



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

March 5, 2026 / 6pm / Cliffs-Eagle Mine Community Room

<p><b>Mission:</b> 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> 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:
2. Approval of Agenda:
3. Mission Moment:
4. Public Comment:
5. Approval of Minutes
  - a. Jan 28, 2026 Meeting Minutes DRAFT
  - b. Jan 28, 2026 Closed Session Meeting Minutes DRAFT
6. Unfinished Business
  - a. February Apt Tracker Report
7. New Business
  - a. Report & Recommendation from S. Yeager RE: Updating UPAWS Fees
  - b. Report & Recommendation from S. Yeager RE: UPAWS Credit Cards
  - c. Report & Recommendation from S. Yeager RE: Staff Vet Supplies
  - d. Report & Recommendation from S. Yeager RE: Intake Protocol-Snap 4DX
  - e. Report & Recommendation from S. Yeager RE: Med App Tracking
  - f. Report & Recommendation from S. Yeager RE: Fecal R&R
  - g. Report & Recommendation from S. Yeager RE: Dog Treadmill
8. Communications:
  - a. Letter to UPAWS
9. President's Report: No written report submitted.
10. Treasurer's Report
  - a. Treasurer's Report
  - b. Jan 2026 Financials

11. Shelter Operations Reports

- a. Shelter Manager Report: Written report submitted.
- b. Behavioral Animal Care Coordinator Report: Written report submitted.
- c. Shelter Statistics: Jan and Feb stats will be presented at next meeting.

12. Committee Reports

- a. Board Development Committee Report (Steffani): Written report submitted.
- b. Finance Committee Report (Chris)
- c. Strategic Planning Committee Report (Chris)
- d. Personnel Committee Report (Lynn): No written report submitted.
- e. Policy / Bylaw Committee Report: Written report submitted.
- f. Donor Development Ad Hoc Committee Report (Steffani): Written report submitted.

13. Public Comment

14. Board Comment

15. Adjournment

Next Board Meeting Date: March 25, 2026, 6pm, Cliffs-Eagle Mine Community Room, UPAWS



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

January 28, 2026 / 6pm / Cliffs-Eagle Mine Community Room

**PRESENT:** Dominic Andriacchi, Lynn Andronis, Steffani Baker (virtual), Chris Danik, Andi Gorieski

**STAFF:** Ann Brownell, Adda Lamon, Sarah Yeager

**GUESTS:** Kayla Billings, Reva Laituri

1. Call to Order: Meeting was called to order at 6:03 pm
2. Approval of Agenda: *Motion was made by Andi, seconded by Chris, to approve the Agenda as presented. All in favor and motion passed.*
3. Mission Moment: Steffani commented on how incredible our staff is in light of the recent large case that we just took in involving over 25 dogs. Good work everyone!
4. Public Comment: None
5. Approval of Minutes:
  - a. December 10, 2025 Regular Meeting Minutes: Corrections need to be made to correct the business name of our auditors to Andrews Hooper and Pavlik PLC). *Motion was made by Chris, seconded by Dominic, to amend and approve the minutes. All in favor and motion passed.*
6. Unfinished Business: None
7. New Business:
  - a. 2026 Budget DRAFT: The draft was reviewed and a decision was made to move the discussion and adoption into a Closed Session for further deliberation on some sensitive questions. We then discussed the difference in boarding fees and additional discussion followed regarding pet adoptions and government contracts. We also discussed our Pink Lady fund and if it is still active, and if so, we need to put the word out a little bit more so it will be utilized. Naming opportunities was up in 2025! Also discussed was anything involved with the surgery center is included in the “vet care expense”. Dominic also questioned what constitutes “professional fees”. Chris explained any professional fees would be accountant fees, CPA fees, etc. Chris reiterated that things are good with the budget right now; however, we are not budgeting for depreciations. Again, we will adopt the 2026 budget after our closed session meeting.
  - b. Retreat Scheduling: We discussed our yearly UPAWS board retreat and decided on March 14, 2026 at the Select Realty offices. We will start at 9 AM.

