

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Monday, September 25, 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. August 28, 2023 Regular Meeting
 - b. August 28, 2023 Closed Session
6. Unfinished Business
 - a. Vet Center
 - b. Sasawin MOU / Red Rover grant
7. New Business
8. Communications
9. President's Report
10. Treasurer's Report
 - a. September Treasurer's Report
 - b. July 2023 Financials
11. Shelter Operations Report(s)
 - a. Report from the 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) - no meeting
- f. Policy / Bylaw Committee Report (Leslie) - no meeting
- g. Donor Development (Ad Hoc) (Leslie) - no meeting

13. Public Comment

14. Board Comment

15. Adjournment

Next Board Meeting Date: October 23, 2023, 6 p.m. at the Shelter

**UPPER PENINSULA ANIMAL WELFARE SHELTER
BOARD OF DIRECTORS MEETING MINUTES
Monday, August 28, 2023**

PRESENT: Lynn Andronis, Chris Danik (remote), Andi Goriesky, Leslie Hurst

ABSENT: Brian Hummel (excused), Carole Touchinski (excused)

STAFF: Sarah Evers, Laura Rochefort

GUESTS: Reva Laituri

1. Call to Order/Attendance: Meeting was called to order at 6:09 pm.
2. Approval of Agenda: *Motion was made by Lynn, seconded by Andi, to approve the Agenda as presented. Motion passed with unanimous consent.*
3. Mission Moment: None
4. Public Comment: None
5. Approval of Minutes:
 - a. July 24, 2023 Regular Meeting: *Motion was made by Chris, seconded by Andi, to accept the Minutes as presented. Motion passed with unanimous consent.*
 - b. July 24, 2023 Closed Meeting: *Motion was made by Andi, seconded by Chris, to accept the Minutes as presented. Motion passed with unanimous consent.*
 - c. 2023 Organizational Meeting: *Motion was made by Andi, seconded by Chris, to accept the Minutes as presented. Motion passed with unanimous consent.*
6. Unfinished Business: None
7. New Business:
 - a. Report & Recommendation from Finance Committee RE: Purchase Two New Certificates of Deposit: *Motion was made by Lynn, seconded by Andi, to move \$100,000 from our First Bank Money Market Account to two new Certificates of Deposit (one in the amount of \$50,000 at 18-months and one in the amount of \$50,000 at 24-months. Motion passed with unanimous consent.*
8. Communications: The new Director of the Women's Center contacted Leslie regarding the recent Memorandum of Understanding discussions. The purpose of the **call** was to set up a meeting between UPAWS and the Women's Center, including Helen Kahn (Sasawin) and Sarah (our Shelter Manager). Andi reported that she is in the early stages of a possible horse neglect case in Delta County. Police are doing a wellness check on the horses tomorrow. Andi has been in contact with Sarah regarding the situation.
9. President's Report: Leslie reported that she is working on turning over as much as possible **over** to Sarah. Sarah has responsibility for all of personnel at this point. Leslie stated that she will continue to work with the people (vendor) for the Memorial Garden bricks.
10. Treasurer's Report:
 - a. August 2023 Treasurer's Report: The \$50,000 donation last month was an unexpected bequest. Chris reported that the sales tax payment protocol has been improved with Chris providing more oversight. In addition, the bookkeeping service that we have outsourced has

been invaluable.

- b. Financial Report June 2023: *Motion was made by Lynn, seconded by Andi, to accept the Minutes as presented. Motion passed with unanimous consent.*

11. Shelter Operations Report(s):

- a. Report from Shelter Manager: Dr Leah Reed is the vet in Copper Country who is doing the massive spay/neuter surgery days. Sarah reported that the dog walking process is in the early stages (a sort of “soft” opening) as a run-through to fine tune the process. The procedures will be tweaked to refine the process prior to full implementation which should be next week.
- b. Stats: Laura had a question on the high number of dog intakes (52 for the month of July). Lynn double-checked the report from PetPoint and that was the correct number.

