

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

Wednesday, September 25, 2024 / 6 p.m. / Cliffs-Eagle Mine Community Room

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

1. Call to Order/Attendance
2. Approval of Agenda
3. Mission Moment
4. Public Comment
5. Approval of Minutes
 - a. August 28, 2024 Regular Meeting
 - b.
6. Unfinished Business
 - a. Trademark (Carol)
 - b. Report & Recommendations from Shelter Manager RE: Vestibule Keypad
7. New Business
 - a. Report & Recommendation from Shelter Manager RE: Training
 - b.
8. Communications
9. President's Report
10. Treasurer's Report
 - a. Treasurer's Report
 - b. August, 2024 Financials
11. Shelter Operations Report(s)
 - a. Report from the Shelter Manager
 - b. Stats
12. Committee Reports

- a. Board Development Committee Report (Lynn)
- b. Finance Committee Report (Chris)
- c. Fundraising Committee Report (Lynn/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. Adjournment

Next Board Meeting Date: October 23, 2024, 6 p.m. at the Shelter

**UPPER PENINSULA ANIMAL WELFARE SHELTER
BOARD OF DIRECTORS MEETING MINUTES
Wednesday, August 28, 2024**

PRESENT: Lynn Andronis (arrived at 6:10 pm), Chris Danik, Andi Goriesky, Brian Hummel, Leslie Hurst

ABSENT: Carole Touchinski (unexcused)

STAFF: Lealand Angthius, Ann Brownell, Sarah Evers, Ryan McLaren, Laura Rochefort

GUESTS: Reva Laituri

1. Call to Order/Attendance: Meeting called to order at 6:03 pm.
2. Approval of Agenda: *Chris made a motion, seconded by Brian, to approve the Agenda as presented. Motion passed with unanimous consent.*
3. Mission Moment: Leslie stated she was thankful that (after our last board meeting) she was able to meet the horses that had been surrendered.
4. Public Comment: None.
5. Approval of Minutes:
 - a. July 11, 2024 Annual Meeting: *Andi made a motion, seconded by Brian, to approve the minutes from this meeting. Motion passed with unanimous consent.*
 - b. July 24, 2024 Regular Meeting: *Chris made a motion, seconded by Andi, to approve the minutes from this meeting. Motion passed with unanimous consent.*
 - c. July 24, 2024 Organizational Meeting: *Chris made a motion, seconded by Leslie, to approve the minutes from this meeting. Motion passed with unanimous consent.*
6. Unfinished Business:
 - a. Report & Recommendations from Shelter Manager RE: Vestibule Keypad: Sarah has received information from two businesses that they could not complete this work. She still needs to follow up with another vendor.
 - b. Trademark: No update as Carole is not here. Issue was tabled for now.
7. New Business
 - a. Report & Recommendations from Shelter Manager RE: Shelter Hours: (Lynn arrived at this point, 6:10 pm. Andi was taking minutes up to this point.) Discussion followed regarding the proposed new appointment hours. The rationale for changes were due to wanting to increase the number of appointments since we only schedule 1 appointment per half hour, regardless of species. She also listed hours from other nearby shelters (i.e., Menominee, Delta, Copper County). Sarah stated that the process for compiling this new schedule was a team effort with input from staff. The new schedule would organize the daily work more efficiently for staff coverage. Upon questioning, Sarah stated that the last walk for dog occurs approximately 3:30-4:00 pm and the first walk for dogs occurs at approximately 8 am. Leslie noted that we need to update our policies/procedures as well as our website to reflect actual facts and transparency. If approved, Sarah would like to implement this new schedule on Tuesday, 9/3;

she would email staff. *Chris made a motion, seconded by Brian, to approve the new schedule. Motion passed with Lynn abstaining.*

