

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, July 24, 2023 / 6 p.m. / Cliffs-Eagle Mine Community Room

Mission:

Our mission is to improve the quality of life and welfare for domestic animals and to provide a safe haven while finding lifelong homes for the animals in our care. We embrace the No Kill* philosophy, seeking to end the euthanasia of healthy and treatable animals.

Vision:

A community where there are no homeless, neglected or abused animals, and where everyone understands and practices the level of commitment and responsibility that pet guardianship entails.

Agenda

1. Call to Order/Attendance
2. Approval of Agenda
3. Mission Moment
4. Public Comment
5. Approval of Minutes
 - a. June, 2023 Regular Meeting
 - b. July 12, 2023 Special Meetings Minutes
 - c. E-Vote Approving Shelter Manager Offer
6. Unfinished Business
 - a. Report & Recommendation from Vet Center Committee RE: Surgical Table
 - b. Report & Recommendations for Ad-Hoc Volunteer Dog Walkers RE: Dog Walking Procedure
7. New Business
 - a. Report & Recommendation from Board Development Committee RE: Andi Goriesky
 - b. Report & Recommendation from Board Development Committee RE: Leslie Hurst
 - c. Report & Recommendation from Board Development Committee RE: Lynn Andronis
 - d. Red Rover Grant and Sawasin MOU
8. Communications - GINCC, who needs UPAWS badges
9. President's Report
10. Treasurer's Report - deferred to August
11. Shelter Operations Report(s)
 - a. Operations Report - Best Friends and Bissell promotions, College for Kids program, Senior Chi's fundraising, Replaced food prep refrigerator with full size freezer (Laura marketplace find) and a mini fridge (Colin donated), Blueberry Fest July 28th and Marquette County Fair Aug 10-12.

b. Stats

12. Committee Reports

- a. Board Development Committee Report (Lynn) - Written
- b. Finance Committee Report (Chris) - Written (Finance Committee drive) but did not meet due to conflict with TUFT.
- c. Fundraising Committee Report (Lynn) -Written
- d. Strategic Planning Committee Report (Brian)
- e. Personnel Committee Report (Leslie) - Report
- f. Policy / Bylaw Committee Report (Leslie) - Aug meeting
- g. Donor Development (Ad Hoc) (Leslie) - Aug meeting

13. Public Comment

14. Board Comment

15. Closed Session - Personnel Discussion

16. Adjournment

Next Board Meeting Date: August 28, 2023, 6 p.m. at the Shelter

**UPPER PENINSULA ANIMAL WELFARE SHELTER
BOARD OF DIRECTORS MEETING MINUTES**

Monday, June 26, 2023

PRESENT: Lynn Andronis, Chris Danik, Brian Hummel, Leslie Hurst, Carole Touchinski

ABSENT: None

STAFF: Ann Brownell

GUESTS: Reva Laituri, Jim Myers (Chapman & Myers, CPAs)

1. Call to Order/Attendance : Meeting was called to order at 6:01 p.m.
2. Approval of Agenda: It was suggested by Chris to discuss "7.b. Report & Recommendation from Finance Committee RE: Contracted Bookkeeping Services" between "4. Public Comment" and "5. Approval of Minutes". *Carole made a motion, seconded by Lynn, to approve the Agenda to accommodate this change. Motion passed unanimously.*
3. Mission Moment: Leslie relayed the pleasure of giving a presentation and tour to a church group recently. She said it was fun to talk about shelter and all were impressed and in awe of UPAWS. They ended up donating \$160 at the conclusion.
4. Public Comment: None
5. Approval of Minutes:
 - a. May 24, 2023 Regular Meeting: Under "9. President's Report" the statement should be changed to reflect the discussion more accurately. It should read "Chris asked if Brian was chair of Policy and Bylaws. Leslie said that he is unable to chair the committee." *Chris made a motion, seconded by Lynn, to approve the minutes as amended. Motion passed unanimously.*
 - b. May 24, 2023 Closed Meeting: *Motion was made by Chris, seconded by Lynn, to approve the minutes as presented. Motion passed unanimously.*
 - c. E-Vote Approving 2022 Annual Report: On 6/10/23 at 1:49 p.m., Leslie Hurst, UPAWS Board President, e-mailed all members of the Board of Directors RE: the approval of the 2022 Annual Report. In the email, it was moved by Lynn, supported by Brian, to hold an e-vote to approve the 2022 Annual Report as presented. The President put the Motion to an e-vote on 6/10/23. The vote closed at 5:30 p.m. on 6/12/23. *By a vote of 4 in favor, the motion passed unanimously.*
6. Unfinished Business:
 - a. Report & Recommendation from Vet Center Committee RE: Surgical Table (Deferred): This will continue to be deferred until we have answers for the following:
 - 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. Volunteer Opportunities: See Operations report and look at dog walking protocol. There are 7 people in the group, mostly staff. At the end of this process, there will be a written dog walking SOPs presented to the Board for approval.

- c. Shelter Hours: Implemented.
- d. Staff Training Opportunities: See MDARD flier.

7. New Business:

- a. Board Resignation Letter from Hailey Kimball-Dexter: *Lynn made a motion, seconded by Brian, to accept the letter of resignation with regret. Motion passed unanimously.*
- b. Report & Recommendation from Finance Committee RE: Contracted Bookkeeping Services: Jim Myers attended the meeting to answer any questions we may have. Per Jim Myers, they will try to streamline the process; Jim will do initial work and another employee might take over later. Logically, the transition should occur once the quarter is over (July 1). Our first payroll will be due on 7/13. Once 6/30 data is entered, Chris could share info with Chapman & Myers via a secure share file with them which Jim will set up. Chris should be done entering June sometime next week. Per Chris, hiring Chapman & Myers should alleviate the audit concerns listed in last audit as well as save money. *Motion was made by Brian, seconded by Carole, to enter into agreement with Chapman & Myers CPAs for bookkeeping and accounting services. Motion passed unanimously.* Chris will be point person and will outline the transition to the board.

8. Communications: Michigan Pet Alliance is holding a conference 9/21 & 9/22 in Grand Rapids. Leslie distributed the notices to board members who may be interested. Deadline for registration is 8/6/23.

9. President's Report: Leslie reported that she needs to finish up with Gordon regarding our Memorial Garden. We will decide who may be responsible at a later date.

10. Treasurer's Report:

- a. Treasurer's Report June 2023: Chris reported that revenue is below budget by approximately \$7000. He also stated that we will be doing a 6-month review of financials in July.
- b. Financial Report May 2023: *Motion was made by Lynn, seconded by Carole, to approve the financials as presented. Motion passed unanimously.*

11. Shelter Operations Report(s):

- a. Operations Report: A new freezer was purchased today. We use the freezer more frequently for animal food rather than refrigerator. The floor cleaner does not work and Colin is investigating a replacement for the battery. We need to do more research for a new floor cleaner and/or sanitizer.
- b. Stats: Lynn reported that the stats for May need to be corrected. She also needs to determine the number of animals that are in "true foster".

12. Committee Reports:

- a. Board Development Committee Report: Lynn reported that there had been no meeting over the past month but gave a verbal update. Currently, we have 7 vacant positions; the terms for Leslie and Lynn will expire next month. Both have been sent the renewal application. We have 2 people who have expressed an interest in serving on the board. One has been sent the application but no word back from that applicant. Another has sent a completed application (which is on the drive) but still has to complete the requirements (e.g., attending board meeting).
- b. Finance Committee Report: Written report submitted by Chris.
- c. Fundraising Committee Report: Lynn reported that there has not been a meeting. In addition,

a meeting will be scheduled for week of 6/25/23.

- d. Strategic Planning Committee Report: Brian will complete his “homework” assignments next week.
- e. Personnel Committee Report: Written report submitted by Leslie.
- f. Policy / Bylaw Committee Report: Leslie is handling this committee for now and reported that there has been no meeting.
- g. Donor Development (Ad Hoc): Leslie reported that there has been no meeting. She will work on expanding the scope of this committee once Shelter Manager is hired.

13. Public Comment: None.

14. Board Comment: Brian thanked Leslie for all her hard work over the past few months and wanted to publicly acknowledge her time and effort.

15. Adjournment: *Lynn made a motion, seconded by Brian, to adjourn the meeting. Motion passed unanimously and the meeting was adjourned at 7:14 p.m.*

Respectfully submitted,

Counter-signed

Lynn Andronis, Vice-President

Leslie Hurst, President

Next Board Meeting Date: July 24, 2023, 6 p.m. at the Shelter

**UPPER PENINSULA ANIMAL WELFARE SHELTER
BOARD OF DIRECTORS SPECIAL MEETING MINUTES**

Wednesday, July 12, 2023 1pm & 4pm via Google Meet

PRESENT: Lynn Andronis, Chris Danik, Brian Hummel, Leslie Hurst

ABSENT: Carole Touchinski

Special Meeting was called for the purposes of interviewing two candidates for the position of Shelter Manager. Both meetings were held via Google Meet to give Board Members the opportunity to meet the candidates and listen to their answers to a specific set of questions to assist them in making a determination as to which candidate should be hired.

