

## UPPER PENINSULA ANIMAL WELFARE SHELTER

### BOARD OF DIRECTORS MEETING

**Monday, December 18, 2023 / 6 p.m. / Office Area of UPAWS**

<p><b>Mission:</b></p> <p>Our mission is to improve the quality of life and welfare for domestic animals and to provide a safe haven while finding lifelong homes for the animals in our care. We embrace the No Kill* philosophy, seeking to end the euthanasia of healthy and treatable animals.</p>	<p><b>Vision:</b></p> <p>A community where there are no homeless, neglected or abused animals, and where everyone understands and practices the level of commitment and responsibility that pet guardianship entails.</p>
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### Agenda

1. Call to Order/Attendance
2. Approval of Agenda
3. Mission Moment
4. Public Comment
5. Approval of Minutes
  - a. November 27, 2023 Regular Meeting
  - b. November 27, 2023 Closed Meeting Minutes
6. Unfinished Business
  - a. Municipal Contracts
  - b. Report & Recommendation from President RE:SB 0567 & 0568 (table until Jan)
7. New Business
  - a. 2022 AFS/990, Paul Nardi, MTHNK
  - b. LLF Read to a Shelter Pet Program
  - c. Board Meeting Dates for January - April, 2024
8. Communications
9. President's Report
10. Treasurer's Report
  - a. Treasurer's Report
  - b. November 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)
- c. Fundraising Committee Report (Lynn) - written
- d. Strategic Planning Committee Report (Brian)
- e. Personnel Committee Report (Leslie)- verbal
- f. Policy / Bylaw Committee Report (Leslie) - Verbal
- g. Donor Development (Ad Hoc) (Leslie) - Verbal

13. Public Comment

14. Board Comment

15. Closed Meeting - Personnel Discussion

16. Adjournment

Next Board Meeting Date: January TBD, 2024, 6 p.m. at the Shelter

## UPPER PENINSULA ANIMAL WELFARE SHELTER

### BOARD OF DIRECTORS MEETING MINUTES

November 27, 2023

**PRESENT:** Lynn Andronis, Andi Goriesky, Brian Hummel, Leslie Hurst (virtual)

**ABSENT:** Chris Danik (excused), Carol Touchinski (unexcused)

**GUESTS:** Sarah Evers (virtual)

1. Call to Order/Attendance: With quorum established, the meeting was called to order at 6:02 pm. Since Leslie was attending virtually, Brian ran the meeting.
2. Approval of Agenda: *Motion was made by Lynn, seconded by Andi, to accept the Agenda as presented. Motion passed with unanimous consent.*
3. Mission Moment: Andi related that Sally's Fund is in the early stages of a possible horse case. She will provide more details at the next meeting.
4. Public Comment: None.
5. Approval of Minutes:
  - a. October 23, 2023 Regular Meeting – *Motion was made by Andi, seconded by Brian, to approve the Minutes as presented. Motion passed with unanimous consent.*
  - b. E-Vote to Approve 2023-24 Snow Removal Contract – *Motion was made by Chris, seconded by Brian, to hold an e-vote to approve the Report & Recommendation for 23-24 snow removal contract with Rick Garrow Plowing from 11/1/23 to 4/30/24, at a total cost of \$4,500. E-vote was held on 11/13/23. Motion passed with 4 aye votes and 1 abstention.*
6. Unfinished Business:
  - a. Board Retreat, Saturday, Jan 13th – Leslie asked that members please review/update documents on the drive. Leslie will send a meeting invite later.
7. New Business:
  - a. Report & Recommendation from Treasurer RE: 2022 IRS Form 990 Approval – *Motion was made by Lynn, seconded by Andi, to accept the 2022 IRS Form 990 as prepared and presented. Motion passed with unanimous consent.*
  - b. Report & Recommendation from President RE: SB 0567 & 0568 – *Motion was made by Lynn, seconded by Andi, to table the discussion of these legislative bills until a later date. Motion passed with unanimous consent.*
  - c. Report & Recommendation from Shelter Manager RE: Staff Holiday Bonus & Party: *Motion was made by Brian, seconded by Lynn, to approve the spending included in the Report & Recommendation regarding Staff Holiday Bonus & Party, with total amount of \$8,430. Motion passed with unanimous consent. The bonuses will be reflected on the 12/14/23 employees' paychecks.*
8. Communications: None.

