

**UPPER PENINSULA ANIMAL WELFARE SHELTER**

**BOARD OF DIRECTORS MEETING**

**Wednesday, August 28, 2024 / 6 p.m. / Cliffs-Eagle Mine Community Room**

<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. July 11, 2024 Annual Meeting
  - b. July 24, 2024 Regular Meeting
  - c. July 24, 2024 Organizational Meeting
6. Unfinished Business
  - a. Report & Recommendations from Shelter Manager RE: Vestibule Keypad
  - b. Trademark
7. New Business
  - a. Report & Recommendations from Shelter Manager RE: Shelter Hours
  - b. Report & Recommendation from Personnel Committee RE: Fundraising Position
8. Communications
9. President's Report
10. Treasurer's Report (*motion to accept*)
  - a. August 2024 Treasurer's Report
  - b. July Financials
11. Shelter Operations Report(s)

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

12. Committee Reports

- a. Board Development Committee Report (Lynn)
- b. Finance Committee Reports (Chris)
- c. Fundraising Committee Report (Andi)
- d. Strategic Planning Committee Report (Chris)
- e. Personnel Committee Report (Leslie)
- f. Policy / Bylaw Committee Report (Leslie)
- g. Donor Development (Ad Hoc) (Leslie)
- h. Membership (Ad Hoc) (Chris)

13. Public Comment

14. Board Comment

15. Closed Session - Personnel Discussion

16. Adjournment

**Next Board Meeting:** Wednesday, September 25, 2024 6pm, Cliffs-Eagle Mine Community Room, UPAWS

**Upper Peninsula Animal Welfare Shelter  
Annual Meeting  
June 11, 2024, 6:00pm  
Community Room, UPAWS Campus**

**PRESENT:** Lynn Andronis, Andi Goriesky, Leslie Hurst

**STAFF:** Ann Brownell, Sarah Evers, Adda Lamon, Julie Mahan, Michelle Peterson, Laura Rochefort

**PUBLIC/GUESTS:** Thomas Brecheisen, Reva Laituri, Linda Roncaglione, Aimee Stephens

1. Welcome and Call to Order: Meeting was called to order at 6:02 pm. Leslie formally introduced and welcomed our Shelter Manager, Sara Evers, to the public.
2. Review 2023 Annual Report: Leslie reviewed the prepared report.
3. Questions and Comments on the Annual Report: None
4. General Questions and Comments:
  - Aimee Stephens asked about the responsibilities of board members (financial, oversight, etc.?). Leslie replied that it is to provide oversight as it pertains to our mission, Bylaws and Policies.
  - Adda stated that since we are seeing more heartworm positive animals in the area, that by offering Lymes vaccines to the community at a reduced rate is a very helpful action on our part.
  - Discussion regarding the microchip help website ([microchiphelp.com](http://microchiphelp.com)) and Lost Dogs of America website ([lostdogsofamerica.org](http://lostdogsofamerica.org)). They are a valuable free tool in locating owners of lost dogs.
  - Discussion on the importance and value of our volunteers.
5. Adjournment: Meeting adjourned at 6:42 pm

Respectfully submitted,

Counter-signed

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Lynn Andronis  
Secretary  
Secretary

Leslie Hurst,  
President

DRAFT

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

**Wednesday, July 24, 2024 / 6 p.m.**

**Minutes**

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

**ABSENT:** Brian Hummel (excused)

**STAFF:** Ann Brownell (remote), Sarah Evers, Laura Rochefort (remote)

**GUESTS:** Reva Laituri

1. Call to Order/Attendance: Meeting was called to order at 6:05 p.m.
2. Approval of Agenda: *Lynn made a motion, seconded by Andi, to approve the Agenda as presented. Motion passed with unanimous consent.*
3. Mission Moment: Recently, Lynn took dog food from the food pantry to the Warming Center in Marquette since, quite often, they have homeless people there with their dogs. This is the purpose of our food bank and a service to our community members. In addition, Andi reported that since they have an excess of hay, Sally's Fund has a "hay bank" for people who need it to feed their horses. They only ask for payback with volunteer hours at the barn. She also reported that they recently removed 10 horses from an owner over the past year. They took 4 this week and 2 are still at owner's house.
4. Public Comment: Staff pointed out that the overflow from the food pantry is in the garage. At this point, there is no excess in garage.
5. Approval of Minutes:
  - a. June 26, 2024 Regular Meeting: *Andi made a motion, seconded by Chris, to approve the Minutes as presented. Motion passed with unanimous consent.*
6. Unfinished Business:
  - a. Report & Recommendations from Shelter Manager RE: Vet Center Kennels: *Andi made a motion, seconded by Lynn, to approve the Report and Recommendation to purchase 2 metal kennel banks from Suburban Surgical to complete the full unit of 8 banks in total, along with the mobile base at a cost of \$2,808.05. Motion passed with unanimous consent.* Chris interjected that since this is a capital expense, you won't see it on the budget. Laura and Sarah will proceed with the ordering.
  - b. Report & Recommendations from Shelter Manager RE: Vestibule Keypad: Sarah is still waiting for quotes.
  - c. Memorial Garden: Leslie and Linda are still waiting for quotes. We have been selling some pavers and tiles which are being tracked.
  - d. Senate & House Bills: Leslie reported no update, but some forward movement. Before we publicly support these bills, we need to look at each bill individually before agreement. Lynn will pull bills from MPA or another website.
  - e. Municipal Contracts: Leslie reported no update on this issue, nothing has been sent to municipalities.

