UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING

June 24, 2026/ 6pm / Cliffs-Eagle Mine Community Room

Mission: UPAWS champions the wellbeing of pets by providing safe shelter, promoting adoption, and fostering a compassionate community through education and supportive services.	**Vision:** A compassionate community where all pets are safe, cared for, and treated with respect.

Core Values:
Collaboration, Transparency, Empathy, No-Kill Philosophy. (For a more detailed explanation of these items, please refer to our 2026 Strategic Planning document.)

Agenda

1. Call to Order / Attendance
2. Approval of Agenda
3. Mission Moment
4. Public Comment
5. Approval of Minutes
    a. May 27, 2026 Regular Meeting Minutes DRAFT
    b. E-Vote to approve 2025 Annual Report
6. Unfinished Business
    a. Sasawin MOU Update
    b. Security and Key Fobs Update
7. New Business
    a. Report & Recommendation from Ryan RE: Standardizing Facility Sanitation via Rescue Disinfectant Implementation
    b. Report & Recommendation from Ryan RE: Upgrading Facility Waste and Recycling Management Services
    c. Shelter Operations Report: Walk-In Adoption Transition
8. Communications
9. President's Report
10. Treasurer's Report

    a. Treasurer’s Report
    b. May 2026 Financials
11. Shelter Operations Reports
    a. Shelter Manager Report
    b. Shelter Statistics
    c. Animal Behavioral Care Coordinator Report
12. Committee Reports
    a. Board Development Committee Report (Steffani) - Meeting minutes submitted
    b. Finance Committee Report (Chris)
    c. Strategic Planning Committee Report (Chris) - Progress report submitted
    d. Personnel Committee Report (Lynn) - Meeting minutes submitted
    e. Policy / Bylaw Committee Report -
    f. Donor Development Committee Report (Steffani) - Meeting minutes submitted
13. Public Comment
14. Board Comment
15. Adjournment

Next Board Meeting Date: July 22, 2026, 6pm, Cliffs-Eagle Mine Community Room, UPAWS

UPPER PENINSULA ANIMAL WELFARE SHELTER

BOARD OF DIRECTORS MEETING MINUTES

MAY 27TH 2026 / CLIFFS- EAGLE MINE COMMUNITY ROOM

The meeting was called to order by President Lynn Andronis at 6:04 PM. Board of Directors present was Andi, Lynn, Chris, Kayla, and Shane. Excused was Dominic. Steffani joined us virtually. Staff present was Ryan, shelter manager, Julie animal behavioral coordinator and Anne volunteer outreach coordinator public present was Zosia Eppensteiner from the Marquette Community Foundation, and Janet Richter, UPAWS board of director applicant and Leslie Hurst committee chair.

The motion was made by Chris Danik to approve the agenda with 1 addition being the Fob security, seconded by Shane all in favor and motion passed.

Mission Moment: Lynn commented that with the recent parvovirus cases that have come in the staff has been incredible with diagnosing it ASAP and staying above and upfront on this. Julie also commented how amazing Ryan has been being new to the position and how well he has handled this. Ryan also commented how fortunate we are to have Megan and how she noticed the puppies and immediately put them in isolation and diagnosed. And furthermore Anne has gone above and beyond to jump on this to avoid negative publicity via social media, TV and the paper. We are so fortunate to have such a wonderful team!

Public Comment, none except we welcome Janet to our monthly board meeting and hopeful to be a future board of director for UPAWS.

Shane made a motion to approve the April minutes seconded by Kayla, all in favor. motion passed

The closed session meeting also on April 22nd, Andi made a motion to approve, Shane seconded, all in favor motion passed.

Unfinished Business: This Sasowin MOU review with Lynn and executive director Helen agreed that dogs will be $25 per day, cats will be free for the first seven days and then $5 per day . Motion to accept and approve the MOU by Andi, second by Shane, all in favor motion passed.

Chris updated us on the fob security through FEMA and Homeland Security, they are reviewing the existing grants for more security cameras and new key fob update for the dog park they are behind and they are reviews from 2025 but we should have an update soon, Chris will keep us informed.

