UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

October 22, 2025 / 6pm / Cliffs-Eagle Mine Community Room

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

Agenda

1. Call to Order / Attendance
2. Approval of Agenda
3. Mission Moment
4. Public Comment
5. Approval of Minutes
   a. September 24, 2025 Meeting Minutes Draft
6. Unfinished Business
   a. Update on Michigan Senate bills 293 and 294
   b.
7. New Business
   a.
8. Communications
9. President's Report
10. Treasurer's Report
    a. Treasurer's Report
    b. September 2025 Financials
11. Shelter Operations Reports
    a. Shelter Manager Report
    b. Behavioral Animal Care Coordinator Report
    c. Shelter Statistics
12. Committee Reports
    a. Board Development Committee Report (Steffani)
    b. Finance Committee Report (Chris)

c. Strategic Planning Committee Report (Chris)
d. Personnel Committee Report (Lynn)
e. Policy / Bylaw Committee Report (Liaison - Leslie)
f. Donor Development Committee Report (Steffani)
g. CART (Community Animal Response Team) Report (Liaison - Kathy)

13. Public Comment
14. Board Comment
15. Adjournment

Next Board Meeting Date: 11/26/25, 6pm, Cliffs-Eagle Mine Community Room, UPAWS

UPPER PENINSULA ANIMAL WELFARE SHELTER
BOARD OF DIRECTORS MEETING MINUTES
Sept 24, 2025 / 6pm / Cliffs-Eagle Mine Community Room

PRESENT: Dominic Andriacchi, Lynn Andronis, Steffani Baker (virtual), Chris Danik, Andi Goriesky
STAFF: Sarah Yeager
GUESTS: Reva Laituri

1. Call to Order: The meeting was called to order at 6:02 PM.

2. Approval of Agenda: *Motion was made by Chris to amend the agenda to reflect the incorrect date (7/25/25, should read 9/24/25) posted at the top of the Agenda. Motion was seconded by Dominic. Motion passed all in favor.*

3. Mission Moment: None

4. Public Comment: None

5. Approval of Minutes:
   a. August 27, 2025 Regular Meeting - *Motion to accept the minutes as presented by Chris, seconded by Lynn. Motion passed with Steffani and Dominic abstaining as they were absent.*

6. Unfinished Business: None

7. New Business:
   a. Report & Recommendation from Sarah RE: Printer - Sarah submitted a report and recommendation regarding printers at the shelter. (Please see attached.) Some discussion followed regarding purchasing or leasing and purchasing the maintenance package at $139 per month. Chris added that we do go over budget every month. Sarah submitted a proposal from the Office Planning Group, (Please see attached.) *Motion was made by Andi seconded by Steffani to move the current printer to the back office and purchase a new one for the front desk, with the maintenance plan. All in favor, motion passed*. Sarah will lock in the rate today.
   b. Report & Recommendation from Sarah RE: Paws Park FOB System - Sarah submitted another report and recommendation for the Paws Park key fob system as both activation pads for the fobs are not in correct working order due to a weather occurrence. Discussion did follow regarding trying to obtain a grant to replace the entire system vs having 906 Technology repair now. It was discussed replacing the lock on the park gates with a manual hook and lock system for now. *Motion was made by Andi, seconded by Dominic to install a manual locking system for now and potentially update the whole system in the future. All in favor motion passed.* There will be a working group established (Chris, Brian Hummel, Lynn) to apply for a federal grant to update the entire system.
   c. Strategic Planning Retreat Update - Chris reported that Linda from Grow & Lead supplied us with a written plan and summary. Linda suggested we “flesh out” our core values with the Strategic Planning Committee on the October 17 meeting and Linda would be happy to meet with us or the committee once again.

8. Communications: None.

9. President's Report: No written report submitted. However, Lynn reported that Senate bill number 293 and 294 (attached here for reference) has passed and will go on to the house for a vote. If this bill passes through the committee and house vote, it could alter the steps in seizure cases and would eliminate or shorten time spent in shelters and allow us for quicker care and adopt these pets out. Lynn will keep us informed to the progress.