- f. Trademark: Carole reported that she has received logo and name and application. Carole will send email to Leslie with pertinent documents.
7. New Business:
- Re-Election of Chris Danik to the Board of Directors: Lynn made a motion, seconded by Carole, to approve the reappointment of Chris Danik to the Board with a term expiring in 2027. Motion passed with unanimous consent. A vote was then conducted by secret ballot. Reva distributed, collected and tallied the ballots and Chris was elected to the board.
  - Report & Recommendations from Finance Committee RE: Budget Amendment: Chris noted that this is just making a change to budget. Carole made a motion, seconded by Andi to approve the recommendation to increase account #4110 by \$7,000 to account for the additional donation and increase account #5130 by \$7,000 for the expense of purchasing supplied needed to open the vet center with funds that will be received by a generous donor. Motion passed with unanimous consent.
8. Communications:
- Plaque, Thank You: Leslie received a plaque and note from Best Friends for our no-kill status for 2023 which we will hang in lobby. Every year, Ann submits our stats to Best Friends, but she will verify that they can pull stats from SAC (shelter animals count). Two cards were given to Lynn for thank you letters to be sent for the donation of \$600 for washer.
9. President's Report: Verbal update from Leslie. She received United Way notice, getting \$170 from \$200. Leslie has list of donors and will send thank you letters to them.
10. Treasurer's Report: (motion to accept)
- July 2024 Treasurer's Report: Chris noted that we have had fewer strays, probably due to microchipping and Lost Pets FB pages.
  - June Financials: Lynn made a motion, seconded by Carole, to accept the June Financials as presented. Motion passed with unanimous consent.
11. Shelter Operations Report(s):
- Report from the Shelter Manager: Sarah reported that we have all new equipment in laundry room; all delivered next Wednesday. She also reported that UP Vet Services will do another spay day next month. Regarding our census, we are not at maximum with cats but are at maximum with dogs (18 dogs). She also explained that the "Wait List" is not a "no", just a "not right now." If we were to eliminate the wait list, she believed that we would probably need to have kennels in the community room and hire more staff.
  - Stats - June 2024: Attached
12. Committee Reports:
- Board Development Committee Report: Verbal report from Leslie since Brian is not here. There was a board application that has now been withdrawn due to the person's time constraints.
  - Finance Committee Reports: Written report submitted.
  - Fundraising Committee Report: Written report submitted.
  - Strategic Planning Committee Report: Committee did not meet.
  - Personnel Committee Report: Written report submitted.
  - Policy / Bylaw Committee Report: Written report submitted.
  - Donor Development (Ad Hoc): Committee did not meet.
  - Membership (Ad Hoc): Written report submitted.

13. Public Comment: None.

14. Board Comment: None.

15. Adjournment: *Motion was made by Lynn, seconded by Carole, to adjourn the meeting. Motion passed with unanimous consent. Meeting adjourned at 7:08 p.m.*

Respectfully submitted,

Lynn Andronis, Secretary

Counter-Signed,

Leslie Hurst, President

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

DRAFT

**UPPER PENINSULA ANIMAL WELFARE SHELTER  
BOARD OF DIRECTORS ORGANIZATIONAL MEETING MINUTES  
Wednesday, July 24, 2023**

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

**ABSENT:** Brian Hummel (excused)

**STAFF:** Ann Brownell, Sarah Evers, Laura Rochefort

**GUESTS:** Reva Laituri

1. Call to Order-Attendance: Meeting was called to order at 7:08 pm.
2. Approval of Agenda: *Carole made a motion, seconded by Lynn, to approve the Agenda as presented. Motion passed with unanimous consent.*
3. Election of Officers: With the following elections, a vote was then conducted by secret ballot. Reva distributed, collected and tallied the ballots and announced the results of the elections.
  - a. President: *Motion was made by Carole, seconded by Andi, to nominate Leslie Hurst as President. Leslie was elected.*
  - b. Vice-President: *Motion was made by Leslie, seconded by Carole, to nominate Lynn Andronis as Vice President. Lynn was elected.*
  - c. Secretary: *Motion was made by Leslie, seconded by Lynn, to nominate Carole Touchinski as Secretary. Carole was elected.*
  - d. Treasurer: *Motion was made by Lynn, seconded by Carole, to nominate Chris Danik as Treasurer. Chris was elected.*
4. Conflict of Interest Agreement: Conflict of Interest forms were distributed and signed by all board members present. Lynn will scan and put on the drive.
5. Committee Chairs:
  - a. Personnel: Leslie (as President)
  - b. Finance: Chris (as Treasurer)
  - c. Board Development: Lynn (as Vice President)
  - d. Fundraising: Andi volunteered to chair this committee. Lynn offered her help with this committee.
  - e. Strategic Planning: Chris. He stated that he was planning on contacting Grow And Lead (or some equivalent) as an outside organization to facilitate the work of this committee.
  - f. Policy/Bylaw: LeslieAll committee chairs were asked to update the committee list on the drive. Lynn will update the Board List.
6. Adjournment: *Carole made a motion, seconded by Lynn, to adjourn the meeting. Motion passed with unanimous consent. Meeting was adjourned at 7:31 pm.*

Respectfully submitted,

Counter-Signed

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Lynn Andronis

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Leslie Hurst, President

## Report & Recommendation

### Shelter Hours

8/27/24

#### New Schedule

- **Hours:** Now open from 12 PM to 4 PM every day except Monday (still closed).
- **Animal Meets:** Up to 3 simultaneous animal meets, tripling adoption chances and balancing species representation.
- **Vaccinations:** No longer done during open hours; coordinators will handle them when the vet tech assistant isn't available. When she is available, she'll manage vaccines and microchips/nail trims during early morning and late afternoon.
- **Microchips/Nail Trims:** Combined into 4 appointments on days the vet tech assistant is in, rather than 2 each.
- **Grooming Room:** Unchanged, still allowing 1 appointment daily at 2:00 PM.
- **Surrenders/Adoptions:** Will now count against animal meet appointments to ensure staff availability for exams and paperwork but will not significantly impact the number of animal meet appointments.
- **Surgery Drop-offs & Reminders:** Remain unchanged, with slots still allocated for both.

#### Old Schedule

- **Hours:** Opened at 11 AM on Friday, Saturday, and Sunday.
- **Animal Meets:** Allowed only one animal meet at a time.
- **Vaccinations:** Conducted during open hours.
- **Microchips/Nail Trims:** Separate appointments, limited to 2 per day each.
- **Surrenders/Adoptions:** Didn't count against animal meet appointments.

The new schedule aims to improve efficiency, especially in handling animal meets, while optimizing staff availability and reducing conflicts with other appointments.