12. Committee Reports:

- a. Board Development Committee Report: Lynn reported that there had been no meeting over the past month and stated the need for additional committee members.
- b. Finance Committee Report: Written report submitted by Chris. He also stated that due to the prior changes that were made on the CDs, our shelter has made \$16,000 to date.
- c. Fundraising Committee Report: Written report submitted by Lynn.
- d. Strategic Planning Committee Report (Brian): No update. It was briefly discussed that we should possibly out-source the process.
- e. Personnel Committee Report: Written report submitted by Leslie. She indicated that the committee is hoping to submit a Report & Recommendation with all the updates to Personnel Policies next month (there were some approved at the board level previously but never incorporated into the policies).
- f. Policy / Bylaw Committee Report: Leslie reported that there had been no meeting. She indicated that, although some committees may not have the required number of members, it should not prevent the committees from conducting business.
- g. Donor Development (Ad Hoc): Leslie reported that there had been no meeting.

13. Public Comment: None

14. Board Comment: None

15. Closed Session - Personnel Discussion:

Motion was made by Lynn, seconded by Leslie, to go into closed session. Motion passed with unanimous consent. Sarah was invited to remain and closed session began at 6:56 pm.

Motion was made by Lynn, seconded by Leslie, to go out of closed session. Motion passed with unanimous consent. Closed session ended at 8:35 pm.

16. Adjournment: *Motion was made by Lynn, seconded by Leslie, to adjourn. Motion passed with unanimous consent. Meeting adjourned at 8:36 pm.*

Respectfully submitted,

Counter-Signed

Lynn Andronis, Secretary

Leslie Hurst, President

PRESIDENT'S REPORT

September 25, 2023

- Just received feline training materials from Jessica Vankoningsveld and am posting to Shelter Operations drive under Employee Resources folder. Printed certificates and distributed, and put a copy in employees personnel file on the drive.
- Turned over the SOP Update project to Sarah.
- Discussed the importance of transfer records accessibility with Sarah to make sure we are always in compliance with MDARD. I will audit these in the near future to ensure compliance.
- Sarah (with my & Ryan's support) provided some spay/neuter information to Dr. Tim (see email I sent) as follow-up to our meeting with him. Still working out what they will provide re: spay/neuters.
- Met with Sarah, Helen Kahn (Sasawin) and Jennine Frazier (ED Women's Center) on Sept 14th to review current status of Red Rover grant and complete signatures on MOU. Very good meeting, MOU is signed with plans to do a complete review & update in 2024. Helen will purchase the kennels per the grant award and Sarah will be the main contact for Sasawin for UPAWS. Helen sent updated contact information and Sarah will update relevant shelter documents with it.
- I am only periodically reviewing sling schedules and daily reports and instead touch base with Sarah.
- Attended Marquette County's Animal Emergency Response Plan meeting on Sept 13th. Provided updated list of Mqt Co. veterinarians, shared with Sarah & Laura.
- Supported Invasive Species Management and Native Plant Assistance proposal from Marquette County Conservation District. They will need about an acre's worth (10#) of native seed, a few flats of plugs & straw. Plan is to put it down this fall so they establish enough over winter to not require watering next season. Estimate total cost to be \$1,600 with MCCD matching funds to \$800. UPAWS cost of \$800 is within the 2023 budget.
- Work continues with several donors on memorial tiles/bricks and Gordon on options and a proposal for cleaning up the paver installation.
- Discussion with Sarah re: staffing (board received email), probationary and yearly reviews, position descriptions and pay rates. She will be developing some recommendations over the next several months with Personnel.
- Scheduling Personnel meeting for this week or next. Upcoming agenda items in order of priority: 1) Personnel Policy Updates, 2) Position Description and Pay Rate Review, 3) 2024 Employee Expenses budget
- Fundraising manual review and proposed updates. Volunteered and chaired raffle at Sally's Ride on 9/23, preparing final report but once again, a very successful event. Hats off to Sally's Fund! Volunteering and chairing Recuse Raffle at Strut Your Mutt on 9/30. Chairing Raise the Woof on Jan 19.