10. Treasurer's Report:
    a. Treasurer's Report
    b. July 2025 Financials – Chris reported that on the July 2025 financials that there were some corrected entries and a grant correction. *Andi made a motion to accept the July financials as corrected, Lynn seconded. All in favor and motion passed.*
    c. August 2025 Financials - August 2025 financials were presented, no corrections. *Steffani made motion to accept, seconded by Andi. All in favor and motion passed*.

11. Shelter Operations Reports:
    a. Shelter Manager Report - The surgery center is 100% operational! Meagan is 100% on board and we have three veterinarians committed to future surgery dates. The volunteer program via Ann has added one volunteer for laundry, dishes, etc. All volunteer dog walking spots are filled. Anne is looking into additional volunteers to answer phones and possibly return messages. Steffani did pose the question with the surgery center being opened are we equipped for fire, safety, gas tanks, oxygen tanks, etc? Lynn commented that the room is equipped and designed for this; however, Lynn will investigate our insurance coverage to confirm. Sarah has hired two more Caregivers this week with more interviews scheduled soon. Sara proposed changes in staffing hours and times with the possibility of opening to the public on Mondays for limited hours. This will be on a trial basis for 3 to 4 weeks and Sarah will report back. This will start October 1. Discussed a phone tree so people get choices when you call. Fundraising update: Strut Your Mutt was a success! 75 dogs were strutting! $7509 raised. UPAWS 50th anniversary party and open house is scheduled for Sunday, October 12 from 12 to 3 pm. All board members, staff and volunteers are encouraged to attend.
    b. Monthly Report of Animal Behavioral Care Coordinator – Not submitted for this month.
    c. Shelter Statistics – Attached.

12. Committee Reports:
    a. Board Development Committee Report – Per Steffani, exit interviews were performed for Brian Hummel and Carole Touchinski, conducted by Reva and Crystal. The board would like to comment that we will certainly miss them being on our board, but are happy that Brian is staying on some committees.
    b. Finance Committee Report – Per Chris, minutes are attached.
    c. Strategic Planning Committee Report (Chris) – No written report submitted.
    d. Personnel Committee Report – Meeting minutes attached. Chris will compile a list of employee wages. Sarah is currently doing evaluations and Sarah's evaluation still needs to be completed. Some discussion followed about

employee positions need to be updated as new positions have been added and or adjusted. We discussed also looking at using Michigan Works for hiring new employees and what the cost would be for this.

e. Policy / Bylaw Committee Report (Liaison - Leslie) – No written report.
f. Donor Development Committee Report (Steffani) – Verbal update. The committee is hoping to sit down with Nikki Dewald at the next meeting, which is October 9.
g. CART (Community Animal Response Team) Report – No report.

13. Public Comment: None

14. Board Comment: - Steffani thanked the board for the sympathy card and for all of the recent support. Andi commented and thanked Chris and Lynn for volunteering their whole day at the recent Sally's Ride. It was a great event and turnout!

15. Adjournment: *Chris made a motion to adjourn, seconded by Dominic. All in favor.* Meeting adjourned at 7:35 pm.

Respectfully Submitted,

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Andi Goriesky
UPAWS Board Secretary

Counter-Signed

____
Lynn Andronis
UPAWS Board President

Next Board Meeting Date: 10/22/2025, 6pm, Cliffs-Eagle Mine Community Room, UPAWS

