



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

July 23, 2025 / 6pm / Cliffs-Eagle Mine Community Room

<p>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.</p>	<p>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.</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. May 28, 2025 Regular Meeting: Draft attached
 - b. June 24, 2025 Annual Meeting Minutes: Draft attached
 - c. June 25, 2025 Regular Meeting: Draft attached
6. Unfinished Business
 - a. Rewording/Revision of Position Statement on Companion Animal Training:
 - b.
7. New Business
 - a. Report & Recommendation from Board Development RE: Reappointment of Andi Goriesky to the Board
 - b.
8. Communications
9. President's Report: Written report submitted
10. Treasurer's Report
 - a. Treasurer's Report
 - b. June 2025 Financials
11. Shelter Operations Reports
 - a. Shelter Manager Report
 - b. Monthly Report of Animal Behavioral Care Coordinator

- c. Shelter Statistics
12. Committee Reports
- a. Board Development Committee Report:
 - b. Finance Committee Report: Meeting minutes submitted
 - c. Strategic Planning Committee Report: Meeting minutes submitted
 - d. Personnel Committee Report: Meeting Minutes submitted
 - e. Policy / Bylaw Committee Report: Meeting minutes submitted
 - f. Donor Development Committee Report (Steffani)
 - g. CART (Community Animal Response Team) Report
13. Public Comment
14. Board Comment
15. Adjournment

Next Board Meeting Date: 8/27/25, 6pm, Cliffs-Eagle Mine Community Room, UPAWS



**UPPER PENINSULA ANIMAL WELFARE SHELTER
BOARD OF DIRECTORS MEETING MINUTES**
May 28, 2025 / 6pm / Cliffs-Eagle Mine Community Room

PRESENT: Dominic Andriacchi (joined virtually at 6:08 pm), Lynn Andronis, Steffani Baker, Chris Danik, Andi Goriesky, Brian Hummel, Carole Touchinski

ABSENT: None

STAFF: Sarah Evers (Shelter Manager), Julie Mahan (Caregiver)

GUESTS: Cathy Ruprecht

1. Call to Order / Attendance: Meeting was called to order at 6:02 pm.
2. Approval of Agenda: Motion was made to add “6b. Trademark and Service Mark Application update” to the Agenda. *Motion made by Brian, seconded by Andi to approve the Agenda as amended. Motion passed with unanimous consent.*
3. Mission Moment: None.
4. Public Comment: None.
5. Approval of Minutes:
 - a. March 26, 2025 Regular Meeting:
Andi made a motion, seconded by Brian, to approve the minutes with the following amendments.
 - Sarah Evers was present.
 - Should be “Chris” Yeager in Public in Attendance
 - Under “10.a. Donor Development Discussion – To correctly identify “Donor Development Committee” from “Fund Development staff” as mentioned in the draft.*Motion passed with unanimous consent.*
(It was at this point that Dominic joined the meeting.)
 - b. April 23, 2025 Regular Meeting: *Motion was made by Andi, seconded by Steffani, to approve the minutes as presented. Motion passed with unanimous consent.*
6. Unfinished Business:
 - a. Pay Equity: Lynn stated that the Personnel Committee is continuing to review this issue at their regular meeting.
 - b. Trademark and Service Mark Application: The applications for both of these items have been submitted. The Trademark application has been approved and appropriate certificate has been received. The Service Mark application needed minor corrections made. Corrections were made and application sent again.
7. New Business:
 - a. 2024 Annual Report Preparation: Preparation of our annual report needs to be started so that it is completed in time for our Annual Meeting. Steffani offered to spearhead this effort with assistance from board members and staff. Sarah to grant access to our Canva account so that Steffani can look at our previous reports as a template. Steffani will draft the report and send it to the board for final approval. Approval will be done via an e-vote.