NOTE: The list of questions is attached to this document.

At the end of the meetings there was a discussion of both candidates. It was decided to conduct a e-vote on offering the position to Sarah Evers with a detailed offer.

Meeting was adjourned at approximately 5 p.m.

Respectfully submitted,

Lynn Andronis
Vice President and Secretary

Leslie Hurst
President



2023 Shelter Manager Board Questions

Speaking Points:

The purpose of this meeting is to:

- Meet the rest of the Board of Directors
- Gain additional knowledge about your qualifications and how you would handle some situations.
- Allow you the opportunity to ask us questions you may have about the Shelter Manager position and UPAWS.

Discussion:

1. Briefly review your past experiences and education and tell us why you are the best candidate for UPAWS Shelter Manager.
2. A stray dog has been brought in by law enforcement. While the dog did not present any aggression to them, after further investigation, it is determined he was dumped due to several bite incidents. The prior owners provided some details but no proof. On intake there are very subtle signs of potential aggression and most of the staff is very uncomfortable handling him . How would you manage his care?
3. Two employees have differing views on dog enrichment and daily walks, including positive training vs. balance training approaches. They both continue to handle their way and pass it onto newer employees. Do you have any concerns with this? If so, how would you handle those concerns?
4. We have some long-term employees, who have worked with several different Shelter Managers, Executive Directors and Boards. How would you establish yourself as the shelter's leader? What would your first month of work look like?
5. What are your views of the importance of an organization's culture and how do you feel you could influence the culture as Shelter Manager?
6. Is there anything else you would like to share with us, any questions?



Leslie Hurst <lhurst@upaws.org>

Fwd: E-Vote to Approve Shelter Manager Employment Offer to Sarah Evers

1 message

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

Fri, Jul 14, 2023 at 3:11 PM

Ayes: 4
Nays: 0

The Shelter Manager Employment Offer for Sarah Evers has been approved.

From: **Carole Touchinski** <ctouchinski@upaws.org>
Date: Fri, Jul 14, 2023 at 2:40 PM
Subject: Re: E-Vote to Approve Shelter Manager Employment Offer to Sarah Evers
To: Leslie Hurst <lhurst@upaws.org>
Cc: UPAWS Board <board@upaws.org>

agá!

From: **Lynn Andronis** <landronis@upaws.org>
Date: Thu, Jul 13, 2023 at 5:01 PM
Subject: Re: E-Vote to Approve Shelter Manager Employment Offer to Sarah Evers
To: Brian Hummel <bhummel@upaws.org>
Cc: Leslie Hurst <lhurst@upaws.org>, UPAWS Board <board@upaws.org>

Aye

On Thu, Jul 13, 2023 at 4:31 PM Brian Hummel <bhummel@upaws.org> wrote:

Aye.

Brian

Sent from my iPhone

From: **Chris Danik** <cdanik@upaws.org>
Date: Thu, Jul 13, 2023 at 4:30 PM
Subject: Re: E-Vote to Approve Shelter Manager Employment Offer to Sarah Evers
To: Leslie Hurst <lhurst@upaws.org>
Cc: UPAWS Board <board@upaws.org>

Aye

On Jul 13, 2023, at 16:10, Leslie Hurst <lhurst@upaws.org> wrote:

It has been moved by Leslie and supported by Chris to hold an e-vote to approve the Shelter Manager Employment Offer for Sarah Evers as presented. Please Reply All with an aye or nay vote no later than 4:10pm, Saturday, July 15, 2023.

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 Thu, Jul 13, 2023 at 2:28 PM Chris Danik <cdanik@upaws.org> wrote:
Support

On Thu, Jul 13, 2023, 2:25 PM Leslie Hurst <lhurst@upaws.org> wrote:

As discussed during the Special Meeting on 7/12/23 at 4:00pm I motion to conduct an e-vote to approve the attached employment offer to Sarah Evers. Can someone please support (reply all to this email). I will then call for an e-vote.

If you have comments on the employment offer, please reply to the email I sent separately several minutes ago (not this email thread).

Thank you.

Leslie

Leslie Hurst
UPAWS Board President
906-250-2507



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Report & Recommendation
April 24, 2023

Recommendation to the UPAWS Board of Directors

The UPAWS Vet Center Committee is recommending the purchase of a Midmark Corp Flat-top surgery table for the UPAWS Veterinary Center surgery suite.

- The Report & Recommendation is to purchase the Midmark Corp Flat-top surgery table with adjustable tilt, adjustable hydraulic pedestal, and measurements of 60” by 22” by 1/8” (SKU:033482)
- The purchase would be made through Covetrus, Inc.
- Total Price - \$3,725.97
 - \$2,942.47 for surgery table
 - \$783.50 for freight, including liftgate and customer assisted inside delivery
- This is an essential piece of equipment for completing surgeries in the UPAWS Vet Center
- The first “surgery” table that UPAWS purchased was not actually a surgery table and was actually a small lift table. We will repurpose the small table as a gurney, but it is not usable for the planned type of surgeries due to it being too small and too short.
- The 2 bids received are attached to this R&R
 - Covetrus - we have purchased most medical equipment items from Covetrus and they have provided a nice shelter discount
 - Apexx - we ordered the gurney from Apexx and have ordered other equipment, such as the platform scale, in the past. All information from Apexx was sent via email and not as a formal quote.

Submitted by:

Laura Rochefort
Veterinary Assistant | UPAWS



Covetrus Quote/Proposal

Thank you for the opportunity to provide you this quote. Let me know what else I can do to assist you.
This bid is valid for 30 days and subject to manufacturer's price increases.

Account# 864710 - 001
Account Name JANDRON SCOTT R DVM
Address1 UPPER PENINSULA AN WELFARE SHELTER
Address2 815 S STATE HWY M553
City, St, Zip GWINN MI 49841
Account Phone (906) 475-6665
Account Fax (906) 475-6669

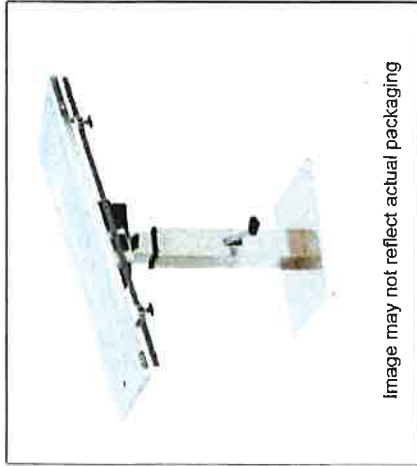
Territory Manager Bryan Johnson
Territory Manager Phone (920) 572-6218 ext
Territory Manager Email Bryan.Johnson@covetrus.com
Quote Id 107899

Item Description	Item #	Manufacturer	List Price	Quote Price	Qty	Extended Price
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SURG TBL FLAT 60" HYDR NOHEAT VSSI

033482 MIDMARK CORP \$3,573.00 \$2,942.47 1 \$2,942.47

033482 - SURG TBL FLAT 60" HYDR NOHEAT VSSI



SKU: 033482
Mfg Item # 100-4261-01
Manufacturer MIDMARK CORP
Terr. Mgr Bryan Johnson
Terr. Mgr Ph (920) 572-6218 ext
Terr. Mgr Email Bryan.Johnson@covetrus.com
List Price \$3,573.00
Quote \$2,942.47
Qty 1
Extended Price \$2,942.47

SKU: 033482
Flat-Top Surgery Table, Adjustable Tilt, Adjustable Hydraulic Pedestal, 60 in Length



FLAT-TOP SURGERY TABLE, ADJUSTABLE TILT, ADJUSTABLE HYDRAULIC PEDESTAL, 60 IN LENGTH

Supplied By: VSSI (100-4261-01)

Availability

This item cannot be ordered online. Call 855-724-3461 for availability.

✓ Practice Preferred

\$3,573.00

Each

This item cannot be ordered online. Call 855-724-3461 for availability.



SKU	Unit of Measure	Pack Type	Case Qty	Purchase History
033482		Each	1	

PRODUCT DESCRIPTION

The hydraulic flat-top surgery table offers hands-free height adjustment. The table top tilts from level to 37° via single finger-tip control. The top is counter balanced by pneumatic cylinders for easier positioning of the patient. For hands-free height adjustment, pump the foot pedal to raise and depress pedal to lower the table. Pump foot pedal to raise and a depress pedal to lower, with a range of 6".