9. President's Report: Deferred.

10. Treasurer's Report

- a. Treasurer's Report – Lynn noted the additional revenue that has been generated over 2023 due to implementation of offered services (i.e., nail trims, grooming room, cremation services).
- b. September 2023 Financials - Motion was made by Lynn, seconded by Brian, to accept the September 2023 Financials as presented. Motion passed with unanimous consent.
- c. October 2023 Financials – Motion was made by Brian, seconded by Leslie, to accept the October 2023 Financials as presented. Motion passed with unanimous consent.

11. Shelter Operations Report(s):

- a. Report from the Shelter Manager – Sarah added that we are able to do more on-site at the shelter with van related maintenance due to Sarah's partner who works for an automotive parts dealership in town. In addition, we have two new batteries for the floor scrubber and it is in working order. Snow blower was fixed by Sarah's partner.
- b. Stats – Attached

12. Committee Reports:

- a. Board Development Committee Report – Brian reported that Board Development and Strategic Planning met together. Strategic planning will be discussed at our retreat, along with input from surveys. As a board, we will work on putting it together. (Leslie lost her internet connection at this point, 6:30 pm)
- b. Finance Committee Report - Written report attached.
- c. Fundraising Committee Report - Written report attached.
- d. Strategic Planning Committee Report – See notes under Board Development Committee Report (above).
- e. Personnel Committee Report – Leslie indicated that the committee will be meeting on Wednesday, 11/29.
- f. Policy / Bylaw Committee Report - Written report attached.
- g. Donor Development (Ad Hoc) – Did not meet.

13. Public Comment – None.

14. Board Comment – None.

15. Adjournment- Motion made by Lynn, seconded by Andi, to adjourn the meeting. Motion passed with unanimous consent. Meeting adjourned at 6:37 pm.

Respectfully Submitted,

Countersigned

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Lynn Andronis, Secretary

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Leslie Hurst, President

Next Board Meeting Date: December 18, 2023, 6 p.m. at the Shelter

DRAFT

## **Implementation of Municipal Contract**

- 1) Determine longest notice of termination from existing contracts.
  - 2) Determine effective date based on 1).
  - 3) Draft letter notifying of updated contract, giving the rationale and effective date. Request signature by effective (or a date prior?) and offer a virtual, phone or in-person meeting to discuss (attendance at municipal board meeting?).
  - 4) Need a final municipal contract (without DRAFT watermark) for each municipality with Leslie's signature.
  - 5) Mail the letter, signed contract and a copy of current contract to each municipality.
  - 6) Send email follow-up to each municipality.
- .

Report and Recommendation  
Regarding Updated Municipal Contract

BACKGROUND AND RATIONALE: For many years, UPAWS has attempted to review each of our impound contracts with the various municipalities in our area. An ad hoc group was formed at our February Board Meeting, consisting of 2 board members and 2 employees. At the March 27, 2023 Board Meeting a draft of a revised municipal contract was reviewed. Several suggestions were made and incorporated into the draft. Afterwards, it was sent to Wim McDonald, our lawyer, for his review. On April 5, he emailed his approval of the draft. Now it is ready to be formally approved in its final format by the board.

RECOMMENDATION: The ad hoc group formed to revise the municipal contract recommends that the board approve the attached draft. Additionally, we recommend moving forward with the approved contract and present it to the various municipalities in Marquette County.

Lynn Andronis  
Ad Hoc Group

## Impound Agreement

The Upper Peninsula Animal Welfare Shelter, Inc., whose address is 815 S. M-553, Gwinn, Michigan, 49841, (hereinafter referred to as "UPAWS") and \_\_\_\_\_, whose address is \_\_\_\_\_ (hereinafter referred to as the "Municipality"), (UPAWS and the Municipality are collectively referred to herein as the "Parties"), do hereby agree and contract as follows:

### I. SERVICES

In consideration of the mutual promises contained herein and for other good and valuable consideration, the sufficiency of which is acknowledged by the Parties, UPAWS agrees to provide the following services to the Municipality in accordance with the Fee Schedule contained in Section II.

**A. CARE OF STRAY ANIMALS** - UPAWS shall accept all stray domestic animals (hereinafter, "Strays") found within the Municipality and brought to its shelter at 815 S. M-553, Gwinn, Michigan, 49841, (hereinafter, the "Shelter") by law enforcement officers of the municipality or private persons, up to its capacity of Stray impoundment, with such capacity being determined solely by UPAWS. UPAWS shall provide care for Strays for the period required pursuant to Michigan law after which the Stray shall become exclusive property of UPAWS.