- b. Report & Recommendation. RE: Creation of CART as an Ad hoc Committee: It was acknowledged that Cathy has been overseeing this effort and the importance of the planning. *A motion was made by Chris, seconded by Andi, to create CART as an Ad Hoc Committee. Motion passed with unanimous consent. In addition, motion was made by Brian, seconded by Carole, to appoint Cathy as board liaison. Motion passed with unanimous consent.*
8. Communications: None.
9. President's Report: Written report submitted.
10. Treasurer's Report:
- a. Treasurer's Report: Written report submitted with no questions or additions.
 - b. March 2025 Financials: *Motion was made by Carole, seconded by Andi, to accept the financials as presented. Motion passed with unanimous consent.*
 - c. April 2025 Financials: *Motion was made by Brian, seconded by Andi, to accept the financials as presented. Motion passed with unanimous consent.*
11. Shelter Operations Reports:
- a. Shelter Manager Report: Written report submitted. There was some discussion regarding having the large pine tree located at the beginning of the driveway removed. Andi will reach out to someone she knows who may be able to remove the tree at no charge.
 - b. Shelter Statistics: April stats submitted.
12. Committee Reports:
- a. Board Development Committee Report: Did not meet, no written report. Next meeting is scheduled for 6/12/25
 - b. Finance Committee Report: Written report submitted
 - c. Strategic Planning Committee Report: Progress tracker submitted as well as written report.
 - d. Personnel Committee Report: Written report submitted.
 - e. Policy / Bylaw Committee Report: Minutes from April and May meetings submitted
 - f. Donor Development Ad Hoc Committee: No report.
13. Public Comment: None.
14. Board Comment: None.
15. Adjournment: Motion made by Andi, seconded by Chris, to adjourn the meeting. Motion passed with unanimous consent. Meeting adjourned at 8:07 pm.

Next Board Meeting Date: 6/25/2025, 6pm, Cliffs-Eagle Mine Community Room, UPAWS

Respectfully submitted,

Counter-Signed

**Upper Peninsula Animal Welfare Shelter
Annual Meeting Minutes DRAFT
June 24, 2025, 6:00pm
Community Room, UPAWS Campus**

PRESENT: Lynn Andronis, Steffani Baker, Chris Danik, Andi Goriesky, Brian Hummel

ABSENT: Carole Touchinski (excused), Dominic Andriacchi (excused due to our technical issues)

STAFF: Ann Brownell

GUESTS: Reva Laituri, Cathy Ruprecht, Linda Roncaglione, Tom Brecheisen

1. Welcome and Call to Order: All attendees were welcomed and the meeting was called to order at 6:03 pm.
2. Review 2024 Annual Report: Brief overview and discussion of the Annual Report. We also provided hard copies of this report as well as previously posting it on our webpage. Lynn also provided a list of our additional activities over 2024 that could not be included in the Annual Report (attached below).
3. Questions and Comments on the Annual Report: General consensus was that it was a “great” report. Special thanks to Steffani for crafting and producing the report. There was a suggestion made to include Spay Day numbers in next year’s report. Another suggestion was to have not only numbers but also dollar amounts for our Programs and Services.
4. General Questions and Comments: Question was raised regarding our Community Room. It has not been advertised and therefore not used by the public. Staff is in the process of rectifying this and, hopefully, all steps will be completed by the end of summer.

Lynn provided a list of our 2025 accomplishments and activities to date (also attached below).