New business, Zosia from the Marquette Community Foundation thanked the UPAWS board for inviting her to our meeting. She passed out the 2024 community first brochures and information to the board of directors. Zosia explained the foundation and how they can help support UPAWS and other area nonprofit organizations. The mission is to connect donors and nonprofit groups to meet the community needs. She explained in detail what they provide and how they have helped sustain so many area nonprofit organizations, upwards of 3000 nonprofit groups in Marquette county. She encourages the UPAWS board of directors to look through different options and programs that can assist us. Steffani asked about restrictions of the funds. Zosia explained the process and policy of their board of directors in making long term financial decisions. There are no restrictions but donors can specify for designated intentions and purposes period.

The UPAWS annual report and meeting is typically on June 9th but because of various interruptions and happenings within the shelter we have decided to delay it. Steffani also offered to put together the annual report which is great, thank you Steffani! Andi made a motion to suspend the bylaws in regards to the annual meeting, Shane seconded it all in favor motion passed. It was decided that the annual meeting will be on June 24th 2026 at 5:00 PM followed by the monthly board of directors meeting at 6:00 PM it was noted that the report will have to be on the website no later than June 10th 2026.

We received a Report and Recommendation from the policy and bylaw committee, Lynn has one correction of spelling of the word devices. Steffani corrected the numerical order number 5. Leslie explained the R&R in detail. Andi made a motion to accept the R&R, Chris seconded, all in favor motion passed. Chris also thanked the committee for all of the hard work and numerous hours put into this and Leslie also commented and thanked for the hard work and preciseness of this committee.

Next the board was presented with a Report and Recommendation from the Finance Committee. They updated the finance policy. Lynn's only correction was #1 Marquette Community Foundation should be community fundation of Marquette County. #2 change to ‘endowment fund’. #3 ‘Euthanasia’ is spelled incorrectly and #4 the fee schedule should be ‘7+ years’ for cats and dogs to be considered senior. Shane made a motion, Andi seconded, all in favor, motion passed.

One final R& R from the Finance Committee and our treasurer, was to update the finance policy and to start our 2025 audit. Ryan and Chris will work together on this and be accountable to each other to be timely. Chris explained that HP did raise prices and it is over budget for ‘Professional Services’. We will reevaluate who does the audit next year but at this time it was suggested that we go with HP to perform the 2025 year audit. Motion made by Shane seconded by Kayla all in favor and motion passed.

Communications: none

Presidents Report: None

Treasurers Report: no additional reports

April & March financials were presented, Chris did report that the Dixon funds have been settled.

Andi made the motion to accept the March financials, second by Shane, all in favor and motion carried.

Kayla made the motion to accept the April financials, second by Shane, all in favor and motion carried.

Shelter Manager Report: The staff has had an excellent response and care for the recent parvo emergency.

Shelter stats, no questions.

Animal Behavioral Care Coordinator: Julie explained that she has added extra criteria to the levels of adoptions. Julie explained how important it is to all be on the same page and have consistency with the animals in our care. Julie will be adding a “socializing test” and a “dog to dog” test.

Committee Reports:

Board Development: No report but we do have a new applicant, Janet Richter.

Finance Committee: No additions

Strategic Planning: Work shop in September and everything is on track. Chris has the meeting info from Grow and Lead, should this go on the website?

Personnel Committee: no report

Policy & By law: No additional report

Donor Development: Written report attached

Public Comment: Janet Richter thanked the BOD for having her to our monthly meeting. Julie also commented that she enjoys coming to BOD meetings as they are stress free and helpful!

Board Comment: Shane asked if we are hiring a maintenance person soon? Personnel committee has updated the job description and is meeting next week to discuss options. Shane expressed the importance of maintaining our equipment and assets at the shelter.

Andi made a motion to adjourn at 8:04 pm, second by Shane, all in favor and motion carried.