Ryan McLaren  
Ann Brownell  
Sarah Evers



# Old Schedule

Tuesday - Thursday								
Time	Meet & Greets	Adoption	Microchip	Nail Trim	Vaccine	Grooming Room	Surgery D/O	Surgery Reminder
11:00								
11:15		1						
11:30								
11:45								
12:00								
12:15	1	2						
12:30					1			
12:45	2		1					
1:00								
1:15	3	3						
1:30					2			
1:45	4		2					
2:00								
2:15	5	4		1		1		
2:30					3			
2:45	6							
3:00								
3:15	7	5		2				
3:30					4			
3:45	8							
4:00					5			
4:15		6						

Friday - Sunday								
Time	Meet & Greets	Adoption	Microchip	Nail Trim	Vaccine	Grooming Room	Surgery D/O	Surgery Reminder
11:00					1			
11:15		1			2			
11:30					3			
11:45					4			
12:00								
12:15	1	2						
12:30					5			
12:45	2		1					
1:00								
1:15	3	3						
1:30					6			
1:45	4		2					
2:00								
2:15	5	4		1		1		
2:30					7			
2:45	6							
3:00								
3:15	7	5		2				
3:30					8			
3:45	8							
4:00								
4:15		6						
4:15								
4:30								
4:45		7						

**Report & Recommendation to the UPAWS Board of Directors**  
**Fundraising Position**  
**August 28, 2024**

The Personnel Committee recommends that the UPAWS Board of Directors approves a Fundraising Coordinator position per the attached job description. The Personnel committee feels we need to have a dedicated staff person to handle the fundraising efforts and donor management of UPAWS. It is getting more difficult to rely on the board and volunteers to manage fundraisers and there is a gap in functions once handled by an Executive Director. The goal for this position is to increase our fundraising revenue. The Finance committee has reviewed the impact to the 2024 budget (see August committee report) and we will need to ensure the 2025 budget funds this position long term.

Respectfully Submitted,  
Leslie Hurst  
Chair of Personnel Committee



**UPPER PENINSULA ANIMAL WELFARE SHELTER  
POSITION DESCRIPTION (DRAFT)**

<b>JOB TITLE</b>	<b>Fundraising Coordinator</b>		
<b>EMPLOYEE NAME</b>	<b>Vacant</b>		
<b>FLSA STATUS</b>	<b>Non-Exempt / Hourly</b>	<b>SALARY LEVEL</b>	<b>\$15.00 to \$18.00 per hour*</b>
<b>STATUS</b>	<b>Full Time</b>	<b>LOCATION</b>	<b>Marquette County</b>
<b>REPORTS TO</b>	<b>Shelter Manager</b>		

**POSITION SUMMARY:** The Fundraising Coordinator is responsible for overseeing major fundraising events and other major fundraising operations at UPAWS. The Fundraising Coordinator will play a crucial role in securing financial support for our shelter's operations, programs, and initiatives. *\*Potential for incentive based bonuses.*

**EDUCATIONAL AND QUALIFICATION REQUIREMENTS:** High School Diploma or GED equivalent. Proven experience in event planning and coordination, preferably in a nonprofit or fundraising environment. Must possess strong interpersonal and communication skills (both oral and written) and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to establish priorities, maintain confidentiality, and work in collaboration with the Shelter Manager and Community Outreach Coordinator. Prefer office management experience and knowledge/skills, detail oriented, demonstrate positive customer service skills. Possess a valid Michigan driver's license, and be deemed an acceptable risk by the insurance carrier.

**ADDITIONAL SKILLS AND ABILITIES:** Experience in event planning and execution. Excellent organizational and project management skills, with the ability to prioritize and manage multiple tasks simultaneously. Excellent organizational and communication skills. Ability to remain calm under pressure and adapt to changing event dynamics.

**ESSENTIAL DUTIES** include the following; other related duties may be assigned by the Shelter Manger:

- Plan and execute the major fundraising events defined in the annual UPAWS budget. Maintain written documentation and plans for executing these events in the future.

- Develop event timelines, budgets, and logistics plans, ensuring all details are meticulously organized and executed. Prepare post-event evaluations and financial reports for internal stakeholders, summarizing event outcomes, participant feedback, and ROI analysis.
- Collaborate with the Volunteer & Community Outreach Coordinator to develop promotional materials, event invitations, and social media campaigns to drive attendance and engagement.
- Coordinate online fundraising campaigns through social media platforms, solicitation letters, and crowdfunding platforms.
- Monitor and evaluate fundraising activities to ensure goals are met and make recommendations for improvements.
- Ensure compliance with donor restrictions and legal requirements regarding the use of restricted funds. Communicate effectively with donors to acknowledge their restricted gifts and provide updates on fund usage.
- Maintain donor database records, ensuring accuracy and timely communications.
- Coordinate fundraising campaigns, including direct mail campaigns, online fundraising, and peer-to-peer fundraising initiatives.
- Recruit, coordinate, and supervise volunteers for fundraising events. Foster a positive and collaborative atmosphere among volunteers, encouraging teamwork and enthusiasm.
- Collaborate with the Shelter Manager and Finance Committee to construct annual fundraising budgets.

**SUPERVISION EXERCISED:** Event volunteers, Fundraising Committee members.

**WORK ENVIRONMENT:** Working hours vary depending on scheduling of programs and often include evenings, weekends, and holidays in addition to daytime hours. Typically performs duties in an office environment. Expected to be physically present at each major fundraising event.

**EQUIPMENT AND MATERIALS USED:** Janitorial, safety, office, seasonal tools, UPAWS vehicle, and donor database.

## **UPAWS Treasurer's Report August 2024**

### **Activities Since Last Report:**

- The Square inventory reports are now being used to make journal entries that are reflected in our financial statements. You will see how much retail inventory we are holding on the Statement of Financial Position (Balance Sheet) under account 1201. Income and Expense for retail should represent what was actually sold that month and not necessarily what is purchased.

### **July 2024 Financial Reports:**

The July 2024 financial reports are presented to the Board of Directors for acceptance after being reviewed and approved by the Finance Committee.

### **Revenue**

- YTD revenue is coming in closer to budget this month due to some favorable variances in Adoptions and Bequests.
- Donations and Government Contracts are still showing an unfavorable variance.

### **Expenses**

- Expenses overall are showing a favorable variance. There are concerns to note about individual lines this month.
- The budget amendment for the Vet Center is reflected in 5130 but the purchases didn't start until August, so you'll see the purchases reflected next month.

