

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, August 28, 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. July 24, 2023 Regular Meeting
 - b. July 24, 2023 Closed Meeting
 - c. 2023 Organizational Meeting
6. Unfinished Business
 - a.
7. New Business
 - a. Report & Recommendation from Finance Committee RE: Purchase Two New Certificates of Deposit
8. Communications
9. President's Report - verbal
10. Treasurer's Report
 - a. August 2023 Treasurer's Report
 - b. Financial Report June 2023
11. Shelter Operations Report(s)
 - a. Report from Shelter Manager
 - b. Stats
12. Committee Reports

- a. Board Development Committee Report (Lynn)
- b. Finance Committee Report (Chris)-written
- c. Fundraising Committee Report (Lynn)-written
- d. Strategic Planning Committee Report (Brian)-
- e. Personnel Committee Report (Leslie)-written
- f. Policy / Bylaw Committee Report (Leslie)-no meeting
- g. Donor Development (Ad Hoc) (Leslie)-no meeting

13. Public Comment

14. Board Comment

15. Closing Session - Personnel Discussion

16. Adjournment

Next Board Meeting Date: September 25, 2023, 6 p.m. at the Shelter

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING MINUTES

Monday, July 24, 2023

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

ABSENT: None

STAFF: Ann Brownell, Sarah Evers, Julie Mahan, Laura Rochefort

GUESTS: Andi Goriesky, Reva Laituri

1. Call to Order/Attendance: Meeting was called to order at 6:01 pm.
2. Approval of Agenda: *Brian made a motion, seconded by Chris, to approve the Agenda with the correction of the spelling in 7d to "Sasawin". Motion passed with unanimous consent.*
3. Mission Moment: Reva and Ann spoke about Lacy, a blind older cat. Originally, Lacy was adopted and was returned after 4 months. Reva is helping with posting of our available animals on Petfinder. The potential adopters who had just lost their blind cat saw Lacy on Petfinder and were very moved by her story and decided to drive from New York state to meet her. They talked to staff for about an hour and, in that time, Lacy "adopted" them almost immediately. Once they got home safely, they contacted us to let us know that they made it home. The tale of Lacy is an affirmation that the work and time spent on posting available animals to these pet portal sites is well worth the effort if even one animal gets adopted through them.
4. Public Comment: None
5. Approval of Minutes:
 - a. June, 2023 Regular Meeting – Motion was made by Brian, seconded by Chris, to approve the minutes as presented. Motion passed with unanimous consent.
 - b. July 12, 2023 Special Meetings Minutes – Lynn noted before addressing these minutes that the word "DRAFT" was not watermarked, even though it was a draft. Motion was made by Brian, seconded by Lynn, to approve the minutes as presented. Motion passed with unanimous consent.
 - c. E-Vote Approving Shelter Manager Offer – Motion was made, via email, by Leslie and supported by Chris, to hold an e-vote to approve the Shelter Manager Employment Offer for Sarah Evers as presented. An e-vote was called on 7/13/23 at 2:25 p.m. Motion passed on 7/14/23 with unanimous consent (4-ayes and 0-nays).
6. Unfinished Business:
 - a. Report & Recommendation from Vet Center Committee RE: Surgical Table - Chris made a motion, seconded by Lynn, to approve the recommendation to purchase a Midmark Corp flat-top surgery table for the UPAWS Veterinary Center surgery suite For \$3,725.97. Carole left meeting before the vote. Motion passed.
 - b. Report & Recommendations for Ad-Hoc Volunteer Dog Walkers RE: Dog Walking

Procedure – Lynn made a motion, seconded by Brian to approve the recommendation from this ad-hoc committee, with the understanding that this is a document that details the internal protocols in order to initiate the program. Motion passed with unanimous consent. Ann then demonstrated the dog packs and newer walkie-talkies that will be used.

7. New Business:

- a. Report & Recommendation from Board Development Committee RE: Andi Goriesky – A vote was conducted by secret ballot. Ann distributed, collected and tallied the ballots. The votes were unanimous in support of electing Andi Goriesky to the Board
- b. Report & Recommendation from Board Development Committee RE: Leslie Hurst – Carole returned to the meeting at this point (6:35 p.m.) A vote was conducted by secret ballot. Ann distributed, collected and tallied the ballots. The votes were unanimous in support of re-electing Leslie Hurst to the Board
- c. Report & Recommendation from Board Development Committee RE: Lynn Andronis – A vote was conducted by secret ballot. Ann distributed, collected and tallied the ballots. The votes were unanimous in support of re-electing Lynn Andronis to the Board
- d. Red Rover Grant and Sasawin MOU – There was an extended discussion regarding their recent correspondence requesting changes to our boarding fees relative to the animals that come to UPAWS through this program. At the request of the granting agency, they would like for us to reduce the boarding fees to \$10/dog and \$5/cat. In addition, they would like to increase the no cost crisis boarding to 7 days. During the discussion, Carole was texting with the ED of Women’s Center. The ED indicated that she will get answers tomorrow and get to back to Carole and then Carole will pass on info to us. Lynn offered to go to the next Women’s Center board meeting. *Carole made a motion, seconded by Lynn, to alter our existing MOU as they have indicated in their correspondence effective through August 15, 2024. Motion passed with Chris voting “no”.* It was decided that, over the next year, we will work on reviewing the current MOU.

