

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

Wednesday, July 24, 2024 / 6 p.m. / Cliffs-Eagle Mine Community Room

Mission: Our mission is to improve the quality of life and welfare for domestic animals and to provide a safe haven while finding lifelong homes for the animals in our care. We embrace the No Kill* philosophy, seeking to end the euthanasia of healthy and treatable animals.	Vision: A community where there are no homeless, neglected or abused animals, and where everyone understands and practices the level of commitment and responsibility that pet guardianship entails.
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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. June 26, 2024 Regular Meeting
6. Unfinished Business
 - a. Report & Recommendations from Shelter Manager RE: Vet Center Kennels
 - b. Report & Recommendations from Shelter Manager RE: Vestibule Keypad
 - c. Memorial Garden
 - d. Senate & House Bills
 - e. Municipal Contracts
 - f. Trademark
7. New Business
 - a. Re-Election of Chris Danik to the Board of Directors
 - b. Report & Recommendations from Finance Committee RE: Budget Amendment
8. Communications
 - a. Plaque, Thank You
9. President's Report
10. Treasurer's Report (*motion to accept*)

- a. July 2024 Treasurer's Report
- b. June Financials

11. Shelter Operations Report(s)

- a. Report from the Shelter Manager (Sarah)
- b. Stats - June 2024

12. Committee Reports

- a. Board Development Committee Report (Brian) - Verbal report
- b. Finance Committee Reports (Chris) - Report submitted
- c. Fundraising Committee Report (Lynn) - Report submitted
- d. Strategic Planning Committee Report (Brian) - Did not meet.
- e. Personnel Committee Report (Leslie) - Report submitted
- f. Policy / Bylaw Committee Report (Leslie) - Report submitted
- g. Donor Development (Ad Hoc) (Leslie) - Did not meet.
- h. Membership (Ad Hoc) (Chris) - Report submitted

13. Public Comment

14. Board Comment

15. Adjournment

Next Board Meeting: Wednesday, August 28, 2024 6pm, Cliffs-Eagle Mine Community Room, UPAWS

UPPER PENINSULA ANIMAL WELFARE SHELTER
BOARD OF DIRECTORS MEETING

Wednesday, June 26, 2024

Minutes

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

ABSENT: Carole Toucinski (excused)

STAFF: Laura Rochefort, Ann Brownell

GUESTS: Reva Laituri

1. Call to Order/Attendance: Meeting was called to order at 6:02 pm.
2. Approval of Agenda: *Andi made a motion, seconded by Chris, to approve the Agenda as presented. Motion passed with unanimous consent.*
3. Mission Moment: None.
4. Public Comment: Ann passed around a condolence card for Sarah who had to euthanize her dog today.
5. Approval of Minutes:
 - a. March 27, 2024 Closed Meeting: *Brian made a motion, seconded by Andi, to approve the Minutes as presented. Motion passed with unanimous consent.*
 - b. May 15, 2024 Regular Meeting: *Andi made a motion, seconded by Lynn, to approve the Minutes as presented. Motion passed with unanimous consent.*
6. Unfinished Business:
 - a. Memorial Garden: No written report but Leslie gave a verbal update. She indicated that she and Linda have changed course a little bit and are getting complete quotes. There is a possibility that we will not replace marble foot path. The tiles have been cleaned. The concrete area needs cleanup and Leslie is talking to Fraco for a solution. We have orders but no payments have been permitted due to webpage being down. We will stay with same style. Work is moving along and we will replace Crystal's tree in memory of Bob. We have feelers out for naming styles. Hopefully, at our July meeting will have a plan to spend the money to improve the garden. Pavers were not finished and we need bids to have someone finish and finalize, along with a plan moving forward.
 - b. Membership Workgroup/Ad Hoc Committee: *After discussion, Lynn made a motion, seconded by Brian, to form an ad hoc committee to review our current membership design. Motion passed with Chris abstaining. Chris, Andi and Brian have agreed to serve on this ad hoc committee.*
 - c. Senate & House Bills: Leslie has been checking the MPA website regarding these bills and contact information. As of this point, there has been no movement.
 - d. Municipal Contracts: Leslie reported that there has been no movement on this issue.
 - e. Trademark: We have received no report/update from Carole as to the status of this issue. Applying for a trademark at the state level would cost \$50.00 and trademark at the national level would cost thousands of dollars. *After discussion, Lynn made a motion, seconded by*

Andi, to move forward with registering UPAWS trademark at the state level. Motion passed with unanimous consent.

7. New Business:

- a. Report & Recommendations from Shelter Manager RE: Vestibule Keypad: This additional keypad needs to be done to secure access from the vestibule to the rest of the building. At this point, the R&R lists only one quote from 906 Technologies. It was pointed out that Superior Eagle also does same work. We need 3 quotes, per Bylaws. After discussion, consensus is to have Sarah investigate further, obtain additional quotes and resubmit the R&R.
- b. Report & Recommendation from Shelter Manager RE: Vet Center: We received a letter from a donor (attached) indicating that she would like to gift \$7,000 from her required minimum disbursement funds to fund the purchase of instrumentation and equipment for the surgical suite. This disbursement would not be made until early 2025. We also discussed a possible naming opportunity for her donation, possibly a plaque in the Vet Center. Laura indicated that we are also looking to purchase a bank of kennels for vet center and has gotten a quote from Suburban Surgical for approximately \$4000.00 which would increase the total cost of completion of needed equipment. She also needs to investigate the appropriate height of a kennel to accommodate our larger dogs. Laura will ask for discount for the kennels. The cost of R&R that was submitted totals a little over \$8,000, but does not include the bank of kennels. **NOTE: ANDI LEFT AT THIS POINT, 6:45 pm.** *Lynn made a motion, seconded by Chris, to purchase the equipment and supplies listed in the submitted R&R. Motion passed with unanimous consent.* An additional R&R for the cost of a bank of kennels will be submitted at a later point.
- c. 2024 Organizational Meeting: Per Bylaws, this meeting shall be held within ten (10) calendar days after the July monthly meeting wherein all officers shall be elected. The President may appoint new committee chairpersons too. It was decided to hold 2024 Organizational Meeting after our July Board Meeting on 7/24/24.

8. Communications: None

9. President's Report: No written report submitted by Leslie. Most of her activities over the past month have been on items earlier discussed.

10. Treasurer's Report: *(motion to accept)*

- a. June 2024 Treasurer's Report: Written report submitted by Chris.
- b. March Financials: *Lynn made a motion, seconded by Brian, to accept the March Financials as presented. Motion passed with unanimous consent.*
- c. April Financials: *Lynn made a motion, seconded by Brian, to accept the April Financials as presented. Motion passed with unanimous consent.*
- d. May Financials: *Brian made a motion, seconded by Lynn, to accept the May Financials as presented. Motion passed with unanimous consent.*

11. Shelter Operations Report(s):

- a. Report from the Shelter Manager Sarah Evers: Materials used for transfers are now stored separately. In addition, a new maintenance person, Mike Sanderson, started this week and one new caregiver starts tomorrow with another caregiver starting the beginning of July.
- b. Stats May 2024: Madeline, a cat, escaped earlier this year but was only listed as Missing in May due to hopes that she would be found.

12. Committee Reports:

- a. Board Development Committee Report: Brian stated that he has an application to review and a renewal app from a current board meeting. Intention is to have R&R for July meeting. Lynn offered to sit on this committee and suggested Crystal S. as a possible member.
- b. Finance Committee Reports: Written report submitted by Chris.
- c. Fundraising Committee Report: Written report submitted by Lynn for May meeting. June meeting minutes will be submitted next month, along with July meeting minutes. Chris to send info on a person who would like to be on committee.
- d. Strategic Planning Committee Report: Brian would like to get back on track for this committee. It was decided to meet before July board meeting at 5 pm. Brian will give us our homework from last meeting.
- e. Personnel Committee Report: Written report submitted by Leslie.
- f. Policy/Bylaw Committee Report: Written report submitted by Leslie. A R&R will be submitted for our July meeting.
- g. Donor Development (Ad Hoc): Leslie reported that there has been no meeting.

13. Public Comment: Laura suggested contacting Greenstone Landscaping for a quote for work on the memorial garden.

14. Board Comment: None

15. Adjournment: *Lynn made a motion, seconded by Brian, to adjourn the meeting. Motion passed with unanimous consent.* Meeting adjourned at 7:31 pm

Respectfully Submitted,

Counter-Signed

Lynn Andronis, Secretary

Leslie Hurst, President

Report & Recommendation
June 26th, 2024

Recommendation to the UPAWS Board of Directors

The Vet Center Committee is recommending the purchase of 2 metal kennel banks along with the required furnishings to make the unit whole and mobile. With this purchase, there would be 2 configurations to allow for taller, longer, and/or wider dogs.

- The Report & Recommendation is for UPAWS to purchase 2 metal banks from Suburban Surgical to complete the full unit of 8 banks total
 - 48"W x 36"H double door with divider (enables us to make this into 2 smaller or 1 larger kennel as needed)
 - 24"W x 36"H single door
- It is also recommended to purchase the mobile base to allow more thorough cleaning and sanitation under the banks
- The cost of both metal banks, divider, mobile unit with castors, all required assembly parts, and s&h would be \$2,808.05 with the breakdown below
 - \$1,649 48"W x 36"H double door and 24"W x 36"H single door
 - \$141.95 Double door divider panel
 - \$294.10 Mobile base
 - \$473 Freight
 - \$250 Lift gate and inside delivery
- Manufacturing is 30 days

A quote from Midmark/Shorline has been attached as well. Midmark and Suburban Surgical kennel banks are not compatible so a full unit (all 8 kennels plus) would need to be purchased if Midmark is the preferred manufacturer.

- The cost of the the full unit as pictured and not including freight and delivery
 - \$7,742.76

Submitted by:
Laura Rochefort
Veterinary Assistant

Sarah Evers
Manager, LVT (please fix as needed)

SUBURBAN SURGICAL CO., INC.

275 TWELFTH STREET * WHEELING, ILLINOIS 60090
847-537-9320 * 800-323-7366 * (Fax) 847-537-9061

PROPOSAL NUMBER 202558

SHIP TO: UPPER PENINSULA ANIMAL WELFARE
815 S STATE HWY M553
GWINN MI 49841-0000

CONTACT:
MS LAURA ROCHEFORT
906-475-6661

ACCOUNT NUMBER: 9064756661
CURRENT PHONE NUMBER: 906-475-6661

SOLD TO: UPPER PENINSULA ANIMAL WELFARE
ACCOUNTS PAYABLE
815 S STATE HWY M553

CONTACT:
MS LAURA ROCHEFORT
906-475-6661

GWINN MI 49841-0000

ACCOUNT NUMBER: 9064756661
CURRENT PHONE: 906-475-6661

DATE ENTERED: 06/21/2024
DATE PRINTED: 06/26/2024 3:05 PM

=====
EARLIEST DATE PRODUCTS CAN BE RECEIVED: CUSTOMER TO ADVISE
2400001120 STEVE DEPHILLIPS x3522 SDDEPHILLIPS@SSCIUSA.COM
CUSTOMER PURCHASE ORDER #:
LROCHEFORT@UPAWS.ORG
=====

Product(s) preceded by * are non-stocked, non-cancellable and non-returnable.
- orders of less than \$100 there has been a \$50 upcharge applied to the order
- items with a cost of less than \$100 are no longer returnable, this is based
on an individual item cost, not a total cost of an order

SSCI REQUIRES CUSTOMER APPROVAL OF THE FOLLOWING:

- (1) THE SIGNED ACCEPTANCE COPY OF THIS AGREEMENT
- (2) \$4,203.75 DOWNPAYMENT REQUIRED
- (3) THE SIGNED LINE DRAWINGS

3000004077
12110-00-AAFNEI

~~3000004078
12115-50-LBAHEI~~

In order to insure that SSCI manufactures and ships this agreement, SSCI needs to know the earliest date that you can actually receive your product(s). Please provide SSCI the EARLIEST DATE PRODUCT(S) CAN BE RECEIVED ___/___/___.

Proposal Number: 202558

*
* SSCI Manufacturing Lead Time *
*

30 Days Manufacturing time is required for the product(s) on this agreement. These Manufacturing days start after SSCI has received all the requirements requested of the customer per this agreement.

*
* SSCI Schedules Your Ship Date *
*

Customer's earliest date product(s) can be received at Ship To facility.