- c. Report & Recommendation from Board Development RE: Kayla Billings Appointment: A report and recommendation (R&R) was presented by Steffani in regard to Kayla Billings filling a current vacancy on our Board, with a term expiring in 2026. She has met the requirements and has been interviewed. Reva handed out secret ballots to all board members present, Steffanie will vote via text to Reva. *The voting was unanimous! Welcome, Kayla!*
  - d. Sasawin MOU DRAFT: Discussion followed, and Sarah noted a few grammatical errors. Dominic also asked about indemnity cause and how it was gone from the contract, including all language in regard to neglect and/or abuse of animals while in our care. Dominic will email Lynn some correct verbiage to use in the new Sasawin MOU. Once Lynn receives that, she will amend it and review the entire document with Sarah before sending it back to Sasawin.
  - e. PetSmart Proposal: We discussed the discrepancies between the email from the current PetSmart manager versus their national PetSmart manual. Some discussion followed regarding only highly adoptable cats will be the ones that meet the criteria to go to PetSmart, thus not having as many people come to the shelter to adopt. Ann voiced concern over no appointment necessary at PetSmart while people need to make an appointment at the shelter to view/adopt. After some discussion, we agreed that we would reach out to PetSmart and use the PetSmart adoption event on March 23 through the 29th as a trial run. Lynn will reach out to McKenzie for some clarification. Steffanie and Andi both commented that we think it is worth exploring all questions and answers before deciding as it's a good avenue to get pets into homes quicker.
8. Communications: None.
9. President's Report: Not included in the Board Packet. Lynn will email it and add it to the drive.
10. Treasurer's Report: No written report. However, we reviewed both the November and December Financials. Chris added at the end of the year, we had a significant neglect case and that Marquette County paid half. Some discussion followed as to whom within the board or staff pushes the Prosecuting Atty to surrender animals that are going through the court system so we can get them adopted out quicker. Dominic also brought up more discussions regarding forfeiture versus surrender. We decided that this deserves more clarification and information and we will discuss it much further at our board retreat in March. Chris added that we are very fortunate for the recent bequests that we have received in 2025. A big Thank You to our community! Fundraising: Fundraising is on the up and up and keeps getting better! We are fortunate to have Nikki join us! Sarah reported that employee expenses were down and that purchases for the surgery center were up, but they were also needed and a one-time expense. So glad that we have the surgery center up and running!
- a. November 2025 Financials: *Motion was made by Andi, seconded by Steffani, to accept the presented financials. All in favor and motion passed.*

- b. December 2025 Financials: *Motion was made by Steffani seconded by Andi, to accept the presented financials. All in favor and motion passed.*

11. Shelter Operations Reports:

- a. Shelter Manager Report: The written report was presented with no questions.
- b. Behavioral Animal Care Coordinator Report: Julie was not present, but report was submitted.
- c. Shelter Statistics: Stats for FY2025 presented.

Chris brought up a few questions; How many appointments are available and made? How many of those appointments result in cancellations or no-shows? Are efforts being made to fill the slots once a cancellation or no-show occurs? How many surrenders do we have on a waiting list? How many appointments get blocked off because of low or no staff? Sarah will see if she can run any type of report to present to the board. Andi then suggested that the appointments added to our Retreat Agenda. There was some discussion after. Adda and Sarah both commented about how everyone in the household needs to come in for dog meet and greet; it may seem restrictive but is also necessary for the success of the animal. Steffani then asked what the statistics on returned animals and some discussion followed. Sarah will try to have some sort of report on these stats at the next meeting.

Ann offered to email the board of directors the 2025 Adopters Welcome Packet for us to review. Steffani then also added and questioned if we still have color-coded criteria for dogs.

12. Committee Reports:

- a. Board Development Committee Report: Written reports submitted for both December and January meetings.
- b. Finance Committee Report: Written report submitted.
- c. Strategic Planning Committee Report: Written report submitted. Chris advised members to review the current draft of this plan on the drive.
- d. Personnel Committee Report: Written report submitted.
- e. Policy / Bylaw Committee Report: Meeting cancelled and rescheduled.
- f. Donor Development Committee Report: Written report submitted.

13. Public Comment: Adda commented that Barry is improving daily!

14. Board Comment: None

15. Closed Session: Discussion surrounding personnel issues related to proposed budget. *Motion was made by Chris, seconded by Dominic, to move into Closed Session, asking Sarah to join. All in favor and motion passed. Board moved into Closed Session at 7:49 pm.*

*Motion made by Dominic, seconded by Andi, to move into Open Session. All in favor and motion passed. Board moved into Open Session at 8:50 pm.*

*Motion was made by Dominic, seconded by Steffani, to approve the revised 2026 budget with the updated edit. All in favor and motion passed.*

16. Adjournment: *Motion was made by Steffani, seconded by Dominic, to adjourn the meeting. All in favor and motion passed. Meeting adjourned at 8:51 pm.*