**Upper Peninsula Animal Welfare Shelter**  
**Statement of Financial Position**  
As of July 31, 2024

	<u>Jul 31, 24</u>	<u>Jul 31, 23</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1010 · Nicolet Checking	73,473.15	150,838.68	(77,365.53)
1030 · First Bank Money Market	440,317.64	563,380.65	(123,063.01)
1031 · Sallys Fund Money Market	31,980.11	13,311.81	18,668.30
1070 · PayPal account	1,893.24	95.14	1,798.10
1090 · Cash in Drawer	333.78	333.78	0.00
<b>Total Checking/Savings</b>	<u>547,997.92</u>	<u>727,960.06</u>	<u>(179,962.14)</u>
<b>Accounts Receivable</b>			
1200 · *Accounts Receivable	16,263.41	1,642.50	14,620.91
1524 · Capital Campaign Pledges	2,450.00	5,950.00	(3,500.00)
<b>Total Accounts Receivable</b>	<u>18,713.41</u>	<u>7,592.50</u>	<u>11,120.91</u>
<b>Other Current Assets</b>			
1080 · Petty Cash	400.00	400.00	0.00
1201 · Inventory	4,619.69	0.00	4,619.69
1350 · Fundraising Change Fund	300.00	0.00	300.00
1500 · Stripe - Photo Contest	2,038.57	0.00	2,038.57
1540 · Allowance for Uncol Promises	(894.00)	(894.00)	0.00
1550 · Discount-CC Pledges Receivable	(1,534.00)	(1,534.00)	0.00
<b>Total Other Current Assets</b>	<u>4,930.26</u>	<u>(2,028.00)</u>	<u>6,958.26</u>
<b>Total Current Assets</b>	<u>571,641.59</u>	<u>733,524.56</u>	<u>(161,882.97)</u>
<b>Fixed Assets</b>			
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	(741,855.68)	(602,840.43)	(139,015.25)
<b>Total Fixed Assets</b>	<u>3,070,964.37</u>	<u>3,206,074.15</u>	<u>(135,109.78)</u>
<b>Other Assets</b>			
1074 · WF Endowment Fund Investments	401,914.60	361,638.87	40,275.73
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
<b>Total Other Assets</b>	<u>1,471,224.41</u>	<u>1,310,301.30</u>	<u>160,923.11</u>
<b>TOTAL ASSETS</b>	<u><b>5,113,830.37</b></u>	<u><b>5,249,900.01</b></u>	<u><b>(136,069.64)</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			

<b>Accounts Payable</b>			
2001 · *Accounts Payable	0.00	18,047.68	(18,047.68)
<b>Total Accounts Payable</b>	<u>0.00</u>	<u>18,047.68</u>	<u>(18,047.68)</u>
<b>Credit Cards</b>			
2005 · Nicolet Bank Cards	4,441.57	0.00	4,441.57
<b>Total Credit Cards</b>	<u>4,441.57</u>	<u>0.00</u>	<u>4,441.57</u>
<b>Other Current Liabilities</b>			
2025 · Accrued Benefits	18,551.57	10,192.85	8,358.72
2100 · FUTA			
2101 · Federal Tax W/H Payable	0.00	1,622.83	(1,622.83)
2102 · Medicare and SS Payable	0.00	3,897.99	(3,897.99)
2103 · Michigan W/H Payable	1,015.08	2,049.46	(1,034.38)
2104 · Suta Tax Payable	86.02	(948.56)	1,034.58
2111 · Simple Plan Payable	0.00	1,351.39	(1,351.39)
2100 · FUTA - Other	0.00	7,581.57	(7,581.57)
<b>Total 2100 · FUTA</b>	<u>1,101.10</u>	<u>15,554.68</u>	<u>(14,453.58)</u>
2550 · Sales Tax Payable	184.49	1,325.00	(1,140.51)
<b>Total Other Current Liabilities</b>	<u>19,837.16</u>	<u>27,072.53</u>	<u>(7,235.37)</u>
<b>Total Current Liabilities</b>	<u>24,278.73</u>	<u>45,120.21</u>	<u>(20,841.48)</u>
<b>Total Liabilities</b>	24,278.73	45,120.21	(20,841.48)
<b>Equity</b>			
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	3,556,681.75	3,655,682.67	(99,000.92)
Net Income	(88,005.56)	(71,778.32)	(16,227.24)
<b>Total Equity</b>	<u>5,089,551.64</u>	<u>5,204,779.80</u>	<u>(115,228.16)</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>5,113,830.37</b></u>	<u><b>5,249,900.01</b></u>	<u><b>(136,069.64)</b></u>