8. Communications – The new ED (Samantha LaJeunesse) for Greater Ishpeming-Negaunee Chamber of Commerce (GINCC) reached out to us at TUFT and email, expressing her interest in working with UPAWS since we are members. Leslie asked who needs UPAWS badges. Ann will arrange for badges for Sarah, Carole, Andi and Brian.

9. President’s Report: A written report is on drive, not in packet. Leslie indicated that we need to look at the emergency response plan that Bill and Brian worked on previously. There was some discussion for the inclusion in our SOPs.

10. Treasurer’s Report

- a. Treasurer’s Report: Chris indicated that the June financials are currently on the drive for us to review next month.
- b. June 2023 Financials: Review of these financials has been deferred to our August meeting.

11. Shelter Operations Report(s):

- a. Operations Report – Best Friends and Bissell promotions occurred over the past month. NMU’s College for Kids program “WOOF – All About Dogs” was held, with Ann leading the storytime and discussion. We raised \$1200 through FB for the 2 senior chihuahuas (Gabby and Brandi) who needed dental and medical care. Replaced food prep refrigerator with full size freezer that Laura found on FB Marketplace and a mini fridge, donated by Colin. Blueberry Fest is July 28th and Marquette County Fair runs from Aug 10-12.
- b. Stats – Corrected stats for June 2023 have been done and July 2023 stats submitted.

12. Committee Reports

- a. Board Development Committee Report (Lynn) – Written report submitted.
- b. Finance Committee Report (Chris) - Written report is on the Finance Committee drive but did not meet due to conflict with TUFT.
- c. Fundraising Committee Report (Lynn) -Written report submitted.
- d. Strategic Planning Committee Report (Brian) – No report. Committee is attempting to schedule a meeting.
- e. Personnel Committee Report (Leslie) – Written report submitted.
- f. Policy / Bylaw Committee Report (Leslie) - No report. Committee is attempting to schedule a meeting.
- g. Donor Development (Ad Hoc) (Leslie) - No report. Committee is attempting to schedule a meeting.

13. Public Comment- Julie asked about our intake policy as we have dogs on a “wait” list. There is some confusion on owner surrender appointments. Sarah will handle and attempt to clarify issue.

14. Board Comment: Per Brian, although Verizon has publicly talked about installing a tower close to our location and now AT&T is looking to install a tower. Brian got a cell-booster for us for AT&T users. Chris formally welcomed Sarah and expressed our thanks to her for joining us.

15. Closed Session: *Lynn made a motion, seconded by Andi, to move into closed session to discuss a personnel issue. Motion passed with unanimous consent.* Board went into closed session at 8:02 pm.

Lynn made a motion to return from closed session, seconded by Carole. Motion passed with unanimous consent. Board came out of closed session at 8:09 pm.

Carole made a motion, seconded by Lynn, to adopt the recommendation as outlined, effective today and will be reflected on their paychecks in two weeks. Motion passed with unanimous consent.

16. Adjournment: *Brian made a motion, seconded by Chris, to adjourn the meeting. Motion passed with unanimous consent and meeting was adjourned at 8:10 pm.*

Respectfully submitted,

Counter-Signed

Lynn Andronis, Secretary

Leslie Hurst, President

DRAFT

UPPER PENINSULA ANIMAL WELFARE SHELTER
BOARD OF DIRECTORS ORGANIZATIONAL MEETING MINUTES

Monday, July 24, 2023

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

ABSENT: None

1. Call to Order/Attendance: Meeting was called to order at 8:11 pm.
2. Approval of Agenda: *Lynn made a motion, seconded by Carole, to approve the Agenda as presented. Motion passed with unanimous consent.*
3. Election of Officers:
 - a. President – *Brian, seconded by Carole, nominated Leslie Hurst as President. Motion passed with unanimous consent.*
 - b. Vice-President – *Chris, seconded by Carole, nominated Brian Hummel as Vice-President. Motion passed with unanimous consent.*
 - c. Secretary – *Leslie, seconded by Carole, nominated Lynn Andronis as Secretary. Motion passed with unanimous consent.*
 - d. Treasurer - *Leslie, seconded by Brian, nominated Chris Danik as Treasurer. Motion passed with unanimous consent.*
4. Conflict of Interest Agreement: Lynn distributed Policy and Procedure Receipt Acknowledgements to Carole and Andi for their signatures. She also distributed Conflict of Interest Disclosure forms to the entire board for their signatures.
5. Committee Chairs: After discussion, it was determined that Chairs of the committees would remain as it is now.
6. Adjournment: *Lynn, seconded by Leslie, moved to adjourn the meeting. Motion passed with unanimous consent. Meeting was adjourned at 8:20 pm.*

Respectfully submitted,

Counter-Signed

Lynn Andronis, Secretary

Leslie Hurst, President

UPAWS Finance Committee

Report & Recommendation: Purchase Two new Certificates of Deposit

The Finance Committee recommends to the UPAWS Board of Directors moving \$100,000 from our First Bank Money Market Account to two new Certificates of Deposit (CD). One in the amount of \$50,000 at 18-months and one in the amount of \$50,000 at 24-months.

