

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, May 22, 2023 / 6 p.m. / Cliffs-Eagle Mine Community Room

<p>Mission:</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>Vision:</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. April 24, 2023 Regular Meeting
 - b. 2023 E-Vote Results Approving Swick Best Option for Boiler Valve Replacement
6. Unfinished Business
 - a. Report & Recommendation from Vet Center Committee RE: Surgical Table
 - i. Find out the turnaround time on the delivery of the table from the order date
 - ii. Find out a tentative schedule of vets willing to perform surgeries
 - b. Annual Report - Draft complete except for "From the Board of Directors"
7. New Business
 - a. Report & Recommendation from Board Development Interim Committee RE: Appointment of Carole Touchinski to the Board of Directors
 - b. Report & Recommendations from Board President RE: Volunteers
 - c. Report & Recommendation from Board President RE: Shelter Hours
 - d. Report & Recommendation from Board President RE: Staff Training
8. Communications
9. President's Report
10. Treasurer's Report
 - a. Treasurer's Report
 - b. April 2023 Financials

11. Shelter Operations Report(s)

- a. Operations Report
- b. Stats

12. Committee Reports

- a. Board Development Committee Report (Lynn) - written
- b. Finance Committee Report (Chris) - written
- c. Fundraising Committee Report (Lynn) - written
- d. Strategic Planning Committee Report (Brian) - verbal
- e. Personnel Committee Report (Leslie) - written
- f. Policy / Bylaw Committee Report (Brian) - did not meet
- g. Donor Development (Ad Hoc) (Leslie) - did not meet

13. Public Comment

14. Board Comment

16. Closed Session - Personnel Discussion

17. Adjournment

Next Board Meeting Date: June 26, 2023, 6 p.m. at the Shelter

**UPPER PENINSULA ANIMAL WELFARE SHELTER
BOARD OF DIRECTORS MEETING
Monday, April 24, 2023
Cliffs-Eagle Mine Community Room**

PRESENT: Lynn Andronis, Chris Danik, Brian Hummel, Leslie Hurst, Hailey Kimball-Dexter

ABSENT:

STAFF: Ann Brownell, Julie Mahan, Adda Lamon, Laura Rochefort

GUESTS: Reva Laituri, Carole Touchinski

1. Call to Order/Attendance: Meeting called to order at 6:04 p.m.
2. Approval of Agenda: Leslie proposed to add 10a. Treasurer's Report and 10c. 2023 Q1 Review (they were included in the public packet, but not listed on the agenda). Lynn made a motion to accept the agenda with those amendments. Hailey seconded. Motion to accept agenda passed unanimously.
3. Mission Moment: Leslie said that our coordinator Hayley received a thank you from Bruiser's new family thanking the staff, they have changed his name to Charlie Brown.
4. Public Comment: None.
5. Approval of Minutes:
 - a. March 27, 2023 Regular Meeting
 - Lynn said that two guests were not included in the Present list, Linda Roncaglione and Tom Brecheisen
 - Brian made a motion to approve the meeting minutes with that change, Lynn seconded, motion passed unanimously.
 - b. March 27, 2023 Closed Meeting
 - Lynn made a motion to accept the closed session minutes, Chris seconded, motion passed unanimously.
6. Unfinished Business:
 - a. Report & Recommendation from Municipal Contract Ad-Hoc Committee RE: Municipal Contract Template
 - Chris made a motion to accept the report and recommendation. Seconded by Brian. Motion passed unanimously.
 - The Board discussed how the contract will be presented to the municipalities.
7. New Business:
 - a. Report & Recommendation from Vet Center Committee RE: Surgical Table

- There was discussion amongst the Board about what happened to the surgical table we bought last year. Laura said that we still have it, but it is too small for use in performing spay/neuters. She noted it can be used as a gurney and possibly for dental procedures. Dr. Jandron approved the table that is being recommended. There was discussion amongst the Board about the size of the proposed table, if it fits in the room/through the doors, etc. Laura believes it would fit. Leslie asked if it would make a difference if we waited to purchase this.
 - Hailey asked if there was a use case for the surgeries to see if it would be a cost savings to have surgeries performed here. Lynn said that it is not necessarily a monetary justification, it is less stress on the animals and the staff to have them performed here. Hailey said she would like to see a commitment from the vets that they are willing to do a certain number of surgeries at the UPAWS shelter on certain days so we can make sure this is a worthwhile investment. Lynn also said it would be a shame to purchase the table and have it collect dust. Laura said she believes the vets at Stuga and Negaunee would volunteer, likely Dr. Jandron and Dr. Stevens-Brown, and others might as well.
 - Lynn asked what is the impetus of purchasing this now, Laura said there is not a huge rush right now, but that we will need it at some point.
 - Hailey made a motion to table to R&R and to ask the ad hoc committee to find out the turnaround time on the delivery of the table from the order date and to find out a tentative schedule of vets willing to perform surgeries. Brian seconded. Motion passed unanimously.
- b. Report & Recommendation from Vet Center Committee RE: Snap Testing Service
- Leslie requested that there be an SOP for the Snap Testing. There was discussion amongst the Board regarding what we would require for financial need and hardship, whether local vets would accept the testing we performed to provide treatment, what costs would be incurred, etc.
 - Chris made a motion to accept the R&R, Brian seconded, motion passed by majority.
- c. Annual Meeting - Per Bylaws, 2nd Tuesday of June (13th), need to set time and place.
- Leslie suggested 6pm in the Community Room.
 - Everyone agreed that the annual meeting will be held at 6 pm on June 13th in the Community Room.

8. Communications: None.

9. President's Report: Leslie gave a verbal report and will include the written report in next month's meeting.

- Leslie said that the audited financials are up to date in GuideStar. Leslie said she thinks it really helps us as a non-profit. We are at the gold level in GuideStar. When we adopt a strategic plan, we will become platinum. Going forward, we should review GuideStar every year and keep it up to date.
- Leslie talked about the memorial and issues with the memorial tiles looking different

now that we have gone with a different company. There is a donor who was not happy with the memorial tile they got because it doesn't look like the others. We are going to see if the new company can do some experimenting to make them look more like the current ones.

- Leslie is signing checks at least once per week.
- We firmed up our platinum partners for the year, we have three.

10. Treasurer's Report:

a. Treasurer's Report

- Chris wanted to clarify that his notes under the Statement of Financial Position are more relevant to the full quarter than to March.
- Leslie noted that we have had HVAC and electrical issues, the building is a few years old now, we are starting to see an increase in maintenance costs.

b. March 2023 Financials

- Lynn made a motion to accept the March financials as presented, seconded by Brian, motion passed unanimously.

c. 2023 Q1 Review

- Laura asked a question about the fundraisers being at \$0, Chris said that is because they haven't happened yet.
- Laura asked about community spay and neuter being over budget, Chris said that the budget was based on last year and we had talked at a prior meeting about how we were not doing as much of this as we wanted last year. He noted that the revenue would also be up.

11. Shelter Operations Report(s):

a. Shelter Operations Report

- Leslie thanked Ann for pulling it together, Ann noted that Laura, Ryan, and Hayley helped.

b. Stats

12. Committee Reports:

- a. Board Development Committee Report (Lynn) – Lynn said that with the resignation of the members of Board Development, there is only Lynn and we are required to have 4 members on a Committee. There was an open application that she wanted to resolve. Leslie and Lynn met with Carole, she is here tonight and did a shelter tour prior to the meeting. Lynn asked that the Board stay and serve as the Board Development Committee. Lynn also had a volunteer application that Ann had forwarded to her that indicated that the potential volunteer was willing to serve on the Board. Lynn needs to review the Exit Interview and the Board Evaluation forms. Amber's Exit Interview was done in 2023, even though the form says 2022. Hailey said that she had volunteered to serve on Board Development.
- b. Finance Committee Report (Chris) – Lynn said that Chris has Leslie listed as ex officio, but she is there as President. Chris said he had her listed that way because of the bylaws.
- c. Fundraising Committee Report (Lynn) – Fundraising did not meet. They are moving forward with Tee up for Tails. Cause for Paws has been moved to October 28th. We are having food, not hors d'oeuvres.

