0	0
Dying	1	0	1	1	0	3	3
Animal's Name and Reason							
TOTAL ANIMALS EUTHANIZED	1	0	1	1	0	3	3
	Ogachida-severe med		Hope-organ failure	Giza-severe med			
Died at shelter/foster home - Unknown	0	0	0	1	0	1	1
Missing/Stolen/Escaped	0	0	0	0	0	0	0
Animal's Name and Reason				Jill-FelV/FIP/FIV heart congestion			
Total Euth/Died/Other Outcomes	1	0	1	2	0	4	4
In Shelter	14		13		14	41	
In Foster	15	0-true foster	33	1-true foster	8	56	
TOTAL Ending Count (per formula)	29		46		22	97	
TOTAL Ending Count (per report)	29		46		22		
SAVE RATE (Intake- Euthanasia Outcome)/Intake						95.2%	95.2%
ASPCA Live Release Rate (Live Outcomes/ Intake)						120.6%	120.6%

### OTHER INFO

	Dogs	Cats
Avg. Length of Stay	63	58
Monthly Return Rate (returns/adoptions)	5%	0%

<b>January 2023 - 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	0
Bite Hold (for Owner)	0	0	0	0	0
Spay/Day	14	7	0	21	21
Community Spay/Neuter (Spay It Forward)	0	0	0	0	0
Microchipping	4	0	0	4	4
Domestic Violence	0	0	0	0	0
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	3	0	0	3	3
Service - Home 2 Home	0	0	0	0	0
Service - Nailtrims	6	9	1	16	16
Service - Dog Licenses	2	0	0	2	2
Service - Cremation Services	0	0	1	1	1
<b>Total</b>	<b>29</b>	<b>16</b>	<b>2</b>	<b>47</b>	<b>47</b>

<b><u>INTAKE</u></b>	<b>Jan-23</b>	<b>Jan-22</b>	<b>Jan-21</b>	<b>Jan-20</b>	<b>Jan-19</b>	<b>Jan-18</b>	<b>AVG.</b>
Owner Surrender	50	32	19	34	30	43	35
Returned Adoption	1	2	2	2	5	13	4
Stray (from Police, Public and Shelter Pickup)	9	8	9	25	11	11	12
Born in Care	0	0	10	0	0	0	2
Transferred from Other Shelters	3	42	40	1	17	13	19
Special Hold/Service In	0	4	0	3	0	0	1
Seized/Custody (Cruelty & Neglect)	0	0	0	0	5	9	2
<b>Total Intakes</b>	<b>63</b>	<b>88</b>	<b>80</b>	<b>65</b>	<b>68</b>	<b>89</b>	<b>76</b>

<b><u>OUTCOMES</u></b>	<b>Jan-23</b>	<b>Jan-22</b>	<b>Jan-21</b>	<b>Jan-20</b>	<b>Jan-19</b>	<b>Jan-18</b>	<b>AVG.</b>
Adoptions (shelter, foster home or special event)	65	73	63	79	49	70	67
Returned to Owner	7	4	6	19	5	16	10
Transferred to Rescue Groups/Shelters	4	0	0	11	0	0	3
<b>Total Live Outcomes</b>	<b>76</b>	<b>77</b>	<b>69</b>	<b>109</b>	<b>54</b>	<b>86</b>	<b>79</b>

Euth Dangerous	0	0	0	0	1	0	<b>0</b>
Euth Dying	3	0	1	0	1	0	<b>1</b>
<b>TOTAL ANIMALS EUTHANIZED</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>

Save Rate ( <i>Intake-Euth</i> )/Intake	95.2%	100.0%	98.8%	100.0%	97.1%	100.0%	98.7%
Live Release Rate ( <i>Live Outcome</i> /Intake)	120.6%	87.5%	86.3%	167.7%	79.4%	96.6%	104.0%