October Shelter Update

- We are in full swing of the Subaru Share the Love event, sponsored by Fox Marquette Subaru. Every October they donate $4,000 to help sponsor adoption fees of dogs and cats, ages 1 year and above, along with all of our small critters.
- The surgery center is up and running with 2 surgery dates in the books. Dr. Pesola came and spayed/neutered 12 cats on October 5th and Dr. Stevens-Brown neutered 26 cats on October 15th. We have one more date scheduled for October 24th with Dr. Nyberg where we have 12 cats scheduled. The shelter saved $1,060 on just Dr. Pesola's day alone- I am still waiting on totals for the October 15th date. A HUGE shout out to everyone who volunteered their time into making these days huge successes.
- The switch to Petszel seems to be working out pretty well. We have gotten some surveys back, which have helped us work with adopters on their concerns with adopted animals.
- The staff attended the 50th Anniversary Open House on October 12th. Special thanks to Savannah Swim for designing the t-shirts.
- Fundraising Update
    - 50th Anniversary Update
        - Estimated that 100 people attended.
        - Staff and volunteers gave 12 tours to groups of 5 -8 people.
        - T Shirt sales total costs for shirts was around $800 and selling at the event made $200.
            - We have 49 shirts left: S-12, M-4, L-15, XL-17 no more 2 XLs.Special thank you to Savannah S. for designing the tshirt logos.
        - A big shout out to Mandy at Texas RoadHouse! She brought us: lemonade, rolls, butter, salad and gift cards.
        - Elli at Super One made us a fabulous in kind cake!
        - Thank you to all the staff and BOD that attended and provided some of the snacks. We had just the right amount of food.
    - Next up is Giving Tuesday and Raise the Woof on January 9th at the Up North Lodge

Respectfully submitted

Sarah Yeager, LVT
UPAWS Shelter Manager

Monthly Report Behavioral Animal Care Coordinator
September

Statistics

No. of dogs adopted/gone into foster-to-adopt in August	13
No. of adopters contacted	12
No. of adopters giving feedback	9
No. of adopters mentioning some issues and receiving post adoption training support	6 (window barking, separation anxiety and timidness, dog reactivity, excitability/overstimulation, timidness) Ongoing advice for dogs adopted in August.
No. of returned adoptions - under 3 months - Under a year	 2 (needed more exercise than expected, not a good fit) 1 (anxiety)

Dogs in on a specific training/management plan: 2

1 M	• Excitability • Barking • Cooperative care
2 G	• anxiety
3 B	• Timidness and stranger danger
4 LL	• Stranger danger

Reached out to one adopter of a challenging cat with no feedback.

September 2025 (incomplete)	DOGS		CATS		OTHER	TOTAL	
In Shelter	11		60		14	85	
In Foster	33	10 in true foster	108	8 in true foster	2	143	
TOTAL Beginning Count	44		168		16	228	
INTAKE	**DOGS**	**PUPS** <5 mos.	**CATS**	**KITS** <5 mos.	**OTHER**	**TOTAL**	**YTD**
Owner Surrender	6	0	11	7	14	38	365
Returned Adoption	1	0	1	0	0	2	13
Stray (from Police, Public and Shelter Pickup)	11	0	9	12	1	33	231
Born in Care	0	0	0	0	0	0	32
Transferred from Other Shelters	0	0	1	0	0	1	46
Special Hold/Service In	1	0	0	8	0	9	22
Seized/Custody (Cruelty & Neglect)	1	0	16	8	0	25	76
Total Intakes	**20**	**0**	**38**	**35**	**15**	**108**	867

OUTCOMES							
Adoptions (shelter, foster home or special event)	10	3	19	6	2	40	526
Total Adoptions YTD	**128**	**11**	**238**	**65**	**84**	**526**	
Returned to Owner	9	2	2	1	1	15	128
Transferred to Rescue Groups/Shelters	0	0	0	0	0	0	8
Total Live Outcomes	**19**	**5**	**21**	**7**	**3**	**55**	662
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	0	0	0	0	0	0	3
Dying	1	0	0	0	0	1	5
Animal's Name and Reason	Zoro-medical						
TOTAL ANIMALS EUTHANIZED	1	0	0	0	0	1	8
Died at shelter/foster home - Unknown	0	0	0	0	0	0	8
Missing/Stolen/Escaped	0	0	0	0	0	0	4
Animal's Name and Reason							
Total Euth/Died/Other Outcomes	**1**	**0**	**0**	**0**	**0**	**1**	18
In Shelter	0		0		0	0	
In Foster	0	9 in true foster	0	3 in true foster	0	0	
TOTAL Ending Count (per formula)	39		213		28	280	
TOTAL Ending Count (per report)	40		179		28	247	
SAVE RATE (Intake- Euthanasia Outcome)/Intake						**99.1%**	**99.1%**
ASPCA Live Release Rate (Live Outcomes/ Intake)						**50.9%**	**76.4%**