- d. Strategic Planning Committee Report (Brian) – No meeting.
- e. Personnel Committee Report (Leslie) – No formal meeting, but lots of email exchanges. The shelter manager position was posted today. We are going to review the salary range for the shelter manager position and we are actively working on hiring another caregiver. There is work being done to make sure forms are up to date, consistent, and accurate. Leslie has been doing exit interviews and surveys with employees who have departed. We are reviewing the job descriptions because without an ED, different positions have assumed different duties, and we are doing wage analyses as well. We are looking at volunteers to make sure we are supplementing where needed.
- f. Policy / Bylaw Committee Report (Brian) – No meeting
- g. Donor Development (Ad Hoc) (Leslie) - Did not meet. Leslie is going to pull the committee together because we used to have an ED who was working on donor development, but we need to make this a priority and figure out how we can get this done.

13. Public Comment: Julie had a question regarding caregivers. She asked if we would be reviewing the SOPs that she had created 3 years ago for cleaning procedures, etc. Leslie said that Hayley has been working on draft SOPs and the longtime caregivers will be consulted on the SOPs before they are adopted.

14. Board Comment: None.

15. Adjournment: Lynn moved to adjourn, Chris seconded, motion approved unanimously. Meeting adjourned at 7:55 p.m.

Respectfully submitted,

Hailey Kimball-Dexter, Secretary

Leslie Hurst, President

Next Board Meeting Date: May 22, 2023, 6pm at the Shelter



Leslie Hurst <lhurst@upaws.org>

Re: Motion to Repair Water System

1 message

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

Mon, May 15, 2023 at 3:47 PM

Ayes: 3
Nays: 0

Swick's Best Option to not exceed \$1500.00 to install a new backflow preventer with wye strainer has been approved.

Leslie Hurst
UPAWS Board President
906-250-2507



Where Furever Friends are Found - Visit upaws.org

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.*

On Wed, Apr 19, 2023 at 1:26 PM Chris Danik <cdanik@upaws.org> wrote:

Aye

On Wed, Apr 19, 2023 at 11:32 AM Lynn Andronis <landronis@upaws.org> wrote:

Aye

On Wed, Apr 19, 2023 at 8:41 AM Brian Hummel <bhummel@upaws.org> wrote:

Aye

Sent from my iPhone

On Apr 19, 2023, at 08:40, Leslie Hurst <lhurst@upaws.org> wrote:

It has been moved by Leslie and supported by Hailey to hold an e-vote to approve Swick's Best Option to not exceed \$1500.00 to install a new backflow preventer with wye strainer as soon as possible. Please Reply All with an aye or nay vote no later than 8:40am, Friday, April 21, 2023.

Leslie

Leslie Hurst
UPAWS Board President
906-250-2507



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On Mon, Apr 17, 2023 at 10:49 AM Hailey Kimball-Dexter <hkimball@upaws.org> wrote:
I second the motion.

On Mon, Apr 17, 2023 at 8:55 AM Leslie Hurst <lhurst@upaws.org> wrote:

I motion to accept Swick's Best Option to not exceed \$1500.00 to install a new backflow preventer with wye strainer. The board has discussed this via email and it has become very time sensitive to repair.

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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<SwickValveReplacment.pdf>

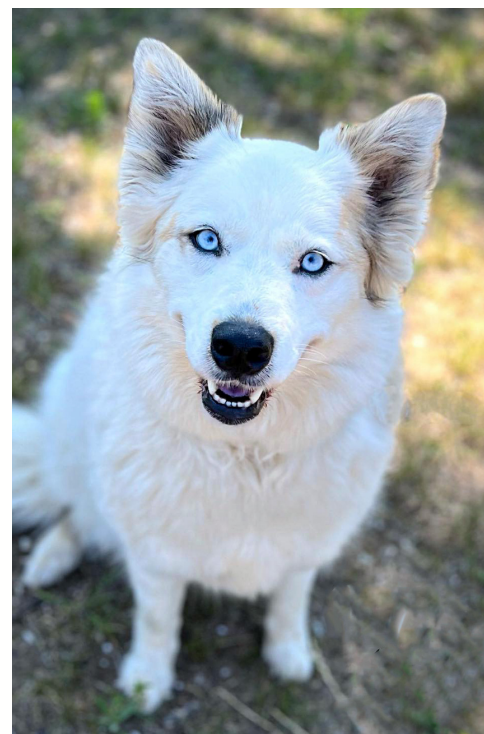
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Lynn Andronis

--
Chris Danik
cdanik@upaws.org

Upper Peninsula Animal Welfare Shelter

2022

ANNUAL REPORT TO THE COMMUNITY



From the Board of Directors

HIGHLIGHTS



Passion in Numbers



Cats &
Kittens
Adopted
549

Dogs &
Puppies
Adopted
273

Small
Animals &
Others
Adopted
226

99.1%
Save Rate

Strays
Returned to
Owner
163

Transferred
In
208

Transferred
Out
8



UPAWS is committed to positively impacting the lives of homeless pets & people in the community.

Here are some of our recent accomplishments and ongoing initiatives.

Community Spay/Neuter Services: We understand that pet owners may face financial constraints when spaying and neutering their pets. UPAWS has been working hard to provide the community with low-cost spay and neuter services. Thanks to generous donors, and partnerships with veterinary clinics, we offered 43 surgeries to pets from low-income households.

Food Pantry: The Shelter Pet Food Pantry is a vital resource for pet owners in need. It provides food to pet owners who are unable to provide enough food for their animals. With the help of generous donations, this pantry can help people keep their beloved pets in their homes. We thank all those who donate to the pantry and help to ensure that all pets have access to the food and love they deserve.

Networking with Other Shelters: At UPAWS, we believe in the power of collaboration and teamwork. That's why we've been working on building stronger relationships with neighboring shelters in Michigan. By working together, we can transfer pets to locations with potential adopters and find loving homes for more pets.

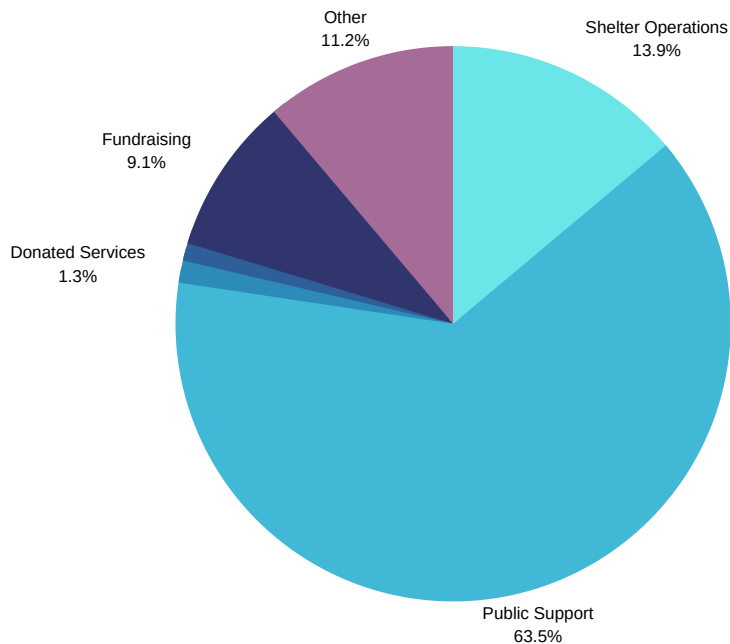
Volunteers & Foster Homes: We're incredibly grateful to our volunteers and fosters who open their homes and hearts to foster homeless pets in need. Over the past year, we've encouraged more volunteers to join our shelter team and foster program to increase the number of pets in foster care. We've even had some incredible "foster failures," where our foster families fell in love with their foster pets and decided to adopt them permanently.