Laura Rochefort <lrochefort@upaws.org>

UPAWS Quotes

Bryan Johnson <Bryan.Johnson@covetrus.com>
To: Laura Rochefort <lrochefort@upaws.org>
Cc: "Guiliano, Rose" <rose.guiliano@covetrus.com>

Wed, Apr 19, 2023 at 2:06 PM

Hi Laura. This was an eye opener for me how expensive trucking companies are these days. I guess I understand, but wow. It's the best deal we can get from them.

Midmark items (per each)

Liftgate Delivery: \$1,512.00

Liftgate & Customer Assisted Inside Delivery: \$1,567.00

Suburban item

Freight \$505.00 Lift gate \$125.00/Inside delivery \$125.00

[Quoted text hidden]



Laura Rochefort <lrochefort@upaws.org>

UPAWS Quotes

Bryan Johnson <Bryan.Johnson@covetrus.com>

Thu, Apr 20, 2023 at 9:12 AM

To: Laura Rochefort <lrochefort@upaws.org>

Good morning Laura I have some good news. I'm driving down the highway thinking why in the world would Midmark have such a high rate cost compared to the other company so I called back and it turns out they combined the two Midmark tables for that shipping quote. So if you're only going to buy one of them basically divide that number by two. Sorry I didn't catch that right away. The way freight has been. I wasn't really surprised it went way up but now we know it is a way better price than what I told you yesterday. Please let me know you receive this and have a great day.

Sent from my iPhone

Bryan Johnson**Covetrus Account Manager II – WI/MI****Cell: 920-572-6218**Bryan.Johnson@Covetrus.com

On Apr 19, 2023, at 1:27 PM, Laura Rochefort <lrochefort@upaws.org> wrote:

EXTERNAL EMAIL

[Quoted text hidden]



Laura Rochefort <lrochefort@upaws.org>

UPAWS Quotes

kat@apexx360.com <kat@apexx360.com>
To: Laura Rochefort <lrochefort@upaws.org>

Mon, Apr 10, 2023 at 3:53 PM

Hi Laura!

Elite V Top with No Heat: \$3995

Elite V Top with Heat: \$5295

Elite Flat Top No Heat: \$3795

Elite Flat with Heat: \$4795

[Quoted text hidden]



Laura Rochefort <lrochefort@upaws.org>

: Table ready to ship today- Demo Unit

kat@apexx360.com <kat@apexx360.com>
To: Laura Rochefort <lrochefort@upaws.org>

Tue, Apr 11, 2023 at 10:13 AM

Hi Laura!

I know your looking into options for hydraulic flat top tables, I wanted to give you one more option

I have one ready to ship today if your interested, please see pictures attached

Equipment: Suburban Surgery Table-D

RDRP: \$3995

Blem Price: \$3495

Warranty: Same as NEW

Special notes:

- NEW
- NEW warranty
- Flat top, Hydraulic, Dual tilt (ID#: 13161-02-IZAADL)
- 33" – 45" lift range
- Blem discount (2" blemish on the base caused by inbound shipping)
- No risk

Available to ship: 3/28/23

Kat Farquhar

Inside Sales Rep

apexx Veterinary Equipment, Inc.

Ph: 800-211-0036 ext: 122

Fx: 720-294-1479

www.apexx360.com



Laura Rochefort <lrochefort@upaws.org>

: Table ready to ship today- Demo Unit

kat@apexx360.com <kat@apexx360.com>
To: Laura Rochefort <lrochefort@upaws.org>

Mon, Apr 17, 2023 at 4:54 PM

Hi Laura!

Shipping quote is \$974

My distribution center said this is about normal for surgery tables

Kat Farquhar

Inside Sales Rep

apexx Veterinary Equipment, Inc.

Ph: 800-211-0036 ext: 122

Fx: 720-294-1479

www.apexx360.com

From: kat@apexx360.com <kat@apexx360.com>
Sent: Monday, April 17, 2023 10:00 AM
To: 'Laura Rochefort' <lrochefort@upaws.org>
Subject: RE: : Table ready to ship today- Demo Unit

Okay perfect, it will be cheaper that way too

I will reach out with a shipping quote!

Thank you for all the info 😊

Kat Farquhar

[Quoted text hidden]

Supporting Material for the Report & Recommendation from April 24, 2023 for the purchase of a Midmark Corp Flat-top surgery table for the UPAWS Veterinary Center surgery suite.

1. Gurney - does that mean it will get moved between surgical room and vet center room? Fits ok through door?
 - a. The gurney does fit through our doors so will be able to move between the surgery room and pre surgery room as needed.
2. There was discussion amongst the Board about the size of the proposed table, if it fits in the room/through the doors, etc.
 - a. The surgical table being proposed will fit through the doors to the surgery room. Surgery table width - 22"
3. There was potential concern that a purchased table may be outdated in a couple of years.
 - a. Dr. Jandron has a table going very strong at over 22 years old
 - b. Jessi has worked in clinics with tables 30-50 years old
4. Midmark table delivery
 - a. 9 week lead time
5. Please review past correspondence with Vets and Vet Center documentation / minutes and summarize the commitment from each Vet.
 - a. Vets that attended the informational meeting or had a One on One with Bill
 - i. Dr. Shevy, Dr. Krueger, Dr. Steiner. Dr. Bradley attempted to make it but had prior commitment
 - ii. Dr. Tracy Nyberg, Dr. Julie Vezzetti, Kellie Pesola
 - iii. Dr. Aschenbrener
 - iv. Dr. Stephens-Brown
 - v. Dr. Jandron
 - b. Discussion with them asked for at least 1 day a month with a minimum of 4 hours that day.
 - c. All seemed to agree that this commitment was doable.
 - d. Many stated that we could reach out if we needed help

Veterinarian Center Committee

Meeting Minutes - 2/9/22

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

1. Vet Center Items We Have – Laura Rochefort

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

The following items we have -

surgery light

microscope

centrifuge (ordered - not received yet)

2 spay/neuter instrument packs

IV Pump

F. Anes. passive pole

G. anes. iso well fill

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

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

2. Vet Clinic Presentation to County Vets – Dr. Scott Jandron

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

Action – The committee needs to finalize dates.

Upper Peninsula Animal Welfare Shelter

Veterinarian Center Committee

Agenda - 6/7/22

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

1. Community Foundation of Marquette County

Requested - \$4,214.49

Use of Funds - Multi Purpose Hydraulic Surgery Table, Monitor Sentier Vetcorder Pro Port, Steth Cardiology, Temp Pump Soft-Temp Pads

Notification – Received

2. Donor

Gift - \$30,000

Allocation – The donor would like the funds to be used on all of the medical equipment and a commercial dishwasher. If we receive the funds from the grants for the medical equipment, the donor has given permission for the funds to be allocated to other UPAWS projects.

Upper Peninsula Animal Welfare Shelter

Veterinarian Center Committee Minutes

9/6/22

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

1. Supplies Still Waiting For

Surgical Table

Recovery Kennels

Otoscope

Email from Dr. Jandron dated 9/11/22

"Here is the list of the clinics and/or individual veterinarians that agreed to meet with us. I believe I already listed these, but I wanted to put them on this email thread.

1. Northern Veterinary Associates

2. Negaunee Vet Clinic

3. Stuga North

4. Gwinn Sawyer

5. Leah Reed"

6. Jen Aschenbrener

Marquette County Vet Attendance to the Informational Meeting

10/4

Stuga North - Dr. Tracy Nyberg, Dr. Julie Vezzetti, Kellie Pesola.

Negaunee - Dr. Shevy, Dr. Krueger, Dr. Steiner. Dr. Bradley made attempt but had a previous commitment

10/23

Dr. Aschenbrener

One on one with Bill

Dr. Stephens-Brown



“Volunteers are love in motion!” – Author Unknown

Dog Walker Volunteer

Being a dog walker volunteer is a great way to help our dogs by giving them extra time outside and making their lives more enjoyable.

What are your responsibilities?

- Make sure to follow instructions and take the dogs for a walk or bring them to a play area safely.
- Give positive reinforcement for good behavior and pay attention to each dog's specific instructions.
- Clean up after the dog(s) when you take them for a walk or to a play area.

What commitment do we ask for?

We request that you commit to a specific day and time each week. This will assist with consistent scheduling. To ensure the effectiveness of our volunteer program, we do require a minimum of four hours of monthly volunteering from each individual.

Here are the available times for dog walking shifts:

- Good Morning Walkers: 8:45 am to 10:30 am
- Mid-Afternoon Walkers: 12 pm to 2 pm OR 1 pm to 3 pm
- Late-Afternoon Potty Walkers: 3:30 pm to 4:30 pm

What do you need to have before becoming a dog walker?

- First, complete our general volunteer application and orientation session.
- Second, watch the Dog Language video we will provide.
- Third, reading, understanding, and signing our dog walker agreement is crucial.

What are the important things you should be able to do?