Respectfully submitted,

Leslie Hurst
UPAWS Board President

UPAWS Treasurer's Report September 2023

Activities Since Last Report:

- Worked with Sarah (Shelter Manager) on accounting procedures. She or a designee is now completing the bank runs and uploading deposits and payables to Chapman Myers for entry into the books. The Treasurer and President retain signatory on the bank accounts.
- Continuing to work with MTHNK to provide documents related to the 2022 audit.

July 2023 Financial Reports:

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

Treasurer's Notes:

Revenue:

- The Reider Fund Distribution was budgeted for this month, but it was already received. This will show a stronger unfavorable revenue budget variance for the month.
- Shelter Revenue and Other Revenue categories are close to budget YTD. Direct Public Support has an unfavorable variance.
- Per the Fundraising Committee, Cause for Paws will not be held this year.
- Overall, about \$122,000 unfavorable variance

Expense:

- Microchips were not budgeted for this year, resulting in an additional \$3,325 expense. While the budget was being built last year, the committee was told that we purchased enough microchips and would not need more this year. I spoke with Vet Assistant Laura, and she confirmed that the amount purchased lasts for approximately a year. This expense will be included in the 2024 budget.
- Overall, about \$82,000 favorable variance. This results in an overall \$40,000 unfavorable variance, while we budgeted for a \$11,000 unfavorable variance at this point YTD.

August 2023 Financial Reports:

The August 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 July 31, 2023

	<u>Jul 31, 23</u>	<u>Jul 31, 22</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1010 · Nicolet Checking	157,178.68	202,299.04	(45,120.36)
1012 · Nicolet Sally's Fund Savings	0.00	36,091.58	(36,091.58)
1018 · Nicolet Money Mrkt Savings 5336	0.00	784,167.80	(784,167.80)
1030 · First Bank Money Market	563,380.65	0.00	563,380.65
1031 · Sallys Fund Money Market	13,311.81	0.00	13,311.81
1070 · PayPal account	95.14	7,209.73	(7,114.59)
1071 · Square Account	0.00	423.65	(423.65)
1090 · Cash in Drawer	333.78	368.48	(34.70)
Total Checking/Savings	<u>734,300.06</u>	<u>1,030,560.28</u>	<u>(296,260.22)</u>
Accounts Receivable			
1200 · *Accounts Receivable	1,334.50	5,908.80	(4,574.30)
1524 · Capital Campaign Pledges	5,050.00	12,615.00	(7,565.00)
Total Accounts Receivable	<u>6,384.50</u>	<u>18,523.80</u>	<u>(12,139.30)</u>
Other Current Assets			
1080 · Petty Cash	400.00	35.94	364.06
1499 · Undeposited Funds	0.00	50.00	(50.00)
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>(336.50)</u>	<u>(800.56)</u>	<u>464.06</u>
Total Current Assets	<u>740,348.06</u>	<u>1,048,283.52</u>	<u>(307,935.46)</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	361,638.87	349,007.10	12,631.77
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>1,310,301.30</u>	<u>1,071,012.92</u>	<u>239,288.38</u>
TOTAL ASSETS	<u>5,268,852.01</u>	<u>5,536,387.67</u>	<u>(267,535.66)</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2001 · *Accounts Payable	18,047.68	(50.00)	18,097.68
Total Accounts Payable	18,047.68	(50.00)	18,097.68
Other Current Liabilities			
2025 · Accrued Benefits	8,206.31	8,206.31	0.00
2100 · Payroll Liabilities			
2101 · Federal Tax W/H Payable	1,622.83	563.60	1,059.23
2102 · Medicare and SS Payable	3,897.99	1,596.55	2,301.44
2103 · Michigan W/H Payable	2,049.46	2,454.11	(404.65)
2104 · Suta Tax Payable	(948.56)	(35.60)	(912.96)
2108 · AFLAC pre-tax	0.00	(59.43)	59.43
2111 · Simple Plan Payable	1,351.39	(6.00)	1,357.39
2100 · Payroll Liabilities - Other	7,581.57	7,894.23	(312.66)
Total 2100 · Payroll Liabilities	15,554.68	12,407.46	3,147.22
2550 · Sales Tax Payable	1,325.00	1,518.55	(193.55)
Total Other Current Liabilities	25,085.99	22,132.32	2,953.67
Total Current Liabilities	43,133.67	22,082.32	21,051.35
Total Liabilities	43,133.67	22,082.32	21,051.35
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	(66,977.97)	64,844.08	(131,822.05)
Total Equity	5,225,718.34	5,514,305.35	(288,587.01)
TOTAL LIABILITIES & EQUITY	<u>5,268,852.01</u>	<u>5,536,387.67</u>	<u>(267,535.66)</u>