Sponsored Events and Promotions: UPAWS has been a longtime participant in the Bissell Pet Foundation Empty the Shelters events. Four adoption events were held in 2022, finding hundreds of UPAWS pets loving homes. We've also been fortunate to receive sponsorship from generous donors and organizations like Swick Home Services' Lonely Heart program and Adopt Me program, which has led to many long-term and harder-to-place pets finding new families.

Sasawin Project: We continue a strong partnership with the Woman's Center to offer the Sasawin Project, which helps domestic abuse survivors create escape plans that include safe pet placements.

4-H Youth Partnership: UPAWS has partnered with Marquette County 4-H Youth to help educate the youth on proper animal care, community outreach, and much more. Through this partnership, youth will get the opportunity to volunteer and learn about responsible pet ownership, breed-specific information, nutrition, and other humane education topics. UPAWS also provides community outreach to help educate the public about spaying and neutering, animal welfare, and other vital issues. This partnership benefits both organizations and will help ensure all animals are well-cared for in the Marquette area.

FINANCIAL OVERVIEW

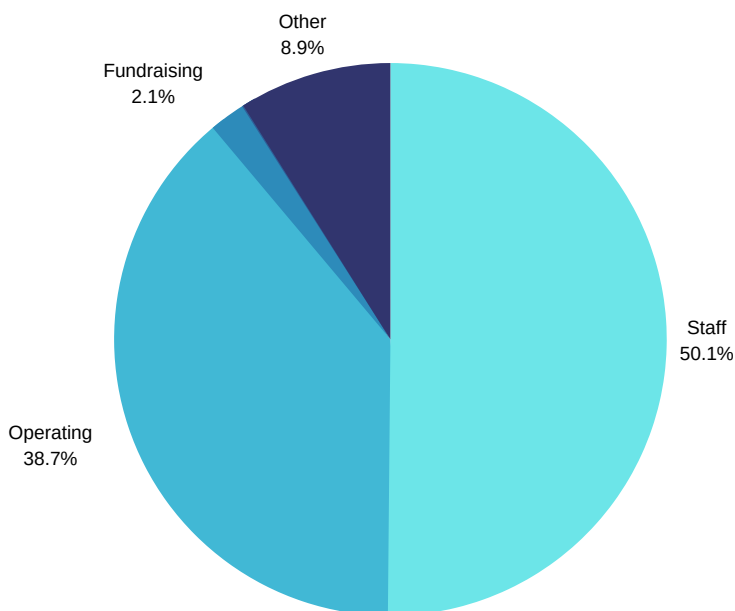


Revenue

Shelter Operations	\$144,312
Public Support	\$659,530
Fundraising	\$94,978
Donated Goods / Services	\$13,402
Grants	\$10,701
Other	\$116,043

Other includes retail sales, interest revenue, and endowment fund distributions.

Total	\$1,038,966
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Expenses

Staff	\$513,084
Operating	\$396,311
Fundraising	\$21,457
Grants	\$808.00
Other	\$91,498

Other includes professional fees, promotional expense, resale item expense, and publications expense.

Total	\$1,023,158
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815 South State Hwy M553
Gwinn, MI 49841
906-475-6661
www.upaws.org

Mission Statement

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.

Board of Directors

Leslie Hurst – President
Lynn Andronis – Vice President
Chris Danik – Treasurer
Hailey Kimball Dexter – Secretary
Brian Hummel

Committee Chairs

Board Development – Lynn Andronis
Finance – Chris Danik
Fundraising – Lynn Andronis
Policy and Bylaw - Brian Hummel



Report and Recommendation
Board Development Interim Committee
May 22, 2023

At its meeting on April 24, 2023, the Interim Board Development Committee unanimously recommended the appointment of Carole Touchinski to the UPAWS Board, with term expiring July 2025.

Since the Interim Committee is composed of all current board members and unanimously agreed to this recommendation, we can then proceed with the formal voting at the meeting on 5/22/23.

Lynn Andronis
Chair, Board Development

Report & Recommendation to the UPAWS Board of Directors
Reinstating Volunteer Opportunities
May 22, 2023

Leslie Hurst, UPAWS Board President, recommends the following volunteer opportunities be further investigated and implemented. This will alleviate some of the stress on staff and allow for more community involvement.

Miscellaneous Chores:

- These were discontinued during COVID.
- Some might not be needed with a Maintenance person on staff but they could still supplement, freeing up time for other projects or when he is off.
- Ann & Colin review items and make determination.
- Update board in hallway.
- Update procedures and handbook as needed.

Dog Walking:

- Contacted Insurance and it is allowed:
The policy does cover taking dogs on walks as long as they are on a leash and under direct physical control of a volunteer/employee. Please note, the policy coverage excludes any claims/injuries to employees or volunteers of UPAWS. The coverage would only apply to any 3rd party not related to UPAWS like a potential adopter. No coverage exists for any animal running at large. Leash and direct physical control is required anytime animals are outside of an enclosed area. Coverage excludes foster homes and adoption homes. No off-premises coverage for any animal under a foster agreement or adoption. Any animal deemed dangerous/vicious/reactive or with any sort of bite history must be muzzled at all times when with a potential adopter/visitor.
- Volunteers are not covered by our liability insurance, they sign an agreement acknowledging this.
- Specific training required.
- Update procedure and handbook as needed.
- Ad-Hoc group of Ann, Coordinator, ACG, Leslie (and/or other board member)

Notes from CCHS (I have a copy of their handbook):

Their dog walking program is pretty straight forward, no specific training. They utilize tons of university students and with such a small staff, cannot do training. People sign a dog walking form, with specific rules and trails. Dogs that may be questionable with new people or other dogs are muzzle trained for walks. They are told where to go, reiterating they are never to meet other dogs on the trails and how to hold the leash correctly. They also really encourage people to tell them what they can and can't handle. If they break rules and put people or other dogs in danger, they are done. No second chances because of the liability. Anyone under 18 has to have a parent sign a form. Anyone under 16 isn't allowed to hold the leash or be here without a parent/guardian with them at all times. They have a side door for dog walkers. During covid, and even now, people get the dogs from inside the office area and out the front door, but we are

getting back to using the dog walking door, just waiting for our new doorbell. The side door is always locked. People have to come in, sign in, go out to that door, ring the bell and they get the dog for them. Then when they bring the dog back, same process. They have a book of available dogs inside so they can choose who they want to walk also. No one is allowed in the dog room due to the stress on the dogs ("strangers in their house"). If they start getting too many people in the office waiting to choose a dog, they just stop and tell people that they will pick the dog for them.