Respectfully Submitted,

Andi Goriesky  
UPAWS Board Secretary

Counter-Signed,

Lynn Andronis  
UPAWS Board President

Next Board Meeting Date: 2/25/26 6pm, Cliffs-Eagle Mine Community Room, UPAWS

<b>February</b>								
	Adoption Appt Show	Adoption Apt No-Show	Vaccine Apt Show	Vaccine Apt No-Show	NT/Microchip Apt Show	NT/Microchip Apt No-Show	Groom Room Apt Show	Groom Room Apt No-Show
Week 1	21	3	17	5	8	1	1	1
Week 2	30	7	10	1	3	1	2	1
Week 3	23	6	6	4	4	1	3	0
Week 4	31	7	9	2	6	1	0	0

## Report and Recommendation Updating UPAWS Fees

Recommendation is to increase public fees, including the following:

- Adoptions (dog + cat only)
- Nail trims
- Microchips
- Grooming room
- Owner requested euthanasia
- Community spay/neuter

2025 Fees are in ( ) after proposed changes

- ★ Adoptions
  - Dogs
    - Puppies (8 wks-11mon): \$250 (\$210)
    - Adults (1yr-7yr): \$150 (\$140)
    - Seniors (8yr +): \$55 (\$50)
  - Cats
    - Kittens (8wks-11mon): \$150 (\$140)
    - Adults (1yr-7yr): \$75 (\$70)
    - Seniors (8yr +): \$45 (\$35)
- ★ Nail Trims: \$15 (\$10)
- ★ Microchips \$35 (\$25)
- ★ Grooming room (donation of their choosing):
  - Small dog (>25#): \$10
  - Medium dog (25-50#): \$20
  - Large dog (50-100#): \$30
  - X-large dog (100#<): \$40
  - Cats: \$5
- ★ Owner requested euthanasia: \$50 (\$30)
- ★ Community Spay/Neuter: \$100 (\$60)

Rationale to justify the changes is simple- our costs are increasing but cost to our community has not. Veterinary costs (as you can see in the year end 2025 budget) have gone up considerably- the average cost for a dog spay is \$450 so offering community spay/neuter at \$100 is still a quite considerable discount. When looking at other UP shelters, most do not separate out senior dog adoption fees- all adult dogs are one cost. We would be a bit more when it comes to the puppy/kitten fees, but we are below average on the adult and senior animals. These are not a means to generate revenue for the shelter, but we have to do better at bridging the gap between cost and expense.

Respectfully submitted,  
Sarah Yeager, LVT  
UPAWS Shelter Manager

Report & Recommendation  
UPAWS Credit Cards

Rationale:

The purpose of this report is to review the current allocation of staff credit cards and provide a recommendation regarding continued access based on job roles and operational need. Staff credit cards are issued to employees whose roles require them to make authorized purchases on behalf of the organization. Laura was previously issued a staff credit card in her role as a Veterinary Assistant. In that position, she had responsibility for purchasing medical supplies, equipment, and other clinic-related items as part of her regular duties. Laura is no longer employed in the Veterinary Technician role. Her current position does not require independent purchasing authority or the use of a staff credit card to fulfill job responsibilities.

Recommendation:

It is recommended that Laura's staff credit card be revoked. This action will align credit card access with current job responsibilities, reduce financial risk and improve oversight, and ensure compliance with organizational policies regarding expense authorization.

Respectfully submitted,

Sarah Yeager, LVT  
UPAWS Shelter Manager

Report & Recommendation  
Staff Purchasing Vet Supplies

Rationale:

With the shelter not being able to provide most benefits, allowing the staff to purchase veterinary supplies for their pets is something that we could offer.

Price list for vaccines and bloodwork:

Cost of IDEXX Blood Tests

- Snap 4DX test: \$20.85
- Snap Feline Triple: \$17.25
  
- CBC: \$25.00
- Chem 10: \$33.75
- Chem 15: \$48.50
- Chem 17: \$49.50
- Lytes: \$12.65
  
- Total T4: \$24.50
- SDMA: \$24.50
- CPL: \$24.50

Vaccines

- DHPP: \$4.40
- DHLPP: \$5.58
- Lepto: \$5.06
- Lyme: \$17.74
- Bordatella: \$4.45
- FVRCP: \$2.54

Recommendation:

It would be limited to their pets only, with their veterinarian's approval and at the discretion of the shelter manager. Controlled substances would not be available for purchase. Prices subject to change. I've included some pricing information but I would recommend that this list not be exclusive. Other medical supplies and prescriptions would be allowed per veterinarian approval. The cost to the staff would be what the cost to shelter would be, including shipping if applicable.