Upper Peninsula Animal Welfare Shelter
YTD Budget to Actual
July 2023

Ordinary Income/Expense	<u>Jul 23</u>	<u>Budget</u>	<u>Jan - Jul 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income					
4000 · SHELTER REVENUE					
4005 · Pet Adoptions	7,942.50	8,333.33	40,347.76	58,333.33	100,000.00
4010 · Redeemed Animals	375.00	333.33	2,288.00	2,333.33	4,000.00
4012 · Boarding Fee	500.00	166.66	4,557.82	1,166.66	2,000.00
4015 · Vet/Optional Care	182.41	166.66	580.91	1,166.66	2,000.00
4017 · Dog Park	210.00	333.33	1,469.79	2,333.33	4,000.00
4018 · Rentals Revenue	(50.00)	208.33	205.00	1,458.33	2,500.00
4020 · Government Contracted Services	1,426.00	4,166.66	51,643.62	29,166.66	50,000.00
4030 · Dog License Revenue	30.00	33.33	270.00	233.33	400.00
4031 · Microchipping	75.00	166.66	760.00	1,166.66	2,000.00
4032 · Nail Clipping / Grooming	391.01	250.00	2,596.01	1,750.00	3,000.00
4033 · Community Spay/Neuter Revenue	50.00	416.68	2,800.50	2,916.66	5,000.00
4050 · Miscellaneous Services	130.00	50.00	250.00	350.00	600.00
4060 · Cremation Services Revenue	725.00	125.00	1,313.00	875.00	1,500.00
Total 4000 · SHELTER REVENUE	11,986.92	14,749.97	109,082.41	103,249.95	177,000.00
4100 · DIRECT PUBLIC SUPPORT					
4006 · Pet Care Sponsorship	1,735.00	1,000.00	5,887.29	7,000.00	12,000.00
4008 · Pet Promotion Sponsorship	0.00	41.66	1,025.00	291.66	500.00
4109 · Pink Lady	175.00	166.66	355.00	1,166.66	2,000.00
4110 · Donations	26,654.99	20,000.00	130,823.41	140,000.00	260,000.00
4119 · Stock Dontations	0.00		524.97		
4120 · Special Gifts	634.75	1,500.00	2,248.71	10,500.00	18,000.00
4123 · Memorial Bricks/Tiles	0.00	250.00	500.00	1,750.00	3,000.00
4125 · Donated Svs/Material In Kind	0.00	2,083.33	7,342.39	14,583.33	25,000.00
4135 · Bequests	0.00	6,250.00	0.00	43,750.00	75,000.00
4188 · Naming Opportunities	0.00	2,500.00	0.00	17,500.00	30,000.00
Total 4100 · DIRECT PUBLIC SUPPORT	29,199.74	33,791.65	148,706.77	236,541.65	425,500.00
4156 · GRANT REVENUE					
4157 · General Grants	0.00	1,250.00	500.00	8,750.00	15,000.00
Total 4156 · GRANT REVENUE	0.00	1,250.00	500.00	8,750.00	15,000.00
4200 · FUNDRAISING REVENUE					
4128 · Misc/3rd Party Fundraisers	0.00	0.00	6,753.08	1,400.00	1,400.00
4140 · Canisters	647.07	750.00	5,586.23	5,250.00	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 Wooff	0.00	0.00	6,137.65	6,350.00	6,350.00
4170 · TUFT Golf Outing	11,564.49	26,100.00	23,764.49	26,100.00	26,100.00
4183 · Rescue Raffle	720.00	540.00	720.00	1,620.00	7,700.00
4197 · Calendar	0.00	16,500.00	5,118.28	20,190.00	23,190.00
Total 4200 · FUNDRAISING REVENUE	12,931.56	43,890.00	54,314.26	88,110.00	120,740.00
4500 · OTHER Revenue					
4205 · Resale Items Revenue	3,345.99	3,100.00	16,305.60	21,700.00	65,000.00
4215 · Interest Revenue	3,033.65	2,500.00	15,216.77	16,000.00	28,500.00