**B. EMERGENCY CARE FOR INJURED ANIMALS** - UPAWS shall arrange emergency care for all injured Strays brought into the shelter. The municipality shall pay/reimburse UPAWS in accordance with the fee schedule in Section II for all emergency medical treatment provided to injured Strays brought to UPAWS by the Municipality for the 24 hour period immediately following the Stray's admission to UPAWS. UPAWS will assume 100% of the cost of medical care provided to Strays beyond the first 24 hours.

**C. SERVICE CALL OUT** – UPAWS will assist law enforcement agencies of the Municipality as necessary in the extraction of animals from properties within the Municipality. UPAWS staff will only extract an animal from a property with the authority of

*Ad Hoc Committee Draft 3/28/23*



a law enforcement agency and with the agency being present.

**D. ANIMAL QUARANTINE/EUTHANASIA** - Strays brought to the shelter that are suspected of having rabies or having bitten a human shall be either confined by UPAWS or euthanized pursuant to the guidelines that shall be established jointly by UPAWS and the Marquette County Health Department. At the end of the confinement period, animals will be disposed of or re-homed at the discretion of UPAWS.

**E. ANIMALS HELD FOR INVESTIGATIVE PURPOSES** - UPAWS shall accept all domestic animals brought to its shelter by law enforcement officers of the municipality which are placed on hold for purposes of investigation and/or prosecution. Said animals will be held until released by the impounding agency. The Municipality shall be required to reimburse UPAWS for the actual cost of any veterinary exams in addition to the costs contained in the Fee Schedule in Section II.

## **II. FEES**

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

Boarding	\$25.00 per animal per day
Euthanasia	\$100.00 per animal
Head Examinations	Actual cost incurred to UPAWS as charged by Veterinarian and/or other participating agencies.
Cremation	\$50 per animal
24 Hours Emergency Veterinary Care	Actual Cost of all emergency medical treatment during the 24-hour period immediately following Stray admission
Service Call Out During Business Hours (8 am to 6 pm)	\$0.00
Service Call Out After Hours	\$25.00 per hour per employee

Animal Medical Care	Based on need and actual cost (ex: vaccines, dewormer, local veterinary exam)
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#### **A. CALCULATION OF DAYS**

Fees as set forth in Section II above, shall begin on the day the animal is admitted to the Shelter. If an animal has evidence of ownership (e.g., collar with tags or microchip), the stray hold will be seven (7) calendar days. If an animal has no evidence of ownership, the stray hold will be four (4) calendar days.

#### **B. CREDIT FOR PAYMENTS BY OWNER**

The Municipality shall receive as a credit against any invoice from UPAWS any amounts paid by owners who have redeemed a Stray.

#### **C. INVOICING AND PAYMENTS**

UPAWS shall invoice the Municipality on a monthly basis and shall include the following information on the invoice:

1. Case Number
2. Description of Animal(s)
3. Date Received
4. Date Released
5. Boarding Days
6. Law Enforcement/Agency Issuing Report Number
7. Individual Admitting the Animal(s)
8. Location where the Animal(s) was/were Found
9. Disposition of the Animal(s)
10. Credit for Animals(s) Redeemed (if applicable)
11. Name of Person(s) Redeeming Animals(s) (if applicable)
12. Billing Date

The Municipality shall remit payment for all invoices sent by UPAWS within forty-five days of billing date.

### **III. EFFECTIVE DATE AND TERMINATION OF AGREEMENT**

This Agreement shall become effective upon signing and continue unless terminated by either party. Either party may terminate this Agreement by providing ten days prior written notice.

### **IV. HOLD HARMLESS**

The Municipality agrees to indemnify and hold UPAWS harmless against any and all claims, suits, orders, or judgments brought or issued against UPAWS as the result of any action taken or not taken by UPAWS pursuant to this Agreement.

### **V. AGREEMENT MAY BE SIGNED IN COUNTERPARTS**

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, and all of which together shall constitute one and the same document. This Agreement may be executed by signatures exchanged via facsimile or other electronic means.

### **VI. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all other prior agreements, understandings, and negotiations, both written and oral, between the Parties with respect to the subject matter hereof.