Next meeting is the Annual Meeting on June 24th at 5:00 with the regular monthly board meeting right after at 6:00 pm

Respectfully Submitted,

Andi Goriesky

UPAWS Board Secretary

On 6/11/26, motion was made by Steffani Baker and seconded by Chris Danik to approve the 2025 Annual Report. Lynn Andronis, UPAWS Board President, then e-mailed all members of the Board of Directors the motion to Approve the 2025 Annual Report. The President put the Motion to an e-vote on 6/11/25 at 3:15 pm. The vote closed at 3:15 pm on 6/13/25. By a vote of 6 in favor (Chris Danik, Andi Goriesky, Steffani Baker, Dominic Andriacchi, Kayla Billings, Shane Place), 0 opposed, 0 absent , and 0 abstain, the motion was approved unanimously.

Report & Recommendation: Standardizing Facility Sanitation via Rescue Disinfectant Implementation

Report: Process Inefficiency, Safety Risks, and Regulatory Non-Compliance

Our current facility sanitation framework relies on a fragmented system of multiple chemical agents, creating a high-risk, labor-intensive workflow. This setup poses four distinct challenges to our operations:

- **Operational Complexity and Application Error:** We currently manage a disjointed cleaning regimen using four separate chemicals (Bleach, EfferSan, Wysiwash, and Simple Green) across different facility touchpoints. Staff and volunteers must navigate varying dilution rules for mop buckets, spray bottles, and deep-clean hoses. This heavy mix of products creates a significant, daily opportunity for chemical application error.
- **Regulatory Alignment Deficiencies:** In our Blueprint for Excellence evaluation, the Michigan Pet Alliance explicitly flagged our sanitation protocols as an area of grave concern. Their assessment directly noted that utilizing a large number of disjointed products represents a clear threat to animal and human health, and they strongly advised consolidating down to a single unified disinfectant.
- **Chemical Hazards and Structural Corrosion:** Our heavy reliance on traditional chlorine-based bleach introduces harsh odors and highly corrosive elements into the facility. Bleach suffers from unpredictable stability and volatile concentrations, which degrade shelter fixtures over time and stress our facility's septic system.
- **Labor-Intensive Multi-Step Cleaning:** Standard chlorine disinfectants lack built-in cleaning agents. Consequently, kennel cleaning requires a grueling, multi-step process: staff must physically remove organic debris, manually scrub down surfaces with a separate soap/detergent, rinse with water, and *then* apply the disinfecting agent. This duplicate labor severely impacts staff efficiency and slows down animal turnarounds.

Recommendation: Immediate Transition to Rescue Disinfectant and Automated Dilution Stations

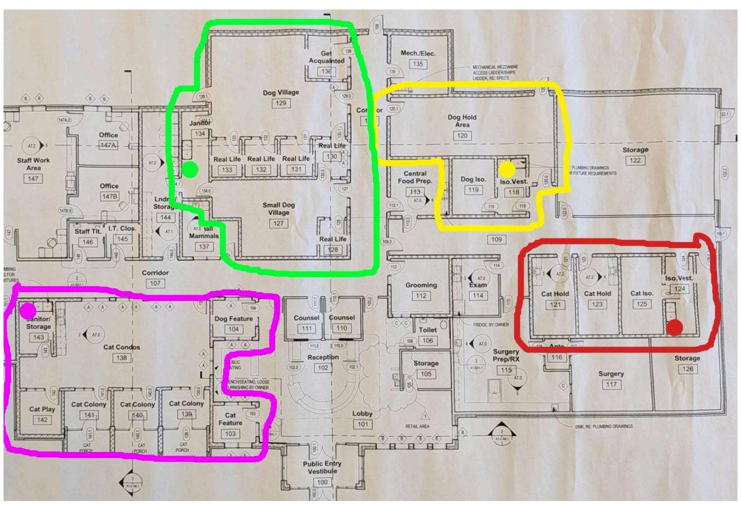
To completely eliminate chemical application errors, safeguard staff and shelter health, and maximize financial and labor efficiency, we should entirely phase out chlorine-based cleaners (Bleach, EfferSan, Wysiwash) and Simple Green. We recommend immediately standardizing all facility sanitation under a single product: **Rescue Disinfectant.**

By leveraging our free membership with the Shelters United co-op, we can secure bulk distributor discounts and receive automated mixing hardware at no cost, completely modernizing our shelter's bio-security.