4220 · Miscellaneous Revenue	734.75	66.66	2,159.03	466.66	800.00
4221 · Endowment Fund Earnings	0.00	4,000.00	4,967.36	4,000.00	4,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	19,000.00	22,038.90	19,000.00	19,000.00
4227 · Distribution from Dixon Estate	0.00	2,400.00	3,890.66	4,800.00	32,000.00
4290 · Retail Discounts	0.00		(120.00)		
Total 4500 · OTHER Revenue	7,114.39	31,066.66	64,458.32	65,966.66	149,300.00
46000 · Merchandise Sales	0.00		3,500.00		
Total Income	61,232.61	124,748.28	380,561.76	502,618.26	887,540.00
Gross Profit	61,232.61	124,748.28	380,561.76	502,618.26	887,540.00
Expense					
5000 · Employee Expense					
5129 · Employee Uniforms	0.00	83.33	0.00	583.33	1,000.00
5200 · Payroll Expenses	82.48	16.66	164.44	116.66	200.00
5201 · Wages & Salaries	27,765.89	33,386.62	207,017.23	250,399.62	434,026.00
5202 · Overtime	798.66	833.33	5,316.96	5,833.33	10,000.00
5203 · Bonuses	640.00	0.00	3,040.00	0.00	14,000.00
5225 · Simple Plan Employer	229.44	225.00	1,595.23	1,575.00	2,700.00
5230 · Michigan Unemployment Payable	7.96	51.66	1,276.13	361.66	620.00
5235 · Employer Social Security	1,810.68	2,294.13	13,354.12	16,058.94	27,529.61
5240 · Employer Medicare	423.47	536.53	3,123.15	3,755.72	6,438.38
5245 · Worker's Compensation	0.00	222.91	3,065.00	1,560.41	2,675.00
5246 · Employee Relations	0.00	416.66	145.08	2,916.66	5,000.00
5247 · QSEHRA	0.00		0.00		
5248 · Health Ben / Dental / Vision	56.99	750.00	2,508.22	5,250.00	9,000.00
Total 5000 · Employee Expense	31,815.57	38,816.83	240,605.56	288,411.33	513,188.99
5500 · OPERATING EXPENSE					
5009 · Phone/Network Access	311.89	400.00	2,290.40	2,800.00	4,800.00
5011 · Merchant Service Fees	304.55	666.66	2,618.61	4,666.66	8,000.00
5012 · Bank Service Charges	0.00	12.50	0.00	87.50	150.00
5050 · Utilities	475.06	3,166.66	22,007.35	22,166.66	38,000.00
5100 · Cleaning Supplies	238.03	375.00	2,275.80	2,625.00	4,500.00
5102 · Animal Supplies/Equipment	555.12	541.66	3,288.23	3,791.66	6,500.00
5105 · Repairs/Maintenance	1,120.15	1,083.33	9,345.68	7,583.33	13,000.00
5106 · Garbage/Snow Removal	226.95	508.33	6,072.50	3,558.33	6,100.00
5115 · Office Supplies/Postage	289.45	416.66	2,800.80	2,916.66	5,000.00
5117 · Community Spay/Neuter Expense	220.00	583.33	3,563.80	4,083.33	7,000.00
5119 · Small Equipment	0.00	250.00	1,505.79	1,750.00	3,000.00
5120 · Building/Auto Insurance	0.00	818.18	33,416.08	30,909.09	35,000.00
5125 · Food	364.29	833.33	6,201.27	5,833.33	10,000.00
5127 · Microchips	3,325.00	0.00	3,325.00	0.00	0.00
5130 · Medical Supplies-Vaccines	705.03	1,380.83	6,584.99	9,665.83	16,570.00
5135 · Vet Care	2,150.04	4,166.66	12,430.66	29,166.66	50,000.00
5140 · Spay & Neuter Expense	1,897.00	2,083.33	16,232.20	14,583.33	25,000.00
5145 · Vehicle	47.53	125.00	684.47	875.00	1,500.00
5146 · Dog License Expense	10.00	37.50	140.00	262.50	450.00
5150 · Mileage	0.00	150.00	411.10	1,050.00	1,800.00
5160 · Depreciation	0.00		70,218.30		
5165 · Cash over/short	21.40	8.33	8.22	58.33	100.00
5530 · Cremation Services Expense	125.00	125.00	886.00	875.00	1,500.00
6138 · Pink Lady Expense	358.75	166.66	426.25	1,166.66	2,000.00