Respectfully submitted,

Sarah Yeager, LVT  
UPAWS Shelter Manager

## Report & Recommendation Updating Intake/Adoption Protocols

### Rationale:

Our current intake exam protocol includes checking the following:

- BCS (1-9)
- Skin/Coat
- Fleas
- Ear condition
- Eye condition:
- Teeth/Gums condition
- Spay/Neuter incision site if applicable
- Other notes

During the exam, the dog is also given a distemper combination, bordetella vaccine, dewormer, and a microchip. For dogs over 25 pounds, they are also vaccinated against Leptospirosis. Snap 4DX, a blood test, looks for heartworm disease, Lyme's Disease, Ehrlichiosis, and Anaplasmosis. Currently, we are only testing dogs that we consider high risk for having the previous diseases.

### Recommendation:

Lyme disease and anaplasmosis cases in Michigan dogs are rising, with Lyme increasing over 168% and anaplasmosis seeing a near fivefold, 382% increase from 2020 to 2024, particularly in northern regions. Heartworm is a serious, potentially fatal disease in Michigan dogs, transmitted by mosquitoes, with over 1,500 cases reported in Michigan in 2024. For these reasons, it is Megan and I's recommendation to include Snap 4DX testing for all dogs over the age of 6 months before they can be made available for adoption. The current cost of this test is \$20.85.

Respectfully submitted,

Sarah Yeager, LVT  
UPAWS Shelter Manager

## Report & Recommendation Medication App Tracker/Log

### Report:

The shelter's current medication tracking process relies heavily on paper logs, which has led to inconsistent documentation and medications not always being checked off as administered. This creates risk for missed or duplicated doses, reduced accountability between shifts, and additional administrative burden for staff and volunteers.

### Recommendation:

It is recommended that the shelter move toward adopting MedManage as a digital medication tracking solution. Implementing a digital system offers an opportunity to streamline medication tracking by replacing paper records with a centralized, cloud-based platform accessible from mobile devices and computers. This improves visibility across shifts, as all authorized staff members can see up-to-date records instantly rather than relying on handwritten notes. Moving to a digital medication management system aligns with the goal of making shelter operations more organized, reliable, and efficient, ultimately improving the quality of care provided to the animals. The cost is \$10/month for unlimited users. Each staff member has the option of having the app on their phone, but it would also be located on the exam room computer.

Here is the link to MedManage: <https://mymedicationlog.com/animal-shelters/>

Respectfully submitted,

Sarah Yeager, LVT  
Shelter Manager

## Report & Recommendation Intake Protocol- Fecals

### Rationale:

Our current intake exam protocol includes checking the following:

- BCS (1-9)
- Skin/Coat
- Fleas
- Ear condition
- Eye condition:
- Teeth/Gums condition
- Spay/Neuter incision site if applicable
- Other notes

During the exam, dogs are given a distemper combination, bordetella vaccine, dewormer, and a microchip. For dogs over 25 pounds, they are also vaccinated against Leptospirosis. Cats are given a distemper combination, dewormer, and a microchip. Even though we are deworming every animal upon intake, we are still seeing a large number of animals break with diarrhea. While there can be various causes of diarrhea, one of the biggest is intestinal parasites.

### Recommendations:

Routine fecal testing for all animals entering the shelter is strongly recommended as a standard intake procedure. Many intestinal parasites are contagious within a shelter setting, and some are zoonotic, posing risks to staff, volunteers, and adopters. Leading veterinary organizations, including the American Veterinary Medical Association and the Association of Shelter Veterinarians, support routine parasite screening as part of sound shelter medicine practices.

Implementing fecal testing at intake allows for early detection and prompt treatment, reducing the spread of disease, improving animal comfort and overall health, and increasing adoption success. Testing within 24–48 hours of intake—using fecal flotation with centrifugation as the preferred method—provides an efficient and reliable screening approach.

Respectfully submitted,

Sarah Yeager, LVT  
UPAWS Shelter Manager

Report + Recommendation  
UPAWS Dog Treadmill

Report:

With the harsh winter, the dogs are not getting the proper exercise. That can be solved if UPAWS purchases a dog treadmill.