Our money market account is earning interest at 5.04%. While this is an excellent rate, this interest rate can change at any time. UPAWS can get a better interest rate by purchasing CDs which are not liquid but lock in an interest rate until the maturity of the CD. The committee reviewed the balance of our Money Market account of \$565,923.48 and recommends that UPAWS can spend another \$100,000 on CDs while keeping about 6 months of operational expenses liquid between the money market account and checking account. Current 18-month CDs can be obtained through First Bank at 5.40%.

The current 18-month ladder already in place has CDs of \$50,000 expiring every 3 months going forward so should any needs for funds arise, this money would also become available.

**UPAWS Treasurer's Report
August 2023**

Activities Since Last Report:

- Transitioned over the bookkeeping function to Chapman Myers and continuing to work through procedures and questions. The transition is going well overall.

June 2023 Financial Reports:

The June 2023 financial reports are presented to the Board of Directors for approval after being reviewed and approved by the Finance Committee. These reports were not reviewed in July due to the Finance Committee meeting being canceled.

Treasurer's Notes:

Revenue:

- Adoption revenue is still falling under budget. Other areas of shelter revenue are about budgeted amounts. Shelter revenue overall is over budget both for the month and for the year-to-date.
- Direct Public Support was very under budget for June but this is also a slow time of the year. We are \$80,000 under budget in this area for the year-to-date.
- Raise the Woof revenue is online ticket sales from a prior year that was not claimed.
- Total revenue about \$57,000 under budget for the year to date.

Expense:

- Overtime is up this month but Wages and Salaries is still well under budget.
- Misc Expense includes an approximate \$5,000 payment for a sales tax liability from 2021. \$461 of this was credited back later after the state then determined we overpaid.
- Total expenses about \$61,000 under budget (after removing depreciation).

July 2023 Financial Reports:

The July 2023 financial reports are not yet ready as the month has not been closed out. The first month or two of transitioning the bookkeeping function may result in delays as we are working through things.

Respectfully Submitted,
Chris Danik
Treasurer

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

	<u>Jun 30, 23</u>	<u>Jun 30, 22</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1010 · Nicolet Checking	126,941.16	217,344.79	(90,403.63)
1012 · Nicolet Sally's Fund Savings	0.00	36,091.58	(36,091.58)
1018 · Nicolet Money Mrkt Savings 5336	0.00	784,012.07	(784,012.07)
1030 · First Bank Money Market	560,761.23	0.00	560,761.23
1031 · Sallys Fund Money Market	13,201.05	0.00	13,201.05
1070 · PayPal account	97.14	177.05	(79.91)
1090 · Cash in Drawer	333.78	368.48	(34.70)
Total Checking/Savings	<u>701,334.36</u>	<u>1,037,993.97</u>	<u>(336,659.61)</u>
Accounts Receivable			
1200 · *Accounts Receivable	10,925.50	4,210.80	6,714.70
1524 · Capital Campaign Pledges	5,300.00	13,200.00	(7,900.00)
Total Accounts Receivable	<u>16,225.50</u>	<u>17,410.80</u>	<u>(1,185.30)</u>
Other Current Assets			
1080 · Petty Cash	400.00	171.92	228.08
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>(639.58)</u>	<u>378.08</u>
Total Current Assets	<u>717,298.36</u>	<u>1,054,765.19</u>	<u>(337,466.83)</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	20,617.85	0.00
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	(590,711.93)	(380,057.07)	(210,654.86)
Total Fixed Assets	<u>3,218,202.65</u>	<u>3,417,091.23</u>	<u>(198,888.58)</u>
Other Assets			
1074 · WF Endowment Fund Investments	353,962.02	331,510.91	22,451.11
1078 · First Bank CD	200,000.00	0.00	200,000.00
1079 · Sallys Fund CD	28,000.00	0.00	28,000.00
1700 · Beneficial Interest in MCCF	107,677.38	106,302.01	1,375.37
1702 · Beneficial Interest-Dixon F B	612,985.05	615,703.81	(2,718.76)
Total Other Assets	<u>1,302,624.45</u>	<u>1,053,516.73</u>	<u>249,107.72</u>
TOTAL ASSETS	<u><u>5,238,125.46</u></u>	<u><u>5,525,373.15</u></u>	<u><u>(287,247.69)</u></u>

LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2001 · *Accounts Payable	1,924.30	(1,730.43)	3,654.73
Total Accounts Payable	1,924.30	(1,730.43)	3,654.73
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	(424.40)	988.00
2102 · Medicare and SS Payable	1,596.55	(1,074.49)	2,671.04
2103 · Michigan W/H Payable	2,664.89	4,064.19	(1,399.30)
2104 · Suta Tax Payable	(176.52)	106.99	(283.51)
2108 · AFLAC pre-tax	0.00	(59.43)	59.43
2111 · Simple Plan Payable	0.00	(1,949.25)	1,949.25
2100 · Payroll Liabilities - Other	7,551.59	7,894.23	(342.64)
Total 2100 · Payroll Liabilities	12,200.11	8,557.84	3,642.27
2550 · Sales Tax Payable	1,124.22	1,475.39	(351.17)
Total Other Current Liabilities	21,530.64	18,239.54	3,291.10
Total Current Liabilities	23,454.94	16,509.11	6,945.83
Total Liabilities	23,454.94	16,509.11	6,945.83
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	(78,025.79)	59,402.77	(137,428.56)
Total Equity	5,214,670.52	5,508,864.04	(294,193.52)
TOTAL LIABILITIES & EQUITY	5,238,125.46	5,525,373.15	(287,247.69)

Upper Peninsula Animal Welfare Shelter
YTD Budget to Actual
June 2023

Ordinary Income/Expense	<u>Jun 23</u>	<u>Budget</u>	<u>Jan - Jun 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income					
4000 · SHELTER REVENUE					
4005 · Pet Adoptions	6,961.68	8,333.34	32,405.26	50,000.00	100,000.00
4010 · Redeemed Animals	505.00	333.34	1,913.00	2,000.00	4,000.00
4012 · Boarding Fee	275.00	166.68	4,057.82	1,000.00	2,000.00
4015 · Vet/Optional Care	34.32	166.68	398.50	1,000.00	2,000.00
4017 · Dog Park	330.09	333.34	1,259.79	2,000.00	4,000.00
4018 · Rentals Revenue	(100.00)	208.34	255.00	1,250.00	2,500.00
4020 · Government Contracted Services	11,037.00	4,166.68	50,217.62	25,000.00	50,000.00
4030 · Dog License Revenue	24.00	33.34	240.00	200.00	400.00
4031 · Microchipping	100.00	166.68	685.00	1,000.00	2,000.00
4032 · Nail Clipping / Grooming	342.00	250.00	2,205.00	1,500.00	3,000.00
4033 · Community Spay/Neuter Revenue	130.00	416.66	2,750.50	2,499.98	5,000.00
4050 · Miscellaneous Services	90.00	50.00	120.00	300.00	600.00
4060 · Cremation Services Revenue	0.00	125.00	588.00	750.00	1,500.00
Total 4000 · SHELTER REVENUE	<u>19,729.09</u>	<u>14,750.08</u>	<u>97,095.49</u>	<u>88,499.98</u>	<u>177,000.00</u>
4100 · DIRECT PUBLIC SUPPORT					
4006 · Pet Care Sponsorship	720.00	1,000.00	4,152.29	6,000.00	12,000.00
4008 · Pet Promotion Sponsorship	25.00	41.68	1,025.00	250.00	500.00
4109 · Pink Lady	25.00	166.68	180.00	1,000.00	2,000.00
4110 · Donations	11,834.68	20,000.00	104,068.42	120,000.00	260,000.00
4119 · Stock Donations	0.00		524.97		
4120 · Special Gifts	0.00	1,500.00	1,613.96	9,000.00	18,000.00
4123 · Memorial Bricks/Tiles	0.00	250.00	500.00	1,500.00	3,000.00
4125 · Donated Svs/Material In Kind	0.00	2,083.34	7,342.39	12,500.00	25,000.00
4135 · Bequests	0.00	6,250.00	0.00	37,500.00	75,000.00
4188 · Naming Opportunities	0.00	2,500.00	0.00	15,000.00	30,000.00
Total 4100 · DIRECT PUBLIC SUPPORT	<u>12,604.68</u>	<u>33,791.70</u>	<u>119,407.03</u>	<u>202,750.00</u>	<u>425,500.00</u>
4156 · GRANT REVENUE					
4157 · General Grants	500.00	1,250.00	500.00	7,500.00	15,000.00
Total 4156 · GRANT REVENUE	<u>500.00</u>	<u>1,250.00</u>	<u>500.00</u>	<u>7,500.00</u>	<u>15,000.00</u>
4200 · FUNDRAISING REVENUE					
4128 · Misc/3rd Party Fundraisers	0.00	1,400.00	6,753.08	1,400.00	1,400.00
4140 · Canisters	778.16	750.00	4,939.16	4,500.00	9,000.00
4143 · Tadychs Receipts	0.00	0.00	3,234.53	3,600.00	7,200.00
4144 · Cause for Paws	0.00	0.00	1,500.00	23,600.00	23,600.00
4147 · Strut Your Muttt	0.00	0.00	1,500.00	0.00	16,200.00
4151 · Raise The Woof	0.00	0.00	6,137.65	6,350.00	6,350.00
4170 · TUFT Golf Outing	10,700.00	0.00	12,200.00	0.00	26,100.00
4183 · Rescue Raffle	0.00	540.00	0.00	1,080.00	7,700.00
4197 · Calendar	4,764.00	1,590.00	5,118.28	3,690.00	23,190.00
Total 4200 · FUNDRAISING REVENUE	<u>16,242.16</u>	<u>4,280.00</u>	<u>41,382.70</u>	<u>44,220.00</u>	<u>120,740.00</u>
4500 · OTHER Revenue					
4205 · Resale Items Revenue	1,612.19	3,100.00	12,959.61	18,600.00	65,000.00
4215 · Interest Revenue	2,971.10	2,500.00	12,183.12	13,500.00	28,500.00
4220 · Miscellaneous Revenue	3.20	66.68	1,424.28	400.00	800.00