5. Adjournment: Meeting was adjourned at 6:47 pm.

Submitted by

Lynn Andronis, President
In absence of Board Secretary

2024 HIGHLIGHTS

- Over the course of 2024 we had a number of “BIG” surgery days with 20-30 cats being driven to Country Vet in Manistique, fixed and returned to our shelter ready for official adoption. Thanks to Laura!
- 2/3 Board Retreat
- Revised contract with Marquette County for Impound services
- Participated in Spay Day 2024 again this year with local vets volunteering low cost S/N
- Began paperwork to copywrite & trademark UPAWS (certificates received this year)
- “Read to a Shelter Pet” started
- Continuing work on Memorial Garden
- 2024 Awards reinstated & presented at CFP 2025
- Counseling rooms being used as counseling rooms again
- Spring cleanup of shelter
- Hosted a large animal emergency rescue workshop 6/1/24
- Purchased kennel banks for Vet Center
- Participated in Bissell Empty the Shelter events (July and Dec) & Subaru in Marquette
- All appliances in the laundry room replaced (washers and dryers) through donations.
- August – adjusted our hours to better accommodate meets, vaccinations, nail trips, etc.
- Began work on ordering supplies and equipment and then organizing Vet Center in August
- Sent staff to MPA Conference “Better Together”
- Strategic Planning Committee resumed meetings. Have hired Grow & Lead to guide us in the process.
- Kongs-giving in November (second year in a row). Reps from Kong-nation come to the shelter with Kongs filled with goodies.

• 2025 YEAR TO DATE ACTIVITIES

- Continue to work on updating SOPs
- Continue working with G&L on our Strategic Plan
- Adopted a 2025 Interim Strategic Plan

- It's our 50th Anniversary this September!!
- Continuing with a cat Big Surgery Day.
- Welcomed 2 new board members (Steffani and Dominic)
- Bissell Adoption event in May
- New positions - Ryan as Shelter Support Specialist and July as Behavioral Animal Care Coordinator
- CART (Community Animal Response Team) added as ad hoc committee. Support community members and their pets in times of community emergencies or disaster.
- Petdzel software implemented – free post-adoption software
- GRUBS in Paw Park and our heroic efforts to remove them and plant grass. As a result, the park is closed to the general public until further notice.

DRAFT



**UPPER PENINSULA ANIMAL WELFARE SHELTER
BOARD OF DIRECTORS MEETING MINUTES DRAFT**
June 25, 2025/ 6pm / Cliffs-Eagle Mine Community Room

PRESENT: Lynn Andronis, Steffani Baker, Chris Danik, Andi Goriesky

ABSENT: Dominic Andriacchi (unexcused), Brian Hummel (excused), Carole Touchinski (unexcused)

GUESTS: Reva Laituri, Cathy Ruprecht (CART), Julie Mahan (staff)

1. Call to Order / Attendance: Quorum established and meeting was called to order at 6:08 pm.
2. Approval of Agenda: *Motion was made by Chris, seconded by Andi, to approve the Agenda with the following changes:*
 - a. Under 7. New Business, add “c. Eagle Mine Surveys”
 - b. Under 12. Committee Reports, add “h. CART (Community Animal Response Team)”*Motion passed with unanimous consent.*
3. Mission Moment: None
4. Public Comment: None
5. Approval of Minutes:
 - a. May 28, 2025 Regular Meeting: Minutes were not submitted, will be tabled to July 2025 meeting.
 - b. June 7, 2025 E-Vote to Suspend Bylaws to reschedule Annual Meeting to 6/24/2025: On 6/7/25 at 3:03 pm, Lynn Andronis, UPAWS Board President, e-mailed to all members of the Board of Directors re. Motion to Suspend the Bylaws in order to Postpone Annual Meeting to 6/24/25. The President put the Motion to an e-vote on 6/7/25. The vote closed at 12 am on 6/9/25. By a vote of 5 in favor (C. Danik, B. Hummel, A. Goriesky, S. Baker, D. Andriacchi), 0 opposed, 1 absent (C. Touchinski), and 0 abstain, *the motion was approved.* (Note: email thread of vote is attached.)
 - c. June 15, 2025 E-Vote to Approve 2024 Annual Report: On 6/15/25 at 10:10 am, Lynn Andronis, UPAWS Board President, e-mailed to all members of the Board of Directors re. Motion to Approve the 2024 Annual Report. The President put the Motion to an e-vote on 6/15/25. The vote closed at 11 am on 6/17/25. By a vote of 6 in favor (C. Danik, B. Hummel, A. Goriesky, S. Baker, D. Andriacchi, C. Touchinski), 0 opposed, 0 absent, and 0 abstain, *the motion was approved.* (Note: email thread of vote is attached.)
6. Unfinished Business: None
7. New Business:
 - a. UPAWS Fact Sheet (per Strategic Planning Directions): Submitted by Sarah. Brief discussion regarding questions raised by members with some corrections/revisions from the Board. Lynn will review these changes with Sarah

and finalize document incorporating the changes/updates. Once completed, the document will be filed under the “Board Information” folder on the drive for future reference. (Note: UPAWS 101 still needs to be updated/reviewed).