Below is the proposal from BACC Julie Mahan:

Physical Benefits

- Improved fitness that goes beyond (volunteer-)walks
- Energy Outlet especially for high-energy breeds that can be provided safely indoors, preventing frustration and destructive behaviors
- 

Behavioral & Emotional Benefits

- Exercise releases endorphins, helping shelter dogs relax in noisy, stressful environments
- Additional enrichment especially for long-term and high energy dogs
- Reduced FAS through regular high pace exercise can mitigate behavioral issues
- Mental stimulation
- Provides focus and structure
- Confidence Building

Practical Shelter Benefits

- Allows high level exercise especially during the winter months and for cold sensitive dogs
- Improved Adoptability
- Calm, well-exercised dogs tend to present better to potential adopters and adjust more easily to home life.

Recommendation:

After doing research, the best dog treadmills are made by DogPacer. There are many options available, ranging from \$549-\$699. I recommend UPAWS spends up to \$700 (plus cost of shipping) on a Dog Pacer treadmill. Attached are the different options available.

Respectfully submitted,

Sarah Yeager, LVT  
UPAWS Shelter Manager

Home / Shop Dog Treadmills

# Shop Dog Treadmills

Showing all 8 results

Sort by price: high to low ▾



**dogPACER 4.0**

\$799.00

Sale!



**BRAND NEW dogPACER SE**

\$449.00 - \$699.00



**dogPACER LF 3.1 HOPE Treadmill**



Hey there! Ask me anything! ×

**dogPACER LF 3.1 ELITE Treadmill**

412 Taylor Road  
Gwinn, MI 49841  
February 24, 2026

Upper Michigan Animal Welfare Society  
815 South State Hwy, M553  
Gwinn, MI 49841

Greetings to the UPAWS Board of Directors:

I am writing to provide a follow up to a previous request for becoming a fiscal partner with UPAWS, for the purpose of developing community pet & livestock disaster response.

May this letter serve as a request to withdraw this partnership exploration. Upon the discovery of new information and recommendations, myself and fellow advocates have determined the need for an independent non-profit formation. As the formation of this new entity progresses, updates will be provided at future board meetings.

I wish to express my appreciation and gratitude for your support in disaster planning for our pets & livestock. And, I am most appreciative to have gotten to know you and our UPAWS organization. Your level of care and devotion to our community pets & livestock inspires me.

Thank you!

Cathy Ruprecht

Advocate for Pet & Livestock Disaster Planning in Michigan

## February Shelter Update

- The shelter took in 26 dogs and 2 cats from a situation in Skandia last month. All of the animals except one cat (which was returned due to no fault of hers) are in foster to adopt homes. We are working on getting spay/neuter appointments for the adults, with a couple being scheduled.
- We were able to help Northwoods Animal Shelter by taking in 3 cats. They are in the process of updating their floors so they needed their cat room to be empty. The 3 cats are fitting in well and will be available for adoption shortly.
- A little committee was formed that consisted of 4 staff members to discuss the MPA Blueprint for Excellence that was conducted back in 2022. They met this month and will have R+R's for the board to review soon.
- We are back to being fully staffed, with the hiring of 3 new caregivers. Eil, Katie and Emily are fitting in perfectly and we are happy to have them join the UPAWS team
- The surgery center saw 4 surgery days this month with the help of Dr. Jen, Dr. Lara, Dr. Pesola and Dr. Nyberg. In total, 56 cats were spayed and neutered during those 4 days. A huge shout out to our volunteer vets- we appreciate you more than you know!
- Ann and I met to discuss the implementation of customer service training for the staff. There is a facilitators guide Ann will use and the staff will have a packet that matches with exercises, tips and tricks. We will start with the coordinators, meeting once a week via google.
- Fundraising Update
  - Hazel's beer release party was held on Valentine's Day. Funds raised that day total \$1,700 with expenses estimated at \$1,000
  - Cause for Paws Gala will be held at the Ore Dock Brewing Company on April 18th. They are donating the space!
  - Nominations are open for the Gala awards, with submissions already coming in. They will remain open until March, with winners announced on March 16th
  - Tee Up for Tails is set for June 18th
  - Strut Your Mutt is set for October 3rd.