**Upper Peninsula Animal Welfare Shelter**  
**YTD Budget to Actual**  
**July 2024**

	<u>Jul 24</u>	<u>Budget</u>	<u>Jan - Jul 24</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>4000 · SHELTER REVENUE</b>					
4005 · Pet Adoptions	10,412.59	7,500.00	60,775.78	52,500.00	90,000.00
4010 · Redeemed Animals	275.00	375.00	1,119.98	2,625.00	4,500.00
4012 · Boarding Fee	50.00	333.34	1,088.00	2,333.34	4,000.00
4015 · Vet/Optional Care	612.00	166.68	3,671.03	1,166.68	2,000.00
4017 · Dog Park	263.00	333.34	1,963.71	2,333.34	4,000.00
4018 · Rentals Revenue	50.00	208.34	265.00	1,458.34	2,500.00
4020 · Government Contracted Services	1,853.50	4,583.34	15,970.22	32,083.34	55,000.00
4030 · Dog License Revenue	20.00	33.34	100.00	233.34	400.00
4031 · Microchipping	275.00	166.66	631.65	1,166.66	2,000.00
4032 · Nail Clipping / Grooming	335.00	350.00	2,628.97	2,450.00	4,200.00
4033 · Community Spay/Neuter Revenue	240.00	416.68	3,174.98	2,916.68	5,000.00
4050 · Miscellaneous Services	0.00	50.00	120.00	350.00	600.00
4060 · Cremation Services Revenue	172.00	166.68	2,820.00	1,166.68	2,000.00
<b>Total 4000 · SHELTER REVENUE</b>	<u>14,558.09</u>	<u>14,683.40</u>	<u>94,329.32</u>	<u>102,783.40</u>	<u>176,200.00</u>
<b>4100 · DIRECT PUBLIC SUPPORT</b>					
4006 · Pet Care Sponsorship	128.60	1,000.00	568.07	7,000.00	12,000.00
4008 · Pet Promotion Sponsorship	0.00	41.68	0.00	291.68	500.00
4109 · Pink Lady	0.00	166.68	755.00	1,166.68	2,000.00
4110 · Donations	19,918.14	30,166.68	129,083.38	169,166.68	285,000.00
4120 · Special Gifts	0.00		0.00		
4123 · Memorial Bricks/Tiles	0.00	250.00	0.00	1,750.00	3,000.00
4125 · Donated Svs/Material In Kind	829.00	1,666.68	7,343.00	11,666.68	20,000.00
4135 · Bequests	54,828.33	6,250.00	64,828.33	43,750.00	75,000.00
4188 · Naming Opportunities	0.00	2,500.00	0.00	17,500.00	30,000.00
<b>Total 4100 · DIRECT PUBLIC SUPPORT</b>	<u>75,704.07</u>	<u>42,041.72</u>	<u>202,577.78</u>	<u>252,291.72</u>	<u>427,500.00</u>
<b>4156 · GRANT REVENUE</b>					
4157 · General Grants	0.00	1,250.00	85.00	8,750.00	15,000.00
<b>Total 4156 · GRANT REVENUE</b>	<u>0.00</u>	<u>1,250.00</u>	<u>85.00</u>	<u>8,750.00</u>	<u>15,000.00</u>
<b>4200 · FUNDRAISING REVENUE</b>					
4128 · Misc/3rd Party Fundraisers	150.00	533.34	5,861.00	3,733.34	6,400.00
4140 · Canisters	473.67	575.00	3,824.78	4,025.00	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	6,905.00	26,408.00	26,963.00	26,408.00	26,408.00
4197 · Calendar	14,375.00	13,500.00	20,533.41	15,250.00	33,100.00
<b>Total 4200 · FUNDRAISING REVENUE</b>	<u>21,903.67</u>	<u>41,016.34</u>	<u>69,447.29</u>	<u>86,416.34</u>	<u>133,958.00</u>
<b>4500 · OTHER Revenue</b>					
4205 · Resale Items Revenue	3,085.32	3,333.34	17,814.85	23,333.34	40,000.00
4215 · Interest Revenue	3,148.65	3,666.68	24,828.93	25,666.68	44,000.00
4220 · Miscellaneous Revenue	642.35	83.34	12,710.85	583.34	1,000.00
4221 · Endowment Fund Earnings	0.00	416.68	0.00	2,916.68	5,000.00
4223 · MCCF B.Reider Fund Distribution	0.00	1,750.00	0.00	12,250.00	21,000.00
4227 · Distribution from Dixon Estate	0.00	2,583.34	3,783.60	18,083.34	31,000.00
<b>Total 4500 · OTHER Revenue</b>	<u>6,876.32</u>	<u>11,833.38</u>	<u>59,138.23</u>	<u>82,833.38</u>	<u>142,000.00</u>
<b>Total Income</b>	<u>119,042.15</u>	<u>110,824.84</u>	<u>425,577.62</u>	<u>533,074.84</u>	<u>894,658.00</u>

<b>Gross Profit</b>	119,042.15	110,824.84	425,577.62	533,074.84	894,658.00
<b>Expense</b>					
<b>5000 · Employee Expense</b>					
5129 · Employee Uniforms	0.00	83.34	0.00	583.34	1,000.00
5200 · Payroll Expenses	128.00	16.68	1,004.00	116.68	200.00
5201 · Wages & Salaries	27,459.61	31,263.24	220,499.46	234,474.30	406,422.33
5202 · Overtime	858.93	666.68	4,730.94	4,666.68	8,000.00
5203 · Bonuses	0.00	1,166.68	2,150.00	8,166.68	14,000.00
5225 · Simple Plan Employer	182.48	225.00	1,340.47	1,575.00	2,700.00
5230 · Michigan Unemployment Payable	86.02	491.09	1,735.02	3,437.63	5,893.12
5235 · Employer Social Security	1,755.75	2,099.85	14,097.58	14,698.95	25,198.18
5240 · Employer Medicare	410.62	474.15	3,297.01	3,319.05	5,689.91
5245 · Worker's Compensation	235.00	366.68	1,645.00	2,566.68	4,400.00
5246 · Employee Relations	0.00	416.68	1,447.54	2,916.68	5,000.00
5248 · Health Ben / Dental / Vision	335.71	366.68	2,597.75	2,566.68	4,400.00
5250 · Employee Benefits	0.00		2,500.00		
<b>Total 5000 · Employee Expense</b>	<b>31,452.12</b>	<b>37,636.75</b>	<b>257,044.77</b>	<b>279,088.35</b>	<b>482,903.54</b>
<b>5500 · OPERATING EXPENSE</b>					
5009 · Phone/Network Access	152.91	358.34	2,364.55	2,508.34	4,300.00
5011 · Merchant Service Fees	1,948.89	500.00	5,485.10	3,500.00	6,000.00
5012 · Bank Service Charges	0.00	4.18	0.00	29.18	50.00
5050 · Utilities	3,897.85	3,166.68	20,730.24	22,166.68	38,000.00
5100 · Cleaning Supplies	100.46	500.00	930.69	3,500.00	6,000.00
5102 · Animal Supplies/Equipment	1,926.01	500.00	4,047.68	3,500.00	6,000.00
5105 · Repairs/Maintenance	2,114.36	1,083.34	8,270.14	7,583.34	13,000.00
5106 · Garbage/Snow Removal	245.58	625.00	5,456.69	4,375.00	7,500.00
5115 · Office Supplies/Postage	380.41	500.00	4,245.66	3,500.00	6,000.00
5116 · Postage	0.00		0.00		
5117 · Community Spay/Neuter Expense	866.57	583.34	3,916.57	4,083.34	7,000.00
5119 · Small Equipment	0.00	416.68	0.00	2,916.68	5,000.00
5120 · Building/Auto Insurance	689.87	2,916.68	30,248.42	20,416.68	35,000.00
5125 · Food	829.00	1,000.00	5,567.67	7,000.00	12,000.00
5127 · Microchips	0.00	275.00	3,205.00	1,925.00	3,300.00
5130 · Medical Supplies-Vaccines	422.25	8,250.00	8,871.60	15,750.00	22,000.00
5135 · Vet Care	3,124.00	3,750.00	25,158.64	26,250.00	45,000.00
5140 · Spay & Neuter Expense	4,120.50	2,750.00	21,681.61	19,250.00	33,000.00
5145 · Vehicle	87.20	125.00	1,471.95	875.00	1,500.00
5146 · Dog License Expense	0.00	37.50	50.00	262.50	450.00
5150 · Mileage	92.60	83.34	958.64	583.34	1,000.00
5160 · Depreciation	11,500.00	11,703.05	80,500.00	81,921.35	140,436.60
5165 · Cash over/short	(3.99)	8.34	264.11	58.34	100.00
5530 · Cremation Services Expense	962.35	250.00	4,223.10	1,750.00	3,000.00
6138 · Pink Lady Expense	575.00	166.68	1,684.18	1,166.68	2,000.00
6539 · Computer Software	530.97	583.34	2,907.15	4,083.34	7,000.00
6565 · IT Consulting	225.00	225.00	617.00	1,575.00	2,700.00
<b>Total 5500 · OPERATING EXPENSE</b>	<b>34,787.79</b>	<b>40,361.49</b>	<b>242,856.39</b>	<b>240,529.79</b>	<b>407,336.60</b>
<b>5550 · GRANT EXPENSE</b>					
5551 · General Grants	0.00	83.34	0.00	583.34	1,000.00
<b>Total 5550 · GRANT EXPENSE</b>	<b>0.00</b>	<b>83.34</b>	<b>0.00</b>	<b>583.34</b>	<b>1,000.00</b>
<b>5600 · FUNDRAISING EXPENSE</b>					
6307 · Calendar Expense	142.33	633.33	217.33	1,266.66	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	8.34	316.00	58.34	100.00
6317 · Raise The Woof Expense	0.00	0.00	1,118.42	1,800.00	1,800.00
6324 · Miscellaneous Expenses	14.81		850.17		