SSCI's latest date is the product(s) manufacturing lead time. SSCI cannot assign the latest date until we have received all the requirements requested from the customer per this agreement.

SSCI will not ship the product(s) before the Earliest Ship Date and on or before the Latest Ship Date, with delivery to follow. Back ordered products(s) will be shipped, with delivery to follow, when available.

PROJECT NUMBER(S) : IU6 0004 ENG
 IW1 0014 P/S
 IU7 0032 LN ITM
 IU8 0035 NESTING

Proposal Number: 202558

ITEM	PRODUCT NUMBER	PRODUCT DESCRIPTION	QTY ORD	UNIT PRICE	EXTENDED AMOUNT
1	12115-50-LBAHEI	6'W 28.250"D-SS MOBILE BASE FOR REGAL CAGE ARRANGEMENTS	1	294.10	294.10
2	12110-00-AAFNEI	36H 28.250D SS DIVIDER PANEL WITH RETAINING ROD DD REGAL CAGES	1	141.95	141.95
3	3000004077	* CA060EI-1FDD1BD-2ZDB-4ZAA 6-FOOT(1.83M) WIDE 8-CAGE REGAL CAGE ARRANGEMENT * THIS IS A NON-STOCKED PRODUCT	1	1,649.00	1,649.00
4	3000004078	* CA060EI-2DD-2ZDB-4ZAA 6-FOOT(1.83M) WIDE 8-CAGE REGAL CAGE ARRANGEMENT * THIS IS A NON-STOCKED PRODUCT	1	1,395.70	1,395.70
5	9105	FREIGHT CHARGES	1	473.00	473.00
6	9125	LIFTGATE DELIVERY SERVICES SPECIFIES THAT THE SHIPPING COMPANY WILL MOVE YOUR ITEMS FROM INSIDE THE TRUCK TO THE LIFTGATE. THEY WILL THEN LOWER THE LIFTGATE TO STREET LEVEL. THE SHIP TO FACILITY WILL THEN REMOVE ITEM(S) OFF THE LIFTGATE. THE SHIPPING COMPANY WILL CONTINUE THIS PROCEDURE UNTIL ALL FACILITY ITEMS ARE BROUGHT TO STREET LEVEL. THE FACILITY IS THEN RESPONSIBLE FOR FINAL MOVEMENT OF GOODS, UNPACKING AND DEBRIS REMOVAL.	1	125.00	125.00
7	9135	INSIDE DELIVERY SERVICE REQUIRES THE PURCHASE OF LIFTGATE SERVICE. INSIDE DELIVERY SERVICE SPECIFIES THAT THE SHIPPING COMPANY WILL MOVE YOUR ITEM(S) TO THE TRUCK'S LIFTGATE AND LOWER THE LIFTGATE TO STREET LEVEL. THIS SHIPPING COMPANY	1	125.00	125.00

Proposal Number: 202558

ITEM	PRODUCT NUMBER	PRODUCT DESCRIPTION	QTY ORD	UNIT PRICE	EXTENDED AMOUNT
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WILL THEN DELIVER ALL FACILITY ITEMS INSIDE THE FACILITY'S FIRST SET OF DOORS WHICH MUST PROVIDE AN UNIMPEDED PATHWAY. THE SHIPPING COMPANY WILL NOT PROVIDE INSIDE DELIVERY IF ANY OF THE FOLLOWING ARE PRESENT AT THE SHIP TO FACILITY STAIRS OF ANY KIND THAT THE SHIPPER WOULD NEED TO USE TO GET INTO THE FACILITY, CURBS, PARKING PYLONS OR PROTECTORS THAT WILL NOT ALLOW THE ITEM(S) TO PASS FREELY. THE SHIPPING COMPANY WILL NOT UNPACK, OR SEPARATE PACKAGED ITEMS TO FACILITATE AN INSIDE DELIVERY, NOR WILL THEY MOVE ITEM(S) TO DESIGNATED ROOMS. ALL PACKAGES, PALLETS, SKIDS, BOXES, ETC. MUST BE ABLE TO PASS FREELY THROUGH FIRST SET OF DOORS WITHOUT ALTERATION OF SUBURBAN SURGICAL PACKAGING.

MS LAURA ROCHEFORT APPROVES LIFTGATE AND INSIDE SERVICE

Proposal Number: 202558

SUB TOTAL \$4,203.75
.00% TAX \$0.00
\$4,203.75
=====

Balance Due Does Not Reflect Payments Received -> BALANCE DUE

subtract 1,395.70

SHIP VIA.....: MOTOR FREIGHT LIFTGATE/INSIDE
FREIGHT PAYMENT TERMS.....: PREPAID
MERCHANDISE PAYMENT TERMS...: ORDER TO BE PREPAID
1.5% PER MONTH WILL BE CHARGED TO ALL PAST DUE ACCOUNTS.

\$2808.05

N O T I C E

Sales/use or any applicable taxes have not been included or billed on this order. Such taxes, if applicable are the purchaser's responsibility.

A 3% discount has been included in this agreement's total - provided payment(s) received by Suburban Surgical Co., Inc. are in the form of cash, check or wire transfer. Other forms of payment may be subject to additional charges/fees.

SSCI REQUESTS TRUCKER TO CALL MS LAURA ROCHEFORT @ 906-475-6661
24 HOURS BEFORE DELIVERY.

Proposal Number: 202558

FREIGHT RECEIVING PROCEDURES

Read And Understand

If these procedures are followed, SSCI's customer service representative will process the freight claim for damaged products and ensure proper reimbursement from the freight company. Failure to follow these procedures will jeopardize reimbursement from the freight company.

If you personally are not going to supervise the receiving of your products, make sure these procedures are given to, and understood by, the individual or the department responsible for receiving your products.

Merchandise must be inspected immediately in the presence of the delivering carrier's driver. If the driver refuses to stay and wait for this to be completed call SSCI Customer Service immediately at 800-323-7366 extension 3552.

SSCI numbers each carton of a shipment.

- 1 Count and open all cartons to inspect the products.
- 2 Shortages: Note the number of each missing carton on the Bill-of-Lading (delivery receipt).
- 3 Damaged Merchandise: Note the number of each carton with damaged products on the Bill-of-Lading (delivery receipt) and refuse delivery of damaged products.

Only receive and sign for products you are accepting.

Immediately notify SSCI Customer Service via phone to inform us of the carton number(s) missing and/or damaged.

In no event shall SSCI be liable for loss of use, revenue or profit or for any other incidental, special or consequential damages.

Any changes made after SSCI has processed this order may result in additional charges and delays.

In the event that SSCI is required to enforce the buyer's obligations. Hereunder, by any action to enforce collection, including but not limited to legal proceedings, buyer shall pay to SSCI all costs incurred, in collection without limitation, reasonable attorney fees including those on appeal.

This agreement and all rights of the parties hereunder shall be construed in accordance with the laws of the state of Illinois. Jurisdiction for the resolution of all disputes shall be submitted to the courts of the state of Illinois.

Proposal Number: 202558
Suburban Surgical Company, Inc.
275 Twelfth Street Wheeling, Illinois 60090 USA
847-537-9320 * 800-323-7366

Customers Paying by USA Credit Cards

SOLD TO: UPPER PENINSULA ANIMAL WELFARE ACCOUNT NUMBER: 9064756661

815 S STATE HWY M553
GWINN MI 49841-0000

Credit Card Data

Credit Card Company _____ Security Code _____

Credit Card Number _____

Expiration Date _____

Issuing Bank

Issuing Bank Phone #

Name as Shown on Card

Facility Name as Shown on Card

Address this Card is Billed to

City _____ State _____

Zip Code _____

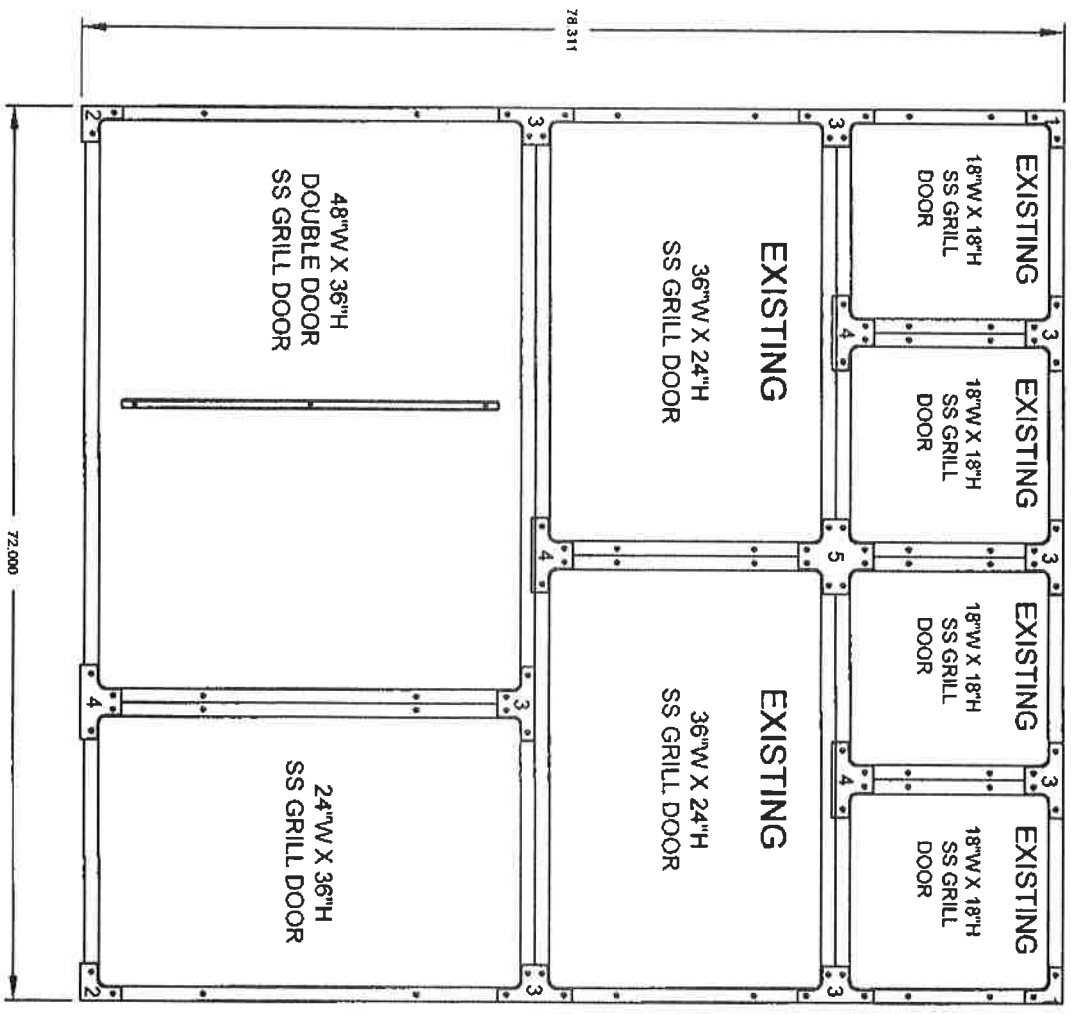
Amount to be charged to Credit Card \$4,329.86 ~~2,808.05~~

Any deposit/payments required to proceed with this sales agreement will be charged upon SSC's receipt of this authorization.

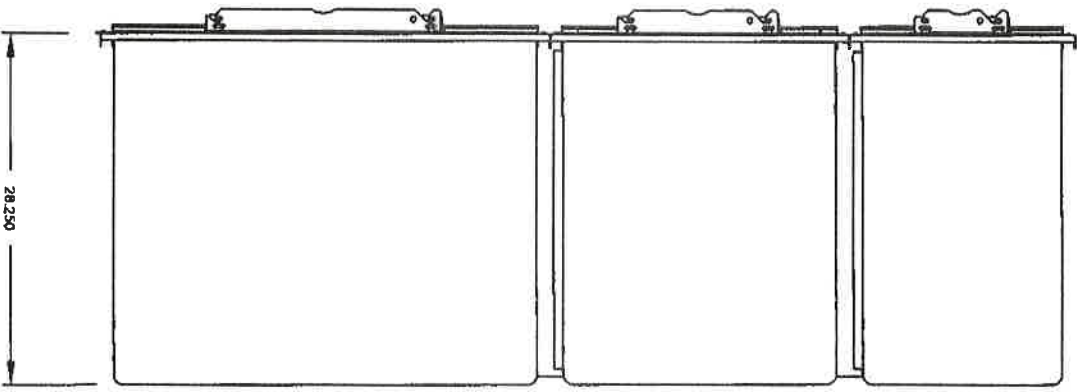
Signing this credit card authorization form you are authorizing SSCI to charge this credit card based on the listed payment schedule according to stated payment terms.