**Board Development Committee  
February 10, 2023 Meeting Minutes**

**Chaired by:** Colleen Whitehead

**Date:** February 10, 2023 1:00 pm – meeting held at Border Grill (Negaunee)

**Members Present:** Reva Laituri, Linda Roncaglione, Colleen Whitehead

❖ Committee discussion on Board Development

- Review and discussion of current and past recruitment efforts. Committee agreed to repost the Board Recruitment flyer for both Board members and Board Committee members.
- Discussion on plan for the Board evaluation process. Committee agreed to create a final draft of this form; but put the implementation of the evaluation on hold due to current changes in UPAWS leadership and Board member vacancies.
- Colleen will compile input from Reva and Linda to finalize the Board exit interview questions currently in revision.

❖ Discussion and review of current Board vacancies

- Jessi Hurd has resigned from the Board of Directors effective January 2023.
- We have one pending Board member application. The initial face-to-face interview is being scheduled. No additional Board member applications have been received to date.
- As of now, we have 5 vacant Board positions – two expiring in 2024 and three expiring in 2025.

❖ Pending Items

- Colleen will follow up with two of the more recent new Board members to complete their information on the Board Member Matrix.
- Exit interviews are pending for Reva Laituri, Amber Talo and Jessi Hurd.

**Next Meeting:**

Scheduled for March 9, 2023 at 5:30 pm. Monthly meetings are currently held the 2<sup>nd</sup> Thursday of each month.

## UPAWS Finance Committee Minutes

**Meeting Date: Thursday, February 23rd, 2023 at 5:00pm**

**Meeting Location: Google Meet**

Present: Chris Danik (Chair), Bill Brutto, Cole Zyburt

Excused: Jill Compton, Dale Dexter, Corey Hollowell

### **New Business**

- **Review January 2023 Financial Reports**: No questions or issues noted from the committee. **It was moved by Cole and seconded by Bill to recommend that the Board of Directors approve the January 2023 financial report. The motion passed unanimously.**
- **3 Year Contract with MTHNK for Audit and 990 Preparation**: Chris noted that a request for proposal had been sent to five local accounting firms. None of them responded for a comparison bid to what MTHNK submitted. **It was moved by Cole and seconded by Bill to recommend the Board of Directors approve the 3-year proposal by MTHNK for audit and 990 preparation services. The motion passed unanimously.**
- **Sallys Fund Savings Proposal**: The committee reviewed a similar proposal to what was done with the UPAWS savings account for the Sallys Fund savings. Chris and Bill met with Andi and Cheri from Sallys Fund and they supported the idea. Cole noted that the rates came in even higher than what was originally recommended in all CDs and the money market. **It was moved by Chris and seconded by Bill to recommend the Board of Directors approve the 3-year proposal by MTHNK for audit and 990 preparation services. Cole abstained from the vote. The motion passed.**
- **Interim Contracted Bookkeeper / CPA**: The committee had a discussion on the status of an interim bookkeeper and contracted CPA consulting hours. Corey is resigning as of March 9th and UPAWS will at least need someone on a contract basis until the position is posted. Chris contacted Anderson, Tackman & Company in Marquette for the mentioned services at the advice of our auditor and is waiting on a proposal. Chris noted that the committee may need to have a discussion over email once we have a proposal for the board.

### **Old Business**

- **December Financial Reports - AR Reports**: Detailed reports of the A/R accounts were provided to the committee per the request of the last Finance Committee meeting after the corrections were done.