- Recognize if there are any potentially dangerous situations when working with the dogs.
- Stay calm when the dogs are upset and know how to handle these situations sensitively.
- Be able to walk on different surfaces (indoors and outdoors), even if they are uneven or slippery.
- Be able to hear if a dog is giving a warning, like growling or yelping.
- Be open to accepting feedback and criticism in a positive way.

We appreciate your help! Your efforts make a big difference in the dogs' lives.

Thank you for caring so much about them!

Volunteer Dog Walker Instructions and Agreement

If you want to walk dogs at UPAWS, here are some essential things to remember:

1. Upon arrival, please sign in at the designated volunteer area. Afterward, head to the front desk, where you can collect your "dog volunteer kit." It is important to note that a member of the dog staff will be available there to greet and assist you.
2. In the beginning, you will walk with a staff member. That means they will be there with you when you walk the dogs.
3. It's important to remember that only UPAWS staff can get dogs out of their kennels. Volunteers are not allowed to do this by themselves. So, if you want to take a dog for a walk, wait for a staff member to bring the dog to you outside the building in the designated meeting area.
4. Sometimes, the staff may decide that it's not the best idea for you to walk a particular dog. They might say no if they feel that the dog is too strong or unsuitable for a volunteer. It's also important for you to speak up if you ever feel that you can't handle or feel uncomfortable with a dog. Let the staff know right away.
5. When a staff member brings a dog to you, it's important to avoid crouching down or immediately reaching out toward the dog's face or head. Instead, take the leash and begin walking the dog. This approach lets the dog gradually get comfortable with your presence before attempting any physical contact, such as petting. Please do not overdo petting; use the "pet pet pause" technique (a staff member will demonstrate).
6. It is essential to ask a staff member if you can give treats to the dogs. Each dog might have dietary restrictions or even suffer from food allergies, making it essential to be aware and respectful of their individual needs.
7. The staff will tell you which path and direction to walk the dog, depending on the time of year. There is a laminated map in your kit bag.

LEASH HANDLING

1. Always hold the leash securely by putting your hand through the leash handle. Don't just hold onto the end of the leash, as it can easily slip out of your hand that way.
2. It's super important to always have a strong grip on the leash. Don't let it get loose or you might lose control of the dog.
3. Never let the dog you're walking go visit other people or animals. We want to keep them and you safe and focused on the walk.
4. Pay attention to body language. If the dog looks relaxed and is standing normally, usually, they're ready to go for a walk.

5. If the dog starts growling, lunging, or behaving erratically, don't try to interact with them. Use the walkie talkie to let a staff member know right away.
6. Don't give any attention or rewards to dogs if they jump, grab the leash, or try to take treats from your pocket. Let the staff know if the dog shows any unusual behavior or struggles to do their toilet business.
7. To ensure the safety of a loose dog, it is important not to pursue them, as this may cause them to flee further. Instead, it is best to stop and attempt to call them back. However, if the dog's reluctant to return, it is advisable to inform the staff using the walkie-talkie, providing them with details about the situation and your current location. This way, they can promptly address the issue and take necessary measures to secure the dog.
8. When you're done walking, bring the dog back to the designated enclosed dog walking area and let a staff member know using the walkie-talkie. Wait patiently outside for the staff to come and get the dog. Don't go inside the building with the dog.
9. If you want to walk another dog, tell the staff at that time. They'll help you out.
10. You shouldn't take the leash off the dog yourself. The staff will handle that.
11. Never leave a dog alone. Please don't give the dog to someone else or take them back to their kennel by yourself.
12. After your shift, return the walkie-talkie to the front desk, and if you have time, please help with any tasks from the Volunteer To-Do Board. Sign out at Volunteer Area.

By signing below, I confirm that I have thoroughly understood and accepted the policies mentioned above. I willingly agree to follow these policies. I understand that my own insurance will have to cover any accident or injury that may occur while volunteering. Additionally, I acknowledge that any noncompliance with UPAWS' volunteer policies may lead to the withdrawal of my privilege to participate in activities such as walking or interacting with the shelter dogs.

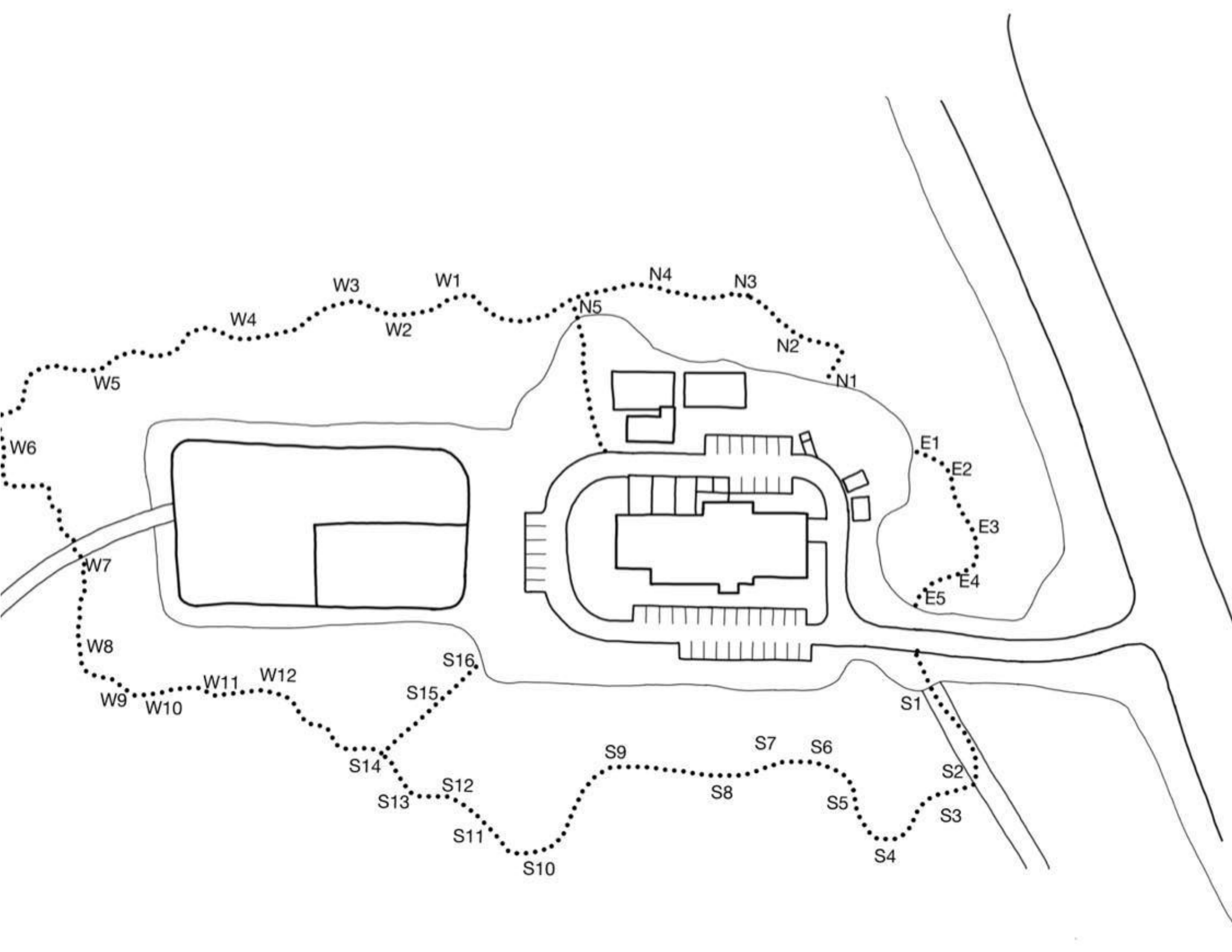
Date_____

Print Name: _____

Signature: _____

Remember, your safety and the safety of the dogs are the most important things.

Have fun and enjoy your time with UPAWS furry friends.



Dog Walker Worksheet Results

1. Current color system continues.
2. Volunteers are NOT allowed in the dog kennel area.
3. Dog walker volunteers go through normal application, Video 101 and quiz.
4. In addition, they will be required to watch this video: <https://youtu.be/siy0eog48ys>
5. Dog Volunteers will walk with a staff member as many times as needed at first to train.
6. Dog volunteers will sign in/out at the current volunteer area and then go to the desk to check in, pick up the "Dog Volunteer Walking Kit" and have the dog staff person paged to the desk.
7. Kit will contain:
 - Bag that can be on waste or cross body
 - Walkie-talkie
 - Whistle
 - Trail map
 - Poop bags
 - Treats
8. TWO volunteers per shift.
9. Specific time volunteers walking.
10. The assigned staff member for the dog area of the day will be the dog walker volunteer point person for that entire day.
11. White Walkie Talkies will be used. Staff member of the day, each dog volunteer and desk will have one, and Ann (when she is on duty).
12. Staff will hand the leash to volunteers.
13. The handoff will be in the enclosed gate fenced area behind the building (for safety).
14. Volunteers will walk where the staff person of the day designates (per each dog).
15. After the shift, volunteers will return "kit" to the front desk.
16. If they are still looking to do something – volunteers can pick chore(s) from the TO DO BOARD.