Dated:

FOR UPAWS

FOR MUNICIPALITY AUTHORITY

\_\_\_\_\_  
President of the Board

Upper Peninsula Animal Welfare Shelter

\_\_\_\_\_  
Name, Title



November 10, 2023

Board of Directors  
Upper Peninsula Animal Welfare Shelter  
815 South State Highway M553  
Gwinn, MI 49841

Dear UPAW Board of Directors:

On behalf of the Literacy Legacy Fund of Michigan (LLF Michigan) Board of Directors, I am extending our continued appreciation for UPAWS' efforts to advocate for animal welfare and work in partnership with other community organizations. UPAWS continues to serve as a guidepost for many who care about the wellbeing of animals who not only provide companionship and service to many, but inspiration for the literary community.

At this time, LLF Michigan is preparing for its next meeting on December 6, 2023, and would like to request an update regarding UPAWS' "Read to a Shelter Pet" program following our donation in 2019-2020. Last we spoke, UPAWS implemented a virtual program due to the Covid 19 lock down. As we continue to move forward following an extended isolation, it is our hope that UPAWS will be able to utilize these resources to the benefit of many animals and children for in-person programming in the near future.

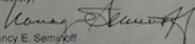
Recently, one of our volunteers brought to our attention the interest of the local homeschool group in reading to animals. Many of these families work hard to provide unique, interactive opportunities for their children. It is our belief that is program could be a perfect fit to meet such an interest. In addition, other parents and veterans have inquired of the program's status during the past few years.

We hope this provides inspiration to reignite this in-person program for these families as well as other potential groups in the community. If needed, we would be happy to put you in contact with members of the homeschool program and veterans' community.

In the meantime, we hope we can count on your renewed interest in offering this in-person program with the support of interested community members. If you have any questions or we could be of any assistance, please let us know.

Thank you again for all you do. I look forward to hearing from you before our board meeting if you meet before then.

Sincerely,



Nancy E. Seminoff

#### LLF Michigan

1314 Picnic Rocks Drive  
Marquette, MI 49855  
906.228.5959  
[llfmichigan@gmail.com](mailto:llfmichigan@gmail.com)

#### Board Members

Nancy (Wiseman) Seminoff, Ed.D.  
President & Board Chair

Lyndsay Carey, M.A.(2)  
Secretary

Gloria J. La Pointe, B.S., CPA  
Treasurer

Carolyn Jane Blough, M.A.  
Member-at-Large

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Roxanne Daust, B.S.

Angela Hentkowski, J.D., LL.M (2)

Laura Lamp, BSN

Erin Paad, B.S.




Kristin Tessman, J.D.

Kori Tossava, M.A.

Melinda Vokal, A.A.

*The Literacy Legacy Fund of Michigan supports the improvement of a literate Michigan citizenry of all ages through the distribution of charitable funds to enhance literacy-related efforts.*

LLF Michigan is a 501(c)3 charitable corporation. EIN 26-3673521

Visit us at [www.literacylegacyfund.org](http://www.literacylegacyfund.org) Find us on   



# LITERACY LEGACY FUND of Michigan



*supporting a literate Michigan citizenry of all ages*



February 10, 2020

## LLF Michigan

### Board Members

Nancy (Wiseman) Seminoff, Ed.D.  
Board Chair & Treasurer  
906.228.5959  
[wisemanassoc@sbcglobal.net](mailto:wisemanassoc@sbcglobal.net)

Phyllis Aurich, B.S.  
Development Chair: Exhibits  
& Fundraising

Carolyn Jane Blough, M.A.  
Development Chair: Donor  
Solicitation

Gwendolyn Graham, M.A.  
Secretary

### Advisory Group

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David M. Bammert, M.A.  
James C. H. Edwards, M.A.  
Kenneth J. Helinski, Ed. Sp.  
Barbara Ojibway, M.A.  
Sheila Potter, M.A.  
Janalee Raskin, M.A.

## LETTER OF UNDERSTANDING BETWEEN THE UPPER PENINSULA ANIMAL WELFARE SHELTER AND THE LITERACY LEGACY FUND OF MICHIGAN (LLF Michigan)

### REGARDING: Read to Your Shelter Pet Program from January through December 2020

#### THE UPPER PENINSULA ANIMAL WELFARE SHELTER (UPAWS) AGREES TO DO THE FOLLOWING:

1. Complete the standard LLF Michigan grant application and request for funding forms so that everyone understands what we would normally require, recognizing that we intend to modify the amount of work required by UPAWS personnel through this special project award
2. Establish a separate funding category (temporarily restricted fund) to track donations from LLF Michigan for use in the purchase of materials and agreed upon other expenses related to the program;
3. Provide a financial accounting, preferably quarterly but at a minimum every 6 months, during the special project period for payments related to the program;
3. Provide evidence of the impact of the program on human and shelter participants using qualitative and quantitative data as appropriate,
4. Provide recognition of LLF Michigan as the lead sponsor of this program in all publicity related to it.
5. Utilize books remaining books in 2020 purchased through LLF Michigan funding in fall 2019 year for the ice cream social and kickoff.