6330 · TUFT Golf Outing Expense	11,259.50	10,107.00	11,813.86	10,107.00	10,107.00
6550 · Strut Your Mutt Expense	0.00	0.00	35.22	0.00	3,636.00
6551 · Canisters Expense	0.00	20.84	0.00	145.84	250.00
<b>Total 5600 · FUNDRAISING EXPENSE</b>	<b>11,416.64</b>	<b>10,769.51</b>	<b>18,483.01</b>	<b>18,957.84</b>	<b>26,323.00</b>
<b>6000 · OTHER EXPENSE</b>					
5142 · Volunteer Program	139.89	100.00	445.03	700.00	1,200.00
6313 · Direct Solicitations	0.00	900.00	5,155.96	6,300.00	10,800.00
6503 · Community Outreach	12.99	166.68	680.72	1,166.68	2,000.00
6504 · Memorial Bricks/Tiles	0.00	166.68	0.00	1,166.68	2,000.00
6505 · Professional Fees	1,125.00	2,333.34	8,893.27	16,333.34	28,000.00
6510 · Publications	0.00	833.34	107.10	5,833.34	10,000.00
6511 · Pet Promotion Expense	137.55	150.00	742.15	1,050.00	1,800.00
6515 · Promotions & Advertising	0.00	83.34	343.84	583.34	1,000.00
6525 · Resale Items Expense	1,985.91	1,666.68	14,440.89	11,666.68	20,000.00
6530 · Conferences / Training	0.00	333.34	1,505.00	2,333.34	4,000.00
6532 · Donor Development	308.74	83.34	308.74	583.34	1,000.00
6533 · Strategic Planning	0.00	83.34	0.00	583.34	1,000.00
6535 · Licenses, Dues, Permits & Fees	0.00	100.00	2,053.88	700.00	1,200.00
6540 · Miscellaneous Expense	310.24	166.68	990.18	1,166.68	2,000.00
6561 · Investment Expense	1,291.97	1,333.34	7,407.34	9,333.34	16,000.00
6688 · Naming Opportunity Expense	0.00	50.00	0.00	350.00	600.00
<b>Total 6000 · OTHER EXPENSE</b>	<b>5,312.29</b>	<b>8,550.10</b>	<b>43,074.10</b>	<b>59,850.10</b>	<b>102,600.00</b>
<b>Total Expense</b>	<b>82,968.84</b>	<b>97,401.19</b>	<b>561,458.27</b>	<b>599,009.42</b>	<b>1,020,163.14</b>
<b>Net Ordinary Income</b>	<b>36,073.31</b>	<b>13,423.65</b>	<b>(135,880.65)</b>	<b>(65,934.58)</b>	<b>(125,505.14)</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
4226 · Change in Value-Dixon Trust	0.00		21,360.96		
4300 · Unrealized Gain/Loss	7,445.89		26,553.47		
<b>4400 · RESTRICTED REVENUE</b>					
<b>7400 · SALLY'S FUND</b>					
4218 · Sally's Fund Revenue	1,000.00		3,725.00		
6518 · Sally's Fund Expense	(3,142.72)		(3,764.34)		
<b>Total 7400 · SALLY'S FUND</b>	<b>(2,142.72)</b>		<b>(39.34)</b>		
<b>Total 4400 · RESTRICTED REVENUE</b>	<b>(2,142.72)</b>		<b>(39.34)</b>		
<b>Total Other Income</b>	<b>5,303.17</b>		<b>47,875.09</b>		
<b>Net Other Income</b>	<b>5,303.17</b>		<b>47,875.09</b>		
<b>Net Income</b>	<b>41,376.48</b>	<b>13,423.65</b>	<b>(88,005.56)</b>	<b>(65,934.58)</b>	<b>(125,505.14)</b>

**Upper Peninsula Animal Welfare Shelter**

**Days Cash On Hand as of July 2024**

	<b>Cash Less Restricted Funds*</b>	<b>Annual Expense</b>	<b>Daily Expense</b>	<b>Days Cash on Hand</b>	
<b>2024</b>	\$532,981.22	\$872,726.54	\$2,391.03	223	(Year to Date)
<b>2023</b>	\$612,669.21	\$887,146.99	\$2,430.54	252	
<b>2022</b>	\$969,199.36	\$776,458.72	\$2,127.28	456	
<b>2021</b>	\$882,513.53	\$774,749.62	\$2,122.60	416	
<b>2020</b>	\$645,045.70	\$753,663.47	\$2,064.83	312	
<b>2019</b>	\$415,591.49	\$741,157.74	\$2,030.57	205	
<b>2018</b>	\$311,797.49	\$521,136.55	\$1,427.77	218	
<b>2017</b>	\$215,192.09	\$536,174.67	\$1,468.97	146	
<b>2016</b>	\$201,661.55	\$602,450.00	\$1,650.55	122	
<b>2015</b>	\$152,858.00	\$576,669.00	\$1,579.92	97	
<b>2014</b>	\$191,970.00	\$520,354.25	\$1,425.63	135	
<b>2013</b>	\$146,529.00	\$431,923.23	\$1,183.35	124	
<b>2012</b>	\$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

## August Shelter Report

- With the help from the community and Household Appliance, the last 2 dryers and washer were delivered and installed. The laundry room is completely brand new with equipment and we couldn't be more excited! A special thanks to all who donated!
- August saw 3 big cat surgery days, where a total of 64 animals were spayed and neutered. Awesome job Laura for getting those arranged for us.
- Laura is hard at work, scheduling two more big surgery days with local veterinarians, scheduled on September 10th and 24th.
- We had a booth at the Marquette County Fair this year. No new items were purchased to sell as we used it as a way to clear out leftover things from the holiday store, and it worked wonderfully. Special thanks to Ann for organizing the weekend.
- Laura and I have started ordering supplies for the vet center. Our goal is to have everything ready for a vet walk through by October and the first surgeries to happen by November.
- A huge thank you to the staff, especially Ann, for holding down the fort when I was on vacation. They did an amazing job in my absence and I can't thank them all enough for continuing to be rockstars, even when the boss is away!