- b. Report & Recommendation from Personnel Committee RE: Fundraising Position: Brian questioned the section in the job description of “potential for incentive-based bonus”. It was explained that it was not a guarantee but would be part of negotiations (based on meeting or exceeding goals). Leslie is also planning on being a part of interview process. Reva asked if solicitation letters were a part of the responsibilities – they would be. This position would be responsible for all fundraising activities, except for Sally’s Ride. *Brian made a motion, seconded by Andi, to approve the recommendation to approve the Fundraising Position. Motion passed with unanimous consent.* Sarah will post the opening and schedule interviews as soon as possible. Note: Brian left at this point, 7:05 pm.
8. Communications: Leslie cautioned all in attendance that social media is not the place to post opinions on shelter activity.
 9. President’s Report: Verbal report from Leslie. Carole has everything needed to file paperwork for the trademark. Leslie will continue to keep in touch with Anne Giroux (Marquette County Finance Manager) regarding the status of the proposed County contract. There was a question as to whether we should just send the proposed municipal contracts to all other municipalities. She is still working on memorial garden material and noted that several orders have come in. There is no update on the proposed State bills.
 10. Treasurer’s Report: (motion to accept)
 - a. August 2024 Treasurer’s Report: Written report submitted. Chris reported that we finally have inventory reports in our audit. These will be reconciled yearly.
 - b. July Financials: *Lynn made a motion, seconded by Andi, to accept the July Financials as presented. Motion passed with unanimous consent.*
 11. Shelter Operations Report(s):
 - a. Report from the Shelter Manager: Written reported submitted. Lynn asked for update on fob activation. Sarah stated that person came out to the shelter last Friday, but didn’t know how to fix the problem and returned to his office. As of this date, the fob situation has not been resolved.
 - b. Stats - July 2024: Written report submitted. Lynn indicated that none of the horses that Sally’s Fund has taken care of this year have been included. Andi has sent some paperwork and handed Lynn the remainder of the paperwork. Lynn will work on having them entered in our shelter management software as well as revise the stats.
 12. Committee Reports:
 - a. Board Development Committee Report: Lynn noted that she will be trying to set up a committee meeting in the next 5 days.
 - b. Finance Committee Reports: Written report submitted.
 - c. Fundraising Committee Report: Written report submitted.
 - d. Strategic Planning Committee Report: Chris stated that he wants to reach out to former members to set up meeting.
 - e. Personnel Committee Report: Written report submitted as this committee has met twice over the past month. Next meeting is scheduled for next Tuesday.
 - f. Policy / Bylaw Committee Report: Leslie reported that the meeting was cancelled.

- g. Donor Development (Ad Hoc): Leslie reported that there has been no movement on this committee.
- h. Membership (Ad Hoc): No report.

13. Public Comment: None.

14. Board Comment: Lynn reported that her daughter had a great experience with the process of meeting (and adopting) her new kitty. Ann reported that she had someone reach out to her regarding the upcoming Haunted Hayride, wanting more information. Andi will reach out to the person.

15. Closed Session: Closed session to discuss a personnel issue was cancelled due to 2 board members not here. Leslie will send email.

16. Adjournment: *Chris made a motion, seconded by Lynn, to adjourn the meeting. Motion passed with unanimous consent.* Meeting adjourned at 7:34 pm.

Respectfully Submitted,

Counter-Signed

Lynn Andronis, former Secretary
(in absence of Secretary)

Leslie Hurst

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

Report and Recommendation to the UPAWS Board of Directors
September 25th, 2024

Report:

As part of my “6 month feedback”, I was asked to look into management classes before my annual review. With my busy schedule, online seemed to be the best route. With keeping the cost and context of the class in mind, the Management Essentials Course through MSU seems to be the best option for me and UPAWS. The cost of the 4 week course is \$1,150.

Below is the general information from that link:

Overview

Moving into a supervisory management role for the first time can be exhilarating, gratifying and intimidating all at once. You are now responsible for translating the vision, mission, and objectives of your organization into meaningful activities with your first-level or departmental employees. Where do you start? Start with the basics to build up the essential skills and knowledge you need as a supervisory manager.

Management Essentials covers a wide range of fundamental concepts crucial for new managers who are faced with supervising direct reports for the first time. With four primary focus areas, the course will provide you with a toolkit of how to direct and manage, best practices for managing diversity in the workplace, the importance of decision making and communication and the key principles of people management.

What You'll Learn

How to Lead and Manage

- Gain core supervisory management skills in human relations, communication, administration, leadership and emotional intelligence
- Learn various pragmatic approaches to management and how to apply them
- Master the managerial functions of planning, organizing, staffing, leading and controlling
- Adapt to and implement the latest trends and ideas in management

Managing Diversity in the Workplace

- Overcome leadership dilemmas and motivate your team by creating an understanding team culture
- Apply Kolb's Learning Styles to understand key differences between individuals, leveraging team strengths and diversity
- Understand policies defining and protecting diversity
- Learn key theories of human motivation and management and how to apply them

Effective Decision Making and Communication

- Implement an effective decision-making process
- Recognize and leverage different ways in which people communicate and the channels they use

- Adopt best practices of planning methods and goal setting at the individual and team levels
- Understand the various levels and structures within your organization and the best communication strategies for each

People Management Basics

- Understand and implement your staffing and hiring process, from recruitment to on-boarding to compensation
- Become competent in applying directive, non-directive and structured interviews in the selection and hiring process
- Develop effective on-boarding and training plans for new hires that can help improve employee engagement and retention

Who Should Register

The course in Management Essentials is designed for emerging leaders or those new to management who are:

- Junior to mid-level managers
- Recently promoted to a supervisory role
- Aspiring supervisors or those preparing to take on a supervisory role for the first time
- In a position responsible for translating the vision, mission, and objectives of an organization to first-level or departmental employees

<https://www.michiganstateuniversityonline.com/programs/course/management-essentials/>

Recommendation:

It is my recommendation that the UPAWS Board of Directors approves the course listed above for \$1,150.00 in order for me to fulfill one part of my “6 month feedback”

Respectfully submitted,

Sarah Evers
Shelter Manager

PINTS FOR PAWS

Help raise funds for ACAS
new shelter construction



LIVE MUSIC

Raffles
Door prizes
Free Giveaways
50/50

Beer Specials

Pupperoni pizza specials by



**Saturday
September 1st 28th**

5pm - 9pm

**@ THE CONNECTION
BEER GARDEN**

205 E Superior Street, Munising MI

Raffle drawings begin at 8pm, must be present to win

Donation/Fundraiser Committee
Call or text us @

Alexis (906) 202-3951
Erica (906) 362-3426



The Alger Co. Animal Shelter is a NONPROFIT, NO-KILL facility that is funded strictly by your generous donations.

September Shelter Update

- Two big surgery days took place on September 10th and 24th, with a little over 30 cats being spayed/neutered. Thanks to Laura and the rest of the staff for enabling these big days to go smoothly
- We partnered with Copper Country Humane Society in a cat transfer on September 15th. They were struggling a bit with overpopulation so we took in 4 adult cats and 6 kittens, all of which were fixed and started on vaccines. We are so grateful for the partnerships we have with local shelters and very glad we could help when they needed it
- TruNorth Federal Credit Union sponsored all animal adoptions, up to \$2,000, on September 21st and 22nd. Check back next month for the number of animals they helped find forever homes. Thank you again TruNorth for your support of UPAWS!
- I am excited to announce that we have filled the new position of Fundraising Coordinator, which is a full time position dedicated to all the internal fundraising efforts of UPAWS. Nic Conroy will be starting on September 30th. He comes to us with a background in marketing and graphic design as well as a strong love for his community. Welcome Nic, I can't wait to see where you take us!
- The new recovery banks for the surgery center were delivered. Most of the supplies have been ordered so now it is just a matter of getting everything organized and ready to officially open
- Nate from Superior Eagle came out to give us a quote on updating the keypad door lock system. It's been roughly 8 weeks since we contacted 906 Technologies for help with the FOB system. They finally found the part that went bad so I am hopeful that they can get it fixed and we can be back up and running within the next week or so.
- With Mike hurting his back, he had to quit the maintenance position. Since then, we have not been able to fill the position. The staff has been great about picking a few pieces here and there, keeping the shelter looking its best. We've had a couple interviews but no one promising so we keep looking. Fingers crossed we can find someone before the snow comes

August 2024		DOGS		CATS		OTHER	TOTAL	
	In Shelter	13		35		0	48	
	In Foster	33	in true foster	79	in true foster	10	122	
	TOTAL Beginning Count	46		114		10	170	
INTAKE		DOGS	PUPS <5 mos.	CATS	KITS <5 mos.	OTHER	TOTAL	YTD
	Owner Surrender	4	4	41	12	16	77	445
	Returned Adoption	1	0	1	0	0	2	24
	Stray (from Police, Public and Shelter Pickup)	18	4	17	7	0	46	225
	Born in Care	0	0	0	4	0	4	29
	Transferred from Other Shelters	0	0	1	0	0	1	101
	Special Hold/Service In	2	0	2	0	0	4	9
	Seized/Custody (Cruelty & Neglect)	1	0	0	0	0	1	15
	Total Intakes	26	8	62	23	16	135	848

OUTCOMES

Adoptions (shelter, foster home or special event)	24	0	43	11	16	94	645
Total Adoptions YTD	150	0	288	56	48	474	
Returned to Owner	15	0	11	0	0	26	123
Transferred to Rescue Groups/Shelters	0	0	0	0	0	0	13
Total Live Outcomes	39	0	54	11	16	120	781
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	0	0	0	0	0	0	3
Dying	0	0	1	0	0	1	4
Animal's Name and Reason							
TOTAL ANIMALS EUTHANIZED	0	0	1	0	0	1	11
Died at shelter/foster home - Unknown	0	0	1	0	0	1	21
Missing/Stolen/Escaped	0	0	0	0	0	0	1
Animal's Name and Reason							
Total Euth/Died/Other Outcomes	0	0	2	0	0	2	33
In Shelter	0		0		0	0	
In Foster	0	in true foster	0	in true foster	0	0	
TOTAL Ending Count (per formula)	41		132		10	183	
TOTAL Ending Count (per report)	41		133		10	184	
SAVE RATE (Intake- Euthanasia Outcome)/Intake						99.3%	98.7%
ASPCA Live Release Rate (Live Outcomes/ Intake)						88.9%	92.1%