Solution Implementation:

- **Unified, Single-Product Cleaning:** Rescue is specifically formulated for animal welfare environments and will completely replace all separate chemicals in mop buckets, spray bottles, and kennel deep cleans. Because Rescue contains built-in detergents, it cleans and disinfects simultaneously! This completely eliminates the mandatory, time-consuming soap scrub phase.

- **Industry-Leading Safety Standards:** Rescue is non-corrosive, completely odorless, safer on our septic infrastructure, and stands as the only disinfectant certified by the Fear Free program to reduce chemical-induced animal stress.
- **Transition to Chlorine-Free Laundry:** To align with our septic goals and ensure staff safety, we will transition shelter laundry entirely to chlorine-free bleach. This allows us to keep accepting public laundry donations while eliminating hazardous chlorine compounds from the building.
- **Automated Precision via Free Mixing Stations:** To guarantee flawless dilution and remove manual staff guesswork, we will implement four automated dilution mixing stations (valued at $396.30 each), provided entirely free through our bulk Rescue purchase. These units tap directly into local water lines and automatically dispense perfectly mixed solution into buckets or spray bottles.
- **Strategic Mixing Station Placement:**
    - **Station 1:** Janitorial Room (servicing Dog Adoption areas)
    - **Station 2:** Cat Closet (servicing Cat Adoption areas)
    - **Station 3:** Dog Isolation Room (servicing Dog Iso and Dog Hold)
    - **Station 4:** Cat Isolation Room (servicing Cat Iso and Cat Hold)
- **Deep-Clean Infrastructure Upgrades:** We will procure two heavy-duty foaming spray guns ($115.78 each) to hook up to our hoses, giving staff the ability to rapidly deep-clean entire animal rooms with automated foaming action.



Financial Analysis: Long-Term Operational Savings

While bulk Rescue concentrates carry a higher initial acquisition cost, standardizing under a single product completely eliminates the need to purchase soap, EfferSan tablets, and Wysiwash cartridges.

Procurement Cost Comparison & Projected Value

By utilizing the Shelters United co-op rather than our usual medical distributor, Covetrus, we are securing substantial upfront savings on equipment and concentrate packages.

Expense Item	Covetrus Pricing	Shelters United Pricing	Direct Savings
Rescue 55-Gallon Drum Bundle (Qty: 4)	$7,983.64	$6,799.96	$1,183.68
Foaming Spray Guns (Qty: 2)	$370.78	$231.56	$139.22
Automated Mixing Stations (Qty: 4)	FREE *(Value: $2,008.44)*	FREE *(Value: $1,585.20)*	Included
Initial 10% Off Co-op Coupon	N/A	-$680.00	$680.00
Total Equipment & Supply Cost	**$8,354.42**	**$6,351.52**	**$2,002.90**

Budget Impact and Return on Investment

- **Upfront Investment:** The total initial cost through Shelters United will be **$6,351.52 + Tax**. There will also be an additional plumbing fee to have the new mixing stations integrated into our existing facility water setups.
- **Extended Supply Lifespan:** While this initial cost is high upfront and sits slightly above our usual cleaning budget, this bulk purchase of four 55-gallon drums represents a long-term resource investment that will last the shelter roughly **2 to 2.5 years**.
- **Labor and Donation Efficiency:** The entire sanitation workflow will be immensely simplified. We will no longer need to purchase soap or divert public soap donations toward daily kennel breakdown procedures. Most importantly, eliminating the secondary scrubbing steps will drastically reduce daily caregiver cleaning hours, allowing staff to reallocate valuable time back to direct animal care.

Report & Recommendation: Upgrading Facility Waste and Recycling Management Services

Report: Escalating Waste Service Costs and Recycling Logistical Bottlenecks

Our current methods for handling facility trash and recycling are presenting both financial and operational challenges. Managing these services separately under our current setup creates three primary issues:

- **Unpredictable and Rising Trash Costs:** We currently utilize Waste Management for our 8-yard weekly trash dumpster. While we can lock in a base rate, their invoices include variable, hidden fuel surcharges that make budgeting impossible. Our last three payments have fluctuated from $368.44, to $367.03, and $367.57.
- **Recycling Logistical Inefficiency:** The current method of managing shelter recycling relies on weekly staff-run drop-offs to the recycling center. Requiring staff to break down, load, and drive recycling off-site pulls them away from their primary duties and strains our workforce.
- **Recycling Space and Safety Limitations:** Holding recycling between weekly runs causes significant overflow. Materials pile up in the garage and boxes spill over into the hallways, reducing operational efficiency and creating unnecessary clutter hurdles for staff moving through the building.