Signature _____ Date _____

DRAWING/PART	REV
3000004077	A



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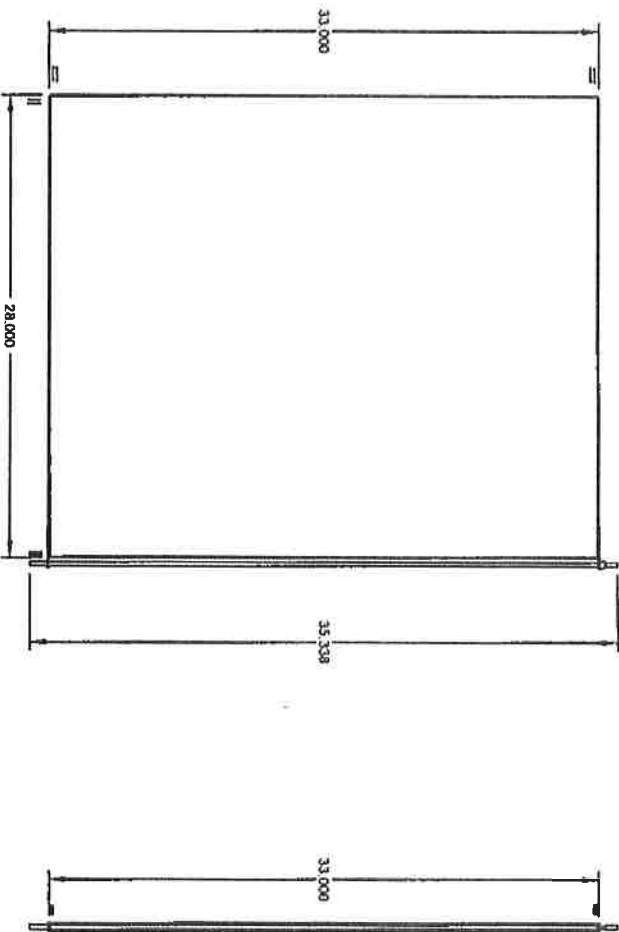
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REV
B

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TOP VIEW



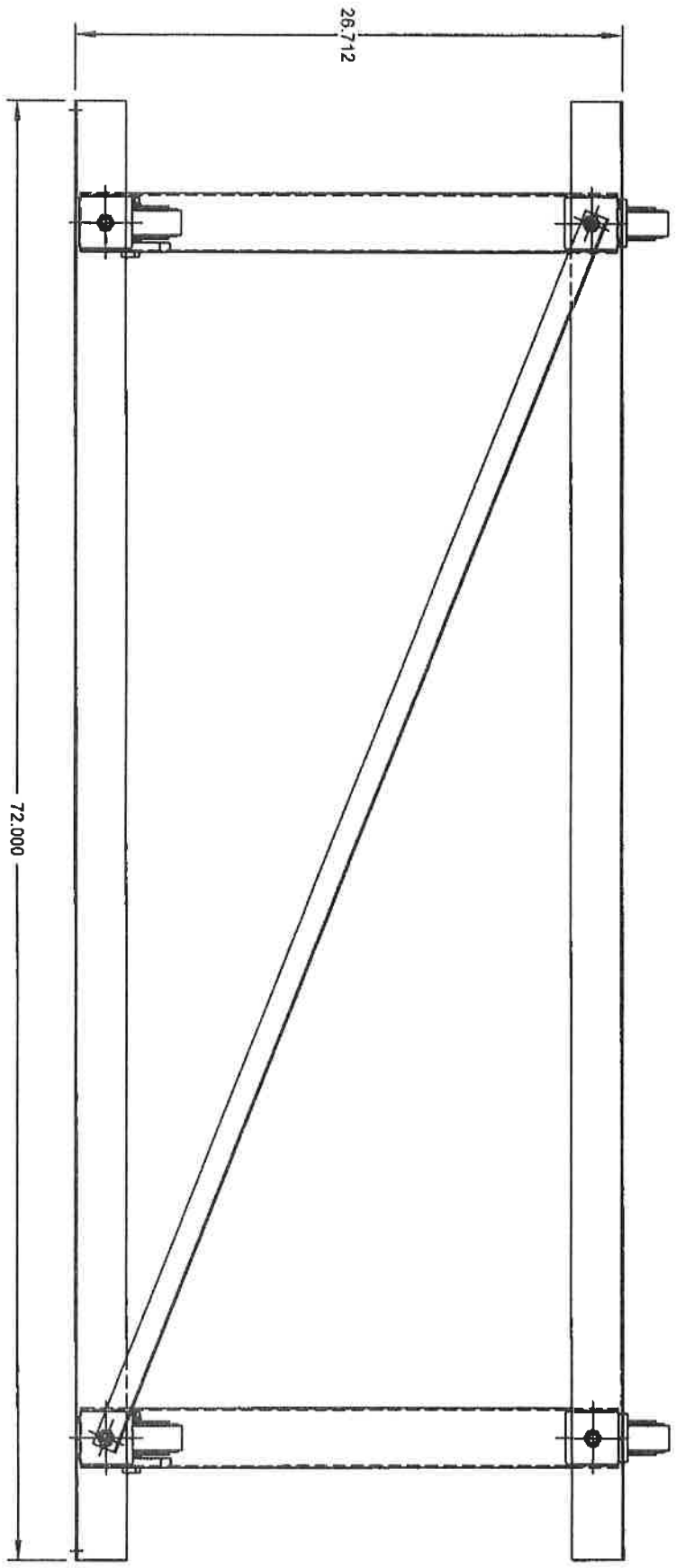
FRONT VIEW

RIGHT SIDE VIEW

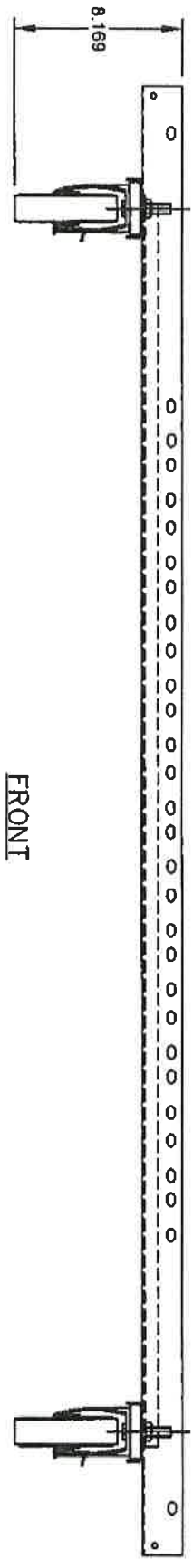
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2115-50-LBAHEI	A

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TOP



FRONT

202558



Project Information

Project Name: UPAWS
Project #: A242272
Phase: 01
Rev: 2
Date: 6/24/2024
Project Rep: Ted Hoelscher
thoelscher@midmark.com
Designer: Nathaniel Koluch
nkoluch@midmark.com
Phone: 1-800-MIDMARK

Project Disclaimers

N/A



Midmark Quotation Customer Pricing

Quote Valid for 90 Days
Date Quoted: 6/24/2024

Project Information:

Project Name: UPAWS
Project #: A242272 Phase: 01 Rev: 2
Agreement: Animal Health 2024 Pricing

Category Breakdown

	Ext. Customer
Cages	\$7,742.76

Total Price:

Customer: **\$7,742.76**

Midmark Quotation

Quote Valid for 90 Days
Date Quoted: 6/24/2024



Project Information:

Project Name: UPAWS
Project #: A242272 **Phase:** 01 **Rev:** 2
Agreement: Animal Health 2024 Pricing

Part Number	QTY	Description
5" Cage Bank		
302-0018-51	2	18in H x 28.25in D Side Panel
302-0024-00	1	24 H Double Door Cage Divider
302-0024-51	4	24in H x 28.25in D Side Panel
302-7200-00	1	72in H x 28.25in D Top Panel
A242272-6	1	Cage Bank, Mobile Platform, 72 W x 74.56 H x 28.25 D



www.midmark.com
 design@midmark.com
 Phone: 1-800-MIDMARK

Signed Drawings Required To Process Order

Project Name: UPAWS

Project #: A242272

Phase: 01

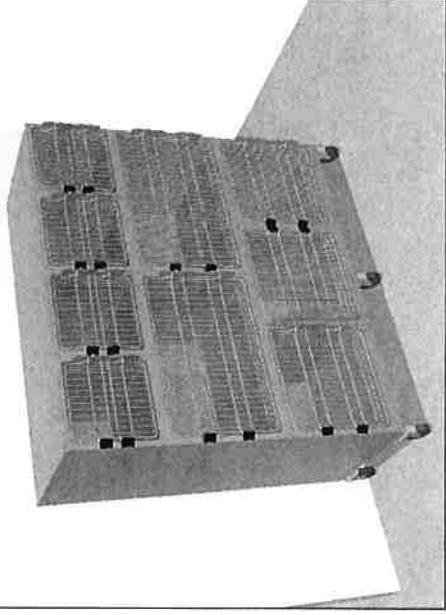
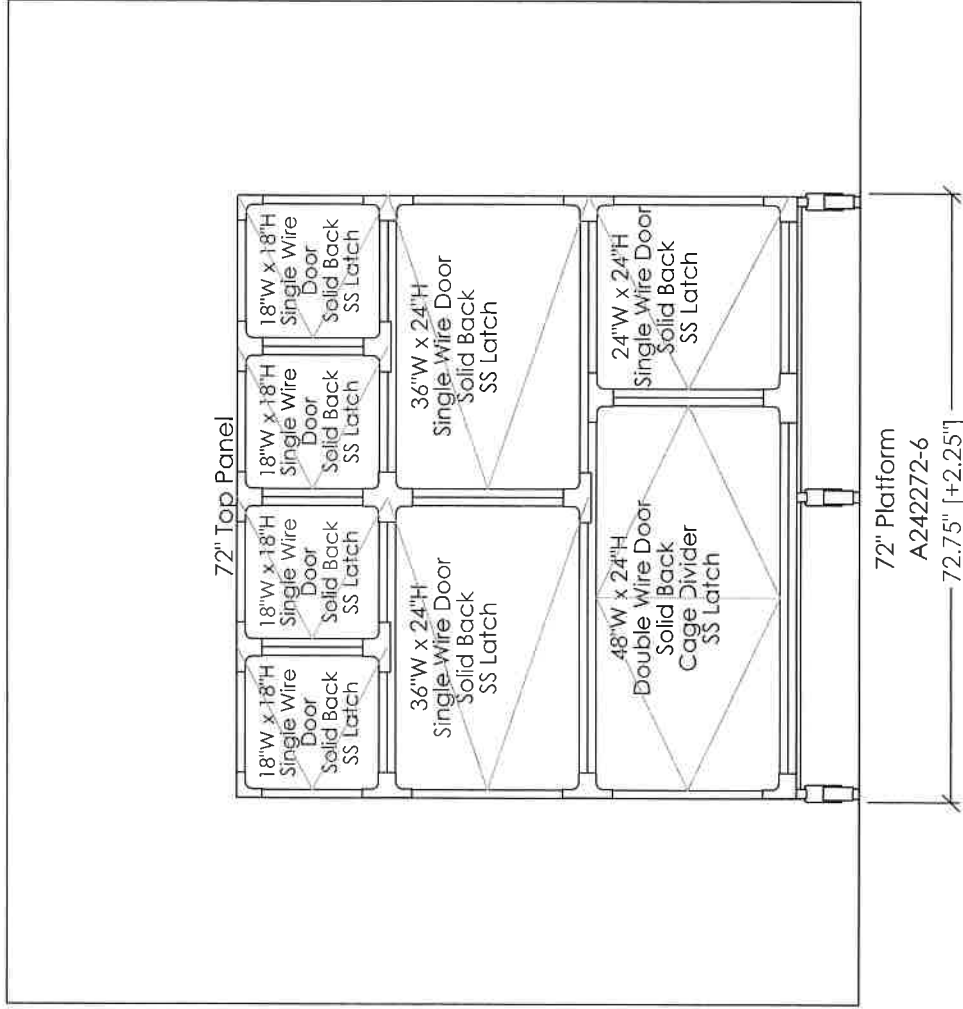
Rev: 2

Upper Finish: N/A
 Panel Styles: N/A
 Handles: N/A
 Locks: N/A
 Key Number: N/A

Finish: Stainless Steel
 Side Panels: Left Side, Right Side
 Note: Field Measurement Required

Accessories:

(Signature) _____ (Date) _____





Midmark Quotation Terms & Conditions

Project Information:

Project Name: UPAWS
Project #: A242272 **Phase:** 01 **Rev:** 2
Agreement: Animal Health 2024 Pricing

Midmark Rep Information:

Project Rep: Ted Hoelscher
Email: thoelscher@midmark.com

Designer Information:

Designer: Nathaniel Koluch
Email: nkoluch@midmark.com
Phone: 1-800-MIDMARK

Midmark Order Policy

- Signed drawings and verified field measurements (if applicable) are required before an order can be placed. For questions regarding these details, refer to your Midmark Representative.
- Approved payment terms are required before an order can be placed.
- Installation may be included in your quote. If installation is included, a Statement of Work will accompany the quote (exclusions apply). If installation is not included, please request a quote.
- A Midmark Representative may be able to provide you with an estimate on freight and taxes upon request.