Aaron Bunting <abunting@primeis.com>
To: Leslie Hurst <lhurst@upaws.org>

Wed, Jun 28, 2023 at 5:02 PM

Hi Leslie,

To answer your question, our policy doesn't specifically outline the requirements for a dog to be muzzle trained/wear a muzzle. It is up to your best judgement whether they qualify for being muzzle trained and whether or not you feel safe to have them around adopters with or without the muzzle.

We have in our notes from last year that it's your policy & procedure to require any dog deemed "dangerous" with a previous bite history to go through a management program where the animal is muzzle trained and behavior is evaluated. They are not offered at all to the public until they have passed the program. We also have that you require that the "dangerous" dogs be muzzled when meeting potential adopters.

I think It is up to your judgement whether a dog is deemed "dangerous". As you stated below, if it was caused from breaking up a dog fight or an incidental scratch, I wouldn't necessarily deem that dog as "dangerous".

Aaron Bunting
Underwriter
Prime Insurance Company
Phone: (801) 304-3742
Fax: (801) 304-3842
Email: abunting@primeis.com

Report and Recommendation #1
Board Development
July 2023

It is with great pleasure that the committee unanimously recommends **Andi Goriesky** to fill a current position on our board, with term expiring in 2025. Based on her past involvement with UPAWS and Sally's Ride, the committee believes she will be a valuable addition to our board and we highly recommend her appointment.

Her application has been posted to the drive for this month's meeting and we will be sending additional information to your email accounts.

Lynn Andronis
Chair, Board Development

Report and Recommendation #2
Board Development
July 2023

At the July 14, 2023 meeting of Board Development, the renewal application from **Leslie Hurst** was discussed. By unanimous vote, the committee has approved her reappointment to the UPAWS Board with term expiring 2026.

Her renewal application has been posted to the drive for this month's meeting.

Lynn Andronis
Chair, Board Development

Report and Recommendation #3
Board Development
July 2023

At the July 14, 2023 meeting of Board Development, the renewal application from **Lynn Andronis** was discussed. By unanimous vote, the committee has approved her reappointment to the UPAWS Board with term expiring 2026.

Her renewal application has been posted to the drive for this month's meeting.

Although I am signing this R&R, please note that I was not present during deliberations or voting.

Lynn Andronis
Chair, Board Development

**Memorandum of Understanding
Between
Upper Peninsula Animal Welfare Shelter and Sasawin Safe Haven**

The Upper Peninsula Animal Welfare Shelter (UPAWS) and the Women's Center program Sasawin Safe Haven (Sasawin) hereby enter into this Memorandum of Understanding (MOU) for the purpose of ensuring necessary boarding services of companion animals of residents currently staying at Harbor House of Marquette County or receiving services for domestic violence from the Women's Center of Marquette County. The owner of the animal will hereafter be referred to as Survivor (as in Domestic Violence Survivor). This agreement will be contingent upon available space at UPAWS.

UPAWS agrees to care for pets that Sasawin is unable to find foster homes for on an immediate basis. Sasawin may transfer animals to UPAWS due to lack of available foster homes or the need for specialized care. UPAWS reserves the right to assess and deny any animal based on behavioral aggression. While boarding at UPAWS, each animal will be provided with a clean kennel/run, fresh water and food on a daily basis; special diets will be provided upon request. Dogs will be walked a minimum of two times per day.

If the animal requires emergency medical care, such as casting broken bones, X-rays, treatment of burns or lacerations, etc., the services will be provided by the veterinary practices in the Sasawin network and billed directly by the attending veterinary practice to Sasawin. Sasawin will provide UPAWS with a complete list of the requested veterinary practices.

Fees/Costs:

- Sasawin agrees to pay and/or reimburse UPAWS for the following services:
 - Daily Boarding Fee: UPAWS will provide the first five (5) days of boarding at no cost. After five (5) days, the rate will be \$19.50 per day.
 - Health Exam: Provided at actual cost
 - Dietary/Prescription/Specialty Food: Provided at actual cost. If not immediately available, Sasawin will provide in the interim while order may be pending.
 - Required canine vaccinations include distemper (CDV), parvovirus (CPV), adenovirus (CAV), and kennel cough: Provided at actual cost.
 - Required feline vaccinations including FVCRP: Provided at actual cost.

Animal Care Requirements:

- Vaccinations and an intake medical examination will be provided to each animal. If an animal requires immediate medical care upon entry to the UPAWS, or during their stay, due to injury or illness, as long as this MOU is in place with Sasawin for boarding, Sasawin will be responsible for transporting the animal to the veterinarian (if possible) and the cost of services that the veterinarian will provide.
- Dogs and cats 4 months of age and older must be current on their rabies vaccinations. Rabies vaccinations are required. Sasawin is responsible for scheduling the required veterinary appointment, transporting the animal, and the cost of vaccination.
- Animals will be neutered/spayed if possible, based upon a Survivor's decision. Survivors are eligible to apply for financial assistance from UPAWS in the same manner as the general public. If financial assistance is not available, either Sasawin or the Survivor will be responsible for the cost.
- Dogs, 6 weeks of age and older, must be current on their distemper, parvovirus and coronavirus vaccination and kennel cough vaccination. Cats, 6 weeks of age and older, must be current on their FVCRP vaccination.
- To ensure the safety of UPAWS staff and animals, the Survivor (pet owner) may not visit their animal at UPAWS at any time. If the Survivor calls or attempts to visit their animal, the Survivor will be directed back to Sasawin.

Conditions of Agreement:


- A single Point of Contact (POC) will be established with UPAWS and Sasawin (Director of Animal Support Specialist) to ensure continuity of care for the animals being boarded at the shelter and to ensure transparency of communication.
- Pet(s) being boarded at UPAWS will be kept in a confidential area of the shelter and will not be viewable by the general public. Pet(s) will be boarded for a maximum of 30 days with extensions possible. If no isolation kennels/runs are available, UPAWS will, to the extent possible, ensure that the pet is not viewable by the general public.
- If Sasawin requests that an animal be transferred to a different (out of area) animal shelter, Sasawin will be responsible for coordination of transport. UPAWS staff will be available to assist with facilitating communication between shelter facilities.
- All situations are unique and UPAWS and Sasawin agree that each situation will be coordinated on a case-by-case basis to allow for flexibility and ensure the highest quality of care for the animals involved and the confidentiality and safety of the Survivor

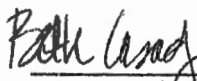
- Sasawin will have the Survivor complete a Sasawin Owner Consent Form & Liability Waiver prior to the animal being transferred to UPAWS. The original will be kept on file at Sasawin and a confidential copy will be provided to UPAWS. While the animal is in the care of UPAWS under this MOU, the confidentiality terms of the Survivor's location at the Women's Center will remain in effect and such confidentiality will also remain with the animal(s) in the care of UPAWS. UPAWS is, therefore, not permitted to disclose to anyone under this MOU.
- UPAWS is required to report animal abuse to the appropriate law enforcement authorities, including providing any veterinary records supplied or produced as a result of a Survivor's animal being boarded at UPAWS. These records may be provided to law enforcement or to the prosecutor's office for use in court, if animal cruelty charges arise. In exchange for UPAWS providing care to resident's animal, Sasawin agrees to release and discharge UPAWS, its successors and assigns from any and all actions, causes of action, claims and demands for, upon or by reason of any damages, loss or injury which may be sustained in consequence of the receipt of boarding and medical services under this program. This release extends and applies to all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability and the consequences of them. This release, however, does not extend to violations of the law and any injuries or suffering the Survivor's animal receives as a direct consequence of a violation of law.
- If the Survivor fails to retrieve their animal by the date established in the Agreement with Sasawin, or has failed to make arrangements for an extended stay, per the signed Sasawin Owner Consent Form & Liability Waiver, Sasawin understands that the animal has been relinquished to UPAWS and that UPAWS may place the animal for adoption, rescue, or transfer.

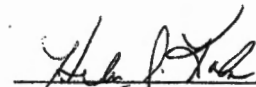
This MOU will constitute the entire agreement between the parties and supersedes all prior agreements, representations and understandings of the parties, written or oral.

This MOU will continue at the agreement of both parties and may be cancelled by either party in writing at any time.

This MOU will be effective on October 8, 2020 upon signature by all parties.