Recommendation: Immediate Comprehensive Waste and Recycling Contract with North Country Disposal

To stabilize our operational budget, achieve cost predictability, and eliminate staff logistical bottlenecks, we should transition all trash and recycling services to North Country Disposal immediately.

Solution Implementation:

- **Immediate Trash Service Transition:** Switch our primary trash service to North Country Disposal. They will provide the exact same asset size and schedule (an 8-yard dumpster with weekly pickup) for a guaranteed flat rate of $350.00 a month. This eliminates all hidden fuel surcharges and moves our trash expense to a fixed cost.
- **Immediate Recycling Service Addition:** Contract North Country Disposal to provide a 4-yard recycling dumpster with biweekly pickup. This replaces the manual staff drop-off system entirely.
- **Streamlined Recycling Workflow:** Staff will transition to bringing recycling directly out to the new dumpster at the end of each night. This instantly frees up garage and hallway space and completely eliminates off-site driving duties.
- **Cost and Support Breakdown:** The recycling service upgrade will cost a flat rate of $95.00 a month. While this is slightly more expensive than Waste Management's estimated $88.00 a month, North Country Disposal guarantees no additional fees or hidden surcharges. Furthermore, as a local business, they provide more direct and responsive customer support.

Shelter Operations Report: Walk-In Adoption Transition

Effective Date: June 23rd

Summary

UPAWS is transitioning from an appointment-only model to an open walk-in system for dog adoptions, marking our full reopening. While appointments served us for four years, they recently created public friction and severe operational bottlenecks (e.g., booking out days in advance and forcing staff to scramble to cancel same-day appointments when a dog was adopted early in the shift).

This update maintains a **first-come, first-served** policy but applies it to those physically present. It eliminates administrative overhead, resolves "no-show" vacancies, addresses a major topic of public feedback, and gets animals into homes faster.

Key Operational Changes

- **Open Walk-Ins:** General population dog adoptions no longer require pre-scheduled appointments. Adoptions are processed based on arrival order at the shelter.
- **Specialized Care Appointments:** Appointments remain mandatory for animals with behavioral concerns or complex medical needs.
    - Julie is transitioning into a dedicated, non-split Behavioral Care Coordinator role to manage these cases.
    - Walk-ins for these animals can be accommodated if Julie is present and time permits; otherwise, a future visit will be scheduled.
- **Interaction Time Caps:** To manage traffic and prevent animal overstimulation, "meet-and-greet" timers begin when a caregiver brings the animal out:
    - **Adult Dogs:** 45 minutes
    - **Adult Cats:** 30 minutes
    - **Puppies & Kittens:** Shorter, flexible limits managed by coordinators.
- **Staff & Community Relief:** Staff are freed from the constant cycle of managing digital calendars and making last-minute cancellation calls. Opening the doors directly addresses public demand and improves community trust.
- **Future Outlook:** If successful with dogs, this specialized appointment model will be evaluated for behavioral cats to ensure consistency across the shelter.

Shelter Manager's Report
June 2026

- **Staffing Update:** Katie Nance is no longer employed at UPAWS. We are currently down three caregivers; however, two interviews have already been completed and we have two more scheduled. We are hoping to be back up to full staff soon!
- **Shelter Reopening & Parvovirus Resolution:** The shelter has successfully overcome the Parvovirus outbreak that was brought in with the litter of puppies. The building has been fully disinfected, and we are officially open again for all services!
- **Staff Recognition:** I want to give a huge shoutout to our entire staff for their incredible work during this challenging time. Megan was fantastic and did a great job isolating the puppies and maintaining our protocols. Our caregivers were awesome, handling the normal day-to-day operations while also taking care of the isolated puppies and strictly adhering to safety protocols. A big thank you to our coordinators for stepping in and helping where necessary, which relieved a lot of stress for Megan and the caregivers. Lastly, thank you to Ann and Nikki for helping out wherever they could and continuing to get their own work done while the building was closed. I am super proud of this team!
- **Wisdom Panel Partnership:** We tested out the DNA kits from our grant, and the results came in within two weeks. They provided a huge insight into the puppy breeds, which will be fantastic data to utilize moving forward.
- **Fundraising Update:** Tee Up for Tails was a great success! A huge thank you to Nikki, Karen, and all of our wonderful volunteers for making it happen.
- **Behavioral Reports:** Please find the monthly report on animal behavior, prepared by Julie, attached for your review.