Report & Recommendation to the UPAWS Board of Directors
Change in Shelter Hours
May 22, 2023

Leslie Hurst, UPAWS Board President, recommends the hours the shelter is open to the public as:

Monday: closed

Sunday, Tuesday, Wednesday, Thursday: 12:00pm-4:00pm

Friday, Saturday: 10:30am -4:00pm

Optional: Sunday 10:30am - 4:00pm

Benefits:

- Staff has suggested this and provided feedback and support.
- No coordinators scheduled on Mondays. This allows two coordinators scheduled daily, instead of having two solo caregiver days on Mon and Wed. This allows us to continue with the cost saving of two full time coordinators and one part time coordinator. Two coordinators also allow for more appointments per hour.
- Monday will be a day to catch up on cleaning and allow the weekly deep cleaning task to occur (they have not been).
- Provide extra animal enrichment and dog management training and staff training.
- Increase to staff morale - a day off from back to back appointments with the public.
- Allows the Vet Tech time to catch-up on medical tasks without intake/outtake tasks.
- Longer hours on the busier days.

Report & Recommendation to the UPAWS Board of Directors
Staff Training Opportunities
May 22, 2023

Leslie Hurst, UPAWS Board President, recommends the following training opportunities and stipulations for UPAWS staff:

MPA Feline Training, July 16 & 17 2023 (Sun/Mon) 9am-4pm:

- Strongly encouraged but not required. Will be paid at normal rate of pay, avoiding overtime if possible but will as needed.
- Shelter will be closed to the public except for strays.
- All staff will help with morning & evening cleaning, feeding and walks before & after class. Will try to schedule additional volunteers.
- Invite cat volunteers and board

Summary:

We can pick any six of the following topics. Certification program covers all of the listed topics except for the barn program module and the cat program module. The six remaining modules would cover everything from body language, basic care, assessments to behavior modification and clicker training. The clicker module and the behavior modification module could be quite useful, as well as the enrichment (staff recommends):

▼ Feline

- Body Language, 2 hours
- Basic Cat Care, 2 hours
- Cat Program, 2 hours
- Behavior Assessments, 2 hours
- Behavior Modification, 2 hours
- Clicker Training & Positive Reinforcement, 2 hours
- Enrichment & Stress Reduction, 2 hours
- Barn Cat, 2 hours

Bill's proposal:

Our organization would benefit greatly with on-site cat training. We are an organization that loves the feline community and has adequate space to meet the needs of the cats that enter our shelter. In 2021 our organization adopted 706 cats. The biggest population of animals that come through our shelter's doors is cats. Our save rate for our shelter went up a percentage point in 2021, as it is now at 99.4 percent.

We have a dedicated staff and volunteers that go to great lengths to make sure that the well-being of our cats is at the highest standard, but our staff and volunteers need more training.

We have found a lot of training materials and in-class experiences when working with dogs, but not as much success when it comes to cats. Our shelter works with a lot of scared and fractious cats and we believe with adequate trainings and learning new techniques our engagement with our cats will improve greatly. The more skills that our staff and volunteers have we believe will give us the opportunity to help even more cats in the future. Another reason why learning new techniques and skills is important is because if we can change the behaviors of some of our felines that sit in our shelter for months it will help with their adoption process and finding them a new home.

The goals we currently have to improve our cat program is the following -

1. Have our staff trained in how to conduct clicker and target training
2. Learn new techniques in handling fractious and scared cats
3. Create engagement activities and plans for our feline community.

Our hope is with on-site training we could improve these three areas in which we have identified as ways in which could help our overall cat program.

Michigan Humane Society Law Enforcement Training, August 14, 2023 (Mon) 8:00am - 5:00pm

- Coordinators, Vet Tech, Shelter Manager attend. Will be paid at normal rate of pay.
- Shelter will be closed to the public except for strays.
- We are hosting, Mich Humane is conducting and scheduling.

State Anti-Cruelty Law (750.50 a&b) and the Animal Fighting Statute (750.49) Review: The emphasis will be on identifying misdemeanor and felony violations as well as best first steps. (MCOLES Certified).

Hoarders: This course will discuss the different types of hoarders and discuss recommended approaches. We will also cover animals as evidence and PPE. (MCOLES Certified).

The Humane Use of Animal Capture Equipment and Officer Safety: This course will cover the humane use of common animal capture equipment. We will also discuss dog behavior de-escalation and field safety. (MCOLES Certified).

Animals and Disaster a Review and Michigan Update: An overview of disaster response involving animals, the P.E.T.S. ACT, FEMA Resource Typing, changes to MI-SART and up and coming opportunities.

Respectfully Submitted,

Leslie Hurst
Board President

PRESIDENT'S REPORT

May 19, 2023

Operations/SOPs:

- Reviewing insurance and health department requirements regarding bite holds. There have been several discussions with staff on what constitutes a bite and what should require a bite hold. Current procedure stands; will try to have a recommendation for the June meeting.
- Reviewing Management Plan initiation and timing. Concerns on whether we have the staffing to adequately do this.
- Reviewing our definition of low income. It should be consistent across all applications & programs such as Community Spay/Neuter, Vaccinations, etc.
- Discussions and research on dog walking volunteers. I noticed CCHS facebook posts on dog walkers so contacted Becki, she shared their procedures.
- After polling staff, I scheduled the MPA Feline Training for July 16 & 17 (Sun/Mon). Staff, Board and Cat Volunteers invited.
- Hosting Michigan Humane Law Enforcement Training on August 14 in the Cliffs-Eagle Mine Community Room. These are the topics to be covered (I will share their flier once I receive it).
 - State Anti-Cruelty Law (750.50 a&b) and the Animal Fighting Statute (750.49) Review
 - Hoarders
 - The Humane Use of Animal Capture Equipment and Officer Safety
 - Animals and Disaster a Review and Michigan Update
- Scheduling SOP workshop with Coordinators and Laura, other staff included as needed for week of 5/21. ACG Training top priority.
- Continue testing & documenting donations directly into Neon with Chris (on days when help is needed).
- Reviewing use of Memo/File in PetPoint for notes especially with behavioral and neglect cases. This would require a computer with better access to all employees.
- Email exchange with Dr. Hunt on resuming procedures for UPAWS. Will discuss with Laura.
- Met with Bob and Carolyn Myers and Gordon Hird (Sheltered Harbor Pet Memorials) on 5/20 regarding a memorial tile. Gordon provided several options which everyone was happy with. I further discussed the tiles and brick offerings and outstanding work with the paver installations (prior vendor) with Gordon. Gordon will provide quotes and I will provide a recommendation for the June board meeting.
- Ryan is working with the Marquette County Conservation District on a plan for remediation of knapweed and native planting, Chris & I are assisting as needed.
- Discussions with Linda Roncaglione & Chris re: Memorial Garden spring fertilization and planting.
- Meeting with Helen Kahn and Ann Brownell re: Red Rover grant application for dog kennels. Helen will work with Laura on updated quote for kennels, Ann & Leslie will provide support as needed.

Personnel: See Personnel Committee Report, additionally:

- Part time animal caregiver (ACG) moved to full time ACG to replace one due to resignation.
- New part-time ACG begins on 5/27/23.
- Extended two offers for part-time ACG.
- Reviewing and updating Personnel folders as needed.
- Updating Personnel Policy (need to update Appendix H per Jan. 2022 approval).

Ongoing/Misc

- Weekly and Ad Hoc (almost daily) meetings with staff and others as scheduled & requested.
- Monitoring and feedback on neglect cases, maintenance and other operational items.
- Donor updates in Neon, phone calls and thank you's as needed.
- Daily review of Sling scheduling
- Attended the Fundraising Committee meeting on 5/15, Strategic Planning meeting on 5/18 & Finance committee meeting on 5/18. Will chair the Policy & Bylaw Committee until additional board members join.
- Review and sign checks (payables) at least weekly.
- Providing a short presentation and tour of shelter to Marquette Hope Church group on June 15 at 11:15am-12pm.