OTHER INFO	Dogs	Cats	
Avg. Length of Stay			still trouble accessing report
Monthly Return Rate (returns/adoptions)	8%	4%	

Personnel Committee Meeting Minutes
10/6/25

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

Staffing Levels and Recent Issues: At this point, we are only short 1 caregiver.

Wages Review:
We should come to a decision on what we would recommend to the Finance Committee regarding wages. Chris will compile a draft of the 2026 Budget with employee expenses for Sarah (and this committee) to review. The intention is to implement an across-the-board increase for all staff…a much needed investment in our employees.

Employee Assistance Program Renewal: Update on alternatives discussed at last few meetings regarding the following options:

- Northstar – cost is $2/month/employee. They have recently been sold to ESI, to which we currently subscribe. Joe, from ESI, has reached out to Sarah.
- Total Care – same company as ESI.
- Calm – cost is $40/month/employee which would cost approximately $9600/year which is substantially more than what we are currently paying.

Personnel Policies:
We finalized a review of these policies. Lynn will complete a red-lined draft version of the changes in the policies and will include an Appendix. The Appendix will not include job descriptions. This revision will be sent to members of this committee prior to sending to the board.
REMINDER FOR INCLUSION: "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.

Sarah's Review/Evaluation: Lynn will send the evaluation to board members. In the interest of timing, it was decided to not request staff input as this evaluation should have been started in July.

Miscellaneous: We will begin a review of job descriptions and our organizational chart. There was some discussion about investing in staff and our current 10 hour days/4 days a week scheduling.

Submitted,

Lynn Andronis

POLICY & BYLAWS COMMITTEE MEETING MINUTES
September 8, 2025, 6:30pm, Border Grill Negaunee

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

- June Minutes - Reviewed and approved. The draft was included in the 7/30/25 Board Meeting packet.

- Bylaws
  - Article 9 - Timing of annual meeting. Combine 3 & 4. Reviewed Lynn's proposal: Consolidate Article 11 A & B into Item 4 and made additional changes. Possibly include Reva's feedback. Hope to finalize at the next meeting.
  - Agree to use "adhoc committee" (vs special committee or temporary committee) throughout. Everyone will review and provide feedback.
  - Identify updates for consistent labelling of individuals (individual, applicant, candidate, nominee, member). Everyone will review and provide feedback.

- Board Policies and Procedures Review Project:
  - Review updates (Leslie) to 16.0 Board of Directors: Officer Description of Duties that the Board approved on 3/27/23 so they can be published. Everyone will review and provide feedback.

- Next Meeting October 6, 2025, Negaunee Border Grill

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

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

- September Minutes - Review, updated and approved. Leslie will send everyone a copy and Lynn can include it in Oct. Board packet.

- Bylaws
  - Article 9 - Timing of annual meeting. Combine 3 & 4. Reviewed and finalized updates to Lynn's proposal: Consolidate Article 11 A & B into Item 4. Leslie will incorporate into the current draft document, print copies and create a summary document for the R&R. Leslie will forward comments from the annual meeting.
  - Make sure "adhoc committee" is used throughout (vs special committee or temporary committee).
  - Identify updates for consistent labelling of individuals (individual, applicant, candidate, nominee, member).

- Board Policies and Procedures Review Project:
  - Reviewed and finalized updates to 16.0 Board of Directors: Officer Description of Duties that the Board approved on 3/27/23 so they can be published. Leslie will print and distribute for a final review.
  - Brian shared some examples for tracking updates to documents. We preferred the summary table. We'll review again at the next meeting.
  - Policies & Procedures Suggestions - this is a consolidated list of items to address.

- Next Meeting Monday Nov 3, Negaunee Border Grill