Order Changes

- All changes should happen before the receipt of the order.
- Order changes made after receipt of an order may incur a change fee and a shipping date change. This fee will cover materials, labor, and handling costs.
- All changes must be submitted in writing. Upon review and approval of changes, the order will be moved to the next ship date.

Delayed/Rescheduled Ship Dates

- Requests to reschedule orders that have not been built will be move to the next available ship date.
- Request to reschedule or delay shipment of orders that have been built will incur storage and handling fees until shipped.

Order Cancellation

- Cancellation 48 hours from the time of order placement is subject to penalty. An assessment will be made at the time of cancellation to determine the amount of penalty, including material, labor, and handling costs.
- Cancellation must be received in writing. Non-standard color and custom configuration orders may not be canceled without penalty.

Return of Merchandise

- Made-to-order products (including but not limited to: Cabinetry, Containment, Workstations) or non-standard colors are non-returnable.

Shipping & Receiving Policy

- Orders shipped via common LTL or full truckload carrier.
- Please specify your preferred delivery date. The preferred delivery date is not guaranteed based on Midmark lead time and the carrier's availability.
- Please specify if the delivery site is NOT able to accept delivery on a full-size 53' truck and trailer, if there are steps at the delivery site, or if your location requires special delivery accommodations.
- Optional delivery services available for additional charges may include lift gate, customer-assisted inside delivery, white glove delivery, and guaranteed delivery. Contact your Midmark Representative for a quote on optional delivery services.
- Delivery should be arranged with a project coordinator from each Midmark location.
- Customer pick-up orders are subject to a handling fee. The customer is responsible for the product upon pick-up.
- Report any damaged goods or short shipments to the freight carrier and contact Midmark Corporation immediately. If concealed damage is found, it must be reported within 5 days of delivery or the time allowed based on the National Motor Freight Classification's standard, whichever is less.

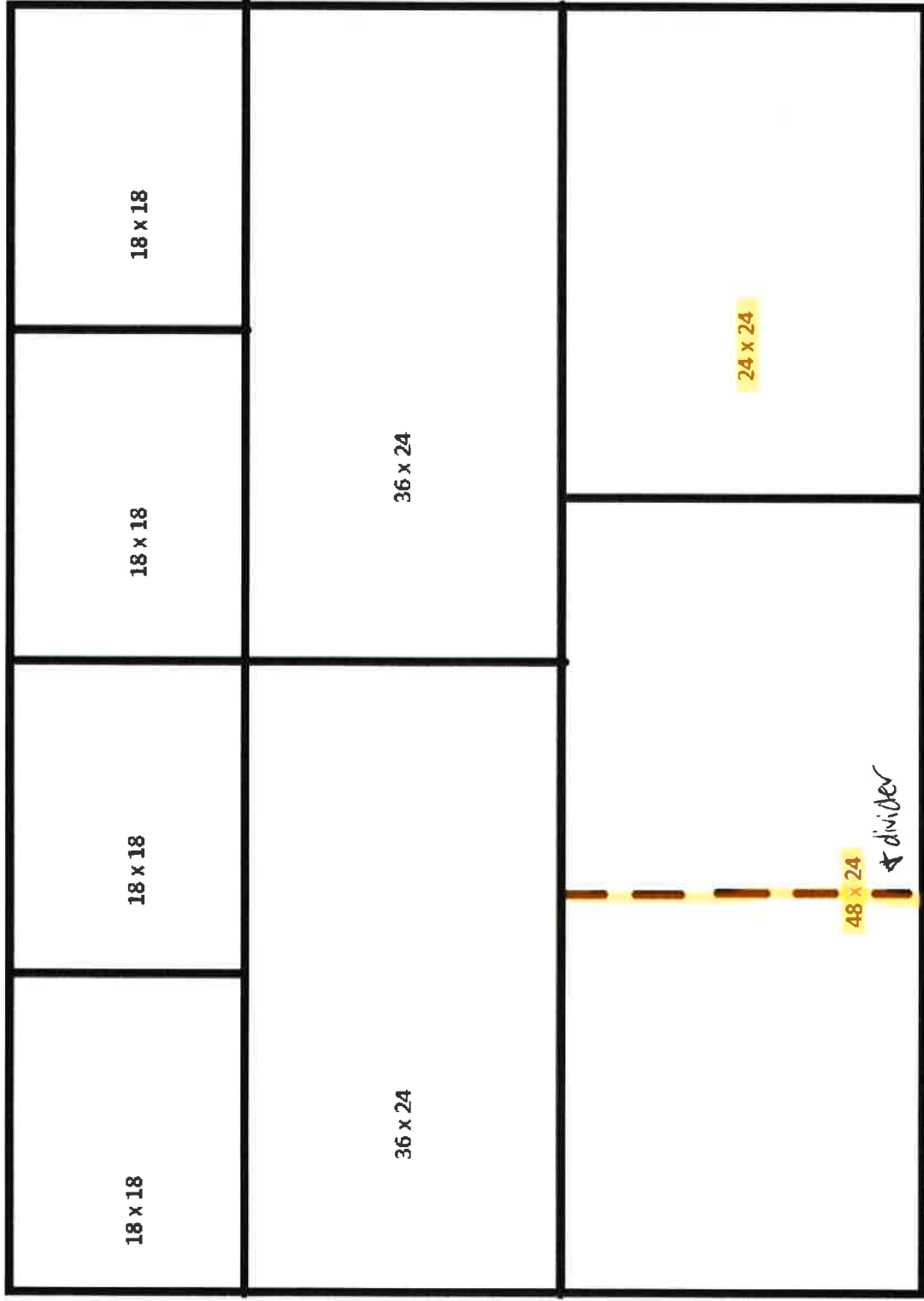
Lead Times

- Contact your Midmark Sales Representative as current lead times are dynamic due to the global supply chain disruption.

No Damages For Delay

- Although Midmark will attempt to meet shipment and delivery schedules, Midmark will not be liable to the Purchaser for any damages resulting from late shipment or delivery, including but not limited to direct, indirect, economic, incidental, or consequential damage, including without limitation lost profits or income, loss of use, downtime, cover, and employee or independent contractor wages, payments, and benefits.

already
made



+ mobile assembly with casters

**Report and Recommendation
Board Development
July 2024**

At the Jul 17, 2024 meeting of Board Development, the renewal application from Chris Danik was discussed. By Unanimous vote, the committee has approved his reappointment to the UPAWS Board with a term expiring 2027.

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

Brian Hummel
Chair, Board Development

UPAWS Finance Committee

Report & Recommendation: Budget Amendment

Presented at the July 2024 Board of Directors Meeting

At the last board meeting, a Report & Recommendation was approved to purchase some final supplies to needed to open the vet center at UPAWS with funds that will be received in 2025 by a generous donor. The Report & Recommendation received indicated that the donor would contribute \$7,000 and the supply list was a little over \$7,000. ***The Finance Committee would therefore recommend a budget amendment of increasing account 4110 by \$7,000 to account for the additional donation and increasing account 5130 by \$7,000 for the expenses.***

UPAWS Treasurer's Report July 2024

Activities Since Last Report:

- Discussed the start of the audit with Paul Nardi from Andrews, Hooper, and Pavlik and the projected time frame. Paul expects that we will finish the audit in October instead of at the 990 deadline due to the additional resources they have now.

YTD Budget Review

Rather than comment on the most recent report (June), I prepared a report highlighting variances in each account over \$1,000 in either direction. Here are my comments.

Revenue

- Government Contracted Services has a negative variance. We've seen fewer neglect cases than in prior years.
- Direct Public Support overall is concerning. This is historically a slower time of the year for donations to the shelter but we are seeing some YTD shortfalls. We did just receive just over \$54,000 in a recent bequest which will bring us closer to budget in that account. Donations (4110) typically sees more activity around solicitation letters and around the holidays. Just something for us to monitor.
- Grants and several Fundraisers show significant negative variances. This reinforces the need for continued discussion on what UPAWS can do to improve in these areas.
- The Golf Outing and Calendar are showing a positive variance since some of those dollars are coming in sooner than in prior years. We are expecting a check soon for Tadych's receipts.
- We typically get the distribution in June for the Bernadette Reider fund, which is why that is showing a variance. The Dixon Estate was budgeted evenly for the year but we receive the majority of that distribution at the end of the year.
- Miscellaneous Revenue (4220) includes dividends earned from the Wells Fargo Investments, which historically wasn't put in this account. This should be considered when developing budgets in the future.

Expenses

- Insurance costs were evenly budgeted throughout the year, but we pay our liability insurance at one time, which explains this variance.
- Microchips (5127) was evenly budgeted throughout the year, but the expense occurs all at once, which explains this variance.
- Cremation expense has a negative variance but is offset by the positive variance in the revenue account.
- Some of the Neon fees were recorded to Licenses, Dues, Permits & Fees(6535) instead of Computer Software (6539), explaining the variances between those two accounts.