Respectfully submitted,

Leslie Hurst
UPAWS Board President

UPAWS Treasurer's Report May 2023

Activities Since Last Report:

- Purchased new POS hardware, which is under the \$1000 threshold requiring board approval. Will likely push the small equipment line item over budget for the year. The product we are using now can not be used after October of this year.

April 2023 Financial Reports:

The April 2023 financial reports are presented to the Board of Directors for approval after being reviewed and approved by the Finance Committee.

Treasurer's Notes:

Statement of Financial Position:

- Accounts Receivable contains two months of municipal bills. A payment from the March bill wasn't recorded until May.

Revenue:

- Adoption revenue is still falling under budget. Other areas of shelter revenue are about budgeted amounts.
- Donations are about at budget but other areas of Direct Public Support are falling short. Special Gifts under budget due to inaccurate reporting coming from Meta which we have started recording all of as donations.
- Raise the Woof revenue is online ticket sales from a prior year that was not claimed.
- Total revenue about \$15,000 under budget for the year to date.

Expense:

- Utilities, Garbage / snow removal over budget due to the season. These accounts will start to level out now that we are out of winter.
- Total expenses about \$20,000 under budget (after removing depreciation).

Respectfully Submitted,
Chris Danik
Treasurer

Upper Peninsula Animal Welfare Shelter
Statement of Financial Position
As of April 30, 2023

	<u>Apr 30, 23</u>	<u>Apr 30, 22</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1010 · Nicolet Checking	130,251.19	214,505.49	(84,254.30)
1012 · Nicolet Sally's Fund Savings	38,187.66	34,560.82	3,626.84
1018 · Nicolet Money Mrkt Savings 5336	0.00	863,769.79	(863,769.79)
1030 · First Bank Money Market	555,595.90	0.00	555,595.90
1070 · PayPal account	61.92	651.94	(590.02)
1090 · Cash in Drawer	333.78	299.99	33.79
Total Checking/Savings	<u>724,430.45</u>	<u>1,113,788.03</u>	<u>(389,357.58)</u>
Accounts Receivable			
1200 · *Accounts Receivable	26,105.00	12,079.30	14,025.70
1524 · Capital Campaign Pledges	6,300.00	14,445.00	(8,145.00)
Total Accounts Receivable	<u>32,405.00</u>	<u>26,524.30</u>	<u>5,880.70</u>
Other Current Assets			
1080 · Petty Cash	400.00	168.51	231.49
1499 · Undeposited Funds	75.00	75.00	0.00
1540 · Allowance for Uncol Promises	1,017.50	867.50	150.00
1550 · Discount-CC Pledges Receivable	(1,754.00)	(1,754.00)	0.00
Total Other Current Assets	<u>(261.50)</u>	<u>(642.99)</u>	<u>381.49</u>
Total Current Assets	<u>756,573.95</u>	<u>1,139,669.34</u>	<u>(383,095.39)</u>
Fixed Assets			
1611 · Land - County Rd 553	20,586.75	20,586.75	0.00
1615 · Buildings	3,632,714.80	3,632,714.80	0.00
1640 · Vehicles	32,649.00	23,149.00	9,500.00
1643 · Land Improvments	20,617.85	11,165.60	9,452.25
1645 · Office & Kennel Equipment	7,882.14	5,615.86	2,266.28
1650 · New Shelter-Furniture & Equip	94,464.04	94,464.04	0.00
1670 · Accumulated Depreciation	(567,305.83)	(380,057.07)	(187,248.76)
Total Fixed Assets	<u>3,241,608.75</u>	<u>3,407,638.98</u>	<u>(166,030.23)</u>
Other Assets			
1074 · WF Endowment Fund Investments	346,747.36	266,922.80	79,824.56
1078 · First Bank CD	200,000.00	0.00	200,000.00
1700 · Beneficial Interest in MCCF	107,677.38	125,021.29	(17,343.91)
1702 · Beneficial Interest-Dixon F B	604,343.21	680,864.09	(76,520.88)
Total Other Assets	<u>1,258,767.95</u>	<u>1,072,808.18</u>	<u>185,959.77</u>
TOTAL ASSETS	<u>5,256,950.65</u>	<u>5,620,116.50</u>	<u>(363,165.85)</u>
LIABILITIES & EQUITY			
Liabilities			

Current Liabilities			
Accounts Payable			
2001 · *Accounts Payable	5,405.74	(50.00)	5,455.74
Total Accounts Payable	5,405.74	(50.00)	5,455.74
Other Current Liabilities			
2025 · Accrued Benefits	8,206.31	8,206.31	0.00
2100 · Payroll Liabilities			
2101 · Federal Tax W/H Payable	563.60	563.60	0.00
2102 · Medicare and SS Payable	1,596.55	1,596.55	0.00
2103 · Michigan W/H Payable	1,984.15	1,624.13	360.02
2104 · Suta Tax Payable	1,014.47	86.93	927.54
2108 · AFLAC pre-tax	0.00	(59.43)	59.43
2111 · Simple Plan Payable	0.00	(6.00)	6.00
2100 · Payroll Liabilities - Other	7,482.28	12,626.53	(5,144.25)
Total 2100 · Payroll Liabilities	12,641.05	16,432.31	(3,791.26)
2550 · Sales Tax Payable	1,222.17	1,203.62	18.55
Total Other Current Liabilities	22,069.53	25,842.24	(3,772.71)
Total Current Liabilities	27,475.27	25,792.24	1,683.03
Total Liabilities	27,475.27	25,792.24	1,683.03
Equity			
3001 · Beg Net Assets Temp Restricted	1,230,388.00	1,230,388.00	0.00
3002 · Beg net Assets Perm Restricted	294,517.00	294,517.00	0.00
3040 · Beg net Assets Unrestricted	95,970.45	95,970.45	0.00
3900 · Retained Earnings	3,671,820.86	3,828,585.82	(156,764.96)
Net Income	(63,220.93)	144,862.99	(208,083.92)
Total Equity	5,229,475.38	5,594,324.26	(364,848.88)
TOTAL LIABILITIES & EQUITY	5,256,950.65	5,620,116.50	(363,165.85)