6524 · Dog Park	131.64		131.64		
6539 · Computer Software	120.00	583.33	3,933.08	4,083.33	7,000.00
6565 · IT Consulting	0.00	125.00	479.00	875.00	1,500.00
Total 5500 · OPERATING EXPENSE	12,996.88	18,607.28	211,277.22	155,433.19	248,470.00
5550 · GRANT EXPENSE					
5551 · General Grants	0.00	83.33	0.00	583.33	1,000.00
Total 5550 · GRANT EXPENSE	0.00	83.33	0.00	583.33	1,000.00
5600 · FUNDRAISING EXPENSE					
5280 · Live Trap Fundrasier Expense	0.00		1,806.00		
6307 · Calendar Expense	90.00	300.00	855.75	300.00	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	8.33	186.24	58.33	100.00
6317 · Raise The Woof Expense	0.00	0.00	1,182.45	2,100.00	2,100.00
6322 · Rescue Raffle Expense	50.00	0.00	219.00	280.00	2,280.00
6324 · Miscellaneous Expenses	49.97	16.66	49.97	116.66	200.00
6330 · TUFT Golf Outing Expense	8,990.41	5,233.00	9,110.86	7,233.00	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	9,180.38	5,557.99	13,605.77	17,167.99	25,248.00
6000 · OTHER EXPENSE					
5142 · Volunteer Program	160.99	100.00	588.83	700.00	1,200.00
6313 · Direct Solicitations	0.00	5,400.00	6,483.05	10,800.00	10,800.00
6503 · Community Outreach	138.95	166.66	1,501.71	1,166.66	2,000.00
6504 · Memorial Bricks/Tiles	0.00	166.66	0.00	1,166.66	2,000.00
6505 · Professional Fees	1,295.00	833.33	1,733.92	5,833.33	10,000.00
6510 · Publications	0.00	0.00	46.65	5,000.00	10,000.00
6511 · Pet Promotion Expense	85.00	150.00	1,104.73	1,050.00	1,800.00
6515 · Promotions & Advertising	272.05	83.33	754.89	583.33	1,000.00
6525 · Resale Items Expense	1,442.20	1,200.00	14,110.94	8,400.00	30,000.00
6530 · Conferences / Training	0.00	333.33	379.80	2,333.33	4,000.00
6532 · Donor Development	0.00	83.33	339.96	583.33	1,000.00
6533 · Strategic Planning	0.00	100.00	0.00	700.00	1,200.00
6535 · Licenses, Dues, Permits & Fees	724.00	100.00	2,008.00	700.00	1,200.00
6540 · Miscellaneous Expense	0.00	166.66	5,810.01	1,166.66	2,000.00
6561 · Investment Expense	1,183.72	1,703.33	8,013.04	11,923.33	20,440.00
6688 · Naming Opportunity Expense	0.00	50.00	0.00	350.00	600.00
Total 6000 · OTHER EXPENSE	5,301.91	10,636.63	42,875.53	52,456.63	99,240.00
Total Expense	59,294.74	73,702.06	508,364.08	514,052.47	887,146.99
Net Ordinary Income	1,937.87	51,046.22	(127,802.32)	(11,434.21)	393.01
Other Income/Expense					
Other Income					
4300 · Unrealized Gain/Loss	8,009.95		52,396.00		
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	1,000.00		7,166.98		
6518 · Sally's Fund Expense	0.00		(418.00)		