4221 · Endowment Fund Earnings	0.00	0.00	4,967.36	0.00	4,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	0.00	22,038.90	0.00	19,000.00
4227 · Distribution from Dixon Estate	1,596.49	0.00	3,890.66	2,400.00	32,000.00
4290 · Retail Discounts	(31.20)		(120.00)		
Total 4500 · OTHER Revenue	6,151.78	5,666.68	57,343.93	34,900.00	149,300.00
46000 · Merchandise Sales	0.00		3,500.00		
Total Income	55,227.71	59,738.46	319,229.15	377,869.98	887,540.00
Gross Profit	55,227.71	59,738.46	319,229.15	377,869.98	887,540.00
Expense					
5000 · Employee Expense					
5129 · Employee Uniforms	0.00	83.34	0.00	500.00	1,000.00
5200 · Payroll Expenses	51.64	16.68	81.96	100.00	200.00
5201 · Wages & Salaries	39,225.32	50,079.90	179,251.34	217,013.00	434,026.00
5202 · Overtime	1,176.35	833.34	4,518.30	5,000.00	10,000.00
5203 · Bonuses	2,400.00	0.00	2,400.00	0.00	14,000.00
5225 · Simple Plan Employer	353.24	225.00	1,365.79	1,350.00	2,700.00
5230 · Michigan Unemployment Payable	18.97	51.68	1,268.17	310.00	620.00
5235 · Employer Social Security	2,653.71	2,294.14	11,543.44	13,764.81	27,529.61
5240 · Employer Medicare	620.63	536.54	2,699.68	3,219.19	6,438.38
5245 · Worker's Compensation	532.00	222.93	3,065.00	1,337.50	2,675.00
5246 · Employee Relations	0.00	416.68	145.08	2,500.00	5,000.00
5248 · Health Ben / Dental / Vision	68.96	750.00	2,451.23	4,500.00	9,000.00
Total 5000 · Employee Expense	47,100.82	55,510.23	208,789.99	249,594.50	513,188.99
5500 · OPERATING EXPENSE					
5009 · Phone/Network Access	225.41	400.00	1,978.51	2,400.00	4,800.00
5011 · Merchant Service Fees	546.64	666.68	2,314.06	4,000.00	8,000.00
5012 · Bank Service Charges	0.00	12.50	0.00	75.00	150.00
5050 · Utilities	2,375.03	3,166.68	21,532.29	19,000.00	38,000.00
5100 · Cleaning Supplies	0.00	375.00	2,037.77	2,250.00	4,500.00
5102 · Animal Supplies/Equipment	0.00	541.68	2,733.11	3,250.00	6,500.00
5105 · Repairs/Maintenance	463.72	1,083.34	8,225.53	6,500.00	13,000.00
5106 · Garbage/Snow Removal	220.20	508.34	5,845.55	3,050.00	6,100.00
5115 · Office Supplies/Postage	115.88	416.68	2,511.35	2,500.00	5,000.00
5117 · Community Spay/Neuter Expense	0.00	583.34	3,343.80	3,500.00	7,000.00
5119 · Small Equipment	400.00	250.00	1,505.79	1,500.00	3,000.00
5120 · Building/Auto Insurance	0.00	818.19	33,416.08	30,090.91	35,000.00
5125 · Food	0.00	833.34	5,836.98	5,000.00	10,000.00
5127 · Microchips	0.00	0.00	0.00	0.00	0.00
5130 · Medical Supplies-Vaccines	42.31	1,380.84	5,879.96	8,285.00	16,570.00
5135 · Vet Care	1,211.00	4,166.68	10,280.62	25,000.00	50,000.00
5140 · Spay & Neuter Expense	1,288.00	2,083.34	14,335.20	12,500.00	25,000.00
5145 · Vehicle	0.00	125.00	636.94	750.00	1,500.00
5146 · Dog License Expense	8.00	37.50	130.00	225.00	450.00
5150 · Mileage	52.41	150.00	411.10	900.00	1,800.00
5160 · Depreciation	11,703.05		70,218.30		
5165 · Cash over/short	(1.03)	8.34	(13.18)	50.00	100.00
5530 · Cremation Services Expense	0.00	125.00	761.00	750.00	1,500.00
6138 · Pink Lady Expense	67.50	166.68	67.50	1,000.00	2,000.00
6539 · Computer Software	519.00	583.34	3,813.08	3,500.00	7,000.00
6565 · IT Consulting	0.00	125.00	479.00	750.00	1,500.00
Total 5500 · OPERATING EXPENSE	19,237.12	18,607.49	198,280.34	136,825.91	248,470.00