#### THE LITERACY LEGACY FUND OF MICHIGAN AGREES TO DO THE FOLLOWING:

1. Provide up to \$2,500 in support of the project, with increments as requested in writing by UPAWS:
  - Committed \$510 to the kickoff of the program at an Ice Cream Social in Fall 2019
  - Provide remaining \$1,990 to fully implement program in early 2020;
2. Publicize the sponsorship of the program on its website and through other publicity vehicles as appropriate.
3. Consider the award in the future of a Legacy Grant based on the successful implementation of this special project.
4. Continue to provide volunteer support as available during the Read to Your Shelter Pet programs.

Signed:

\_\_\_\_\_  
Reva Laituri  
Board President

Date: \_\_\_\_\_

\_\_\_\_\_  
Nancy E. Wiseman Seminoff  
Board Chair

*The Literacy Legacy Fund Michigan supports the improvement of a literate Michigan citizenry of all ages through the distribution of charitable funds to enhance literacy-related efforts.*

LLF Michigan is a 501c3 charitable corporation. EIN 26-3673521

Visit us at [www.literacylegacyfund.org](http://www.literacylegacyfund.org)



**UPPER PENINSULA ANIMAL  
WELFARE SHELTER**

815 S. State Hwy M553, Gwinn, MI 49841

[www.upaws.org](http://www.upaws.org) [info@upaws.org](mailto:info@upaws.org)

Phone: 906-475-6661

December 18, 2023

Dear Literacy Legacy Fund of Michigan Board of Directors,

I am writing to update you on the in-shelter Read to Your Shelter Pet program, presented by the LLF of Michigan and UPAWS. Here are the key points.

Program plan:

- The target start date for the program is February 1st.
- The program will occur every other Thursday from 4 PM to 5:30 PM.
- Once parents and children complete the volunteer application, waiver of liability, and Read to Your Shelter Pet PowerPoint, they can sign up for their preferred reading time through the UPAWS online designated link.
- We will be limiting each session to a maximum of four children.
- Reading sessions will only be held with cats or small critters, as the public is not allowed in our dog area.
- Both parents and children must watch the orientation PowerPoint to understand proper behavior at the shelter and receive tips on reading a cat's mood.
- All adults in the family who plan to accompany the child must apply and sign the waiver for our volunteer program.
- It is required always to have one adult present for every two readers, and stay with them at all times.
- Readers will range from 1st to 8th graders.

Advertising:

- Marketing of the program will be done on our website, the spring 2024 Pet Gazette, and monthly on social media.
- The program will be announced to schools, home-school parents, and youth groups.

I also want to thank the LLF of Michigan for your support. I apologize for the delay in launching the in-shelter reading program and appreciate your patience.

Sincerely,

*Ann Brownell*

Ann Brownell  
Community Outreach and Volunteer Coordinator  
906-475-6661  
[www.upaws.org](http://www.upaws.org)

# Shelter Buddies Read to Your Shelter Pet Program



**LITERACY LEGACY FUND  
of Michigan**

Advancing Literacy Through Leadership





# Sponsored by:

*Literacy Legacy Fund of Michigan* (LLF Michigan) has contributed to the Upper Peninsula Animals Welfare Shelter (UPAWS) to assist with the UPAWS “Read to Your Shelter Pet Program”.

This program pairs children with pets and books. Reading to the pets fosters socialization for the pet while increasing the child’s reading skills.





# Program Information:

- ▶ Shelter Buddies Reading Program participants must register for open time slots online through the UPAWS 'Sign Up Genius' link.
- ▶ When you arrive at UPAWS, please sign in and out at the Volunteer Station at UPAWS.
- ▶ Adults must always be with their child.
- ▶ Pick a book from our Reading Library or bring your own. We have cushions and stools to use.
- ▶ Children should spend at least 30 minutes reading to the animals; at least 10 minutes per animal if you choose to read to multiple animals.
- ▶ Allow shelter staff and volunteers to access the animals if they need to.