- **Endowment Fund Updates:** Chris and Jill met with Tami Seavoy at Kendricks Bordeau to discuss the Endowment Fund. Chris is gathering some more information to give to Tami about the intent of the fund before further discussion. At this point, Tami does not recommend using a trust. Instead, UPAWS would define each fund in its policies and create associated investment and spending policies that match donor intentions. The committee will continue to work with Tami and discuss to come up with a recommendation for the board. The three options Tami presented:

There are three great options for a non-profit to secure/invest donated funds:

- 1) set up a trust: This is the option to take if you have really really specific intentions for the funds. Trusts have to be registered, and that gives donors some comfort that the funds are part of an actual trust document. However, changes to the MTC (Michigan Trust Code) in 2010 changed some of the rules and now trusts are not strictly necessary or recommended. They are expensive and they cannot be easily changed if the non-profit needs the money in unexpected ways or at unexpected times.
  - 2) set up an agreement with a bank investment management group. The group will ask the organization to codify their intentions for the money in an investment policy that is approved by the board. Then the bank will follow those rules in administering the money. This provides the most flexibility and would allow for use of the corpus of the donations if necessary (as long as the investment policy allowed.)
  - 3) use the Marquette Community Foundation. The Foundation will invest the money and allow the interest earned to be rolled back in as "spendable funds." In this way, the nonprofit has a regular source of interest income to use either for operations or for projects. However, they will never let the nonprofit use the "corpus" of the donations unless the entity is near dissolution.
- **Financial Policy Revisions:** No further updates at this time.

## **FUNDRAISING COMMITTEE MEETING MINUTES**

### **2/20/23**

PRESENT: Lynn Andronis, Ann Brownell, Leslie Hurst, Karen Rhodes

ABSENT: Chris Danik, Reva Laituri were unable to attend

#### **2022 Fundraisers Updates:**

- Pet Photo Calendar: Final Report submitted. \$32,514.25 in Revenue and \$3,807.78 in Expenses; Net Revenue was \$18,706.47. Great job!
- CFP19 Name a Beer After Your Pet Release Parties: No info at this time
- Holiday Store: Final Report submitted. \$3,636.40 in Revenue and \$8.44 in Expenses; Net Revenue was \$3,627.96. Another great fundraiser with \$29,628.00 sold in Retail.

#### **2023 Fundraisers:**

- Raise the Woof: Held on 1/20. Final report to be submitted. Leslie will prepare and submit.
- Cause For Paws: UPDATE: This year's event will be held on 4/29/23 (Saturday) at the Holiday Inn. A committee has been assembled and met on 2/15/23. At the present time, Lynn and Leslie will be co-chairing. Karen will send the program/flyer from 2019 which lists sponsors and donors.
- 2024 Calendar: Ann will chair this event.
- Rescue Raffle: Chris, as Chair, would like dates they want included on back of tickets. Volunteers are welcome for this fundraiser.
- TUFT: Update from Karen. The 2023 budget includes an increase in participants' fees, raising it to \$125. Top Dog sponsorship would increase to \$600. Tee sponsors fees will remain the same. Leslie will schedule a "debriefing" meeting on TUFT 2022 with Karen, Bill, Leslie, Lynn, Rhonda.
- SYM: Chris – survey has been developed for past attendees; will be sent out in the next couple of weeks. Volunteers are welcome for this event.

#### **Other Business:**

- Housekeeping Issues: There are a couple of individuals who had indicated a willingness to serve on this committee and have attended at least 1 meeting but who have not attended any meetings since then. Leslie and Lynn will contact them to determine whether or not they plan on remaining on this committee in the future.
- Platinum Partners (Bill): As of this date, Mares-Z-Doats and Iron Range Agency have paid; Nicolet Bank has yet to confirm. Platinum Partners will receive 4

tickets/fees for each of the following fundraisers – Raise the Woof, Tee Up For Tails, Cause For Paws, and Strut Your Mutt.

- Community Outreach: From this point on, Ann can notify us as to her needs for any community event she is planning.
- Calendar and Contacts List: Needs to be updated with 2023 info.
- Canister Report: on drive. Canister was dropped off to Melo
- Fundraiser Business List- To be discussed as a later meeting.
- Fundraising Manual - As you use the manual, please send any suggestions for updates to Lynn. Leslie will update the manual on how to conduct raffles and the plinko game. We will review as updates are made.

Meeting adjourned at 7:20 p.m.

Lynn Andronis  
Chair, Fundraising Committee