Upper Peninsula Animal Welfare Shelter
YTD Budget to Actual
April 2023

	<u>Apr 23</u>	<u>Budget</u>	<u>Jan - Apr 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
4000 · SHELTER REVENUE					
4005 · Pet Adoptions	5,772.49	8,333.33	18,287.59	33,333.33	100,000.00
4010 · Redeemed Animals	285.00	333.33	1,163.00	1,333.33	4,000.00
4012 · Boarding Fee	2,393.66	166.66	3,507.82	666.66	2,000.00
4015 · Vet/Optional Care	50.00	166.66	210.00	666.66	2,000.00
4017 · Dog Park	246.36	333.33	611.92	1,333.33	4,000.00
4018 · Rentals Revenue	200.00	208.33	400.00	833.33	2,500.00
4020 · Government Contracted Services	12,396.00	4,166.66	39,180.62	16,666.66	50,000.00
4030 · Dog License Revenue	120.00	33.33	180.00	133.33	400.00
4031 · Microchipping	50.00	166.66	425.00	666.66	2,000.00
4032 · Nail Clipping / Grooming	451.00	250.00	1,331.00	1,000.00	3,000.00
4033 · Community Spay/Neuter Revenue	0.00	416.66	2,620.50	1,666.66	5,000.00
4050 · Miscellaneous Services	0.00	50.00	0.00	200.00	600.00
4060 · Cremation Services Revenue	0.00	125.00	354.00	500.00	1,500.00
Total 4000 · SHELTER REVENUE	21,964.51	14,749.95	68,271.45	58,999.95	177,000.00
4100 · DIRECT PUBLIC SUPPORT					
4006 · Pet Care Sponsorship	654.05	1,000.00	3,287.29	4,000.00	12,000.00
4008 · Pet Promotion Sponsorship	0.00	41.66	1,000.00	166.66	500.00
4109 · Pink Lady	25.00	166.66	130.00	666.66	2,000.00
4110 · Donations	16,049.54	20,000.00	80,737.61	80,000.00	260,000.00
4119 · Stock Dontations	0.00		524.97		
4120 · Special Gifts	87.96	1,500.00	413.96	6,000.00	18,000.00
4123 · Memorial Bricks/Tiles	0.00	250.00	0.00	1,000.00	3,000.00
4125 · Donated Svs/Material In Kind	1,040.00	2,083.33	5,899.39	8,333.33	25,000.00
4135 · Bequests	0.00	6,250.00	0.00	25,000.00	75,000.00
4188 · Naming Opportunities	0.00	2,500.00	0.00	10,000.00	30,000.00
Total 4100 · DIRECT PUBLIC SUPPORT	17,856.55	33,791.65	91,993.22	135,166.65	425,500.00
4156 · GRANT REVENUE					
4157 · General Grants	0.00	1,250.00	0.00	5,000.00	15,000.00
Total 4156 · GRANT REVENUE	0.00	1,250.00	0.00	5,000.00	15,000.00
4200 · FUNDRAISING REVENUE					
4128 · Misc/3rd Party Fundraisers	587.86	0.00	590.86	0.00	1,400.00
4140 · Canisters	795.67	750.00	3,297.35	3,000.00	9,000.00
4143 · Econo Receipts	0.00	0.00	0.00	3,600.00	7,200.00
4144 · Cause for Paws	0.00	0.00	1,500.00	0.00	23,600.00
4147 · Strut Your Mutt	0.00	0.00	1,500.00	0.00	16,200.00
4151 · Raise The Woof	2,160.00	0.00	6,137.65	6,350.00	6,350.00
4170 · TUFT Golf Outing	0.00	0.00	1,500.00	0.00	26,100.00
4183 · Rescue Raffle	0.00	0.00	0.00	0.00	7,700.00
4197 · Calendar	0.00	0.00	19.28	0.00	23,190.00
Total 4200 · FUNDRAISING REVENUE	3,543.53	750.00	14,545.14	12,950.00	120,740.00
4500 · OTHER Revenue					
4205 · Resale Items Revenue	3,204.96	3,100.00	9,479.82	12,400.00	65,000.00
4215 · Interest Revenue	2,758.58	2,500.00	6,450.52	8,500.00	28,500.00

4220 · Miscellaneous Revenue	27.37	66.66	534.80	266.66	800.00
4221 · Endowment Fund Earnings	4,967.36	0.00	4,967.36	0.00	4,000.00
4223 · MCCF B.Reider Fund Distribution	22,038.90	0.00	22,038.90	0.00	19,000.00
4227 · Distribution from Dixon Estate	2,294.17	2,400.00	2,294.17	2,400.00	32,000.00
4290 · Retail Discounts	(88.80)		(88.80)		
Total 4500 · OTHER Revenue	35,202.54	8,066.66	45,676.77	23,566.66	149,300.00
46000 · Merchandise Sales	0.00		0.00		
Total Income	78,567.13	58,608.26	220,486.58	235,683.26	887,540.00
Gross Profit	78,567.13	58,608.26	220,486.58	235,683.26	887,540.00
Expense					
5000 · Employee Expense					
5129 · Employee Uniforms	0.00	83.33	0.00	333.33	1,000.00
5200 · Payroll Expenses	12.65	16.66	12.65	66.66	200.00
5201 · Wages & Salaries	23,640.83	33,386.62	115,789.21	133,546.48	434,026.00
5202 · Overtime	582.81	833.33	2,702.48	3,333.33	10,000.00
5203 · Bonuses	0.00	0.00	0.00	0.00	14,000.00
5225 · Simple Plan Employer	193.47	225.00	811.39	900.00	2,700.00
5230 · Michigan Unemployment Payable	16.75	51.66	1,234.75	206.66	620.00
5235 · Employer Social Security	1,501.85	2,294.13	7,347.41	9,176.54	27,529.61
5240 · Employer Medicare	351.27	536.53	1,718.36	2,146.12	6,438.38
5245 · Worker's Compensation	0.00	222.91	2,267.00	891.66	2,675.00
5246 · Employee Relations	0.00	416.66	145.08	1,666.66	5,000.00
5248 · Health Ben / Dental / Vision	703.29	750.00	2,382.27	3,000.00	9,000.00
Total 5000 · Employee Expense	27,002.92	38,816.83	134,410.60	155,267.44	513,188.99
5500 · OPERATING EXPENSE					
5009 · Phone/Network Access	262.33	400.00	1,355.11	1,600.00	4,800.00
5011 · Merchant Service Fees	289.76	666.66	1,292.81	2,666.66	8,000.00
5012 · Bank Service Charges	0.00	12.50	0.00	50.00	150.00
5050 · Utilities	3,960.24	3,166.66	16,731.75	12,666.66	38,000.00
5100 · Cleaning Supplies	34.99	375.00	1,099.21	1,500.00	4,500.00
5102 · Animal Supplies/Equipment	208.64	541.66	2,387.37	2,166.66	6,500.00
5105 · Repairs/Maintenance	1,458.13	1,083.33	6,039.88	4,333.33	13,000.00
5106 · Garbage/Snow Removal	1,522.84	508.33	5,153.60	2,033.33	6,100.00
5115 · Office Supplies/Postage	263.85	416.66	1,789.93	1,666.66	5,000.00
5117 · Community Spay/Neuter Expense	253.80	583.33	3,343.80	2,333.33	7,000.00
5119 · Small Equipment	0.00	250.00	119.99	1,000.00	3,000.00
5120 · Building/Auto Insurance	0.00	818.18	33,273.32	28,454.54	35,000.00
5125 · Food	1,240.50	833.33	4,785.76	3,333.33	10,000.00
5127 · Microchips	0.00	0.00	0.00	0.00	0.00
5130 · Medical Supplies-Vaccines	405.15	1,380.83	4,449.38	5,523.33	16,570.00
5135 · Vet Care	1,513.53	4,166.66	8,342.62	16,666.66	50,000.00
5140 · Spay & Neuter Expense	2,908.50	2,083.33	10,922.20	8,333.33	25,000.00
5145 · Vehicle	92.26	125.00	450.94	500.00	1,500.00
5146 · Dog License Expense	40.00	37.50	110.00	150.00	450.00
5150 · Mileage	52.47	150.00	333.54	600.00	1,800.00
5160 · Depreciation	11,703.05		46,812.20		
5165 · Cash over/short	(3.77)	8.33	(12.17)	33.33	100.00
5530 · Cremation Services Expense	0.00	125.00	668.00	500.00	1,500.00
6138 · Pink Lady Expense	0.00	166.66	0.00	666.66	2,000.00
6539 · Computer Software	577.76	583.33	2,835.08	2,333.33	7,000.00