Total 7400 · SALLY'S FUND	<u>1,000.00</u>		<u>6,748.98</u>		
Total 4400 · RESTRICTED REVENUE	<u>1,000.00</u>		<u>6,748.98</u>		
Total Other Income	<u>9,009.95</u>		<u>60,824.35</u>		
Net Other Income	<u>9,009.95</u>		<u>60,824.35</u>		
Net Income	<u>10,947.82</u>	<u>51,046.22</u>	<u>(66,977.97)</u>	<u>(11,434.21)</u>	<u>393.01</u>

Upper Peninsula Animal Welfare Shelter

Days Cash On Hand as of July 2023

	Cash Less Restricted Funds*	Annual Expense	Daily Expense	Days Cash on Hand	
2023	\$722,722.75	\$887,146.99	\$2,430.54	297	(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
September 2023

- We worked with HATS in a cat transfer of 17 cats/kittens right before the BFAS adoption weekend. Out of the 17, 15 have found forever homes already
- Best Friends Animal Society sponsored an adoption weekend September 15-17. \$25 stipend for every dog or cat adoption. The weekend ran with no cat adoption appointments needed. Total number of adoptions: 24 cats, 11 dogs, and 3 rabbits
- Bissel Pet Promotion will be 2 weeks, October 1-15th
- Subaru pet promotion will run through the month of October. We will receive \$100 (up to \$3,100) for every animal that is adopted in the month
- Another big surgery day at Country Vet. In total 15 animals were fixed. Thanks again Laura and staff for your hard work!
- We had our first official staff meeting on September 12th and it went great. Lot's of good ideas generated. I am very excited about where things will go!
- SOP meetings are moving along great!

Sarah Evers
Shelter Manager

August 2023		DOGS		CATS		OTHER	TOTAL	
In Shelter		20		36		12	68	
In Foster		21	0 in true foster	45	1 in true foster	8	74	
TOTAL Beginning Count		41		81		20	142	
INTAKE		DOGS	PUPS <5 mos.	CATS	KITS <5 mos.	OTHER	TOTAL	YTD
Owner Surrender		16	2	25	7	8	58	406
Returned Adoption		1	0	0	0	0	1	22
Stray (from Police, Public and Shelter Pickup)		14	0	19	5	3	41	228
Born in Care		0	0	0	9	0	9	45
Transferred from Other Shelters		1	0	0	0	0	1	77
Special Hold/Service In		0	0	0	0	0	0	3
Seized/Custody (Cruelty & Neglect)		0	0	0	0	0	0	24
Total Intakes		32	2	44	21	11	110	805

OUTCOMES

Adoptions (shelter, foster home or special event)	20	0	46	11	17	94	591
Total Adoptions YTD	170	18	234	53	116	591	
Returned to Owner	13	1	4	3	0	21	157
Transferred to Rescue Groups/Shelters	0	0	0	0	0	0	21
Total Live Outcomes	33	1	50	14	17	115	671

EUTHANIZED/DEATHS/MISSING/STOLEN

Dangerous	0	0	0	0	0	0	1
Dying	0	0	3	0	0	3	7
Animal's Name and Reason			Brie (dying); Bing & Goose (severe medical)				
TOTAL ANIMALS EUTHANIZED	0	0	3	0	0	3	8

Died at shelter/foster home - Unknown	0	0	0	0	0	0	7
Missing/Stolen/Escaped	0	0	1	0	0	1	1
Animal's Name and Reason			Charlie-escaped				
Total Euth/Died/Other Outcomes	0	0	4	0	0	4	17

In Shelter	17		39		9	65
In Foster	27	0 in true foster	33	0 in true foster	3	63
TOTAL Ending Count (per formula)	41		78		14	133
TOTAL Ending Count (per report)	44		72		12	128

SAVE RATE (Intake- Euthanasia Outcome)/Intake						97.3%	99.0%
ASPCA Live Release Rate (Live Outcomes/ Intake)						104.5%	83.4%