- b. Report & Recommendation from the Treasurer RE: Appointment of Trustees to the Endowment Fund Trust: The Trust was originally formed under a signed trust agreement and this document needed to be updated. Chris supplied some background on Genevieve Morgan. Her appointment was due to her experience on investments with other organizations (United Way and NMU). He noted that the terms are staggered to ensure that there are always 2 Trustees with at least 1 year of experience. *Motion was made by Andi, seconded by Steffani to accept the Appointment of Trustees to the Endowment Fund Trust. Motion passed with unanimous consent.*
 - c. Eagle Mine Surveys: Megan from Eagle Mine reached out to Andi, asking if UPAWS would like to be a part of their “community rewards group.” (Note: We were formerly a part but requested to be removed in 2023.). At this point, we are uncertain what the survey entails and would like more information. The general consensus is to have Andi investigate the process. She will then email the entire board to get a consensus from entire board.
8. Communications: None
9. President’s Report: No report
10. Treasurer’s Report:
- a. Treasurer’s Report: Chris gave a verbal report. We are below budget on fundraising and public support but saw no major problems with our current financial status.
 - b. Financials for May, 2025: *Motion made by Andi, seconded by Steffani, to accept the May 2025 Financials. Motion passed with unanimous consent.*
11. Shelter Operations Reports:
- a. Shelter Manager Report: Written report attached.
 - b. Shelter Statistics: Attached, but Lynn noted they are incomplete without any information on Clinic Services for May presented. It will need to be updated once the data is entered.
12. Committee Reports:
- a. Board Development Committee Report: No report submitted.
 - b. Finance Committee Report: Written report submitted.
 - c. Fundraising Committee Report: See Shelter Manager’s Report. The listing of this committee here will be removed in the future.
 - d. Strategic Planning Committee Report: Chris reported that there has been no meeting this month.
 - e. Personnel Committee Report: Lynn reported that there has been no meeting this month. However, she submitted a written update from the May meeting which was inadvertently overlooked.
 - f. Policy / Bylaw Committee Report: No meeting this month.
 - g. Donor Development Ad Hoc Committee Report: Steffani is working on the actual membership of this committee. She has spoken with Ann to promote on our volunteer database. She is hoping to have a meeting next month.

- h. Community Animal Response Team (CART) ad hoc: Cathy spoke about the Ladder (Local Approach to Discussion-based Disaster Exercises & Readiness) training to be held in our Community Room on Aug 13, from 10 am to 2 pm. She feels this is an important first step for the CART group to take in our planning. She has already extended several invitations to various stakeholders in our community. She has also sent an email to Lynn regarding this event and Lynn will share the email (that has a link to register) to board members.

13. Public Comment: None.

14. Board Comment: Andi reported that she continues to hear complaints regarding the horses in Delta County and updated the Board. Someone she knows contacted Delta County Humane Society regarding this case and was told that they don't do neglect cases; they are only an adoption center.

15. Adjournment: *Steffani made a motion, seconded by Andi, to adjourn the meeting. Motion passed with unanimous consent. Meeting adjourned at 7:45 pm*

Submitted by,

Lynn Andronis, President
In the absence of Board Secretary

Next Board Meeting Date: 07/23/2025, 6pm, Cliffs-Eagle Mine Community Room, UPAWS. Please note that our Organizational Meeting will be held immediately after this meeting.