Respectfully submitted,

Ryan McLaren

May 2026 INCOMPLETE	DOGS		CATS		OTHER	TOTAL	
In Shelter	6		33		11	50	
In Foster	46	1 in true foster	83	6 in true foster	2	131	
TOTAL Beginning Count	52		116		13	181	
INTAKE	**DOGS**	**PUPS** <5 mos.	**CATS**	**KITS** <5 mos.	**OTHER**	**TOTAL**	**YTD**
Owner Surrender	5	1	10	10	14	40	156
Returned Adoption	0	0	1	0	0	1	3
Stray (from Police, Public and Shelter Pickup)	15	0	6	6	2	29	120
Born in Care	0	0	0	0	0	0	22
Transferred from Other Shelters	0	8	0	0	0	8	10
Special Hold/Service In	0	0	0	0	0	0	4
Seized/Custody (Cruelty & Neglect)	2	0	0	0	0	2	2
Total Intakes	**22**	**9**	**17**	**16**	**16**	**80**	317
OUTCOMES							
Adoptions (shelter, foster home or special event)	12	7	39	30	11	99	287
Total Adoptions YTD	**48**	**25**	**106**	**80**	**28**	**287**	
Returned to Owner	6	0	1	0	0	7	46
Transferred to Rescue Groups/Shelters	0	0	0	0	0	0	4
Total Live Outcomes	**18**	**7**	**40**	**30**	**11**	**106**	337
EUTHANIZED/DEATHS/MISSING/STOLEN							
Dangerous	0	0	0	0	0	0	1
Dying	0	0	0	0	1	1	2
Animal's Name and Reason					Finny (GP)-cancer		
TOTAL ANIMALS EUTHANIZED	0	0	0	0	1	1	3
Died at shelter/foster home - Unknown	0	0	0	0	0	0	5
Missing/Stolen/Escaped	0	0	0	0	0	0	0
Animal's Name and Reason							
Total Euth/Died/Other Outcomes	**0**	**0**	**0**	**0**	**1**	**1**	8
In Shelter	25		40		15	80	
In Foster	35	0 in true foster	39	1 in true foster	2	76	
TOTAL Ending Count (per formula)	58		79		17	154	
TOTAL Ending Count (per report)	60		79		17		
SAVE RATE (Intake- Euthanasia Outcome)/Intake						**98.8%**	**99.1%**
ASPCA Live Release Rate (Live Outcomes/ Intake)						**132.5%**	**106.3%**

OTHER INFO	Dogs	Cats	
Avg. Length of Stay	43.1	39.2	unable to pull up report in PP
Monthly Return Rate (returns/adoptions)	0%	1%	

Board Development Committee Report – June 2026

Date: June 8, 2026
Time: 12:00 PM
Location: Peter White Library, Dandelion Room

The Board Development Committee met to review board renewals, candidate recruitment, and governance-related matters.

The committee reviewed the board renewal applications for Kayla Billings, Dominic Andriacchi, and Lynn Andronis, whose current terms expire in July 2026. The committee also discussed the importance of board members participating in committee work and noted it is worth reminding the Board that members are welcome to attend any committee meetings.

The committee discussed a prospective board candidate, and plans were made to schedule an interview for the end of the week. A Potential Board Development Committee member was also discussed, with plans to invite participation through attendance at a future committee meeting or informal meeting with committee members.

The committee revisited the Advisory Board development and will continue reviewing with Policy and Bylaw committee related to its formation, however, do not see this is a current top priority.

Additional discussion focused on governance matters, including recent proposed changes to board qualification language in the bylaws. Committee members expressed interest in gaining a better understanding behind the revisions and how they may impact future board recruitment and candidate evaluation. Follow-up discussion with the committee is planned to clarify.