Upper Peninsula Animal Welfare Shelter
YTD Budget Review
June 2024

	Jan - Jun 24	YTD Budget	Variance YTD	Annual Budget
Ordinary Income/Expense				
Income				
4000 · SHELTER REVENUE				
4005 · Pet Adoptions	\$ 50,363.19	\$ 45,000.00	\$ 5,363.19	\$ 90,000.00
4010 · Redeemed Animals	\$ 844.98	\$ 2,250.00	\$ (1,405.02)	\$ 4,500.00
4012 · Boarding Fee	\$ 1,038.00	\$ 2,000.00	\$ (962.00)	\$ 4,000.00
4015 · Vet/Optional Care	\$ 3,059.03	\$ 1,000.00	\$ 2,059.03	\$ 2,000.00
4017 · Dog Park	\$ 1,700.71	\$ 2,000.00	\$ (299.29)	\$ 4,000.00
4018 · Rentals Revenue	\$ 215.00	\$ 1,250.00	\$ (1,035.00)	\$ 2,500.00
4020 · Government Contracted Services	\$ 14,116.72	\$ 27,500.00	\$ (13,383.28)	\$ 55,000.00
4030 · Dog License Revenue	\$ 80.00	\$ 200.00	\$ (120.00)	\$ 400.00
4031 · Microchipping	\$ 356.65	\$ 1,000.00	\$ (643.35)	\$ 2,000.00
4032 · Nail Clipping / Grooming	\$ 2,293.97	\$ 2,100.00	\$ 193.97	\$ 4,200.00
4033 · Community Spay/Neuter Revenue	\$ 2,934.98	\$ 2,500.00	\$ 434.98	\$ 5,000.00
4050 · Miscellaneous Services	\$ 120.00	\$ 300.00	\$ (180.00)	\$ 600.00
4060 · Cremation Services Revenue	\$ 2,648.00	\$ 1,000.00	\$ 1,648.00	\$ 2,000.00
Total 4000 · SHELTER REVENUE	\$ 79,771.23	\$ 88,100.00	\$ (8,328.77)	\$ 176,200.00
4100 · DIRECT PUBLIC SUPPORT				
4006 · Pet Care Sponsorship	\$ 439.47	\$ 6,000.00	\$ (5,560.53)	\$ 12,000.00
4008 · Pet Promotion Sponsorship	\$ -	\$ 250.00	\$ (250.00)	\$ 500.00
4109 · Pink Lady	\$ 755.00	\$ 1,000.00	\$ (245.00)	\$ 2,000.00
4110 · Donations	\$ 109,165.24	\$ 139,000.00	\$ (29,834.76)	\$ 278,000.00
4123 · Memorial Bricks/Tiles	\$ -	\$ 1,500.00	\$ (1,500.00)	\$ 3,000.00
4125 · Donated Svs/Material In Kind	\$ 6,514.00	\$ 10,000.00	\$ (3,486.00)	\$ 20,000.00
4135 · Bequests	\$ 10,000.00	\$ 37,500.00	\$ (27,500.00)	\$ 75,000.00
4188 · Naming Opportunities	\$ -	\$ 15,000.00	\$ (15,000.00)	\$ 30,000.00
Total 4100 · DIRECT PUBLIC SUPPORT	\$ 126,873.71	\$ 210,250.00	\$ (83,376.29)	\$ 420,500.00
4156 · GRANT REVENUE				
4157 · General Grants	\$ 85.00	\$ 7,500.00	\$ (7,415.00)	\$ 15,000.00
Total 4156 · GRANT REVENUE	\$ 85.00	\$ 7,500.00	\$ (7,415.00)	\$ 15,000.00
4200 · FUNDRAISING REVENUE				
4128 · Misc/3rd Party Fundraisers	\$ 5,711.00	\$ 3,200.00	\$ 2,511.00	\$ 6,400.00
4140 · Canisters	\$ 3,351.11	\$ 3,450.00	\$ (98.89)	\$ 6,900.00
4143 · Tadychs Receipts	\$ -	\$ 3,600.00	\$ (3,600.00)	\$ 7,200.00
4144 · Cause for Paws	\$ 9,244.50	\$ 26,600.00	\$ (17,355.50)	\$ 26,600.00
4147 · Strut Your Mutt	\$ 500.00	\$ -	\$ 500.00	\$ 20,550.00
4151 · Raise The Woof	\$ 2,520.60	\$ 6,800.00	\$ (4,279.40)	\$ 6,800.00
4170 · TUFT Golf Outing	\$ 20,058.00	\$ -	\$ 20,058.00	\$ 26,408.00
4197 · Calendar	\$ 6,158.41	\$ 1,750.00	\$ 4,408.41	\$ 33,100.00
Total 4200 · FUNDRAISING REVENUE	\$ 47,543.62	\$ 45,400.00	\$ 2,143.62	\$ 133,958.00
4500 · OTHER Revenue				
4205 · Resale Items Revenue	\$ 14,729.53	\$ 20,000.00	\$ (5,270.47)	\$ 40,000.00

4215 · Interest Revenue	\$ 21,680.28	\$ 22,000.00	\$ (319.72)	\$ 44,000.00
4220 · Miscellaneous Revenue	\$ 12,068.50	\$ 500.00	\$ 11,568.50	\$ 1,000.00
4221 · Endowment Fund Earnings	\$ -	\$ 2,500.00	\$ (2,500.00)	\$ 5,000.00
4223 · MCCF B.Reider Fund Distribution	\$ -	\$ 10,500.00	\$ (10,500.00)	\$ 21,000.00
4227 · Distribution from Dixon Estate	\$ 3,783.60	\$ 15,500.00	\$ (11,716.40)	\$ 31,000.00
Total 4500 · OTHER Revenue	\$ 52,261.91	\$ 71,000.00	\$ (18,738.09)	\$ 142,000.00
Total Income	\$ 306,535.47	\$ 422,250.00	\$ (115,714.53)	\$ 887,658.00
Gross Profit	\$ 306,535.47	\$ 422,250.00	\$ (115,714.53)	\$ 887,658.00
Expense				
5000 · Employee Expense				
5129 · Employee Uniforms	\$ -	\$ 500.00	\$ 500.00	\$ 1,000.00
5200 · Payroll Expenses	\$ 876.00	\$ 100.00	\$ (776.00)	\$ 200.00
5201 · Wages & Salaries	\$ 193,039.85	\$ 203,211.06	\$ 10,171.21	\$ 406,422.33
5202 · Overtime	\$ 3,872.01	\$ 4,000.00	\$ 127.99	\$ 8,000.00
5203 · Bonuses	\$ 2,150.00	\$ 7,000.00	\$ 4,850.00	\$ 14,000.00
5225 · Simple Plan Employer	\$ 1,157.99	\$ 1,350.00	\$ 192.01	\$ 2,700.00
5230 · Michigan Unemployment Payable	\$ 1,648.78	\$ 2,946.54	\$ 1,297.76	\$ 5,893.12
5235 · Employer Social Security	\$ 12,341.83	\$ 12,599.10	\$ 257.27	\$ 25,198.18
5240 · Employer Medicare	\$ 2,886.39	\$ 2,844.90	\$ (41.49)	\$ 5,689.91
5245 · Worker's Compensation	\$ 1,410.00	\$ 2,200.00	\$ 790.00	\$ 4,400.00
5246 · Employee Relations	\$ 1,447.54	\$ 2,500.00	\$ 1,052.46	\$ 5,000.00
5248 · Health Ben / Dental / Vision	\$ 2,262.04	\$ 2,200.00	\$ (62.04)	\$ 4,400.00
5250 · Employee Benefits	\$ 2,500.00		\$ (2,500.00)	
Total 5000 · Employee Expense	\$ 225,592.43	\$ 241,451.60	\$ 15,859.17	\$ 482,903.54
5500 · OPERATING EXPENSE				
5009 · Phone/Network Access	\$ 2,211.64	\$ 2,150.00	\$ (61.64)	\$ 4,300.00
5011 · Merchant Service Fees	\$ 3,536.21	\$ 3,000.00	\$ (536.21)	\$ 6,000.00
5012 · Bank Service Charges	\$ -	\$ 25.00	\$ 25.00	\$ 50.00
5050 · Utilities	\$ 16,832.39	\$ 19,000.00	\$ 2,167.61	\$ 38,000.00
5100 · Cleaning Supplies	\$ 830.23	\$ 3,000.00	\$ 2,169.77	\$ 6,000.00
5102 · Animal Supplies/Equipment	\$ 2,121.67	\$ 3,000.00	\$ 878.33	\$ 6,000.00
5105 · Repairs/Maintenance	\$ 6,155.78	\$ 6,500.00	\$ 344.22	\$ 13,000.00
5106 · Garbage/Snow Removal	\$ 5,211.11	\$ 3,750.00	\$ (1,461.11)	\$ 7,500.00
5115 · Office Supplies/Postage	\$ 3,784.81	\$ 3,000.00	\$ (784.81)	\$ 6,000.00
5117 · Community Spay/Neuter Expense	\$ 3,050.00	\$ 3,500.00	\$ 450.00	\$ 7,000.00
5119 · Small Equipment	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00
5120 · Building/Auto Insurance	\$ 29,558.55	\$ 17,500.00	\$ (12,058.55)	\$ 35,000.00
5125 · Food	\$ 4,738.67	\$ 6,000.00	\$ 1,261.33	\$ 12,000.00
5127 · Microchips	\$ 3,205.00	\$ 1,650.00	\$ (1,555.00)	\$ 3,300.00
5130 · Medical Supplies-Vaccines	\$ 8,449.35	\$ 7,500.00	\$ (949.35)	\$ 15,000.00
5135 · Vet Care	\$ 22,034.64	\$ 22,500.00	\$ 465.36	\$ 45,000.00
5140 · Spay & Neuter Expense	\$ 17,561.11	\$ 16,500.00	\$ (1,061.11)	\$ 33,000.00
5145 · Vehicle	\$ 1,384.75	\$ 750.00	\$ (634.75)	\$ 1,500.00
5146 · Dog License Expense	\$ 50.00	\$ 225.00	\$ 175.00	\$ 450.00
5150 · Mileage	\$ 866.04	\$ 500.00	\$ (366.04)	\$ 1,000.00
5160 · Depreciation	\$ 69,000.00	\$ 70,218.30	\$ 1,218.30	\$ 140,436.60

5165 · Cash over/short	\$ 268.10	\$ 50.00	\$ (218.10)	\$ 100.00
5530 · Cremation Services Expense	\$ 3,260.75	\$ 1,500.00	\$ (1,760.75)	\$ 3,000.00
6138 · Pink Lady Expense	\$ 1,109.18	\$ 1,000.00	\$ (109.18)	\$ 2,000.00
6539 · Computer Software	\$ 2,376.18	\$ 3,500.00	\$ 1,123.82	\$ 7,000.00
6565 · IT Consulting	\$ 392.00	\$ 1,350.00	\$ 958.00	\$ 2,700.00
Total 5500 · OPERATING EXPENSE	\$ 207,988.16	\$ 200,168.30	\$ (7,819.86)	\$ 400,336.60
5550 · GRANT EXPENSE			\$ -	
5551 · General Grants	\$ -	\$ 500.00	\$ 500.00	\$ 1,000.00
Total 5550 · GRANT EXPENSE	\$ -	\$ 500.00	\$ 500.00	\$ 1,000.00
5600 · FUNDRAISING EXPENSE			\$ -	
6307 · Calendar Expense	\$ 75.00	\$ 633.33	\$ 558.33	\$ 4,850.00
6311 · Cause for Paws Expense	\$ 4,132.01	\$ 5,580.00	\$ 1,447.99	\$ 5,580.00
6315 · Misc/3rd Party Fund Expense	\$ 316.00	\$ 50.00	\$ (266.00)	\$ 100.00
6317 · Raise The Woof Expense	\$ 1,118.42	\$ 1,800.00	\$ 681.58	\$ 1,800.00
6324 · Miscellaneous Expenses	\$ 835.36		\$ (835.36)	
6330 · TUFT Golf Outing Expense	\$ 554.36	\$ -	\$ (554.36)	\$ 10,107.00
6550 · Strut Your Mutt Expense	\$ 35.22	\$ -	\$ (35.22)	\$ 3,636.00
6551 · Canisters Expense	\$ -	\$ 125.00	\$ 125.00	\$ 250.00
Total 5600 · FUNDRAISING EXPENSE	\$ 7,066.37	\$ 8,188.33	\$ 1,121.96	\$ 26,323.00
6000 · OTHER EXPENSE			\$ -	
5142 · Volunteer Program	\$ 305.14	\$ 600.00	\$ 294.86	\$ 1,200.00
6313 · Direct Solicitations	\$ 5,155.96	\$ 5,400.00	\$ 244.04	\$ 10,800.00
6503 · Community Outreach	\$ 667.73	\$ 1,000.00	\$ 332.27	\$ 2,000.00
6504 · Memorial Bricks/Tiles	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
6505 · Professional Fees	\$ 7,768.27	\$ 14,000.00	\$ 6,231.73	\$ 28,000.00
6510 · Publications	\$ 107.10	\$ 5,000.00	\$ 4,892.90	\$ 10,000.00
6511 · Pet Promotion Expense	\$ 604.60	\$ 900.00	\$ 295.40	\$ 1,800.00
6515 · Promotions & Advertising	\$ 343.84	\$ 500.00	\$ 156.16	\$ 1,000.00
6525 · Resale Items Expense	\$ 12,459.67	\$ 10,000.00	\$ (2,459.67)	\$ 20,000.00
6530 · Conferences / Training	\$ 1,505.00	\$ 2,000.00	\$ 495.00	\$ 4,000.00
6532 · Donor Development	\$ -	\$ 500.00	\$ 500.00	\$ 1,000.00
6533 · Strategic Planning	\$ -	\$ 500.00	\$ 500.00	\$ 1,000.00
6535 · Licenses, Dues, Permits & Fees	\$ 2,053.88	\$ 600.00	\$ (1,453.88)	\$ 1,200.00
6540 · Miscellaneous Expense	\$ 679.94	\$ 1,000.00	\$ 320.06	\$ 2,000.00
6561 · Investment Expense	\$ 6,115.37	\$ 8,000.00	\$ 1,884.63	\$ 16,000.00
6688 · Naming Opportunity Expense	\$ -	\$ 300.00	\$ 300.00	\$ 600.00
Total 6000 · OTHER EXPENSE	\$ 37,766.50	\$ 51,300.00	\$ 13,533.50	\$ 102,600.00
Total Expense	\$ 478,413.46	\$ 501,608.23	\$ 23,194.77	\$ 1,013,163.14
Net Ordinary Income	\$(171,877.99)	\$(79,358.23)	\$ 92,519.76	\$ (125,505.14)
Other Income/Expense				
Other Income				
4226 · Change in Value-Dixon Trust	21,360.96			
4300 · Unrealized Gain/Loss	19,107.58			
4400 · RESTRICTED REVENUE				
7400 · SALLY'S FUND				
4218 · Sally's Fund Revenue	2,725.00			