# Continued...

- ▶ The focus of the program is reading—please do not pick up or handle the animals.
- ▶ Please sit sideways to the animal's kennel, with strictly verbal interaction only.
- ▶ Read only during shelter-approved reading times. You must sign up.
- ▶ Report any injury that may occur immediately to the Volunteer Coordinator or Shelter Supervisor.
- ▶ Find another animal to read to in the event a potential adopter is interested in the one currently being read to.
- ▶ Have fun making a positive difference in the lives of shelter animals!

# Friendly Reminders for Parents & Guardians

Always stay with child while  
he/she reads to the pets.

Be a quiet, encouraging observer  
while child reads to the pets.

Do not eat or drink while in pet  
areas.

Wash hands before entering the  
room and before leaving the  
room.

Follow directions given by staff  
and volunteers.



# Thank you!



**LITERACY LEGACY FUND  
of Michigan**

Advancing Literacy Through Leadership





**Upper Peninsula Animal Welfare Shelter, Inc.**  
**Shelter Buddies Read to Your Pet Program**  
**Release of Liability and Photo/Video Consent**

I understand that the U.P.A.W.S. handles a large number of animals on a daily basis, that the temperament of these animals is often unknown to the U.P.A.W.S. staff and that the U.P.A.W.S. can make no guarantee as to the health or temperament of any animal.

I also understand that my child(ren) and I may sustain a scratch or bite in being around or handling the animals, and that the animals may carry illnesses and diseases that could possibly be contagious to people and other pets.

I understand that the above is illustrative of the types of risks involved our participation in the Shelter Buddies Read to Your Pet Program, but not a complete list of risks.

I understand that the activities on behalf of the U.P.A.W.S. could place me in a hazardous situation and could result in injury to me or my personal property.

I understand that my own insurance will have to cover any accident or injury that may occur while volunteering.

I understand that pictures/video may be taken during the program, to be used for promotional purposes. I also hereby grant the U.P.A.W.S permission to use my child(ren)'s and my likeness(es) in photograph(s) or video(s) in any and all of its publications, including website and social media entries, without payment or any other consideration.

By signing my name below, for myself and on behalf of my child(ren), my heirs, personal representatives and assigns, I hereby release, discharge, indemnify and hold harmless the U.P.A.W.S. and its directors, officers, employees, assigns, managers, successors, and agents from any and all claims, causes of action, obligations, liabilities and demands of any nature, whether known or unknown, arising out of or in connection with my child's participation and my participation in the Shelter Buddies Read to Your Shelter Pet Program on behalf of the U.P.A.W.S.

Name of Parent/Guardian (please print): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Names of Child(ren) Participating:

\_\_\_\_\_

U.P.A.W.S Staff Member: \_\_\_\_\_

Date: \_\_\_\_\_

## **PRESIDENT'S REPORT**

December, 2023

- Municipal contract adoption.
- Personnel Policy research & updates.
- Personnel meetings with Sarah & staff (very time-consuming).
- LLF meeting & follow-up.
- Outreach to memorial garden vendors (prior and current).
- Adoption process clarification.
- PetPoint 6 vs PetPoint5 and consistent information.
- CRM data discrepancies with Lynn.
- Thank You cards with Lynn and Karen.
- Donation follow-up calls (Wealth Strategy Group needed EIN, others clarification on donation amounts, I will handle year-end statements so please send requests to me)..

Respectfully submitted,

Leslie Hurst  
UPAWS Board President

## December Shelter Update

- Bissel “Empty the Shelter” Event was held December 7-17th. We had discounted adoption fees (\$50 dogs, \$10 cat over 6 months old) and Bissel donates \$25 for each animal adopted
- The winter newsletter went out and we are already seeing donations come in!
- With the Facebook post about UPAWS dealing with 5 potential humane cases, we received overwhelming support from the community with both monetary and supply donations as well as a handful of potential foster homes
- The shelter will be closed Christmas Eve, Christmas Day, New Years Eve, and New Year's Day to give the shelter staff time with their family and friends. It is generally a slow two weeks with the holiday and people traveling
- Christmas bonus' reached the staff in their last paycheck.
- The Holiday Pop Up Shop has done very well, with \$10,117.91 in gross sales as of December 13, 2023
- The search for a new coordinator continues, with interviews being held as of this update. I am hopeful to have a new coordinator starting soon!
- Winter maintenance of the building is complete, even with no snow now, we are ready!