PRESENTED TO BOARD, APRIL 2025

At UPAWS, we are committed to **fear- and force free handling and training**. UPAWS refrains from the use of equipment or training methods that intentionally inflict stress, fear or pain to an animal (e.g. leash corrections and prong, shock, or choke collars). This reflects our core belief that animals deserve to be treated with compassion, patience, and respect. We strive to create an environment where every animal can thrive - emotionally, mentally and physically. At UPAWS the bonds between animals and humans are strengthened through trust, kindness, and positive experiences. This holistic and scientific evidence-based approach not only benefits the animals in our care, but can also contribute to the overall mental and emotional health of the animals within our community. We encourage members in our community to apply these humane methods in their own homes, ensuring that animals continue to feel safe, understood, and supported throughout their lives.

For more information about these training methods, go to

<https://www.dunbaracademy.com> (Ian Dunbar)

<https://www.donoharmdogtraining.com> (Linda Michaels)

www.dogsthat.com/ (Susan Garrett)

Andi moved that UPAWS should adopt the Fear Free Training position statement for companion pets. This was supported by Dominic and the board supported this motion. Dominic did indicate that the punctuation should be smoothed out. As this was written by three people, it was agreed that one person should smooth out the punctuation - however, be careful to not change the language.

REVISIONS FOR PUNCTUATION/CLARIFICATION

UPAWS believes every animal deserves to be treated with kindness, patience, and respect. We support fear and force free handling and training built on trust and positive reinforcement. This approach does not simply come from the heart, it is also supported by the most current scientific evidence on how dogs learn best. That's why UPAWS refrains from the use of equipment or training methods that intentionally inflict stress, fear or pain to an animal (e.g., leash corrections, prong collars, shock collars, or choke collars). We encourage our community to apply fear and force free training in their own homes, ensuring that animals continue to feel safe, understood, and supported throughout their lives. Because training should never be about fear but about building a bond that lasts a lifetime.

For more information, go to

www.donoharmdogtraining.com (Linda Michaels)

www.dogsthat.com (Susan Garrett)

www.dunbaracademy.com (Ian Dunbar)

<https://avsab.org> (American Veterinary Society of Animal Behavior)

<https://dacvb.org> (American College of Veterinary Behaviorists)

**Report and Recommendation
Board Development**

July 2025

At the June 12, 2025 meeting of Board Development, the renewal application from Andi Goriesky to the Board of Directors was discussed. By unanimous vote, the committee has approved her reappointment to the UPAWS Board of Directors with a term expiring in 2028.

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

Brian Hummel
Chair, Board Development

PRESIDENT'S REPORT

July, 2025

1. Submitted stats. All monthly stats from the beginning of this year have been incomplete, with no info on Clinic Services. Ryan has since entered the data for this time period and Lynn will update Stats. From July forward, they should be complete.
2. Stats have also been sent to the national database.
3. Chaired Personnel Committee meeting.
4. Attended Strategic Planning, Board Development, Fundraising and Policy/Bylaw meetings.
5. Conducted Annual Meeting on 6/24/25.
6. Sat in on interview with applicant for Fundraising Coordinator position on 7/14.
7. Municipal Contracts – in progress.

Respectfully submitted,

Lynn Andronis

July Shelter Update

- We teamed up with the Bissell Pet Foundation for another adoption event. This time it will be cats only as all the dogs available for adoption are sponsored. All adult cats (over 1 year old) had their adoption fees reduced to \$20
- The dog park reopened on July 1st. The grass came in amazing and it looks great! No sign of grubs anywhere. Thanks again everyone for their hard work in getting it back to looking great!
- The fundraising committee meeting met to tie up any loose ends for Tee Up for Tails, which was held on July 17th, 2025. Thanks again Karen for taking this on and all your hard work! We finally have a date for Strut Your Mutt- September 13th, 2025 at the Mattson Lower Harbour Park in Marquette. The Party on the Patio, even though it was very hot, raised \$1,845. Thanks again Lynn, Ann and Andi for your help. The 50th Anniversary Celebration needs to be rescheduled as Strut scheduled on the same day- reschedule date is TBD.
- We had a staff meeting on July 15th. It was held in person, with Kya providing pasties for all to share. Thanks Kya for the goodies
- We are still waiting for a court date on the dog humane case. The cat humane case is progressing with Ryan and Laura being subpoenaed for July 17th