6518 · Sally's Fund Expense	<u>(621.62)</u>	
Total 7400 · SALLY'S FUND	<u>2,103.38</u>	
Total 4400 · RESTRICTED REVENUE	<u>2,103.38</u>	
Total Other Income	<u>42,571.92</u>	
Net Other Income	<u>42,571.92</u>	
Net Income	<u>(129,306.07)</u>	<u>(79,358.23)</u>
		<u>(125,505.14)</u>

Upper Peninsula Animal Welfare Shelter
Statement of Financial Position
As of June 30, 2024

	<u>Jun 30, 24</u>	<u>Jun 30, 23</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1010 · Nicolet Checking	43,475.37	120,737.94	(77,262.57)
1030 · First Bank Money Market	437,618.81	560,761.23	(123,142.42)
1031 · Sallys Fund Money Market	31,831.27	13,201.05	18,630.22
1070 · PayPal account	533.98	97.14	436.84
1090 · Cash in Drawer	333.78	333.78	0.00
Total Checking/Savings	<u>513,793.21</u>	<u>695,131.14</u>	<u>(181,337.93)</u>
Accounts Receivable			
1200 · *Accounts Receivable	6,753.09	11,233.50	(4,480.41)
1524 · Capital Campaign Pledges	2,650.00	6,200.00	(3,550.00)
Total Accounts Receivable	<u>9,403.09</u>	<u>17,433.50</u>	<u>(8,030.41)</u>
Other Current Assets			
1080 · Petty Cash	400.00	400.00	0.00
1350 · Fundraising Change Fund	300.00	0.00	300.00
1499 · Undeposited Funds	0.00	75.00	(75.00)
1500 · Stripe - Photo Contest	1,013.79	0.00	1,013.79
1540 · Allowance for Uncol Promises	(894.00)	(894.00)	0.00
1550 · Discount-CC Pledges Receivable	(1,534.00)	(1,534.00)	0.00
Total Other Current Assets	<u>(714.21)</u>	<u>(1,953.00)</u>	<u>1,238.79</u>
Total Current Assets	<u>522,482.09</u>	<u>710,611.64</u>	<u>(188,129.55)</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	32,649.00	0.00
1643 · Land Improvments	20,617.85	20,617.85	0.00
1645 · Office & Kennel Equipment	11,787.61	7,882.14	3,905.47
1650 · New Shelter-Furniture & Equip	94,464.04	94,464.04	0.00
1670 · Accumulated Depreciation	(730,355.68)	(591,137.38)	(139,218.30)
Total Fixed Assets	<u>3,082,464.37</u>	<u>3,217,777.20</u>	<u>(135,312.83)</u>
Other Assets			
1074 · WF Endowment Fund Investments	394,866.99	353,962.02	40,904.97
1078 · Brokerage CDs at First Bank	300,959.50	200,000.00	100,959.50
1079 · Sallys Fund Brokerage CDs	28,013.86	28,000.00	13.86
1700 · Beneficial Interest in MCCF	107,677.38	107,677.38	0.00
1702 · Beneficial Interest-Dixon F B	632,659.07	612,985.05	19,674.02
Total Other Assets	<u>1,464,176.80</u>	<u>1,302,624.45</u>	<u>161,552.35</u>

TOTAL ASSETS	<u>5,069,123.26</u>	<u>5,231,013.29</u>	<u>(161,890.03)</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2001 · *Accounts Payable	469.14	1,924.30	(1,455.16)
Total Accounts Payable	<u>469.14</u>	<u>1,924.30</u>	<u>(1,455.16)</u>
Credit Cards			
2005 · Nicolet Bank Cards	2,045.77	0.00	2,045.77
Total Credit Cards	<u>2,045.77</u>	<u>0.00</u>	<u>2,045.77</u>
Other Current Liabilities			
2025 · Accrued Benefits	18,551.57	10,192.85	8,358.72
2100 · FUTA			
2101 · Federal Tax W/H Payable	676.23	563.60	112.63
2102 · Medicare and SS Payable	1,991.56	1,596.55	395.01
2103 · Michigan W/H Payable	1,034.10	2,664.89	(1,630.79)
2104 · Suta Tax Payable	631.78	(176.52)	808.30
2100 · FUTA - Other	0.00	7,551.59	(7,551.59)
Total 2100 · FUTA	<u>4,333.67</u>	<u>12,200.11</u>	<u>(7,866.44)</u>
2550 · Sales Tax Payable	171.27	1,124.22	(952.95)
Total Other Current Liabilities	<u>23,056.51</u>	<u>23,517.18</u>	<u>(460.67)</u>
Total Current Liabilities	<u>25,571.42</u>	<u>25,441.48</u>	<u>129.94</u>
Total Liabilities	25,571.42	25,441.48	129.94
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	3,551,982.46	3,655,682.67	(103,700.21)
Net Income	<u>(129,306.07)</u>	<u>(70,986.31)</u>	<u>(58,319.76)</u>
Total Equity	<u>5,043,551.84</u>	<u>5,205,571.81</u>	<u>(162,019.97)</u>
TOTAL LIABILITIES & EQUITY	<u>5,069,123.26</u>	<u>5,231,013.29</u>	<u>(161,890.03)</u>

Upper Peninsula Animal Welfare Shelter
YTD Budget to Actual
June 2024

	<u>Jun 24</u>	<u>Budget</u>	<u>Jan - Jun 24</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
4000 · SHELTER REVENUE					
4005 · Pet Adoptions	8,447.78	7,500.00	50,363.19	45,000.00	90,000.00
4010 · Redeemed Animals	75.00	375.00	844.98	2,250.00	4,500.00
4012 · Boarding Fee	25.00	333.33	1,038.00	2,000.00	4,000.00
4015 · Vet/Optional Care	470.00	166.66	3,059.03	1,000.00	2,000.00
4017 · Dog Park	399.79	333.33	1,700.71	2,000.00	4,000.00
4018 · Rentals Revenue	(185.00)	208.33	215.00	1,250.00	2,500.00
4020 · Government Contracted Services	(1,426.40)	4,583.33	14,116.72	27,500.00	55,000.00
4030 · Dog License Revenue	16.00	33.33	80.00	200.00	400.00
4031 · Microchipping	125.00	166.66	356.65	1,000.00	2,000.00
4032 · Nail Clipping / Grooming	473.97	350.00	2,293.97	2,100.00	4,200.00
4033 · Community Spay/Neuter Revenue	60.00	416.66	2,934.98	2,500.00	5,000.00
4050 · Miscellaneous Services	60.00	50.00	120.00	300.00	600.00
4060 · Cremation Services Revenue	427.00	166.66	2,648.00	1,000.00	2,000.00
Total 4000 · SHELTER REVENUE	8,968.14	14,683.29	79,771.23	88,100.00	176,200.00
4100 · DIRECT PUBLIC SUPPORT					
4006 · Pet Care Sponsorship	25.00	1,000.00	439.47	6,000.00	12,000.00
4008 · Pet Promotion Sponsorship	0.00	41.66	0.00	250.00	500.00
4109 · Pink Lady	25.00	166.66	755.00	1,000.00	2,000.00
4110 · Donations	10,821.13	23,166.66	109,165.24	139,000.00	278,000.00
4120 · Special Gifts	(626.53)		0.00		
4123 · Memorial Bricks/Tiles	0.00	250.00	0.00	1,500.00	3,000.00
4125 · Donated Svs/Material In Kind	1,330.00	1,666.66	6,514.00	10,000.00	20,000.00
4135 · Bequests	0.00	6,250.00	10,000.00	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	11,574.60	35,041.64	126,873.71	210,250.00	420,500.00
4156 · GRANT REVENUE					
4157 · General Grants	0.00	1,250.00	85.00	7,500.00	15,000.00
Total 4156 · GRANT REVENUE	0.00	1,250.00	85.00	7,500.00	15,000.00
4200 · FUNDRAISING REVENUE					
4128 · Misc/3rd Party Fundraisers	5,711.00	533.33	5,711.00	3,200.00	6,400.00
4140 · Canisters	728.24	575.00	3,351.11	3,450.00	6,900.00
4143 · Tadychs Receipts	0.00	0.00	0.00	3,600.00	7,200.00
4144 · Cause for Paws	0.00	0.00	9,244.50	26,600.00	26,600.00
4147 · Strut Your Mutt	0.00	0.00	500.00	0.00	20,550.00
4151 · Raise The Woof	0.00	0.00	2,520.60	6,800.00	6,800.00
4170 · TUFT Golf Outing	10,950.00	0.00	20,058.00	0.00	26,408.00
4197 · Calendar	5,671.83	1,750.00	6,158.41	1,750.00	33,100.00
Total 4200 · FUNDRAISING REVENUE	23,061.07	2,858.33	47,543.62	45,400.00	133,958.00
4500 · OTHER Revenue					
4205 · Resale Items Revenue	2,907.63	3,333.33	14,729.53	20,000.00	40,000.00
4215 · Interest Revenue	3,397.07	3,666.66	21,680.28	22,000.00	44,000.00
4220 · Miscellaneous Revenue	4,737.69	83.33	12,068.50	500.00	1,000.00
4221 · Endowment Fund Earnings	0.00	416.66	0.00	2,500.00	5,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	1,750.00	0.00	10,500.00	21,000.00

4227 · Distribution from Dixon Estate	0.00	2,583.33	3,783.60	15,500.00	31,000.00
Total 4500 · OTHER Revenue	11,042.39	11,833.31	52,261.91	71,000.00	142,000.00
Total Income	54,646.20	65,666.57	306,535.47	422,250.00	887,658.00
Gross Profit	54,646.20	65,666.57	306,535.47	422,250.00	887,658.00
Expense					
5000 · Employee Expense					
5129 · Employee Uniforms	0.00	83.33	0.00	500.00	1,000.00
5200 · Payroll Expenses	120.00	16.66	876.00	100.00	200.00
5201 · Wages & Salaries	27,624.82	31,263.24	193,039.85	203,211.06	406,422.33
5202 · Overtime	799.18	666.66	3,872.01	4,000.00	8,000.00
5203 · Bonuses	0.00	1,166.66	2,150.00	7,000.00	14,000.00
5225 · Simple Plan Employer	177.06	225.00	1,157.99	1,350.00	2,700.00
5230 · Michigan Unemployment Payable	104.97	491.09	1,648.78	2,946.54	5,893.12
5235 · Employer Social Security	1,762.31	2,099.85	12,341.83	12,599.10	25,198.18
5240 · Employer Medicare	412.15	474.15	2,886.39	2,844.90	5,689.91
5245 · Worker's Compensation	0.00	366.66	1,410.00	2,200.00	4,400.00
5246 · Employee Relations	0.00	416.66	1,447.54	2,500.00	5,000.00
5248 · Health Ben / Dental / Vision	583.49	366.66	2,262.04	2,200.00	4,400.00
5250 · Employee Benefits	0.00		2,500.00		
Total 5000 · Employee Expense	31,583.98	37,636.62	225,592.43	241,451.60	482,903.54
5500 · OPERATING EXPENSE					
5009 · Phone/Network Access	310.23	358.33	2,211.64	2,150.00	4,300.00
5011 · Merchant Service Fees	1,215.47	500.00	3,536.21	3,000.00	6,000.00
5012 · Bank Service Charges	0.00	4.16	0.00	25.00	50.00
5050 · Utilities	1,592.80	3,166.66	16,832.39	19,000.00	38,000.00
5100 · Cleaning Supplies	70.00	500.00	830.23	3,000.00	6,000.00
5102 · Animal Supplies/Equipment	445.31	500.00	2,121.67	3,000.00	6,000.00
5105 · Repairs/Maintenance	459.33	1,083.33	6,155.78	6,500.00	13,000.00
5106 · Garbage/Snow Removal	244.70	625.00	5,211.11	3,750.00	7,500.00
5115 · Office Supplies/Postage	499.64	500.00	3,784.81	3,000.00	6,000.00
5116 · Postage	(9.94)		0.00		
5117 · Community Spay/Neuter Expense	717.00	583.33	3,050.00	3,500.00	7,000.00
5119 · Small Equipment	0.00	416.66	0.00	2,500.00	5,000.00
5120 · Building/Auto Insurance	0.00	2,916.66	29,558.55	17,500.00	35,000.00
5125 · Food	147.00	1,000.00	4,738.67	6,000.00	12,000.00
5127 · Microchips	0.00	275.00	3,205.00	1,650.00	3,300.00
5130 · Medical Supplies-Vaccines	710.93	1,250.00	8,449.35	7,500.00	15,000.00
5135 · Vet Care	1,168.00	3,750.00	22,034.64	22,500.00	45,000.00
5140 · Spay & Neuter Expense	651.00	2,750.00	17,561.11	16,500.00	33,000.00
5145 · Vehicle	90.00	125.00	1,384.75	750.00	1,500.00
5146 · Dog License Expense	0.00	37.50	50.00	225.00	450.00
5150 · Mileage	91.33	83.33	866.04	500.00	1,000.00
5160 · Depreciation	11,500.00	11,703.05	69,000.00	70,218.30	140,436.60
5165 · Cash over/short	3.09	8.33	268.10	50.00	100.00
5530 · Cremation Services Expense	711.90	250.00	3,260.75	1,500.00	3,000.00
6138 · Pink Lady Expense	0.00	166.66	1,109.18	1,000.00	2,000.00
6539 · Computer Software	530.97	583.33	2,376.18	3,500.00	7,000.00
6565 · IT Consulting	0.00	225.00	392.00	1,350.00	2,700.00
Total 5500 · OPERATING EXPENSE	21,148.76	33,361.33	207,988.16	200,168.30	400,336.60
5550 · GRANT EXPENSE					
5551 · General Grants	0.00	83.33	0.00	500.00	1,000.00