5550 · GRANT EXPENSE					
5551 · General Grants	0.00	83.34	0.00	500.00	1,000.00
Total 5550 · GRANT EXPENSE	0.00	83.34	0.00	500.00	1,000.00
5600 · FUNDRAISING EXPENSE					
5280 · Live Trap Fundrasier Expense	0.00		1,806.00		
6307 · Calendar Expense	706.10	0.00	765.75	0.00	3,905.00
6311 · Cause for Paws Expense	0.00	0.00	35.25	7,080.00	7,080.00
6315 · Misc/3rd Party Fund Expense	0.00	8.34	186.24	50.00	100.00
6317 · Raise The Woof Expense	0.00	0.00	1,182.45	2,100.00	2,100.00
6322 · Rescue Raffle Expense	119.00	0.00	169.00	280.00	2,280.00
6324 · Miscellaneous Expenses	0.00	16.68	0.00	100.00	200.00
6330 · TUFT Golf Outing Expense	35.20	2,000.00	120.45	2,000.00	7,233.00
6550 · Strut Your Mutt Expense	0.00	0.00	160.25	0.00	2,350.00
6551 · Canisters Expense	0.00	0.00	0.00	0.00	0.00
Total 5600 · FUNDRAISING EXPENSE	860.30	2,025.02	4,425.39	11,610.00	25,248.00
6000 · OTHER EXPENSE					
5142 · Volunteer Program	0.00	100.00	427.84	600.00	1,200.00
6313 · Direct Solicitations	0.00	0.00	6,483.05	5,400.00	10,800.00
6503 · Community Outreach	0.00	166.68	1,362.76	1,000.00	2,000.00
6504 · Memorial Bricks/Tiles	0.00	166.68	0.00	1,000.00	2,000.00
6505 · Professional Fees	0.00	833.34	438.92	5,000.00	10,000.00
6510 · Publications	0.00	0.00	46.65	5,000.00	10,000.00
6511 · Pet Promotion Expense	0.00	150.00	1,019.73	900.00	1,800.00
6515 · Promotions & Advertising	0.00	83.34	482.84	500.00	1,000.00
6525 · Resale Items Expense	0.00	1,200.00	12,668.74	7,200.00	30,000.00
6530 · Conferences / Training	0.00	333.34	379.80	2,000.00	4,000.00
6532 · Donor Development	279.96	83.34	339.96	500.00	1,000.00
6533 · Strategic Planning	0.00	100.00	0.00	600.00	1,200.00
6535 · Licenses, Dues, Permits & Fees	1,284.00	100.00	1,284.00	600.00	1,200.00
6540 · Miscellaneous Expense	4,997.46	166.68	5,810.01	1,000.00	2,000.00
6561 · Investment Expense	2,756.22	1,703.34	6,829.32	10,220.00	20,440.00
6688 · Naming Opportunity Expense	0.00	50.00	0.00	300.00	600.00
Total 6000 · OTHER EXPENSE	9,317.64	5,236.74	37,573.62	41,820.00	99,240.00
Total Expense	76,515.88	81,462.82	449,069.34	440,350.41	887,146.99
Net Ordinary Income	(21,288.17)	(21,724.36)	(129,840.19)	(62,480.43)	393.01
Other Income/Expense					
Other Income					
4300 · Unrealized Gain/Loss	23,299.11		44,386.05		
4310 · Realized Loss/Gain LT Invstmnt	0.00		1,679.37		
4400 · RESTRICTED REVENUE					
7300 · New Shelter					
6519 · Capital/Bldg Improvements Exp	0.00		0.00		
Total 7300 · New Shelter	0.00		0.00		
7400 · SALLY'S FUND					
4218 · Sally's Fund Revenue	2,575.00		6,166.98		
6518 · Sally's Fund Expense	0.00		(418.00)		
Total 7400 · SALLY'S FUND	2,575.00		5,748.98		
Total 4400 · RESTRICTED REVENUE	2,575.00		5,748.98		
Total Other Income	25,874.11		51,814.40		
Net Other Income	25,874.11		51,814.40		
Net Income	4,585.94	(21,724.36)	(78,025.79)	(62,480.43)	393.01