6565 · IT Consulting	0.00	125.00	404.50	500.00	1,500.00
Total 5500 · OPERATING EXPENSE	26,784.03	18,607.28	152,688.82	99,611.14	248,470.00
5550 · GRANT EXPENSE					
5551 · General Grants	0.00	83.33	0.00	333.33	1,000.00
Total 5550 · GRANT EXPENSE	0.00	83.33	0.00	333.33	1,000.00
5600 · FUNDRAISING EXPENSE					
5280 · Live Trap Fundrasier Expense	0.00		1,806.00		
6307 · Calendar Expense	0.00	0.00	9.40	0.00	3,905.00
6311 · Cause for Paws Expense	0.00	4,080.00	0.00	6,080.00	7,080.00
6315 · Misc/3rd Party Fund Expense	135.80	8.33	144.24	33.33	100.00
6317 · Raise The Woof Expense	0.00	0.00	1,147.20	2,100.00	2,100.00
6322 · Rescue Raffle Expense	50.00	0.00	50.00	280.00	2,280.00
6324 · Miscellaneous Expenses	0.00	16.66	0.00	66.66	200.00
6330 · TUFT Golf Outing Expense	50.00	0.00	50.00	0.00	7,233.00
6550 · Strut Your Mutt Expense	125.00	0.00	125.00	0.00	2,350.00
6551 · Canisters Expense	0.00	0.00	0.00	0.00	0.00
Total 5600 · FUNDRAISING EXPENSE	360.80	4,104.99	3,331.84	8,559.99	25,248.00
6000 · OTHER EXPENSE					
5142 · Volunteer Program	32.00	100.00	306.95	400.00	1,200.00
6313 · Direct Solicitations	0.00	0.00	6,483.05	5,400.00	10,800.00
6503 · Community Outreach	73.99	166.66	1,165.30	666.66	2,000.00
6504 · Memorial Bricks/Tiles	0.00	166.66	0.00	666.66	2,000.00
6505 · Professional Fees	0.00	833.33	438.92	3,333.33	10,000.00
6510 · Publications	0.00	0.00	46.65	0.00	10,000.00
6511 · Pet Promotion Expense	120.00	150.00	641.04	600.00	1,800.00
6515 · Promotions & Advertising	0.00	83.33	384.79	333.33	1,000.00
6525 · Resale Items Expense	874.99	1,200.00	10,206.33	4,800.00	30,000.00
6530 · Conferences / Training	0.00	333.33	379.80	1,333.33	4,000.00
6532 · Donor Development	0.00	83.33	60.00	333.33	1,000.00
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	85.86	166.66	245.68	666.66	2,000.00
6561 · Investment Expense	1,146.38	1,703.33	3,789.83	6,813.33	20,440.00
6688 · Naming Opportunity Expense	0.00	50.00	0.00	200.00	600.00
Total 6000 · OTHER EXPENSE	2,333.22	5,236.63	24,148.34	26,346.63	99,240.00
Total Expense	56,480.97	66,849.06	314,579.60	290,118.53	887,146.99
Net Ordinary Income	22,086.16	(8,240.80)	(94,093.02)	(54,435.27)	393.01
Other Income/Expense					
Other Income					
4300 · Unrealized Gain/Loss	2,349.80		26,057.33		
4310 · Realized Loss/Gain LT Invstmnt	0.00		1,679.37		
4400 · RESTRICTED REVENUE					
7400 · SALLY'S FUND					
4218 · Sally's Fund Revenue	2,013.39		3,553.39		
6518 · Sally's Fund Expense	0.00		(418.00)		
Total 7400 · SALLY'S FUND	2,013.39		3,135.39		
Total 4400 · RESTRICTED REVENUE	2,013.39		3,135.39		
Total Other Income	4,363.19		30,872.09		
Net Other Income	4,363.19		30,872.09		
Net Income	26,449.35	(8,240.80)	(63,220.93)	(54,435.27)	393.01

Upper Peninsula Animal Welfare Shelter

Days Cash On Hand as of April 2023

	Cash Less Restricted Funds*	Annual Expense	Daily Expense	Days Cash on Hand	
2023	\$712,747.79	\$887,146.99	\$2,430.54	293	(Year to Date)
2022	\$969,199.36	\$776,458.72	\$2,127.28	456	
2021	\$882,513.53	\$774,749.62	\$2,122.60	416	
2020	\$645,045.70	\$753,663.47	\$2,064.83	312	
2019	\$415,591.49	\$741,157.74	\$2,030.57	205	
2018	\$311,797.49	\$521,136.55	\$1,427.77	218	
2017	\$215,192.09	\$536,174.67	\$1,468.97	146	
2016	\$201,661.55	\$602,450.00	\$1,650.55	122	
2015	\$152,858.00	\$576,669.00	\$1,579.92	97	
2014	\$191,970.00	\$520,354.25	\$1,425.63	135	
2013	\$146,529.00	\$431,923.23	\$1,183.35	124	
2012	\$147,882.00	\$451,620.63	\$1,237.32	120	

Notes

February 2023 \$200,000 moved to four Certificates of Deposit (CD) per board R&R

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

Operations Report May 19, 2023

- Volunteers & Fosters:
 - o NMU students volunteers have left – some returning in Fall
 - o In need of two morning volunteer shifts – Fridays, Mondays and every other Tuesday. Also, our NMU filer is gone for the summer, in need of a filer; I have contacted MQT County RSVP (Retired Senior Volunteer Program).
 - o Looking for fosters for dogs and one cat. Laura has details.
- Big Surgery Day
 - o Laura Rochefort, UPAWS Vet Tech Assistant, drove a large number of our cats up north for spay and neuters.
- Maintenance
 - o enclosed documents on Google Drive
- Bissell Empty the Shelters Results
 - o May 1-15 event
 - o 16 dogs and 18 cats adopted through the Bissell Program, Empty the Shelters
- Transfers between May 1 - 19
 - o Eleven incoming (10 puppies and 1 adult dog from a trade)
 - o Four dogs outgoing
- Media:
 - o TV6, ABC10, TV19 – Bissell Empty the Shelters stories
 - o Q-107 Pet of Week, ABC10 Pet of the Week, Radio Results Pet of the Week.
- Community Outreach Events
 - o Home Based Business Bazaar Westwood Mall April 29th – grossed \$802 in retail sales.
- Grants and Other
 - o Applied and was chosen for the 2023 Beth Millner Nonprofit Fundraiser Jewelry Program Recipient. As a local business, Beth Millner Jewelry is dedicated to supporting the people and organizations of the Upper Peninsula of Michigan, making them an ideal partner for us at UPAWS. Customers can directly contribute to our no-kill shelter when they purchase the special pendant jewelry from Beth Millner Jewelry. The launch will be Giving Tuesday and go through 2024.
 - o Applied for the following grants:
 - Petfinder Cat Enrichment Grant (applied for Kitty Kasa Duro Pro Cube Containment Hidey Beds and Kasa high-soft sided beds)
 - 2023 Trolli's Dynamic Duo Grant (to support adoption of small animals)
 - 2023 Bar Dog Operation Grant (applied for disinfecting products)
 - o Publications completed – finalizing this upcoming week.
 - Pet Gazette
 - Annual Report
 - o Platinum Banner ordered

Submitted May 19, 2023

Ann Brownell

April 2023	DOGS		CATS		OTHER	TOTAL	
In Shelter	20		20		11	51	
In Foster	12	4 in true foster	28	10 in true foster	10	50	
TOTAL Beginning Count	32		48		21	101	
INTAKE	DOGS	PUPS <5 mos.	CATS	KITS <5 mos.	OTHER	TOTAL	YTD
Owner Surrender	16	2	9	0	5	32	150
Returned Adoption	2	0	0	0	1	3	7
Stray (from Police, Public and Shelter Pickup)	10	0	8	5	3	26	77
Born in Care	0	0	0	0	0	0	21
Transferred from Other Shelters	4	12	19	1	0	36	40
Special Hold/Service In	0	0	0	0	0	0	3
Seized/Custody (Cruelty & Neglect)	0	0	0	0	0	0	24
Total Intakes	32	14	36	6	9	97	322