OTHER INFO

	Dogs	Cats
Avg. Length of Stay	40.4	22.7
Monthly Return Rate (returns/adoptions)	4%	2%

August 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	0	0	0	0	13
Domestic Violence	0	0	0	0	2
Pending Investigation	0	0	0	0	0
Boarding	0	0	0	0	0
Dog Park Permits	0	0	0	0	25
Service - Home 2 Home	0	0	0	0	5
Service - Nailtrims	0	0	0	0	153
Service - Dog Licenses	0	0	0	0	5
Service - Cremation Services	0	0	0	0	16
Total	0	0	0	0	253

Board Development Committee
Meeting Minutes
8/30/24

Present: Lynn Andronis, Brian Hummel, Reva Laituri, Crystal Swanson

- Board of Directors list (effective 7/20/24) was distributed for members' information.
- Board Members Term Information (effective 7/20/24) was distributed for members' information.
- Committee reviewed names of potential board members. Lynn will reach out to them.
- Board Application was reviewed. Instructions were given to review prior to our next meeting. It was also decided to add an additional document for potential applicants to receive prior to them filling out and submitting an application. Again, this document will be reviewed prior to our next meeting.
- Board Renewal Application: Reviewed and will be updated.
- Review of a draft of social media/website posting advertising not only board of directors but also committee volunteers. Again, members will review and get back with comments.
- Lynn needs to update the list on the drive that lists members of committees.
- No-Kill Power Point was reviewed. Discussion centered on making sure it is up-to-date and could possibly be presented at our next board retreat.

Next meeting is 10/10/24 via remote.

Submitted,

Lynn Andronis
Committee Chair

FUNDRAISING COMMITTEE

Minutes

September 16, 2024

2022 Fundraisers Updates:

- CFP19 Name a Beer After Your Pet Release Parties: Leslie sent an email to Jim and Michelle Larsen, offering an alternative to a beer release party, including a memorial brick. She has notified Mark T and Amber and is waiting for a response from them.

2024 Fundraisers:

- Raise the Woof 2024: Completed.
- Cause For Paws: Completed. REMINDER: Hazel's party will possibly be in November.
- Pet Photo 2025 Calendar: Calendar is at Pride for layout prior to printing. They will send a proof prior to printing; Leslie would like to check the proof when it comes.
- TUFT: There are a couple of late payments still to be received. Per Sarah, money has been coming in for this event. Once Karen has received everything, she will finalize report, with Lynn's help if needed
- SYM: To be held on Saturday, 10/5 in Mattson Lower Harbor Park. Paperwork for the City has been completed and sent. Committee meeting held in late August. Ann reported that the event has been created and posted to our FB page. Lynn has a tentative agreement with Dia de Los Tacos as a food truck for the event; still needs verification from them. Posters/Flyers have been printed and distributed in the area (thank you, Karen and Marlene!). Lynn will work on the remainder of the items surrounding this event through email/internet while she is on vacation.
- Sally's Ride: Scheduled for 9/21/24; budget on drive.
- Spay-getti Dinner: Held on 9/15. Sarah reported \$503 in net revenue and \$92 in expenses. Forty-eight plates were served with 27 sold online. Consensus was that the food was excellent!
- Canisters: Updated spreadsheet is posted on the drive.

2025 Fundraisers:

- Raise the Woof 2025: Date is set for 1/17/25. Leslie will chair this event. Deposit to comedians has been sent and all relevant materials have been posted to the drive. 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. After discussion, Lynn will check with Holiday Inn to see if Saturday, 2/22/25 is available. Still needs to be done. NEEDS TO BE DONE.....WAIT FOR NICK TO ONBOARD.

Other Business:

- Announcement: Lynn announced to members of the committee that the newly approved Fundraising Coordinator position has been filled. His name is Nick ??? and he will start on 9/30. This may be the last meeting of this committee. Lynn will work with him on the activities currently in the works once he starts.
- Petosky Brewing Company: Ongoing.
- Tadych Marketplace Pet Tags: Held in 2024; do we want to arrange to do it again next year?
- Beth Millner UPAWS necklace: Ongoing through the end of the year.
- Platinum Partners: We have four Platinum Partners for 2024 – Select Realty, Mares-z-Doats, Nicolet Bank and Iron Range Agency/Tricor Insurance. This item will stay on the Agenda/Meeting so we all the information.
- Calendar and Contacts List: In process of being updated with 2024 info.
- Canister Report: Updated to the drive on 9/16/24
- Fundraiser Business List: 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. This still needs to be completed.

Respectfully submitted,
Lynn Andronis, Chair