Upper Peninsula Animal Welfare Shelter

Days Cash On Hand as of June 2023

	Cash Less Restricted Funds*	Annual Expense	Daily Expense	Days Cash on Hand	
2023	\$699,458.81	\$887,146.99	\$2,430.54	288	(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

Shelter Update August 2023

- Thanks to Ryan, the new litter program started this month. “World’s Best Litter” has a shelter program where we receive free litter for the shelter and free litter boxes to go home with our cat adoptions. The only requirement is that we advertise them on our social media pages
- The surgery table is finally here!
- We had a big cat spay/neuter day thanks to Country Vet on August 17th. In total, 17 cats were altered in one day. Another date is scheduled in September as well. Awesome job staff in making the day a success!
- We attended the county fair, selling raffle tickets, tote bags, jewelry, pot holders, and notepads. We had a great turnout with great community outreach.
- Dog walking has unofficially officially started. We are doing practice runs with our long term volunteers for the next 2 weeks with the official start date for the public on September 5th.

Sarah Evers
UPAWS Shelter Manager

July 2023		DOGS		CATS		OTHER	TOTAL	
	In Shelter	25		35		9	69	
	In Foster	8	1 in true foster	38	1 in true foster	6	52	
	TOTAL Beginning Count	33		73		15	121	
INTAKE		DOGS	PUPS <5 mos.	CATS	KITS <5 mos.	OTHER	TOTAL	YTD
	Owner Surrender	21	1	24	5	12	63	348
	Returned Adoption	1	0	0	0	0	1	21
	Stray (from Police, Public and Shelter Pickup)	30	0	21	3	3	57	187
	Born in Care	0	0	0	0	0	0	36
	Transferred from Other Shelters	0	0	0	0	0	0	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	52	1	45	8	15	121	695

OUTCOMES

Adoptions (shelter, foster home or special event)	23	0	29	10	8	70	497
Total Adoptions YTD	150	18	188	42	99	497	
Returned to Owner	20	0	6	0	1	27	136
Transferred to Rescue Groups/Shelters	0	0	0	0	0	0	20
Total Live Outcomes	43	0	35	10	9	97	653
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	0	0	0	0	0	0	1
Dying	0	0	0	0	0	0	4
Animal's Name and Reason							
TOTAL ANIMALS EUTHANIZED	0	0	0	0	0	0	5
Died at shelter/foster home - Unknown	1	0	0	0	0	1	7
Missing/Stolen/Escaped	0	0	0	0	0	0	0
Animal's Name and Reason							
Total Euth/Died/Other Outcomes	1	0	0	0	0	1	13
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)	42		81		21	144	
TOTAL Ending Count (per report)	41		81		15		
SAVE RATE (Intake- Euthanasia Outcome)/Intake						100.0%	99.3%
ASPCA Live Release Rate (Live Outcomes/ Intake)						80.2%	94.0%

OTHER INFO

	Dogs	Cats
Avg. Length of Stay	26.1	36.5
Monthly Return Rate (returns/adoptions)	4%	0%

July 2023 - CLINIC SERVICES	DOGS	CATS	OTHER	TOTAL	YTD
Owner Requested Euthanasia	0	0	0	0	2
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	3
Microchipping	2	1	0	3	24
Domestic Violence	0	0	0	0	0
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	11	0	0	11	41
Service - Home 2 Home	0	0	0	0	0
Service - Nailtrims	11	13	4	28	150
Service - Dog Licenses	1	0	0	1	10
Service - Cremation Services	2	0	0	2	5
Total	27	14	4	45	257

UPAWS Finance Committee Agenda

Meeting Date: Thursday, August 24th, 2023 at 5:00pm

Meeting Location: Google Meet

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

New Business

- **Review July 2023 Financial Reports**: Chris noted that the July reports are not ready as the month has not been closed out yet. We are still working with the accountant on training and questions regarding the records we are sending them. Overall the transition is going well.
- **Staff Overtime for SOP Completion**: Leslie asked the committee about additional overtime funds for a couple staff to help with the completion of the SOPs. The committee reviewed the current standing of the budget and due to the favorable budget variance in Wages & Salaries that \$2,000 could be allocated.
- **First Bank Investments**: The initial 6 month CD in the 18-month ladder approved by the board matures on September 1st. The committee agreed that the \$50,000 should be put in a new 18-month CD to keep the ladder at 18 months. The committee also discussed allocating more money market funds into CDs. Cole noted that our money market rate could start coming down soon. After reviewing the balance of our money market, the committee agreed that another \$100,000 could be invested while leaving approximately 6 months of operational expenses liquid. Cole noted that 18 month CDs are at about 5.4% right now. **It was moved by Dale and seconded by Jill that the committee recommend to the UPAWS Board of Directors that UPAWS purchase two new CDs at \$50,000 each with one maturing in 18 months and another in 24 months. The motion passed with Cole abstaining.**

Old Business

- **Review June 2023 Financial Reports**: The committee reviewed and discussed the June 2023 financial reports. **It was moved by Jill and seconded by Cole to recommend that the Board of Directors approve the June 2023 financial reports. The motion passed unanimously.**
- **Endowment Fund Updates**: The signed trust document was locating and updates are pending discussion with legal counsel.
- **Financial Policy Revisions**: No further updates.