Respectfully submitted,
Steffani Baker
Committee Chair

UPAWS Strategic Plan

Progress Report 5/15/2026

Goal 1: Strengthen the skills and sustainability of UPAWS' leadership and workforce			
Priority	**Milestone**	**Progress**	**Status**
Board Development	Three additional board members	One new board member added.	
	Enhanced board calendar	Explored a more detailed calendar in Google Workspace, but seems to have limited options. Still exploring.	
	Board responsibilities presentation	Board development will review and take on task. Grow and Lead offered to do a training to clarify roles and responsibilities of serving on a board if desired.	
Staff Recruitment and Retention	Organizational chart up to date	Personnel Committee started reviewing job descriptions and discussed potential position changes in May.	
	Annual staff survey implemented	Not started but Ryan is looking into creating an annual survey.	
	Weekly staff/manager check-ins established	Reinstated all-staff monthly meetings to check in on everyone. Still having daily morning check ins with all staff as well. Will evaluate individual meetings in the future depending on organizational structure changes pending.	
	Manager's annual review conducted	Six month review to be completed in October.	
	Approved SOPs in published format on Drive, printed where appropriate, and fully implemented with dedicated staff review time	Chris and Ryan are merging all of the completed SOPs into one document to be made available on the Google Drive	
	Establish staff training program	NEW: Ryan is starting to develop	
Volunteer Engagement	Volunteer info in Neon	Not started yet. Ann to review this summer.	
	Marketing plan created for foster program	Not started yet.	
	New volunteer descriptions posted on website	Ann updated the volunteer section of the website to include all of the new positions available. The website now includes an online form for potential volunteers to apply to help streamline the process.	

Goal 2: Increase services for animals while deepening connections with people

Priority	Milestone	Progress	Status
Community Spay and Neuter Program	Sands Township Appeal process in motion	Have not applied for the Special Use Permit. UPAWS is still interested in offering expanded Spay & Neuter services to the public. Also pending building partnerships with our local vets.	
	Community Spay & Neuter Fundraiser ideas presented	Nikki will brainstorm and present an idea. Previous fundraisers include the "Spaygetti Dinner"	
Community Outreach and Communication	Action steps regarding improved phone availability completed	Phone SOPs still need to be completed. Reached out to a volunteer that has helped before answering the phones and she is interested in helping again. Ryan is continuing to research options with our phone system and a chatbot.	
	Shelter hours and appointments options evaluated and implemented	Cats and small critters no longer require an appointment. An R&R is in progress to be submitted to the board on a plan for dogs.	
	Implement community education program	Ann is working on developing a plan.	
	Complete one service organization presentation	COMPLETE - Presented to the Rotary Club of Marquette at the Holiday Inn.	
	Upgrade website	NEW: Discussions have started	

Goal 3: Improve UPAWS' financial health and build long-term community confidence

Priority	Milestone	Progress	Status
Fundraising and Donor Relations	Ensure policies and bylaws reflect the new committee structure	Policy & Bylaw committe to present final changes for committee changes to Bylaws by June.	
	Consider 5 major donor asks	Not started	
	Consider fostering 2-3 corporate relationships	Not started	
Community Collaborations and Partnerships	NMU internship explored	Not started	
	Partner with one other organization for an offsite adoption event	Not started	
Reputation and Transparency	Staff spotlight in newsletter/Facebook	Ann started posting staff picks for adoptable animals and Ryan wrote his first from the manager newsletter article.	

	Minimum of one success story per month on social media	Several recent success stories have been posted on social media.	
	Participation in at least one additional community event	Nikki and Ann are coordinating participating at an event at Tractor Supply.	

Strategic Planning Meeting Notes	5/15/2026 @ 12pm via Google Meet
Present: Chris Danik (Chair), Lynn Andronis, Ryan McLaren	
The committee discussed the current progress of each item. Two new items were added since the plan was adopted. The committee felt these items were a high priority for the organization based on recent discussions. The first item being an implemented staff training plan and the second being an updated website. Additionally, Chris noted that some of the core of our website is running on outdated technology that would take significant updates. This was discovered due to some forms that had stopped working.	