OUTCOMES

Adoptions (shelter, foster home or special event)	13	4	20	6	8	51	241
Total Adoptions YTD	67	13	93	20	48	241	
Returned to Owner	10	0	5	0	2	17	54
Transferred to Rescue Groups/Shelters	2	0	0	0	0	2	8
Total Live Outcomes	25	4	25	6	10	70	303
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	0	0	0	0	0	0	0
Dying	0	0	0	0	0	0	3
Animal's Name and Reason							
TOTAL ANIMALS EUTHANIZED	0	0	0	0	0	0	3
Died at shelter/foster home - Unknown	0	0	0	0	1	1	2
Missing/Stolen/Escaped	0	0	0	0	0	0	1
Animal's Name and Reason					rabbit-died during surgery		
Total Euth/Died/Other Outcomes	0	0	0	0	1	1	6
In Shelter	26		31		11	68	
In Foster	23	8 - true foster	28	8-true foster	8	59	
TOTAL Ending Count (per formula)	49		59		19	127	
TOTAL Ending Count (per report)	49		59		19		
SAVE RATE (Intake- Euthanasia Outcome)/Intake						100.0%	99.1%
ASPCA Live Release Rate (Live Outcomes/ Intake)						72.2%	94.1%

OTHER INFO

	Dogs	Cats
Avg. Length of Stay	19.5	44.6
Monthly Return Rate (returns/adoptions)	12%	0%

April 2023 - CLINIC SERVICES	DOGS	CATS	OTHER	TOTAL	YTD
Owner Requested Euthanasia	0	0	0	0	0
Bite Hold (for Owner)	0	0	0	0	0
Spay/Day	0	0	0	0	22
Community Spay/Neuter (Spay It Forward)	0	0	0	0	0
Microchipping	2	0	0	2	11
Domestic Violence	0	0	0	0	0
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	7	0	0	7	15
Service - Home 2 Home	0	0	0	0	0
Service - Nailtrims	13	7	1	21	64
Service - Dog Licenses	3	0	0	3	5
Service - Cremation Services	0	0	0	0	1
Total	25	7	1	33	118

UPAWS
(Interim) Board Development Committee Meeting MINUTES
4/24/23

Present: Lynn Andronis, Chris Danik, Leslie Hurst, Hailey Kimball-Dexter, Brian Hummel

This Interim Committee, after speaking with Carole during the meeting, met as a group and unanimously recommended the appointment of Carole Touchinski to the UPAWS Board, with term expiring July 2025.

Carole brings an abundance of experience working in non-profits in our community and would be a welcome addition to the UPAWS Board.

Submitted,

Lynn Andronis, Committee Chair

UPAWS Finance Committee Minutes

Meeting Date: Thursday, May 18th, 2023 at 5:00pm

Meeting Location: Google Meet

Present: Chris Danik (Chair), Jill Compton, Cole Zybert, Leslie Hurst (Ex-Officio)

Excused: Dale Dexter

New Business

- **Review April 2023 Financial Reports**: The committee reviewed the April 2023 Financial reports with no significant questions or notes. **It was moved by Jill and second by Cole to recommend that the Board of Directors approve the February 2023 financial report. The motion passed unanimously.**

Old Business

- **Interim Contracted Bookkeeper / CPA**: Chris reported that the Request for Proposals (RFP) was sent to six local firms and responses are due by June 2nd. One has already responded with questions.
- **Endowment Fund Updates**: Pending legal counsel review.
- **Financial Policy Revisions**: No further updates at this time.
- **Special Assignment Pay**: Leslie asked the committee to discuss special assignment pay for staff that have picked up duties in the absence of a Shelter Manager. After reviewing the request by Leslie, the committee discussed allocating up to \$3,000 for this purpose. The justification in the budget are the unspent wages for the vacant Executive Director position. **It was moved by Cole and seconded by Jill to recommend to the board that up to \$3,000 be spent on special assignment pay with distribution to come as a recommendation from the Personnel Committee. The motion passed unanimously.**

The meeting was adjourned at 5:38pm.

Next Meeting: Thursday, June 22nd, 2023 at 5pm (Blackrocks)

FUNDRAISING COMMITTEE MEETING AGENDA

5/15/23

Present: Lynn Andronis, Ann Brownell, Chris Danik, Leslie Hurst, Karen Rhodes

2022 Fundraisers Updates:

- CFP19 Name a Beer After Your Pet Release Parties: The new location in Marquette is not open as of yet so the dates are TBD. Jay Clancey will contact Amber when he can set the dates for the 3 parties.

2023 Fundraisers:

- Raise the Woof: Held on 1/20. Final report to be submitted. Leslie will prepare and submit.
- Cause For Paws: Date for CFP is set for Saturday, October 28. We are planning on conducting the silent auction through Facebook. Amber has offered to help prior to the event. There was some discussion setting it up as a “masquerade ball.”
- 2024 Calendar: Almost ready to go. Decision was made to have the 12th winner to be determined by a group comprised of members of this committee and staff.
- Rescue Raffle: Chris is waiting for the state license. Printing can be done once we have received it. He is planning on doing online sales again this year and will talk to Ann about sitting in at “outreach” functions.
- TUFT: Event scheduled for 7/20/23, Thursday. Karen reported that tee sponsorships are coming in. She also said that the Top Dog sponsors are having no issue with the increase in pricing. Leslie will reach out to Rhoda to set up a meeting regarding activities at the outing based on last year’s event.
- SYM: Chris will contact past volunteers and vendors to determine their interest in this year’s event.

Other Business:

- Platinum Partners: As of this date, Mares-Z-Doats, Iron Range Agency and Nicolet Bank are our 2023 Platinum Partners. Ann is handling the revision of the banner.
- Econo Pet Tag Promotion: This was supposed to begin on 5/1/23 but the cash register code is working yet. Once they get that addressed, Econo will extent the promotion.
- Calendar and Contacts List: Needs to be updated with 2023 info.
- Canister Report: on drive. Thank you, Reva, for keeping this updated.
- Fundraiser Business List- To be discussed as a later meeting.
- Fundraising Manual – Depending on the length of this meeting, we *may* delve into updates to this manual.

MEETING ADJOURNED AT 6:57 PM

Lynn Andronis
Chair, Fundraising Committee

NEXT MEETING IS SCHEDULED FOR MONDAY, 6/19/23, at 6 p.m.

Personnel Committee Meeting
April 26, 2023 5:30-7:30pm via Google Meet

Present: Lynn Andronis, Hailey Kimball-Dexter, Leslie Hurst

Excused: Deb Lamere

Shelter Manager Hiring:

- Posted to Indeed 4/24/23 and will close on 5/14/23
- Ann will post on web page and facebook page
- Leslie will pull together a draft of interview questions from the past and Deb's interim, we will review and comment via google, finalizing the week of 5/21/23.
- Leslie will download resumes and create a log where we will rank those to interview.
- First interviews will be via google meet starting at 5:30pm or after, beginning the week of 5/21/23.
- Second interviews will be on-site, with an opportunity to meet the board & staff.

Discussions:

- Special assignment pay and animal caregiver graduated pay - Leslie will discuss with the Finance committee.
- Need to create measurable goals for Shelter Manager (possibly use SMART goals).
- Leslie will meet with new employees during their probationary period to review training, performance and to check-in on how they are doing.
- Leslie will continue to work with Lynn, Hayley, Laura & Ryan on interviewing and hiring Animal Care Givers as needed to bring us to 3-4/day, with coverage for days off.

Next Meeting: TBD