Total 5550 · GRANT EXPENSE	0.00	83.33	0.00	500.00	1,000.00
5600 · FUNDRAISING EXPENSE					
6307 · Calendar Expense	75.00	633.33	75.00	633.33	4,850.00
6311 · Cause for Paws Expense	0.00	0.00	4,132.01	5,580.00	5,580.00
6315 · Misc/3rd Party Fund Expense	0.00	8.33	316.00	50.00	100.00
6317 · Raise The Woof Expense	0.00	0.00	1,118.42	1,800.00	1,800.00
6324 · Miscellaneous Expenses	0.00		835.36		
6330 · TUFT Golf Outing Expense	469.14	0.00	554.36	0.00	10,107.00
6550 · Strut Your Mutt Expense	0.00	0.00	35.22	0.00	3,636.00
6551 · Canisters Expense	0.00	20.83	0.00	125.00	250.00
Total 5600 · FUNDRAISING EXPENSE	544.14	662.49	7,066.37	8,188.33	26,323.00
6000 · OTHER EXPENSE					
5142 · Volunteer Program	32.00	100.00	305.14	600.00	1,200.00
6313 · Direct Solicitations	0.00	900.00	5,155.96	5,400.00	10,800.00
6503 · Community Outreach	135.63	166.66	667.73	1,000.00	2,000.00
6504 · Memorial Bricks/Tiles	0.00	166.66	0.00	1,000.00	2,000.00
6505 · Professional Fees	0.00	2,333.33	7,768.27	14,000.00	28,000.00
6510 · Publications	0.00	833.33	107.10	5,000.00	10,000.00
6511 · Pet Promotion Expense	19.99	150.00	604.60	900.00	1,800.00
6515 · Promotions & Advertising	0.00	83.33	343.84	500.00	1,000.00
6525 · Resale Items Expense	833.89	1,666.66	12,459.67	10,000.00	20,000.00
6530 · Conferences / Training	725.00	333.33	1,505.00	2,000.00	4,000.00
6532 · Donor Development	0.00	83.33	0.00	500.00	1,000.00
6533 · Strategic Planning	0.00	83.33	0.00	500.00	1,000.00
6535 · Licenses, Dues, Permits & Fees	0.00	100.00	2,053.88	600.00	1,200.00
6540 · Miscellaneous Expense	87.41	166.66	679.94	1,000.00	2,000.00
6561 · Investment Expense	2,015.20	1,333.33	6,115.37	8,000.00	16,000.00
6688 · Naming Opportunity Expense	0.00	50.00	0.00	300.00	600.00
Total 6000 · OTHER EXPENSE	3,849.12	8,549.95	37,766.50	51,300.00	102,600.00
Total Expense	57,126.00	80,293.72	478,413.46	501,608.23	1,013,163.14
Net Ordinary Income	(2,479.80)	(14,627.15)	(171,877.99)	(79,358.23)	(125,505.14)
Other Income/Expense					
Other Income					
4226 · Change in Value-Dixon Trust	(3,120.32)		21,360.96		
4300 · Unrealized Gain/Loss	3,394.77		19,107.58		
4400 · RESTRICTED REVENUE					
7400 · SALLY'S FUND					
4218 · Sally's Fund Revenue	575.00		2,725.00		
6518 · Sally's Fund Expense	(515.47)		(621.62)		
Total 7400 · SALLY'S FUND	59.53		2,103.38		
Total 4400 · RESTRICTED REVENUE	59.53		2,103.38		
Total Other Income	333.98		42,571.92		
Net Other Income	333.98		42,571.92		
Net Income	(2,145.82)	(14,627.15)	(129,306.07)	(79,358.23)	(125,505.14)

Upper Peninsula Animal Welfare Shelter

Days Cash On Hand as of June 2024

	Cash Less Restricted Funds*	Annual Expense	Daily Expense	Days Cash on Hand	
2024	\$489,415.03	\$872,726.54	\$2,391.03	205	(Year to Date)
2023	\$612,669.21	\$887,146.99	\$2,430.54	252	
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
- September 2023** \$100,000 moved to new CDs
- January 2024** The UPAWS Budget now includes depreciation. It's removed for the purpose of this report.

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

- The Bissell Empty the Shelter event took place from July 8-21st. All adult animals (1 year +) had discounted adoption fees- cats were \$5 and dogs were \$35. We are still getting the numbers together so stay tuned for an update next month!
- Two big cat surgery days happened this month with UP Vet Services in Manistique, July 17th and July 23rd. In total, 46 of cats and kittens were spayed/neutered. Thanks Laura for your efforts in these big days!
- A big Facebook fundraiser was held to raise money for two new washers as both of them decided to break at about the same time. Ryan Kovacs of Kovacs Home and Property Services donated one washer and we were able to raise around \$1,900 for the purchase of the 2nd one. Because so much was raised, we were able to purchase 2 new dryers as well so the entire laundry room will be brand new! Thanks Ann for hard work securing those funds!
- Once again we teamed up with HATS (Humane Animal Treatment Society) in an animal transfer. We took in 25 cats/kittens along with 2 dogs and they took 1 dog and 2 kittens from us that needed a fresh start at a different shelter. As always, we are forever grateful for the partnership we have with HATS and we look forward to teaming up with them in the future.
- UPAWS will have a table at Blueberry Fest in Marquette on Friday, July 26th. We will have items for purchase along with handouts for the upcoming events.
- I am happy to report that we are fully staffed once again! The maintenance position as well as 2 caregiver positions have been filled by awesome people who will fit in wonderfully. Welcome aboard Mike, Amanda and Logan!

June 2024		DOGS		CATS		OTHER	TOTAL	
	In Shelter	7		26		8	41	
	In Foster	35	0 true foster	37	0 true foster	13	85	
	TOTAL Beginning Count	42		63		21	126	
INTAKE		DOGS	PUPS <5 mos.	CATS	KITS <5 mos.	OTHER	TOTAL	YTD
	Owner Surrender	17	3	40	11	4	75	317
	Returned Adoption	1	0	2	0	0	3	19
	Stray (from Police, Public and Shelter Pickup)	8	0	8	12	1	29	154
	Born in Care	0	0	0	5	0	5	15
	Transferred from Other Shelters	3	0	7	13	0	23	74
	Special Hold/Service In	0	0	0	0	0	0	5
	Seized/Custody (Cruelty & Neglect)	0	0	9	0	0	9	13
	Total Intakes	29	3	66	41	5	144	597

OUTCOMES

Adoptions (shelter, foster home or special event)	22	0	29	8	9	68	448
Total Adoptions YTD	126	0	245	45	32	448	
Returned to Owner	7	0	11	1	1	20	88
Transferred to Rescue Groups/Shelters	0	0	0	0	0	0	9
Total Live Outcomes	29	0	40	9	10	88	545
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	0	0	0	0	0	0	1
Dying	0	0	0	1	0	1	3
Animal's Name and Reason							
TOTAL ANIMALS EUTHANIZED	0	0	0	1	0	1	8
Died at shelter/foster home - Unknown	0	0	0	5	0	5	16
Missing/Stolen/Escaped	0	0	0	0	0	0	1
Animal's Name and Reason							
Total Euth/Died/Other Outcomes	0	0	0	6	0	6	25
In Shelter	12		49		3	64	
In Foster	33	0 true foster	66	0 true foster	13	112	
TOTAL Ending Count (per formula)	45		115		16	176	
TOTAL Ending Count (per report)	45		115		21	181	
SAVE RATE (Intake- Euthanasia Outcome)/Intake						99.3%	98.7%
ASPCA Live Release Rate (Live Outcomes/ Intake)						61.1%	91.3%

OTHER INFO

	Dogs	Cats
Avg. Length of Stay	40.4	22.7
Monthly Return Rate (returns/adoptions)	5%	5%

June 2024 - CLINIC SERVICES	DOGS	CATS	OTHER	TOTAL	YTD
Owner Requested Euthanasia	0	0	0	0	0
Bite Hold (for Owner)	0	0	0	0	0
Spay/Day	0	0	0	0	24
Community Spay/Neuter (Spay It Forward)	0	0	0	0	10
Microchipping	4	0	0	4	13
Domestic Violence	0	0	0	0	2
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	10	0	0	10	25
Service - Home 2 Home	0	0	0	0	5
Service - Nailtrims	23	7	2	32	153
Service - Dog Licenses	1	0	0	1	5
Service - Cremation Services	4	0	0	4	16
Total	42	7	2	51	253

UPAWS Finance Committee Minutes

Meeting Date: Tuesday, July 16th, 2024 at 5:00pm

Meeting Location: Google Meet

Present: Chris Danik (Chair), Leslie Hurst, Cole Zyburt

Excused: Jill Compton, Dale Dexter

New Business

- **Review June 2024 Financial Reports:** Several accounts are showing negative balances for the month due to some adjusting journal entries to make corrections and to reconcile A/R to what was already received. Discussed bequests as being part of the budget and the negative variance in direct public support. **It was moved by Cole and seconded by Jill to recommend that the Board of Directors approve the March 2024 financial reports. The motion passed unanimously.**
- **Proposed Budget Amendment - Vet Center:** At the last board meeting, a Report & Recommendation was approved to purchase some final supplies to needed to open the vet center at UPAWS with funds that will be received in 2025 by a generous donor. The Report & Recommendation received indicated that the donor would contribute \$7,000 and the supply list was a little over \$7,000. The Finance Committee would therefore recommend a budget amendment of increasing account 4110 by \$7,000 to account for the additional donation and increasing account 5130 by \$7,000 for the expenses. **It was moved by Cole and seconded by Leslie to recommend that the Board of Directors amend the 2024 budget with an increase of \$7,000 to 4110 and an increase of \$7,000 to 5130. The motion passed unanimously.**

Old Business

- **Review of Planned Giving Flyer:** Cole reviewed the flyer and made a couple notes but is waiting on another colleague's thoughts. He will bring the compiled suggestions to the next meeting for discussion.
- **Endowment Fund Updates:** Legal counsel will be reviewing the document again shortly. Any changes are pending that review.
- **Financial Policy Revisions:** The draft is pending review by the UPAWS Policy & Bylaw Committee

The meeting adjourned at 5:41pm

Next Meeting: Tuesday, August 20th, 2024 at 5:00pm on Google Meet

Respectfully submitted,

Chris Danik

Treasurer & Finance Committee Chair

FUNDRAISING COMMITTEE

Meeting Notes

June 17, 2024

PRESENT: Lynn Andronis, Ann Brownell (remote), Sarah Evers (remote), Andi Goriesky, Leslie Hurst (remote), Reva Laituri, Marlene Ombrello, Karen Rhodes (remote)

Meeting called to order at 6:05 pm.

2022 Fundraisers Updates:

- CFP19 Name a Beer After Your Pet Release Parties: There has been a discussion to offer them a brick in the Memorial Garden in lieu of a party. We need to determine specifics of what we would offer. At that point, we can send an e-mail to them with our offer. Leslie will draft an email with the specifics listed.

