

**April 25, 2017**  
**Board Meeting Minutes**  
**6:30 to 8:00 PM**  
**Centre County PAWS, Inc.**  
**Adoption and Education Center**

**Board Members/Staff Roll Call**

Dave Abler, Kris Clark, Bob Conn, Brian Eppley, Chris Faust, Bill First, Jim Hermann, Chris Kunes, Yvonne Riley, Joan Ritchie, and Carolyn Lambert

**PAWS Members**

Jackie Wolfe and Samantha Walker were present.

**Member Question and Comment Period**

There were no questions or comments.

**Action Item - Approval of March 28, 2017 Board Meeting Minutes – Carolyn Lambert**

Kris C. made a motion to approve the minutes from the March 28, 2017 meeting. Jim H. seconded the motion. The motion passed unanimously.

**Officer Reports**

**President – Dave Abler**

- Dave – Dave stated that John Blasko had agreed to serve as legal counsel for PAWS. He won't be serving on the Board, but will be available for legal questions. Bob C. asked if he would have an Emeritus status. Dave commented that Mr. Blasko didn't mention it and the Board would need to vote on it. Dave said he would agree to awarding the Emeritus status if Mr. Blasko wanted it. Dave also noted that Laurie K. and Lisa B. had notified him that they would not be attending the meeting.

**Vice President– Yvonne Riley**

- Yvonne – No report at this time.

**Treasurer – Laurie Knisely**

- Laurie was not present. No report was submitted.

**Recording Secretary – Carolyn Lambert**

- Carolyn – No report at this time.

**Staff and Committee Reports**

Chris F. asked to present her report first as she had relevant financial information. Dave A. suggested that Lisa's report be presented first and then Chris could present hers before Brian.

**Director of Operations – Lisa Bahr**

- Lisa – Emailed the report. Lisa was not present. Dave A. asked if there were any questions on Lisa's report. Dave A. noted that Catherine Conlan is leaving in May and that Megan Tomkiel will be assuming the position of Shelter Staff Assistant. Megan works as a kennel staff member currently. Dave A. remarked that her duties would be to assist Lisa B., Chris F., and Brian E. There were no more questions on Lisa's report.

**Director of Development and Marketing – Chris Faust**

- Chris – Emailed the report. PAWS will receive \$10,000 from the estate of a woman who adopted a cat from PAWS. PAWS will not be receiving the award from the Stocker Share the Love Campaign in 2018. We have received the award for four years and Stocker has decided to share with other non-profits in the area. So, Chris noted that the Development Committee will need to generate the \$14,000 in other ways. She has received requests to hold a third bingo event which nets \$9-10,000. Other fundraising efforts included the Pet a Pooch events, which have made a total of \$10,500. Media coverage was good this month with the puppy mill rescue featured on WTAJ-TV, and articles regarding volunteer and Penn State student activities in the Daily Collegian and CDT. Centre Gives, May 9-10, is the next major fundraising event. PAWS will hold a Yappy Hour on Tuesday, May 9, from 5:30 – 7:00 PM. The non-profit with the most unique number of donors will receive the Dinnertime prize of \$500. On Wednesday, May 10, PAWS will host a Blue and Woof game on Facebook livestream from 11 AM to noon. The announcer will be Jeff Brown and Chris is planning on having some Penn State athletes attend. Last, Chris reported that the Reading Program for Cats has been beneficial for children. A participant's mother remarked that her child hated reading prior to joining the program but loves to read now. Yvonne R. asked if this could be published on Facebook. Chris replied that she was waiting for a picture and approval from the parent.

### **Director of Finance – Brian Eppley**

- Brian – Brought the report. Brian presented the financial summary for March 2017. He stated that the major line of note was Donations, which includes the Stocker Share the Love donation and \$25,000 matching donation for the summer campaign. There were two electric bills received in March so the amount (\$6191.69) represents usage for February and March. He noted that the income from adoption fees, GA donations, and S/N donations is lower than in 2016. Brian stated that additional revenue received from the Comedy Club event compared to the February 2017 financial summary was \$1200.
  - Questions/Comments: Kris C. asked for a clarification of the Donations and Development income categories. Brian explained that the Pet A Pooch events are considered donations as they are events run by other volunteers or organizations. Events planned by PAWS staff are categorized under Development. Dave A. asked if there would be a yard sale this year and Chris F. stated that it will not be held. The volunteer who has been in charge doesn't have the time and the basement is now used for dog showings. Also, based on a comparison of the amount of time and effort needed to prepare sale items and the revenue raised, the committee decided that it wasn't an efficient use of time.

### **Nominating Committee – Joan Ritchie**

- Joan – Joan stated that the committee has been working hard. They interviewed two more Board candidates and recommended putting all three names on the ballot in addition to the incumbent Board members that were running. Dave A. thanked Joan for her time and effort in selecting candidates.

**Personnel Committee** – (currently no committee chair)

### **Unfinished Business**

Bob C. summarized the issues related to the current phone system and reasons that PAWS needs a new phone system. Major reasons included that the current phone system is old technology, the hardware is old, and parts are not available. Lisa B. and Bob have obtained quotes for a new system from four companies. One company, CentreWeb, is a local company that likes to help small businesses and non-profit organizations. While the company offers support, it is owned by Penn State employees so the support may be different than support from other commercial companies, such as Comcast. Kris C. asked Bob if he had a recommendation. Bob replied that while he recommended that PAWS purchase a new phone system, he did not have a recommendation for a specific company at this time.

### **Open Discussion**

Kris C. asked whether the Board needed a Personnel Committee, since there wasn't a current chair. Dave A. thought that one was needed in case an employee or volunteer had a complaint about a staff member or another volunteer. Kris C. asked how previous complaints were resolved. Dave A. responded that there was a policy on grievance procedures, but the Board may get involved if it isn't resolved at the lower level. Bill F. commented that PAWS has had personnel issues that extended over time and it may happen again. He recommended that the Personnel Committee be re-activated. Chris K. stated that previous Personnel Committees were chaired by the attorney member of the Board. Kris C. volunteered to serve as the Chair since she knows John Blasko. Kris C. noted that she has become more involved with CVIM and has learned that they need pet food. Chris F. noted that PAWS has a bin in the back hall for pet food donations. When it is full, a volunteer takes it to the Faith Centre in Bellefonte. Kris C. stated that she would connect Lisa with CVIM. Chris F. noted that the Cornhole Classic is Saturday, April 29<sup>th</sup> at the Nissan field at noon. More teams are needed. PAWS and CVIM will be the beneficiaries of the event.

Chris K. made a motion to adjourn the meeting. Kris C. seconded the motion. The motion passed unanimously. Meeting adjourned at 7:23 PM, followed by an executive session.

2017 meeting dates – **May 23** (Annual meeting), June 27, July 25, August 22, September 26, October 24, November 28, December TBD later