July 2024		DOGS		CATS		OTHER	TOTAL	
<b>note: Horses that came in July are not counted/listed</b>		12		49		3	64	
<b>In Foster</b>		33	0 true foster	66	0 true foster	13	112	
<b>TOTAL Beginning Count</b>		45		115		16	176	
<b>INTAKE</b>		DOGS	PUPS <5 mos.	CATS	KITS <5 mos.	OTHER	TOTAL	YTD
Owner Surrender		16	4	12	10	9	51	368
Returned Adoption		3	0	0	0	0	3	22
Stray (from Police, Public and Shelter Pickup)		8	0	12	5	0	25	179
Born in Care		0	0	0	10	0	10	25
Transferred from Other Shelters		3	0	1	22	0	26	100
Special Hold/Service In		0	0	0	0	0	0	5
Seized/Custody (Cruelty & Neglect)		1	0	0	0	0	1	14
<b>Total Intakes</b>		<b>31</b>	<b>4</b>	<b>25</b>	<b>47</b>	<b>9</b>	<b>116</b>	<b>713</b>

### OUTCOMES

Adoptions (shelter, foster home or special event)		23	0	39	27	14	103	551
<b>Total Adoptions YTD</b>		<b>149</b>	<b>0</b>	<b>284</b>	<b>72</b>	<b>46</b>	<b>483</b>	
Returned to Owner		6	0	3	0	0	9	97
Transferred to Rescue Groups/Shelters		2	0	2	0	0	4	13
<b>Total Live Outcomes</b>		<b>31</b>	<b>0</b>	<b>44</b>	<b>27</b>	<b>14</b>	<b>116</b>	<b>661</b>
<b>EUTHANIZED/DEATHS/MISSING/STOLEN</b>								
Dangerous		2	0	0	0	0	2	3
Dying		0	0	0	0	0	0	3
Animal's Name and Reason		Marvin & Piglet-aggressive						
<b>TOTAL ANIMALS EUTHANIZED</b>		<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>10</b>
Died at shelter/foster home - Unknown		1	0	0	2	1	4	20
Missing/Stolen/Escaped		0	0	0	0	0	0	1
Animal's Name and Reason		Polar (F-t-A)-trauma			Quill & Rocket-failure to thrive	Daisy-trauma, spinal injury		
<b>Total Euth/Died/Other Outcomes</b>		<b>3</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>6</b>	<b>31</b>
<b>In Shelter</b>		<b>13</b>		<b>34</b>		<b>3</b>	<b>50</b>	
<b>In Foster</b>		<b>33</b>	1- true foster	<b>80</b>	5 - true foster	<b>10</b>	<b>123</b>	
<b>TOTAL Ending Count (per formula)</b>		<b>46</b>		<b>114</b>		<b>10</b>	<b>170</b>	
<b>TOTAL Ending Count (per report)</b>		<b>46</b>		<b>114</b>		<b>10</b>	<b>170</b>	
<b>SAVE RATE (Intake- Euthanasia Outcome)/Intake</b>							<b>98.3%</b>	<b>98.6%</b>
<b>ASPCA Live Release Rate (Live Outcomes/ Intake)</b>							<b>100.0%</b>	<b>92.7%</b>

### OTHER INFO

	Dogs	Cats
Avg. Length of Stay	40.4	22.7
Monthly Return Rate (returns/adoptions)	13%	0%

<b>July 2024 - 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	0
Bite Hold (for Owner)	0	0	0	0	0
Spay/Day	0	0	0	0	24
Community Spay/Neuter (Spay It Forward)	3	0	0	3	13
Microchipping	9	1	0	10	23
Domestic Violence	0	0	0	0	2
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	13	0	0	13	38
Service - Home 2 Home	0	0	0	0	5
Service - Nailtrims	14	6	2	22	175
Service - Dog Licenses	0	0	0	0	5
Service - Cremation Services	0	0	1	1	17
<b>Total</b>	<b>39</b>	<b>7</b>	<b>3</b>	<b>49</b>	<b>302</b>

## UPAWS Finance Committee Minutes

**Meeting Date: Tuesday, August 20th, 2024 at 5:00pm**

**Meeting Location: Google Meet**

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

Excused: Jill Compton, Dale Dexter

### New Business

- **Review July 2024 Financial Reports**: No significant discussion or comments occurred.. **It was moved by Cole and seconded by Leslie to recommend that the Board of Directors approve the March 2024 financial reports. The motion passed unanimously.**
- **CD Ladder**: One of the \$50,000 CDs recently matured. The committee discussed whether we should continue on the current ladder of CDs or to hold the funds in the money market account. Rates are starting to fall and are expected to continue to fall. The committee agreed that we should continue on our current ladder, as approved by the board, and purchase another 24 month CD to lock in the current rate of 4.15%.
- **Proposed Budget Amendment - Fundraising Position**: The committee discussed a potential budget amendment due to the discussion of a new fundraising position in the personnel committee. The Finance committee agrees that the position is needed to help grow our fundraising revenue. Chris ran some numbers and if the new position is filled as of September 30th, it will add between \$9,500 and \$10,000 in expenses for 2024 and between \$41,500 and \$46,000 for 2025 that includes wages and payroll taxes. While this is a significant upfront cost, the committee agrees that this position is necessary to help grow our fundraisers and fill in gaps in some other areas related to donor management. We have funds in reserve that can cover the position but goals should be set in the 2025 budget to ensure we can fund this position in the long term.