The meeting was adjourned at 5:42pm

Next Meeting: Tuesday, September 19th, 2023 at 5pm on Google Meet

Meetings have been moved to the Tuesday prior to the UPAWS Board meeting each month

FUNDRAISING COMMITTEE
Meeting Minutes
8/21/23

PRESENT: Lynn Andronis, Ann Brownell, Sarah Evers, Andi Goriesky, Leslie Hurst, Reva Laituri, Karen Rhodes

2022 Fundraisers Updates:

- CFP19 Name a Beer After Your Pet Release Parties: Release party was held at Cognition on Third on Friday, 8/18/23. I believe we have one more remaining release party to schedule. Amber will arrange and advise.

2023 Fundraisers:

- Cause For Paws: Saturday, October 28, 2023. We have some items for the raffle/silent auction leftover from TUFT. Sub-committee needs to meet very soon. Ann will send out to e-blast to our volunteers to see if anyone else in the community wants to help. Lynn will send out an email to schedule a meeting over the next 2 weeks.
- 2024 Calendar: Ann reported that Monty, the collie, was voted #1 with close to \$5,000 in votes. Reserve-a-Date will be open for a few more days. Almost 200 calendars have already been sold (this is pre-printing!). Pride will print the calendar for us at \$6.40 per calendar. Gross revenue to-date is at \$29,839; 5% of this will go to Go-Go.
- Rescue Raffle: Leslie has taken over this fundraiser. We need to find more sellers for the tickets. There was discussion about expanding the sites for ticket sales. Ann posted a notice about the Rescue Raffle again on FB last night. We can also sell tickets at the Spectacular Craftacular event this weekend to be held at Lakeview Arena. Karen will take the lead on getting volunteers and checking with both SuperOne store managers to see if we can sell tickets there on Friday, 9/1/23. Ann will reach out through Volgisticss for sellers and have them contact Leslie for individual sellers and Lynn for volunteers to man the booth at the Craftacular. Contact Leslie for tickets. Andi also indicated that she needs tickets.
- TUFT: Held on Thursday, 7/20/23. Waiting for final report.
- Sally's Ride: Scheduled for 9/23/23. Andi reported that she is reaching out to food truck vendors.
- SYM: Scheduled for 9/30 in Negaunee.
- Raise the Woof 2024: Scheduled for 1/19/24. The basics for this event (raffle license) has been done.
- Mares-z-Doats: Lynn spoke with Andy at TUFT and will get in touch with him over the next two weeks.
- Addition: Karen raised the issue of a possible rummage sale in September and asked Marlene if she would be interested if she (Karen) could find a location. The issue of over-taxing our volunteers over the next few months was discussed. Marlene and Karen will discuss.

Other Business:

- [Intern for Fundraising](#): Chris will talk to Jill (a member of Finance Committee) to get more information. She had suggested this before. STATUS? No movement on this.
- [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. Lynn is in the process of updating this list and there is currently a file on the drive for 2024 but more updates need to be made to the list.
- [Canister Report](#): on drive. Reva reported that the canisters at Crossroads and Kountry Korner have been removed due to the new owner's requirement. This is a set-back for this fundraiser as the two businesses have contributed 17% of the total canister donations over the past 5 years. Reva will check on other locations in Gwinn as replacements. Andi suggested a prospective business and forwarded the contact info to Reva.
- [Fundraiser Business List](#): To be discussed at a later meeting. Lynn will review what is currently on the drive.
- [Fundraising Manual](#): To be discussed at next month's meeting. Members were advised that they should consider this their "homework".

Lynn Andronis
Chair, Fundraising Committee

Personnel Committee Board Report
August 23, 2023 12:30-2:30pm via Google Meet

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

Personnel Discussion:

Most of the meeting was spent discussing situations and communications occurring amongst staff, volunteers and Sarah. Examples and ideas for addressing were covered and the committee will continue to support Sarah with this. Leslie & Sarah will follow-up later in the week and early next week. Deb will share some team building activities and suggestions.

Shelter Manager Transition:

Board and Sarah will work on developing SMART goals with target dates and priorities.

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.
- Priority for next meeting, with R&R for Sept Board Meeting.

Probationary Reviews:

Sarah is handling these and all of the personnel matters with Leslie & Committee support as needed.

Respectfully submitted,

Leslie Hurst, Personnel Chair