Respectfully submitted,

Sarah Evers, LVT
UPAWS Shelter Manager

Monthly Report Behavioral Animal Care Coordinator
June/July

Statistics

No. of dogs adopted since April	45
No. of adopters contacted (some were finalized adoptions of fosters from months ago)	34
No. of adopters giving feedback	33
No. of adopters mentioning some issues and receiving post adoption training support	12 (including 1 "private session" in person at Upwas)
No. of returned adoptions	7 Went after the cat 1 Separation anxiety 2 Health of animal 2 Aggression to other dog in home 1 Stranger Danger 1 (Dog Bobby was returned twice)

Dogs in active training

<u>Boyka</u>	<ul style="list-style-type: none"> ● Stranger danger ● Cooperative care 	<ul style="list-style-type: none"> ● B AT (Behavioral Adjustment Training) ● LAT ("Look at that" Training) ● Basic skills training ● Cooperative care
<u>Molly</u>	<ul style="list-style-type: none"> ● Excitability ● Barking ● Cooperative care 	<ul style="list-style-type: none"> ● Chin hold ● Focus game ● Walk nice ● Muzzle training ● Crate training ● Basic skills ● Cooperative Care
<u>Chevy</u>	<ul style="list-style-type: none"> ● Sep Anxiety ● General. Anxiety 	<ul style="list-style-type: none"> ● Basic skills training ● Confidence building ● Separation Anxiety training ● Cooperative Care

June 2025 (incomplete)		DOGS		CATS		OTHER	TOTAL	
	In Shelter	10		59		11	80	
	In Foster	21	3 in true foster	60	1 in true foster	1	82	
	TOTAL Beginning Count	31		119		12	162	
INTAKE		DOGS	PUPS <5 mos.	CATS	KITS <5 mos.	OTHER	TOTAL	YTD
	Owner Surrender	7	8	13	7	4	39	269
	Returned Adoption	0	0	0	0	0	0	11
	Stray (from Police, Public and Shelter Pickup)	10	1	13	2	0	26	160
	Born in Care	0	0	0	12	0	12	29
	Transferred from Other Shelters	0	0	1	1	0	2	45
	Special Hold/Service In	9	1	0	0	0	10	11
	Seized/Custody (Cruelty & Neglect)	7	0	0	0	0	7	49
	Total Intakes	33	10	27	22	4	96	574

OUTCOMES

Adoptions (shelter, foster home or special event)	17	0	28	6	9	60	381
Total Adoptions YTD	93	8	161	50	69	381	
Returned to Owner	9	2	2	0	0	13	80
Transferred to Rescue Groups/Shelters	0	0	0	0	0	0	8
Total Live Outcomes	26	2	30	6	9	73	469
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	0	0	0	0	0	0	3
Dying	0	0	0	0	0	0	4
Animal's Name and Reason							
TOTAL ANIMALS EUTHANIZED	0	0	0	0	0	0	7
Died at shelter/foster home - Unknown	1	0	0	0	0	1	5
Missing/Stolen/Escaped	0	0	0	0	0	2	4
Animal's Name and Reason		Moose - unknown					
Total Euth/Died/Other Outcomes	1	0	0	0	0	1	14
In Shelter	30		71		6	107	
In Foster	15	0 in true foster	61	1 in true foster	1	77	
TOTAL Ending Count (per formula)	45		132		7	184	
TOTAL Ending Count (per report)	45		132		7		
SAVE RATE (Intake- Euthanasia Outcome)/Intake						100.0%	98.8%
ASPCA Live Release Rate (Live Outcomes/ Intake)						76.0%	81.7%

OTHER INFO

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

still trouble accessing report

UPAWS Finance Committee Minutes

Meeting Date: Tuesday, July 15th, 2025 at 5:00pm

Meeting Location: Google Meet

Present: Chris Danik (Chair), Jill Compton, Kathy Leone, Cole Zyburt

Excused: Leslie Hurst

New Business

- **Welcome New Member:** The committee welcomed (back) Kathy Leone as a new member to the UPAWS Finance Committee. The committee discussed the status of current projects.
- **Review June 2025 Financial Reports:** The June reports were not available by the Finance Committee meeting this month. We are in the middle of gathering documentation for the 2024 financial audit.