Sarah Evers, LVT  
Shelter Manager

November 2023	DOGS		CATS		OTHER	TOTAL	
In Shelter	15		48		7	70	
In Foster	29	0 in true foster	84	3 in true foster	1	114	
<b>TOTAL Beginning Count</b>	<b>44</b>		<b>132</b>		<b>8</b>	<b>184</b>	
INTAKE	DOGS	PUPS <5 mos.	CATS	KITS <5 mos.	OTHER	TOTAL	YTD
Owner Surrender	5	4	20	16	18	63	560
Returned Adoption	2	0	1	0	0	3	30
Stray (from Police, Public and Shelter Pickup)	7	0	15	1	1	24	371
Born in Care	0	0	0	0	0	0	54
Transferred from Other Shelters	0	0	0	0	0	0	127
Special Hold/Service In	0	0	0	0	0	0	3
Seized/Custody (Cruelty & Neglect)	7	7	2	0	5	21	52
<b>Total Intakes</b>	<b>21</b>	<b>11</b>	<b>38</b>	<b>17</b>	<b>24</b>	<b>111</b>	<b>1197</b>

#### OUTCOMES

Adoptions (shelter, foster home or special event)	16	0	51	23	11	101	883
<b>Total Adoptions YTD</b>	<b>210</b>	<b>19</b>	<b>331</b>	<b>88</b>	<b>147</b>	<b>795</b>	<b>795</b>
Returned to Owner	9	0	8	2	0	19	215
Transferred to Rescue Groups/Shelters	0	0	2	2	0	4	25
<b>Total Live Outcomes</b>	<b>25</b>	<b>0</b>	<b>61</b>	<b>27</b>	<b>11</b>	<b>124</b>	<b>1025</b>

#### EUTHANIZED/DEATHS/MISSING/STOLEN

Dangerous	0	0	0	0	0	0	1
Dying	2	0	1	0	0	3	11
Animal's Name and Reason							
<b>TOTAL ANIMALS EUTHANIZED</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>12</b>

Brandi & Gabby - dying (seniors) Owen - dying

Died at shelter/foster home - Unknown	1	0	1	0	0	2	16
Missing/Stolen/Escaped	0	0	0	0	0	0	1
Animal's Name and Reason	Charmy- unknown		Cottonball - unknown				
<b>Total Euth/Died/Other Outcomes</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>30</b>

<b>In Shelter</b>	<b>26</b>		<b>42</b>		<b>20</b>	<b>88</b>	
<b>In Foster</b>	<b>22</b>	in true foster	<b>55</b>	in true foster	<b>1</b>	<b>78</b>	
<b>TOTAL Ending Count (per formula)</b>	<b>48</b>		<b>97</b>		<b>21</b>	<b>166</b>	
<b>TOTAL Ending Count (per report)</b>	<b>48</b>		<b>97</b>		<b>21</b>	<b>166</b>	
<b>SAVE RATE (Intake- Euthanasia Outcome)/Intake</b>						<b>97.3%</b>	<b>99.0%</b>
<b>ASPCA Live Release Rate (Live Outcomes/ Intake)</b>						<b>111.7%</b>	<b>85.6%</b>

#### OTHER INFO

	Dogs	Cats
Avg. Length of Stay	85.6	54.9
Monthly Return Rate (returns/adoptions)	13%	1%



<b>Nov 2023 - CLINIC SERVICES</b>	<b>DOGS</b>	<b>CATS</b>	<b>OTHER</b>	<b>TOTAL</b>	<b>YTD</b>
Owner Requested Euthanasia	0	0	0	0	2
Bite Hold (for Owner)	0	0	0	0	0
Spay/Day	0	0	0	0	22
Community Spay/Neuter (Spay It Forward)	1	0	0	1	7
Microchipping	5	1	0	6	36
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	63
Service - Home 2 Home	0	0	0	0	0
Service - Nailtrims	13	7	9	29	224
Service - Dog Licenses	0	0	0	0	13
Service - Cremation Services	0	0	1	1	11
<b>Total</b>	<b>25</b>	<b>8</b>	<b>10</b>	<b>43</b>	<b>378</b>

**FUNDRAISING COMMITTEE  
MEETING MINUTES  
11/20/23**

**PRESENT:** Lynn Andronis, Stephanie Blackburn (virtual), Chris Danik (virtual), Sara Evans (virtual), Andi Goriesky, Leslie Hurst (virtual), Reva Laituri, Marlene Ombrello, Vee Ann Pokorski, Karen Rhodes (virtual)

Reminder: Budgets for 2024 need to be submitted to Lynn.

**2022 Fundraisers Updates:**

- CFP19 Name a Beer After Your Pet Release Parties: We received a check for the last event for \$868. One last party remains.... (NOTE: We have 2 boxes of the last beer release party t-shirts at the shelter.)