UPAWS 10-8-20
Board President

 10-7-2020
The Women's Center
Executive Director

 10-7-2020
Sasawin Safe Haven
Director

Sasawin Safe Haven Owner Consent Form & Liability Waiver

- Name : _____ ID# _____
- Phone Number: _____
- Emergency Contact Name: _____ Phone: _____
- Pet Name: _____ Age: _____
- Gender: M F Breed/Species: _____
- Is your pet spayed/neutered? Yes / No
- Date of last vaccinations: _____ Vet name: _____
- Does your pet have any known health concerns? _____

- Does your pet have any known behavioral concerns? _____

- My pet gets along well with... Children **Yes / No** Dogs **Yes / No** Cats **Yes / No**
- Please note: For the purposes of this waiver, the term “foster care” will refer to placement within a residential foster home/family, animal rescue, animal shelter or boarding facility.

I, _____, hereby temporarily release the care of the above animal(s) to Sasawin to be placed with an approved foster, and agree to the following terms and conditions: *(Please initial each statement)*

_____ I understand that the standard placement of an animal(s) into foster care through Sasawin is 90 days. If I need my animal to continue receiving foster care beyond this period, I am required to make arrangements through Sasawin for Extended Care.

_____ I understand that I retain permanent ownership of this animal(s) and I have the right to request the removal of my animal(s) from Sasawin foster care with 24 hours of notice. I understand that my ownership rights will be forfeited if the conditions stated in Sasawin's Abandonment Policy are not met. *(See end of contract for details.)*

_____ I understand that Sasawin will make arrangements for my animal(s) to be evaluated by a veterinarian before placement in a foster home. Sasawin may also contact an animal behaviorist to evaluate my pet before foster placement.

_____ I understand that Sasawin will not be held liable or financially responsible for any damage, illness, or injury caused by my animal(s) to any: a) property belonging to myself or others, b) individuals, whether related to me or not, or c) any animal, whether belonging to myself or others.

_____ I agreed to hold harmless the Sasawin, its officers, volunteers and employees against any claims I may have arising out of the care of my animal(s).

_____ I have been informed about Sasawin's programs and policies and have had an opportunity to ask questions about my pet(s) care.

_____ I have disclosed all known health and behavior concerns of my animal(s), especially any contagious illnesses and aggression.

_____ **I understand that all information about my animal is confidential. This means that I will not be given any information about a foster's identity or location. I also understand that information about myself and my pet(s) will not be discussed with anyone outside of Sasawin Safe Haven, except in circumstances as required by the State of Michigan for law enforcement and animal control, , and/or veterinarians is necessary.**

Sasawin Abandonment Policy: If an animal owner leaves the residence that Sasawin Safe Haven has on file for the owner for 72 hours or more without contacting Sasawin or making prior arrangements, the owner forfeits all ownership rights to the animal(s). In this case, Sasawin Safe Haven will surrender the animal ~~transferred~~ to an animal shelter.

_____ I have read and agreed to abide by Sasawin Safe Haven's Abandonment Policy.

_____ According to this agreement, the discharge date from Sasawin Safe Haven for my animal is _____.

After carefully reading and initialing the above statements, I agree to these terms and conditions.

Owner's Printed Name:

Signature: _____ **Date:** _____

Sasawin Safe Haven Staff Printed Name:

Signature: _____ **Date:** _____

Sasawin Safe Haven
Owner Extended Care Contract

Owner Name	
Street Address	
City & Zip Code	
Phone Number	

Emergency Contact:

Name: _____

Phone Number: _____

Animal(s) Name & ID # : _____

- The animal(s) listed above has been approved to remain in a Sasawin foster placement for an estimated period of _____ days from today's date, with the cooperation of Sasawin Safe Haven, the animal's owner and the foster placement.
- **I understand that Sasawin and the foster placement have agreed to extend the care of my pet(s) beyond the standard policy of 90 days. I understand that if I fail to contact Sasawin Safe Haven to make arrangements to retrieve my pet(s) within this extended period. I will forfeit all legal rights to my pet(s) to Sasawin Safe Haven and they will surrender my pet(s) to an animal shelter.**

Owner's Printed Name:

Owner's Signature: _____ **Date:** _____

Sasawin Safe Haven Staff Printed Name:

Staff Signature: _____ **Date:** _____

Animal Surrender Form

The questions on this Intake Form are intended to help us better care for your animal (s). While the animal (s) is under our care, the confidentiality terms of the Women's Center will remain in effect and such confidentiality will also remain with the animal(s) in care. This information will not be shared with outside individuals and shall not be disclosed to anyone.

1. Date of Admission/Transfer: _____
2. Name of Animal : _____
3. Species / Breed / Gender / Age: _____
4. Spayed/Neutered: _____
5. Veterinarian Name/Phone (if available): _____
6. Copy of pet(s) veterinary medical records provided: Yes No
7. Are the animal's vaccinations current? Yes No
8. If no, list the vaccinations that need updating: _____
9. Have any cats been tested for feline leukemia and FIV? Yes No
Results and date: _____
10. Have any dogs been tested for heartworm? Yes No
Results and date: _____
Type of treatment provided: _____
11. List any known behavior issues with the animal (i.e., excessive noise, aggression, fearful of strangers, separation anxiety, etc.): _____
12. Any medical conditions we should be aware of? Yes No
If yes, please describe the condition and current treatment: _____

13. How has the animal been housed (i.e., crate-trained, indoor/outdoor pets, outdoor only pets, etc.)? _____

14. Has the animal received flea/tick/parasite prevention treatment? Yes No

Date given/provided: _____

Type/Name of preventative used: _____

15. Is the animal house trained/litter box trained? Yes No

If no, describe what accommodations are needed: _____

16. Has the animal ever bitten someone? Yes No

If yes, describe the circumstances: _____

17. Are the animal's food, collars, litter box and/or medication been provided? Yes No

If no, what supplies should be provided: _____

Vaccinations and a medical examination will be provided to each pet(s). If a pet requires immediate medical care upon entry to the UPAWS, or during their stay, due to injury or illness, as long as an agreement is in place with Sasawin for foster care for the animal, Sasawin shall be responsible for the cost of services that the veterinarian will provide.

Please be advised that UPAWS may be required to report animal abuse to the appropriate law enforcement authorities, including providing any veterinary records supplied or produced as a result of a Survivor's pet being care for by UPAWS. These records may be provided to law enforcement or to the prosecutor's office for use in court, if animal cruelty charges arise. In exchange for UPAWS providing care to resident's pet, the Survivor agrees to release and discharge UPAWS and Sasawin, its successors and assigns from any and all actions, causes of action, claims and demands for, upon or by reason of any damages, loss or injury which may be sustained in consequence of the receipt of boarding and medical services under this program.

This release extends and applies to all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability and the consequences of them. This release, however, does not extend to violations of the law and any injuries or suffering the Survivor's pet receives as a direct consequence of a violation of law.

I agree that my pet has been relinquished to UPAWS and that UPAWS may place my pet for adoption, rescue, or transfer. I agree that UPAWS will update any vaccinations for my pet and that if unforeseen emergency medical care is required, my pet will receive that treatment. If my pet is on medication for an existing condition, I agree to provide the medication to UPAWS, if possible.

I agree to release and discharge the UPAWS, the Women's Center, and Sasawin Safe Haven, its successors and assigns from any and all actions, causes of action, claims and demands for, upon or by reason of any damages, loss or injury which may be sustained in consequence of the receipt of boarding and medical services under this program. This release extends and applies to all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability and the consequences of them. This release, however, does not extend to violations of the law and any injuries or suffering my pet receives as a direct consequence of a violation of law.

Survivor Signature: _____

Date: _____

Sasawin Safe Haven Signature: _____

Date: _____

Red Rover Grant Discussion for Board, 7/24/2023

Budget

Item	Quantity	Total Cost	(Including in-kind) Other Funding	Funds Needed
Kennel Bank of 4 kennels	1	\$5,912	\$0	\$5,912
Vaccinations for 12 dogs and 6 cats	1	\$377	\$0	\$377
Medications including flea/tick medicine, urgent care.	1	\$1,000	\$0	\$1,000
Total		\$7,289	\$0	\$7,289

MOU Update Request

As noted in the decline of the 2022 UPAWS Safe Housing grant application, "Should you choose to apply again in the future, the main difficulty we had with this request is that the shelter/survivor is charged for boarding. We do have a policy that if an animal shelter is offering a program to care for a survivor's pets, they cannot be charged for that using the program."

Ideally, we would like the MOU changed to reflect boarding offered at no charge to the shelter or survivor. If that is not possible, we are willing to make an exception if the boarding charge is significantly reduced to \$10/day for dogs, \$5/day for cats, as well as extending the no cost crisis boarding length to at least 7 days, as we understand the animals are typically moved into foster homes quickly.

With these modifications, RedRover would be willing to consider providing a Safe Housing grant.

UPAWS Inventory of Cat Kennels

Cat ISO: 1 block of 3 small upper, 2 large bottom, needs more.