Old Business

- **Finance Policy Updates & Investment Policy Statement:** The committee discussed the additional Investment Policy Statement and Gift Acceptance Policy. Jill and Chris will meet to propose updates to the Insurance sections.

The meeting adjourned at 5:39pm

Next Meeting: Tuesday, August 26th at 5pm via Google Meet

UPAWS Strategic Planning Committee Minutes

Meeting Date: Friday, July 18th, 2025 at 12:00pm

Meeting Location: Google Meet

Present: Chris Danik (Chair), Lynn Andronis

Excused: Sarah Evers, Brian Hummel, Carole Touchinski

- Drafts of the surveys were previously distributed to the committee for review by email. The committee discussed changes that were proposed and discussed via email. Lynn will take one more look at the surveys. Chris will pass the changes on to Linda.
- Chris will update the Interim Plan progress grid for the board meeting.

The meeting adjourned at 12:24pm

Next Meeting: Friday, August 15th at 12pm via Google Meet

Respectfully submitted,

Chris Danik

Strategic Planning Committee Chair

Personnel Committee Meeting Minutes
7/7/25

PRESENT: Lynn Andronis, Chris Danik, Sarah Evers, Deb LaMere

Staffing Levels: Sarah reported that she has hired 4 new caregivers, but a staff member gave notice today and so she will need to replace that position. No applications received for the Vet Tech or for the Fundraising Coordinator positions.

Wages Review:

Part of this issue was discussed at our May meeting as it relates to the 2026 minimum wage requirements from the state. Again, please review “scenarios” provided by Chris on 4/7/25 and posted to the drive.... <https://docs.google.com/spreadsheets/d/1E9o4iRWwIk6vYdnXZMHb7WkuaGduP-SMf7pCByu2Ero/edit?gid=980954098#gid=980954098>. We should come to a decision on what we would recommend to the Finance Committee. Sarah added that the starting wage for all new hires is \$13.00/hour.

Employee Assistance Program Renewal: Earlier, we discussed expenses related to this benefit, actual usage and financial viability to continue this program or investigate other types of programs. We currently will pay \$2500/annum for this service to Employee Assistance Group. Deb shared information that the nationwide “success” rate for services of this type is 10% of employee usage, with 5-12% the average. Deb will send the committee members information on another company that provides the service. She believes that the cost from this company is less than what we are currently paying. Calm app is also being investigated; their cost is \$1000/year for 15 employees but the services offered are a bit different than EAG.

Personnel Policies:

Still on our Agenda. No success in reviewing current policies. It was agreed that members will review what was done last year and move on from that point. That version is on the drive under this link. <https://docs.google.com/document/d/1HdZp19xgeZiyUt4VwIbsHQ1ZkHbLwXE8/edit?usp=sharing&ouid=100144401154965637898&rtpof=true&sd=true> **Designated as “homework” for our next meeting.** REMINDER FOR FUTURE DISCUSSIONS: “Wages/Rates” section in the policies needs to be updated. Additionally, we need to carefully review the PTO policy wording, which Deb will send for our review for related to the Earned Sick Time Act.

Bequests

We recently received notification from a lawyer regarding a bequest and estate. There was some discussion as to what person/committee should handle bequests once we are notified. Chris (as Treasurer) needs access for our audit but any additional action on our part is undecided. Suggestion was made to have Donor Development handle these issues but no agreement. (Donor Development has not been a formal committee for a while. Their first meeting should define the responsibilities of this committee so there is clarification.). Sarah has replied to the attorney via email; Lynn has downloaded the .pdf that was sent by the attorney to the donor’s Neon file.