### Old Business

- **Review of Planned Giving Flyer**: Will review and discuss at the next meeting with more of the committee present.
- **Endowment Fund Updates**: Legal counsel recommends sticking with the terms of the trust and naming a trust committee. Chris expressed concern in the ability to find qualified volunteers for another committee. Cole expressed concerns around the language in the Trust around only being able to use interest and dividends rather and an increase in stocks in the portfolio. Cole also expressed concern about the additional liability of Trustees being individuals instead of the board as a whole being the Trustee. Chris will take the concerns back to the attorney for further advice.

- **Financial Policy Revisions**: The draft is pending review by the UPAWS Policy & Bylaw Committee

The meeting adjourned at 5:42pm

**Next Meeting: Tuesday, September 17th, 2024 at 5:00pm on Google Meet**

Respectfully submitted,  
Chris Danik  
Treasurer & Finance Committee Chair

## FUNDRAISING COMMITTEE

### Minutes

August 19, 2024

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

#### 2022 Fundraisers Updates:

- CFP19 Name a Beer After Your Pet Release Parties: Need UPDATE. 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. REMINDER: Sal's party will be held on Friday, 8/23. Please share the event on your FB page. Hazel's party will be sometime in September or October.
- Pet Photo 2025 Calendar: Closing date for entries was 6/30/24 and voting ended 7/31/24. Top winners have been announced. Calendar has been sent to Greg for set-up prior to printing.
- Rescue Raffle: Consensus was that this fundraiser will not be held this year.
- TUFT: Completed. Held on Thursday, 7/18/24. TUFT brought in \$17,801 net revenue. Karen is still waiting for the money from 3 tee sponsors.
- 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 completed and sent. Lynn is setting up a committee, meeting possibly held next week. Ann reported that the event has been created and posted to our FB page. Karen reported that Don LeComb has offered to volunteer for the raffle. Lynn has a tentative agreement with Dia de Los Tacos as a food truck for the event.
- Sally's Ride: Scheduled for 9/21/24; budget on drive. Leslie will oversee the raffle. Per Andi, t-shirts have been ordered for every rider; cost has been sponsored. She is in the process of collecting baskets. French-Tastics (a new food truck) will be at the event.
- Spay-getti Dinner: UPDATE? Sarah is chairing this event. Tentative date is set for 9/15/24, from 11am to 1 pm, in the Community Room at the shelter.
- Canisters: Updated spreadsheet is posted on the drive.

#### 2025 Fundraisers:

- Raise the Woof 2025: Leslie will chair this event. Discussion of potential date of January 17, in coordination with CCHS. She will try to get a committee together and sell tickets early as a Christmas present at our Holiday Store. Ann and Leslie will discuss.
- Cause for Paws 2025: New Director of Banquets and Events, Karla Niemi. As of 7/25, they have nothing on the books for March or April. Discussion of potential dates and possible conflicting dates -
  - UP 200 – 2/13-2/17
  - 3/1- 3/10 NMU Spring Break
  - 3/8 (Mardi Gras begins 3/5)
  - 3/25-4/1 Marquette Area Spring Break
  - 4/20 - Easter (both White and Greek)
  - Noquemanon Ski Marathon – 1/25/25
  - Heikki Lunta – TBD

After discussion, Lynn will check with Holiday Inn to see if Saturday, 2/22/25 is available.

**Other Business:**

- Petosky Brewing Company: Ongoing. 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 \$717 for this promo.
  - We received \$1,420 from them on 6/13/24 for “Econo slips”.
- Beth Millner UPAWS necklace: Ongoing through the end of the year.
- Blueberry Festival: Held on Friday, 7/26. Handled by Ann (Community Outreach); we received a little more than \$1,000.
- Marquette County Fair: Held on August 8-10. We had a presence there that was handled by Ann (Community Outreach); we received a little more than \$1,000.
- Platinum Partners: We have four Platinum Partners for 2024 – Select Realty, Mares-z-Doats, Nicolet Bank and Iron Range Agency/Tricor Insurance. UPDATE: Decals distributed at TUFT.
- Calendar and Contacts List: In process of being updated with 2024 info.
- Canister Report: Updated to the drive on 8/19/24.
  - 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

**Personnel Committee Meeting  
August 5, 2024 12-1:30pm Google Meet**

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

- Update on staffing/schedule: Fully staffed. PT CG Tiffany has left to attend college out of the area, but will be available to work when in town on breaks as needed. New PT CG was hired and began so Tiffany could cross-train. Mike, our maintenance person, is working part-time now (T,W,Th 8:30-4:30), and will be flexible in winter as needed. Sarah has transferred a few tasks from the maintenance position to herself such as SuperOne ordering, dog park fob, keys, range security administration.
- Some recent situations with the foster to adopt program are prompting a review. Sarah is gathering staff opinions and feedback via survey. She'll then determine if the program needs to be adjusted and send a recommendation to the board. Coordinators/Vet Tech Asst schedule follow-up vaccines before the pet goes to the foster; Vet Tech Asst schedules spay/neuter as clinic availability is found.
- Fundraising position - 2nd review. Reviewed and addressed Sarah's comments. Other discussion:
  - Restricted funds spreadsheet tracking vs Neon discussed, want to take a closer look at how we're doing it. Leave with FR position and make sure everything is getting logged.
  - Discussed in-shelter vs out-of-shelter tasks to delineate between Community Outreach Coordinator and Fundraising positions.
  - Chris will research payscale. Discussed setting pay incentives if fundraising goals met.
- *Chris & Deb had a 1pm meeting to attend so left the meeting.*
- Behavioral Specialist position. Sarah shared several examples and a draft description. Sarah will put the draft into UPAWS position document format and share for review by Aug 13th. The committee will review it along with reference documentation for detailed discussion at the next Personnel meeting.
- Master Keys. Sarah will decide on the priority of this and handle it.
- Sarah's Annual Review. Leslie will begin the process via email with committee members, the goal is to complete by August board meeting.
- Next Meetings: Mon, Aug 12 and Tues, Sept 9th, 12pm-1:30pm via Google Meet

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

**Attendees:** Lynn Andronis, Sarah Evers, Leslie Hurst, Deb Lamere

**Excused:** Chris Danik

Met to finalize Fundraising position. Chris will review budget impacts with Finance Committee meeting this week and Leslie will add to August Board Meeting agenda.

Respectfully submitted,

Leslie Hurst

Board President and Personnel Committee Chair