Cat Hold 1 (E) - 2 blocks of 3 small upper, 2 large bottom, 1 block of 4 large

Cat Hold 2 (W) - 1 block of 3 small upper, 2 large bottom, 3 large (no uppers) large cat condo

Office (need to move to Cat Hold2?) - large cat condo

Pre Surgery - 2 blocks of 2 small upper, 1 large lower, *would like 4 more small uppers*

Sasawin - 4 large kennels, can fit in

We need more cat kennels to support vet center, cat iso.

August 11, 2022 Bill reported:

I have been working with Helen Kahn from Sasawin the last few weeks on a grant proposal through the Red Rover Foundation. The Red Rover relief safe escape grant program helps families with pets safely escape domestic violence together. The funds in which we are applying for would go for a new set of kennel banks which would have a multi purpose use of boarding animals from the Sasawin program and for the animals in surgery recovery for our vet clinic.

PRESIDENT'S REPORT

July 21, 2023

Operations/SOPs:

- Continued contact with Dr. Tim of Bayshore, Laura is working on scheduling some spays/neuters. Sarah & I hope to visit Dr. Tim at Bayshore in the next week or two.
- Received clarification from liability insurance regarding dog bite hold & muzzling, included in Dog Walking documentation.
- Discussion with Dr. Bob Robinson of MDARD regarding shelter inspection. He also emailed me the report which will be posted to drive along with summary of our discussion.
- Will schedule the next SOP workshop soon including Sarah.
- Daily review of Sling scheduling
- Communication between Andi & Cheri of Sally's Fund and Margaret Brumm regarding Loose Horse training. Margaret has scheduled a meeting with Brian regarding the need for a county large animal rescue group on Aug 2nd which I plan to attend with Sarah and possibly Andi.
- Sending MDARD Law Enforcement training fliers to shelters and asking they share & invite the law enforcement they work with.
- Met with Helen Kahn to discuss the Red Rover grant application. It will only be granted if the MOU is updated.
- Donor updates in Neon, phone calls and thank you's as needed.
- Working with several donors on memorial tiles/bricks and Gordon on options and a proposal for cleaning up the paver installation.

Personnel: See Personnel Committee Report

Respectfully submitted,

Leslie Hurst
UPAWS Board President

May 2023 (corrected 7/4/23)	DOGS		CATS		OTHER	TOTAL	
In Shelter	26		29		11	66	
In Foster	23	8 in true foster	30	8 in true foster	8	61	
TOTAL Beginning Count	49		59		19	127	
INTAKE	DOGS	PUPS <5 mos.	CATS	KITS <5 mos.	OTHER	TOTAL	YTD
Owner Surrender	22	0	20	13	27	82	232
Returned Adoption	4	0	2		0	6	13
Stray (from Police, Public and Shelter Pickup)	20	0	6	1	1	28	105
Born in Care	0	8	0	2	0	10	31
Transferred from Other Shelters	6	5	3	0	0	14	54
Special Hold/Service In	0	0	0	0	0	0	3
Seized/Custody (Cruelty & Neglect)	0	0	0	0	0	0	24
Total Intakes	52	13	31	16	28	140	462

OUTCOMES

Adoptions (shelter, foster home or special event)	31	5	36	8	24	104	345
Total Adoptions YTD	98	18	129	28	72	345	
Returned to Owner	33	0	5	0	2	40	94
Transferred to Rescue Groups/Shelters	4	0	0	0	0	4	12
Total Live Outcomes	68	5	41	8	26	148	451
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	1	0	1	3
Missing/Stolen/Escaped	0	0	0	0	0	0	1
Animal's Name and Reason							
Total Euth/Died/Other Outcomes	0	0	0	1	0	1	7
In Shelter	28		25			53	
In Foster	14	1 in true foster	31	1 in true foster	8	53	
TOTAL Ending Count (per formula)	41		56		21	118	
TOTAL Ending Count (per report)	41		56		21		
SAVE RATE (Intake- Euthanasia Outcome)/Intake						100.0%	99.4%
ASPCA Live Release Rate (Live Outcomes/ Intake)						105.7%	97.6%

OTHER INFO

	Dogs	Cats
Avg. Length of Stay	29.2	46.7
Monthly Return Rate (returns/adoptions)	11%	5%

May 2023 - CLINIC SERVICES	DOGS	CATS	OTHER	TOTAL	YTD
Owner Requested Euthanasia	0	0	1	1	1
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	5	2	0	7	18
Domestic Violence	0	0	0	0	0
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	9	0	0	9	24
Service - Home 2 Home	0	0	0	0	0
Service - Nailtrims	21	8	4	33	97
Service - Dog Licenses	2	0	0	2	7
Service - Cremation Services	1	0	1	2	3
Total	38	10	6	54	172

June 2023		DOGS		CATS		OTHER	TOTAL	
	In Shelter	28		25		11	64	
	In Foster	13	1 in true foster	31	1 in true foster	10	54	
	TOTAL Beginning Count	41		56		21	118	
INTAKE		DOGS	PUPS <5 mos.	CATS	KITS <5 mos.	OTHER	TOTAL	YTD
	Owner Surrender	13	2	17	8	13	53	285
	Returned Adoption	4	1	2	0	0	7	20
	Stray (from Police, Public and Shelter Pickup)	14	1	9	0	1	25	130
	Born in Care	0	0	0	5	0	5	36
	Transferred from Other Shelters	6	0	16	0	0	22	76
	Special Hold/Service In	0	0	0	0	0	0	3
	Seized/Custody (Cruelty & Neglect)	0	0	0	0	0	0	24
	Total Intakes	37	4	44	13	14	112	574

OUTCOMES

Adoptions (shelter, foster home or special event)	29	0	30	4	19	82	427
Total Adoptions YTD	83	9	103	18	59	272	
Returned to Owner	11	0	4	0	0	15	109
Transferred to Rescue Groups/Shelters	5	3	0	0	0	8	20
Total Live Outcomes	45	3	34	4	19	105	556
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	1	0	0	0	0	1	1
Dying	0	0	1	0	0	1	4
Animal's Name and Reason	Maxx-dangerous		Shilo-trauma				
TOTAL ANIMALS EUTHANIZED	1	0	1	0	0	2	5
Died at shelter/foster home - Unknown	0	0	1	1	1	3	6
Missing/Stolen/Escaped	0	0	0	0	0	0	0
Animal's Name and Reason			Honey-emaciated	Linguine -Immatu	Hammy(lizard)-trauma		
Total Euth/Died/Other Outcomes	1	0	2	1	1	5	12
In Shelter	25		35		9	69	
In Foster	8	1 in true foster	38	0 in true foster	6	52	
TOTAL Ending Count (per formula)	33		72		15	120	
TOTAL Ending Count (per report)	33		73		15		
SAVE RATE (Intake- Euthanasia Outcome)/Intake						98.2%	99.1%
ASPCA Live Release Rate (Live Outcomes/ Intake)						93.8%	96.9%

OTHER INFO

	Dogs	Cats
Avg. Length of Stay	29.2	46.7
Monthly Return Rate (returns/adoptions)	17%	6%

June 2023 - CLINIC SERVICES	DOGS	CATS	OTHER	TOTAL	YTD
Owner Requested Euthanasia	0	1	0	1	2
Bite Hold (for Owner)	0	0	0	0	0
Spay/Day	0	0	0	0	22
Community Spay/Neuter (Spay It Forward)	2	1	0	3	3
Microchipping	2	1	0	3	21
Domestic Violence	0	0	0	0	0
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	6	0	0	6	30
Service - Home 2 Home	0	0	0	0	0
Service - Nailtrims	17	7	1	25	122
Service - Dog Licenses	2	0	0	2	9
Service - Cremation Services	0	0	0	0	3
Total	29	10	1	40	212

UPAWS
Board Development Committee Meeting MINUTES
July 14, 2023

Members Present: Lynn Andronis, Crystal Swanson, Leslie Hurst

- Status - Currently, we have 7 vacant positions (with 2 more current members whose terms expire in 2023 at the July, 2023 board meeting).
- Board Matrix – Will be revised on 8/1/23.
- Board Evaluation – Still needs to be done.
- Exit Interviews – Update: Exit interviews from Reva Laituri, Amber Talo and Jessie Hurd have been completed. Lynn needs to scan the interviews and will post on the drive. Exit interviews with Karen O’Meara and Colleen Whitehead still need to be done.
- Discussion with newer board members – Update: Lynn still needs to touch base with Carole.
- Interview with Andi Goriesky – Interview was held on 7/14 with committee. It was determined that she still needs to attend a board meeting. She will come to July 24, 2023 meeting. In addition, since she has been a long-time volunteer with Sally’s Ride the committee determined that a shelter tour was not necessary.
 - *Motion was made by Crystal, seconded by Lynn, to recommend Andi Goriesky to the board with term expiring in 2025. Motion passed with unanimous consent.*
- Renewal application from Lynn Andronis - *At this point, Lynn removed herself from the meeting and the following information was relayed to her from Crystal for these minutes. A renewal application was completed and posted on the drive for discussion.*
 - *After discussion, Crystal made a motion, seconded by Leslie, to reappoint Lynn to the board with term expiring in 2026.*
- Renewal application from Leslie Hurst - *At this point, Leslie removed herself from the meeting. A renewal application was completed and posted on the drive for discussion.*
 - *After discussion, Crystal made a motion, seconded by Lynn, to reappoint Leslie to the board with term expiring in 2026.*
- Lynn will prepare the Report and Recommendation to be submitted to the board no later than Monday, 7/17/23 to comply with Bylaws. Voting will be held at the next board meeting, 7/24/23.