Respectfully submitted,

Sarah Yeager, LVT  
Shelter Manager

Monthly Report Behavioral Animal Care Coordinator  
January 2026

Statistics

No. of dogs adopted/gone into foster-to-adopt	28 (1 returned and adopted out again)
No. of adopters contacted	26 (2 were long-term fosters that have been reached out to before)
No. of adopters giving feedback	22
No. of adopters mentioning some issues and receiving post adoption training support	11 (mostly typical puppy behavior like jumping, chewing, potty to issues, 1 with more significant issues like some stranger danger and 2 with dynamic between new and resident dog)
No. of returned adoptions - under 2 months in home  - Under a year in home	1 (other dog did not like)  0

Dogs on a specific behavior modification, training or management plan: 9

<b>1 Gam</b>	● Anxiety, lack of confidence
<b>2 Roa (Court)</b>	● FAS,
<b>3 Rub (Court)</b>	● FAS, extensive basic training
<b>4 Ren (Court)</b>	● FAS, extensive basic training
<b>5 Ding</b>	● Rehab after couldn't be touched for weeks
<b>6 Ber</b>	● Rehab after couldn't be touched for weeks

<b>8 Lil G</b>	<ul style="list-style-type: none"><li>● Shut down, history of abuse</li></ul>
<b>9 Mo</b>	<ul style="list-style-type: none"><li>● Dog reactivity</li></ul>

## **Board Development Committee – Board Report**

**Date:** February 9, 2026

**Time:** 12:00 PM

**Location:** Peter White Library, Dandelion Room

The committee reviewed onboarding progress for newly appointed board member Kayla Billings, with her onboarding meeting scheduled for February 15. Updates were also provided on current board candidates who have been contacted.

The committee discussed the potential formation of an Advisory Board and initial considerations regarding bylaw implications. We will connect with Policy and Bylaw Committee to informally explore the possibility and interest. The committee also discussed board member nominations by UPAWS members and will review prior survey data to assess community interest and feedback if there is any.

Due to increased focus on board recruitment and candidate engagement, there were no updates to committee documents this month. No new business was introduced.

Additionally, an interview was conducted outside of regular meeting time with board candidate **Shane Place**. He is currently in the process of completing remaining board candidacy requirements.

**The next meeting is scheduled for March 9, 2026 at Peter White Library Dandelion Room.**

Respectfully,

Steffani Baker

Board Development Chair

## POLICY & BYLAWS COMMITTEE MEETING MINUTES

February 9, 2026, 6:30pm, Border Grill Negaunee

Attendees: Leslie Hurst, Christine Larson, Linda Roncaglione

Excused: Brian Hummel, Lynn Andronis

- [November Minutes](#) - Approved.
- Board Policies and Procedures Review Project:
  - Reviewed everyone's comments to the reformatted google doc version (same format as Bylaws) and the 3/27/23 board approved update to section 16.0 Board of Directors: Officer Description of Duties. Conversion typos corrected and document finalized. This version should replace the March 2022 version on the UPAWS website and google drive (Leslie will follow-up on this).
  - [Policies & Procedures Suggestions](#) - This is a consolidated list of items to address. Several things were noticed while doing the above review and we'll add these to this document. Need to make sure there aren't contradictions and redundancy with the updated Bylaws and committee procedures. We will begin a full review at the March or April meeting.
- Bylaws Review Project - Final review of recent updates and accompanying R&R will be handled at our March meeting.
- Other
  - Finalize format for tracking updates to documents (it is inconsistent amongst various UPAWS documents, goal is to standardize). So far we prefer the summary table.
  - Continue discussion on how to best present financial information in the annual report. The Finance Committee is gathering examples from other organizations and will discuss and give feedback to this committee.
  - [Mission, Vision, Core Values from Strategic Planning](#) - On-hold pending more input from the BOD.
- Next Meeting March 2, 6:30pm, Negaunee Border Grill

## **Donor Development Committee – Board Report**

Date: February 17, 2026

Time: 12:00 PM

Location: Google Meets

Attendees: Brianna Chellberg, Reva Laituri, Nikki Dewald, Lisa Oravetz, Steffani Baker

The Donor Development Committee met to review fundraising updates, donor systems, and strategic planning initiatives. The committee discussed the Platinum Partner annual cycle, Hazel beer event recap and Gala Committee updates.

Nikki provided a comprehensive overview of the Neon system, highlighting features that will be most beneficial to the committee as well as areas that can be explored at a later time. She also identified opportunities to improve data processing and reporting efficiencies. The committee discussed strengthening procedures for tracking in-kind donations and confirmed that Nikki will oversee donation entry into Neon to ensure consistency and accuracy.

The committee revisited UPAWS membership tiers and benefits, a prior agenda item that has been elevated for action at the request of Shelter Manager Sarah. Items considered for the March meeting include potential endowment opportunities, alignment of the 2025–2026 Strategic Plan, and volunteer engagement tracking.

**Next Meeting: March 17, 2026 at 12:00pm via Google Meets**

Respectfully,

Steffani Baker

Donor Development Chair