**2023 Fundraisers:**

- 2024 Calendar: Underway. We still need a budget for the 2025 calendar and a person to chair this event.
- Rescue Raffle: The report that is on the drive is not complete. Leslie needs to complete the final reconciliation. At this point, revenue is \$5,821 with expenses of \$2,219.
- Sally's Ride: Held on 9/23/23. Final report is on drive. At this point, revenue is \$5,644 and expenses are \$788. Per Leslie, net revenue is \$4856.
- Mares-z-Doats: Lynn will meet with M-z-D to clarify dates. No update given.
- Canisters: Per 10/31/23 sheet we are a little bit behind where we were in 2022 (about \$250). An updated spreadsheet is on the drive as "2023 Fundraising Budget". Leslie asked if the restitution money has been received for the theft from Cedar Motor Inn canister. We will investigate. Lynn will attempt to contact Laura Rotunda with Firestation (again) regarding canister placements at their locations.

**2024 Fundraisers:**

Lynn informed the committee that older retail items will be put into a tote in the fundraising closet for us to use as part of a raffle bucket. We will need to advise Chris of the items and cost so he will be able to remove it from our inventory at the correct price.

- Raise the Woof 2024: Scheduled for 1/19/24.
- Cause For Paws: CFP has been rescheduled for Saturday, March 16, 2024. Andi, Leslie and Lynn met with the Marketing Club on 11/2/23 and discussed their involvement in CFP 2024. They have agreed to help with the marketing (social media, flyers, etc.) and will begin on drafting material for us to review in January. Leslie will send the email to them regarding our understanding. Additional meeting was held on 11/13/23. This group will be meeting again on Tuesday, 12/5/23 at 5:30 pm in the offices of Select Realty. Budget for this event is in the process of being revised as needed.
- Pet Photo 2025 Calendar: Budget needed as well as chair for this fundraiser.
- Rescue Raffle: Unclear if this event will be held in 2024. Leslie reported that she had a difficult time getting people to sell tickets. Lowest amount this year of all years, although on-line sales were better. If we move forward with this fundraiser, we need a Chair and budget.
- Tadych Marketplace Pet Tags (third party): Liaison? Budget needed. Tadych submitted the check request for the Pet Tags, but we haven't received it yet. We did receive a check from Tadych last week for receipts that has not been deposited at this point. There was some

difficulty entering it in the POS system which has been now resolved and check will be deposited.

- TUFT: Scheduled for Thursday, 7/18/24. Chair needed. Karen has offered to help with this event but will not be able to chair it.
- SYM: Chair? Chris has offered to prepare a 2024 budget for this event. As of yet, no venue has been determined. Andi suggested the Marquette County Fairgrounds as a possible location, to coincide with the AKC show on Labor Day weekend. Other options are Heritage Trail in Negaunee and Lower Harbor in Marquette.
- Sally's Ride: Budget needed; Leslie and Andi will prepare.
- Canisters: Budget submitted and posted on the drive.

#### **Other Business:**

- Beth Millner UPAWS necklace: Lynn picked up material from their offices to promote at the shelter; includes necklace in a shadow box, banner and business cards. Per Jane, the Manager, the necklace with chain is ours to do with as we please. Raffle/Auction item?
- Intern for Fundraising: UPDATE? 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 follow up but Personnel Committee needs to develop a job description and budget for this position.
- Platinum Partners: UPDATE for 2024. 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 identifying and contacting business for 2024 Platinum Partners. There is a folder on the drive under Donor Development. There was some discussion of having this promotion taken care of within the Fundraising Committee as the funds offset the costs of the fundraisers. Lynn and Leslie will work on this. A draft of the letter has been posted to the drive. We also need to think about other businesses to approach (e.g., Meijers, Fox Motors, Eagle Mine, NMU, Fire Station, etc.). Andi has offered Select Realty as another PP and will approach Eagle Mine.
- Calendar and Contacts List: In process of being updated with 2023 info.
- Canister Report: Updated and on drive.
- Fundraiser Business List: To be discussed. On the drive as "Fundraiser Business List 2022 DRAFT". We need to update this list.
- Fundraising Manual: Briefly looked at the manual. Lynn stated that we need to continue to work on this update.

**December Meeting has been set for Tuesday, 12/19/23 at 6 pm at the shelter, with an option for virtual attendance.**

Respectfully submitted,

Lynn Andronis, Chair