UPAWS Mission

UPAWS champions the wellbeing of pets by providing safe shelter, promoting adoption, and fostering a compassionate community through education and supportive services.

UPAWS Vision

A compassionate community where all pets are safe, cared for, and treated with respect.

UPAWS Core Values

Collaboration	We work together with staff, volunteers, rescue partners, veterinarians, and the community to improve outcomes for animals. By sharing knowledge, resources, and responsibility, we can save more lives and provide better care than any one group could alone.
Transparency	We are open and honest about our policies, decisions, challenges, and outcomes. By clearly sharing how we operate and why we do what we do, we build trust, accountability, and informed community support.
Empathy	We approach every animal and every person with compassion, patience, and understanding. We recognize the emotional and physical needs of animals, and we honor the experiences of adopters, pet owners, volunteers, and staff—especially during difficult moments.
No-Kill Philosophy	We are committed to saving the lives of healthy and treatable animals through proactive programs, compassionate care, and strong community partnerships. We do not euthanize animals for space, time, or convenience, and we ensure humane outcomes when suffering cannot be alleviated.

Full Plan Details: https://docs.google.com/document/d/1CibCUnAyCd8kJSRAIga1kkZ3w8vXyer3/edit

Personnel Committee Meeting Minutes

<u>FROM 5/28/26 Meeting</u>
PRESENT: Lynn Andronis, Chris Danik, Deb LaMere, Ryan McClaren

- Reviewed email and documentation received from staff member
- Review of following job descriptions
  - Shelter Manager
  - Behavioral Animal Care Coordinator
  - Shelter Support Specialist
- Also reviewed Ryan's suggestions regarding positions moving forward
- Committee agreed to review these materials for full discussion at our next meeting on 6/8/26.

<u>FROM 6/8/26 Meeting</u>
PRESENT: Lynn Andronis, Chris Danik, Andi Goriesky, Ryan McClaren

- Staffing Levels: We currently have 3 caregiver positions empty. Ryan will be setting up interviews with 4 applicants, but they will be delayed until after the parvo situation is resolved.
- Ryan suggested expansion of daily designated zone responsibilities from four to five areas to allow for a "floater" to assist Megan in the Surgical Center with vaccinations, medications, etc. We will need to be fully staffed before this change can be implemented.
- Revisions to the job descriptions that were discussed at our previous meeting, as well as the addition of a new position will be drafted by Lynn and sent to committee members for their review. DONE ON 6/13 AND SHARED WITH COMMITTEE.
- Lynn will contact Deb to discuss the request from staff member received earlier.

Submitted,

Lynn Andronis

Next meeting is currently scheduled for Monday, 7/6/26, at 12 pm, virtually.

Donor Development Committee Board Report – June 2026

Date: June 16, 2026
Time: 12:00 PM
Location: Google Meets

The Donor Development Committee met virtually to review donor database management, stewardship efforts, donor development priorities, and potential partnership opportunities.

The committee received updates on Neon database management and cleanup efforts. Staff continue to work on improving donor data processes and are meeting with a Neon representative to address ongoing data transfer issues. Duplicate record cleanup remains a priority, along with maintaining accurate deceased donor records and evaluating long-term data entry procedures.

The committee reviewed failed and lapsed monthly donor outreach efforts and noted that all identified donors have been contacted. Future follow-up and stewardship activities will continue to be tracked within Neon.

Discussion regarding the Windfall Wealth Screening platform has been postponed until July as the committee focuses on current priorities.

The committee also discussed donor development roles and responsibilities and will continue conversations regarding long-term committee goals and alignment with the organization's strategic planning efforts.

Updates were shared regarding prospective sponsorship opportunities, including outreach to potential Platinum Partners for 2027. The committee will continue cultivating relationships with prospective donors and community partners.

Finally, the committee reviewed priorities for the remainder of 2026, including strengthening donor stewardship, improving database and reporting practices, enhancing donor communications, and identifying future fundraising opportunities. The committee will continue meeting virtually through the summer and will revisit in-person meeting options in the future.

Respectfully submitted,
Steffani Baker
Committee Chair