Submitted,

Lynn Andronis, Committee Chair

FUNDRAISING COMMITTEE
MEETING MINUTES
6/27/23

Meeting was called to order at 6:00 p.m.

PRESENT: Lynn Andronis, Chris Danik, Leslie Hurst, Reva Laituri, Marlene Ombrello, Karen Rhodes

2022 Fundraisers Updates:

- CFP19 Name a Beer After Your Pet Release Parties: Lynn will contact Amber to obtain an update. UPDATE: Amber has reached out to them to try to schedule a date and move forward. She will get back to me once that has been determined, but she is hoping for a date in August.

2023 Fundraisers:

- Raise the Woof 2023: Held on 1/20. Final reported submitted by Leslie.
- Cause For Paws: Saturday, October 28, 2023. Sub-committee needs to meet very soon
- 2024 Calendar: Underway. As of this date, we have 134 registrations.
- Rescue Raffle: Chris reported that he has the tickets and distributed them to those who want to sell them.
- TUFT: Thursday, 7/20/23. As of this date, we have 4 tournament sponsors, 15 tee sponsors and 30-31 teams.
- Sally's Ride: Scheduled for 9/23/23.
- SYM: Scheduled for 9/30 in Negaunee. Chris reported that he will be having a committee meeting this Thursday.
- Raise the Woof 2024: Scheduled for 1/19/24; venue has been secured. Leslie is working on further details with Heather from Copper Country HS.
- Mares-z-Doats: Andy has reached out to do a fundraiser with us prior to the end of the year. Lynn will contact him.

Other Business:

- Platinum Partners: As of this date, Mares-Z-Doats, Iron Range Agency and Nicolet Bank are our 2023 Platinum Partners.
- Calendar and Contacts List: Needs to be updated with 2023 info.
- Canister Report: on drive. Thank you, Reva, for keeping this updated. Year-to date for 2022 raised \$3,188 and year to date for 2023 has raised \$4,161. Reva indicated that she felt that part of the reason for the increase is the new canister at Melo.
- Fundraiser Business List: To be discussed at a later meeting.

- [Fundraising Manual](#): To be discussed at a later meeting.
- Future Meetings: After discussion and voicing our preferences, it was decided to have the meetings on Monday of the third week of the month.

Meeting adjourned at 7:04 p.m.

Lynn Andronis
Chair, Fundraising Committee

**NEXT MEETING IS SCHEDULED FOR MONDAY, 7/17/23 AT 6 P.M. IN THE
COMMUNITY ROOM AT THE SHELTER.**

**FUNDRAISING COMMITTEE
MEETING MINUTES
7/17/23**

PRESENT: Lynn Andronis, Ann Brownell, Chris Danik, Leslie Hurst (arrived at 6:45 pm), Marlene Ombrello, Karen Rhodes

2022 Fundraisers Updates:

- CFP19 Name a Beer After Your Pet Release Parties: UPDATE: Amber has reached out to them to try to schedule a date and move forward. She will get back to me once that has been determined, but she is hoping for a date in August.

2023 Fundraisers:

- Cause For Paws: Saturday, October 28, 2023. Sub-committee needs to meet very soon
- 2024 Calendar: Underway. As of this date (with 2 weeks left), we have 197 entries, 94 pre-sold calendars, 19 reserve-a-days. Gross revenue raised to date is \$17,759. Ann has contacted the graphic designer who has worked on previous calendars and he has given her a cost range of \$375-450 for the work. She will also be contacting Pride for a quote on the printing.
- Rescue Raffle:
- TUFT: Thursday, 7/20/23. Karen reported that we have 31 teams at this point. Karen has set up volunteers for the various functions on Thursday.
- Sally's Ride: Scheduled for 9/23/23.
- SYM: Scheduled for 9/30 in Negaunee. Chris reported that he has set up a new platform for registration and added a Family rate.
- Raise the Woof 2024: Scheduled for 1/19/24.
- Mares-z-Doats: Andy has reached out to do a fundraiser with us prior to the end of the year. Suggestion was to have a "bring your phone and pet" for pictures with Santa, with suggested donation of \$10.00. Lynn will contact him at TUFT on Thursday.

Other Business:

- Intern for Fundraising: Chris will talk to Jill (a member of Finance Committee) to get more information. She had suggested this before.
- Platinum Partners: As of this date, Mares-Z-Doats, Iron Range Agency and Nicolet Bank are our 2023 Platinum Partners.
- Calendar and Contacts List: Needs to be updated with 2023 info.
- Canister Report: on drive. Thank you, Reva, for keeping this updated. Year-to date for 2022 raised \$3,188 and year to date for 2023 has raised \$4,161. Reva indicated that she felt that part of the reason for the increase is the new canister at Melo.
- Fundraiser Business List: To be discussed at a later meeting.
- Fundraising Manual: To be discussed at a later meeting.

Lynn Andronis
Chair, Fundraising Committee

Personnel Committee Meeting
July 18, 2023 12:30-2:30pm via Google Meet

Present: Lynn Andronis, Chris Danik, Leslie Hurst, Deb Lamere

Shelter Manager Hiring:

- Board Interview 7/12/23
- Background check came back good.
- Announce to Staff
- Create a transition plan
 - First week - employment paperwork, system access (Chris), get to know employees, documentation, business card (Pride),
 - Second week - board needs to establish a list of priorities with dates
- Set SMART Goals in a month.

Background Check Discussion:

- Determine which positions. Questioned whether needed for all positions
- Criminal checks for all. Shows court convictions
- Need to define extent of background check
- Need to define what we can and want to do with information
- Conducted comprehensive for E.D. and S.M. This includes criminal, education, and employment.

Training

- \$4000 2023 budget
- Leslie will discuss options with the shelter manager for themselves and other staff.
- MPA Conference & Expo Sept 21-22 (Th,F), 2023 Grand Rapids, MI, \$185
<https://www.michiganpet.org/2023conference/event-schedule/>
- PetPoint User Conference Sept 26-28, 2023 Baltimore, MD
<https://www.eventbrite.ca/e/software-user-conference-2023-tickets-525953018637>
- ASPCA Cornell Maddie's Fund Shelter Medicine Conference, July 22-23, 2023, Ithaca, NY
<https://events.bizzabo.com/462348>
- ASPCA, Access to Veterinary Care, Virtual
<https://events.bizzabo.com/avcc2023>
- Association for Animal Welfare Advancement, Nov 2023 & 24
<https://theaawa.org/learn/conferences/>
- HSUS Animal Care Expo, May 15-18, 2025 San Antonio, TX
<https://humanepro.org/expo/about-animal-care-expo>
- Best Friends, 2024 not announced yet (July 2022, August 2023)
<https://bestfriends.org/events/best-friends-national-conference>
- Grow & Lead Non Profit Conference, October 5, 2023, Marquette, MI (Leslie will attend)
<https://glcyd.org/programs/nonprofit-conference/>

Personnel Policy Review

- Folder on drive: Personnel Policy Project
- Add topics to Items to Address, if you want to conduct the research, add your name to it.
- Discussion about eliminating OPT employment type.

Probationary Reviews:

- Leslie will schedule 3 that are needed, and will include Sarah.
- Sarah will conduct the remainder.

UPPER PENINSULA ANIMAL WELFARE SHELTER
BOARD OF DIRECTORS ORGANIZATIONAL MEETING

Monday, July 24, 2023/ Following Regular Meeting/ Cliffs-Eagle Mine Community Room

Mission:

Our mission is to improve the quality of life and welfare for domestic animals and to provide a safe haven while finding lifelong homes for the animals in our care. We embrace the No Kill* philosophy, seeking to end the euthanasia of healthy and treatable animals.

Vision:

A community where there are no homeless, neglected or abused animals, and where everyone understands and practices the level of commitment and responsibility that pet guardianship entails.

Agenda

1. Call to Order/Attendance
2. Approval of Agenda
3. Election of Officers
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
4. Conflict of Interest Agreement
5. Committee Chairs
6. Adjournment