Next meeting is scheduled for Monday, 8/4/25, at 12 pm.

Submitted by Lynn Andronis, Chairperson

POLICY & BYLAWS COMMITTEE MEETING MINUTES

May 15, 2025, 6:30pm, Linda's House

Attendees: Lynn Andronis, Brian Hummel, Leslie Hurst, Christine Larson, Linda Roncaglione

- [April Meeting Minutes](#) were reviewed and approved, and should be included in the May Board Meeting packet.
- Bylaws
 - Lynn has signed and posted the 3/26/25 signed document to Board drive and P&B drive, she will send to Ann for the website.
 - Proposed updates from the April meeting, Leslie added another comment.
 - Add Donor Development Committee. No feedback provided from the Board yet and we have not found old descriptions but will keep looking.
 - Everyone will review for consistent labelling of individuals (individual, applicant, candidate, nominee, member) for the next meeting..
- SOP review. Postponed to June meeting. Lynn will check with Sarah on status and determine which one we should review and share with the committee.
- Board Policies and Procedures review.
 - Discussed the 3/27/23 P&B R&Rs and 3/27/23 R&R from Board Meeting Minutes. Leslie will apply the approved changes to 16.0 Board of Directors: Officer Description of Duties, to the March 2023 UPAWS Board Policies and Procedures and share with the committee for review. The R&R related to 10.0 Board Appointed Committees will be addressed as part of the update project and include adding Donor Development committee.
 - The committee will review the Policy & Bylaws Suggestions list and make "suggestions" to the working version of UPAWS Board Policies and Procedures - Draft.
- Next Meeting Monday, June 16, 2025 6:30pm-7:30pm, Linda's House

POLICY & BYLAWS COMMITTEE MEETING MINUTES
June 30, 2025, 6:30pm, Border Grill Negaunee

Attendees: Lynn Andronis, Brian Hummel, Leslie Hurst, Christine Larson

- [May Minutes](#) approved, draft was not included in the June board meeting packet, please include in July's. The June meeting was rescheduled from 6/16 due to scheduling conflicts.
- Bylaws
 - Article 7 - This was discussed extensively at the May meeting (missed from minutes) and further reviewed at this meeting. Additional updates made.
 - Article 9 - Timing of annual meeting. Combine 3 & 4. Consolidate Article 11 A & B into Item 4. Lynn will draft a proposal.
 - Article 10b - Added Donor Development Committee.
 - Everyone will review for consistent labelling of individuals (individual, applicant, candidate, nominee, member) for the next meeting.
 - Everyone will research the best method for tracking updates to all UPAWS documents. Brian will bring examples to the next meeting.
 - Standardized verbiage for adhoc committees (special committee & temporary changed to adhoc).
- SOP review. Lynn will check with Sarah on status and determine which one we should review and share with the committee.
- Board Policies and Procedures review.
 - Leslie will complete the updates to 16.0 Board of Directors: Officer Description of Duties that the Board approved on 3/27/23 for the July meeting (using the document Christine converted). We can then publish this and start the edits/suggestions as part of the review project.
 - [Policies & Procedures Suggestions](#) - Review & comment for July meeting.
- Next Meeting Monday, July 28, 2025 6:30pm-8:00pm, Border Grill Negaunee

**UPPER PENINSULA ANIMAL WELFARE SHELTER
BOARD OF DIRECTORS ORGANIZATIONAL MEETING AGENDA
Wednesday, July 23, 2025**

1. Call to Order-Attendance:
2. Approval of Agenda:
3. Election of Officers:
 - a. President:
 - b. Vice-President:
 - c. Secretary:
 - d. Treasurer:
4. Conflict of Interest Agreements:
5. Committee Chairs:
 - a. Personnel:
 - b. Finance:
 - c. Board Development:
 - d. Strategic Planning:
 - e. Policy/Bylaw:
 - f. Donor Development:
 - g. CART (ad hoc):
6. Adjournment:

Respectfully submitted,

Counter-Signed