OTHER INFO

	Dogs	Cats
Avg. Length of Stay	26.1	36.5
Monthly Return Rate (returns/adoptions)	5%	0%

August 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	1	0	1	4
Microchipping	3	0	0	3	27
Domestic Violence	0	0	0	0	0
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	8	0	0	8	49
Service - Home 2 Home	0	0	0	0	0
Service - Nailtrims	5	8	4	17	167
Service - Dog Licenses	2	0	0	2	12
Service - Cremation Services	1	0	3	4	9
Total	19	9	7	35	292

**UPAWS Finance Committee Minutes
September 2023**

The UPAWS Finance Committee meeting was not held this month. Instead, the July financial reports were reviewed and approved via email.

Review July 2023 Financial Reports: The committee reviewed and discussed the July 2023 financial reports. **It was moved by Jill and seconded by Cole to recommend that the Board of Directors approve the July 2023 financial reports. The motion passed unanimously.**

Next Meeting: Tuesday, October 17th, 2023 at 5pm on Google Meet

Respectfully submitted,

Chris Danik
Treasurer / Finance Committee Chair

FUNDRAISING COMMITTEE
MEETING MINUTES
9/18/23

PRESENT: Lynn Andronis, Chris Danik, Andi Goriesky, Leslie Hurst (virtual), Reva Laituri, Karen Rhodes (virtual)

Meeting called to order at 6:05 pm.

Lynn announced that budgets for 2024 need to be submitted within the next 2 weeks and sent to her.

2022 Fundraisers Updates:

- CFP19 Name a Beer After Your Pet Release Parties: Lynn will reach out to Amber to get update, final reports and future scheduling. We have 2 boxes of the last beer release party t-shirts at the shelter.

2023 Fundraisers:

- Cause For Paws: Lynn met with Pattie at Holiday Inn today. CFP has been rescheduled *again* for Saturday, March 16. The work of the committee should not stop. A planning meeting will be scheduled for early October.
- 2024 Calendar: Underway. Lynn will email Ann to get update. (Note: Lynn failed to add Ann to the meeting announcement, so she was not notified.)
- Rescue Raffle: Leslie reported that Marlene sold tickets at the Mall last weekend. We will be selling them at Sally's Ride on 9/23.
- TUFT: Waiting for final report
- Sally's Ride: Scheduled for 9/23/23 at 11 am. Leslie offered to bring a wine basket and Chris offered to bring a beer basket for the event. Leslie will bring all registration and raffle material to the event. She will also set up an Excel list for bucket raffle numbers. Juliette has access to Eventbrite where participants have registered. Leslie will reach out to her to get information for our records. Karen will do the thank you letters.
- SYM: Scheduled for 9/30 in Negaunee. Chris reported that 42 adults and 4 families have pre-registered as of this date. Lynn will handle registration at the event, Karen will handle raffle and food vendors. Lynn will contact Starbucks for coffee. They will reach out to volunteers. Chris will send out a sign-up genius for volunteers. We have a good supply of goody bags in the fundraising closet and Lynn will handle that.
- 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 meet with M-z-D to clarify dates.

Other Business:

- Intern for Fundraising: Chris will talk to Jill (a member of Finance Committee) to get more information. She had suggested this before. NMU's College of Business wants to meet with us as they are excited about the proposal. Chris will set up meeting.

- [Platinum Partners](#): As of this date, Mares-Z-Doats, Iron Range Agency and Nicolet Bank are our 2023 Platinum Partners. We need to begin the process of contacting business for 2024 Platinum Partners. There is a folder on the drive under Donor Development.
- [Calendar and Contacts List](#): In process of being updated with 2023 info.
- [Canister Report](#): Reva stated that she had placed 3 more canisters in Gwinn. She was unclear if she had uploaded the most recent file which would include August.
- [Fundraiser Business List](#): To be discussed at a later meeting.
- [Fundraising Manual](#): Briefly looked at the manual. Lynn stated that we need to continue to work on this update.

Meeting adjourned at 7:30 pm.

Lynn Andronis
Chair, Fundraising Committee