2024 Fundraisers: Attempting to locate final reports for some fundraisers.

- Raise the Woof 2024: Completed.
- Cause For Paws: Completed. Report needs to be finalized. Leslie will update the list with the values of the donated items for our records. Lynn will contact Holiday Inn to determine what dates are open for 2025; 2/22/25 was suggested. UPDATE: Amber informed me that Sal's beer release party will be held on Friday, 8/23. The beer will have a honey/lemon theme. She expects that Hazel's beer release party will be sometime in September or October.
- Pet Photo 2025 Calendar: To date we have 67 entries, 1075 votes, 7 dates have been reserved and 32 calendars have been ordered. Closing date for entries is 6/30/24 and voting will begin July 1, 2024. For the first time, we have a \$1,000 sponsor for the calendar from Farm Bureau Insurance/Coleman-Baker Agency.
- Rescue Raffle: Consensus was that this fundraiser will not be held this year.
- TUFT: Scheduled for Thursday, 7/18/24. Karen reported that we have lots of Top Dog Sponsors and 4 Tournament Sponsors along with a multitude of Tee Sponsors. We have 33 teams at this point. Karen will be meeting with the new staff at the golf course next week.
- SYM: To be held on Saturday, 10/5 in Mattson Lower Harbor Park. We have a 2024 budget. Lynn will chair this event. Paperwork for the City is under preparation.
- Sally's Ride: Scheduled for 9/21/24; budget on drive. Leslie will oversee the raffle. Andi is looking for a food truck. Leslie had a suggestion and will send the info to Andi.
- Spay-getti Dinner: NO UPDATE. Sarah has offered to chair this fundraiser. Tentative date is set for 9/15/24, from 11am to 1 pm, in the Community Room at the shelter. She has submitted a draft of the cost of the dinner and plans for implementation.
- Canisters: Updated spreadsheet will be posted to the drive. UPDATE: DONE

Other Business:

- Petosky Brewing Company: Ongoing.
- Tadych Marketplace Pet Tags: Promotion ended. We should be receiving \$600-\$700.
- Beth Millner UPAWS necklace: Ongoing through the end of the year.
- Super One – Promotion ended.
- Econo/Tadych slips – Receipts have been submitted.
- Platinum Partners: We have four Platinum Partners for 2024 – Select Realty, Mares-z-Doats, Nicolet Bank and Iron Range Agency/Tricor Insurance. Again discussed having a small sign/decal to post at their businesses with a white space for the year. Cost would

be \$8 each and plans were to give each PP 2 decals for their offices. Andi will get a proof and send to Lynn and Leslie. UPDATE: Decals ordered.

- [Calendar and Contacts List](#): In process of being updated with 2024 info.
- [Canister Report](#): Updated to the drive on 6/25/25.
- [Fundraiser Business List](#): To be discussed. On the drive as "Fundraiser Business List 2022 DRAFT". Some updates have been made due to our efforts related to Cause For Paws but more still needs to be done. Update still in progress.
- [Fundraising Manual](#): Lynn stated that we need to continue to work on this update and all members should be prepared to discuss at the next meeting. She is to not only update the drive, but also send the manual to members of the committee.

Meeting adjourned at 7:19 pm.

Respectfully submitted,

Lynn Andronis, Chair

Personnel Committee Meeting
July 1, 2024 12-1:30pm Google Meet

Present: Lynn Andronis, Chris Danik, Sarah Evers (Shelter Manager), Leslie Hurst

Excused: Deb Lamere

- Sarah reviewed staffing levels for all positions. Schedule adjusted as needed to accommodate coverage and new employees.
- Discussion of a Behavioral Specialist position. Sarah will work on job description and ways to work it into schedule for review at next meeting
- Chris reviewed the draft of the proposed Fundraising position with the committee. Good discussion and suggestions made. We'll review again at July meeting.
- Discussion on master keys, who has which and reasoning. Sarah will review and propose changes if needed.
- Next Meeting - Monday, August 5th, 12pm-1:30pm via Google Meet

Respectfully submitted

Leslie Hurst
Board President - Chair of Personnel Committee

POLICY & BYLAWS COMMITTEE
AGENDA
July 17, 2024, 6pm, UPAWS Community Room

Attendees: Stephanie Carlson-Ballone, Leslie Hurst, Linda Roncaglione

Excused: Brian Hummel

- Accepted June Minutes with July meeting change to 17th.
- Finance Policy Review - Will review individually and reply all with any questions or comments prior to the next Finance meeting on Aug 20th.
- Leslie gathered the last approved changes and recommendations to the Board Policy & Procedures from the March 2023 Board meeting. Linda brought a red-lined hard copy of the Board Policy & Procedures to the meeting and copies were made for everyone. Committee reconciled these R&Rs and recommendations. Leslie will compile R&R for the board meeting for 10.0 Board Appointed Committees.
- Leslie will compile R&R for 14.0 Board Action - Item J updates for the board meeting.
- Bylaws - Linda will compare 3/23 Committee recommendations with the current approved version.
- SOP Review - Tabled until August. Review work log and if you need a copy of an SOP, notify Leslie.
- Next Meeting Wednesday, August 14, 2024 6pm-7:30pm, UPAWS Community Room

3/2/23 Committee Meeting:

Committee reviewed and discussed the draft edits to the revised Board Policy 10.0 Board Appointed Committees and Board Policy 16.0 Board of Directors Officer Description of Duties. Committee reached agreement on proposed revisions and policies will be forwarded to the Board as a Report & Recommendation for the March 27th regular Board meeting agenda.

Discussion on revisions to the Board Policy 4.0 Board of Director's Financial Oversight. Committee reached consensus on draft language related to signatory on contracts and dollar threshold for Board approval process. Draft policy will be forwarded to Chris, Board Treasurer, for Finance Committee review and discussion.

3/27/23 Board Meeting:

- a. Report & Recommendation from Policy & Bylaw Committee RE: UPAWS Board of Directors Policy: 10.0 Board Appointed Committees
 - There was discussion amongst the board regarding the proposed changes. Regarding the proposed insertion of Paragraphs a. and b. under Board Development Committee, Hailey said that the language should say “the Board Vice President” (not the Committee Chair) “shall have the ability. . .,” so that only the Board Vice President has the ability to delegate responsibilities, not whomever is the current designee. Hailey said that that change should be made throughout, as the proposed language is also proposed to be inserted under the Finance Committee and Personnel Committee. Lynn made a motion to send it back to the committee to make the changes we have discussed and bring it back for a vote. Hailey seconded. Motion unanimously approved.
- b. Report & Recommendation from Policy & Bylaw Committee RE: UPAWS Board of Directors Policy: 16.0 Board of Directors: Officer Description of Duties
 - There was discussion amongst the board about the proposed changes. Hailey suggested deleting proposed paragraph C. Chris suggested changing proposed paragraph B to “annual audit, annual audited financial statements, and 990 preparation” instead of “annual financial statement audit” and “serves” to “serve.” Lynn made a motion to accept the proposal with the suggested changes, Brian seconded, motion passed unanimously.

UPAWS Policy & Bylaw Committee

Report & Recommendation: Amend UPAWS Board Policy & Procedures

Board members will adhere to the following deadlines to provide adequate time for members to be fully informed in advance of the monthly Board meetings:

- a. All agenda ~~items~~ documents are to be posted to the Google drive ~~by 5:00 pm on the Friday~~ at least 72 hours prior to the Board meeting. Documents not for the “public packet” will be noted in the document title as “NOT FOR PUBLIC VIEW”. Documents not uploaded by this deadline will be tabled to the next regularly scheduled monthly Board meeting. Exceptions can be made by the Board President. ~~Documents not for the “public packet” will be noted in the document title as “NOT FOR PUBLIC VIEW”.~~
- b. The Board President will post the meeting agenda and public packet ~~will be posted by the President to the Google drive at least 48 hours prior no later than 5:00 pm on the Saturday prior to to the regular monthly~~ Board meeting.
- c. Documents not for the “public packet” will be noted in the document title as “not for public view”.
- cd. The Volunteer Community Outreach Coordinator ~~The public packet will be compiled no later than 5:00 pm on the Sunday prior to the Board meeting and posted~~ will post the public packet to the UPAWS website no later than 12:00 noon on the ~~day~~ Monday of the Board meeting.



UPAWS Ad-Hoc Membership Committee Minutes

Meeting Date: Tuesday, July 2nd, 2024 at 5:00pm

Meeting Location: The Courtyards

Present: Chris Danik (Chair), Andi Goriesky, Brian Hummel

The committee reviewed the current standing of memberships at UPAWS and what options and benefits are available. The committee then discussed ideas for potential changes. Chris will summarize the recommendations and share with the committee. The committee will review for any further changes before the official Report & Recommendation is developed.

Respectfully submitted,
Chris Danik

FUNDRAISING COMMITTEE
Meeting Minutes
July 15, 2024

PRESENT: Lynn Andronis, Ann Brownell (remote), Sarah Evers (remote), Andi Goriesky, Leslie Hurst, Reva Laituri, Marlene Ombrello (remote)

Meeting called to order at 6:01 pm.

2022 Fundraisers Updates:

- CFP19 Name a Beer After Your Pet Release Parties: Leslie will draft an email with the specifics listed, will contact the winner and report back to this committee.

2024 Fundraisers:

- Raise the Woof 2024: Completed.
- Cause For Paws: Completed. Lynn will contact Holiday Inn to determine what dates are open for 2025; 2/22/25 was suggested. Name a Beer After Your Pet beer release parties REMINDER: Sal's party will be held on Friday, 8.23 and Hazel's party will be sometime in September or October.
- Pet Photo 2025 Calendar: Closing date for entries was 6/30/24 and voting began July 1, 2024. Voting will continue until 7/31/24. There is still time to reserve a day for your pet and order calendars. Ann plans on offering a 2 for 1 voting special later this month.
- Rescue Raffle: Consensus was that this fundraiser will not be held this year.
- TUFT: Scheduled for Thursday, 7/18/24.
- SYM: To be held on Saturday, 10/5 in Mattson Lower Harbor Park. We have a 2024 budget. Lynn will chair this event. Paperwork for the City is being finalized as is setting up a committee.
- Sally's Ride: Scheduled for 9/21/24; budget on drive. Andi is attempting to have a food truck at event. Suggestions were Lake Superior Grill, Stuffed Potato, Grateful Cheese. Leslie will oversee the raffle.
- Spay-getti Dinner: Sarah will be chairing this event. Tentative date is set for 9/15/24, from 11am to 1 pm, in the Community Room at the shelter. Sarah has applied for the food permit through the Health Department.
- Canisters: Updated spreadsheet is posted on the drive.

Other Business:

- Petosky Brewing Company: Ongoing. We received \$325 from them on 6/13/24 for the beer release party and t-shirt sales. Suggestion was made to talk to them about participating in the Beer Festival. Lynn will contact them regarding this suggestion.
- Tadych Marketplace Pet Tags: Promotion ended. We received \$1,420 from them on 6/13/24 for this promotion.
- Beth Millner UPAWS necklace: Ongoing through the end of the year.
- Super One – Promotion ended. We received \$5,386 from them on 6/4/24 for food/donation drive.
- Econo/Tadych slips – Receipts have been submitted.
- Blueberry Festival: To be held on Friday, 7/26. Plans are to have a booth. This is being handled by Ann (Community Outreach)
- Marquette County Fair: To be held August 8-10. We will have a presence there that is being handled by Ann (Community Outreach)
- Platinum Partners: We have four Platinum Partners for 2024 – Select Realty, Mares-z-Doats, Nicolet Bank and Iron Range Agency/Tricor Insurance. Decals have been ordered; need to be distributed. UPDATE: It was decided to acknowledge them and distribute decals at TUFT.
- Calendar and Contacts List: In process of being updated with 2024 info.

- [Canister Report](#): Updated to the drive on 7/14/25.
- [Fundraiser Business List](#): To be discussed. On the drive as “Fundraiser Business List 2022 DRAFT”. Some updates have been made due to our efforts related to Cause For Paws but more still needs to be done. Update still in progress.
- [Fundraising Manual](#): Initial review/updates began at the meeting and will continue (hopefully, completed) at our August meeting. Lynn will update the version on the drive and send notices/emails to committee members.

Respectfully submitted,

Lynn Andronis, Chair