

**December 13, 2016**  
**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, Jim Hermann, Laurie Knisely, Chris Kunes, Yvonne Riley (via phone), and Carolyn Lambert

**Action Item - Approval of November 22, 2016 Board Meeting Minutes – Carolyn Lambert**

Kris C. made a motion to approve the minutes from the November 22, 2016 meeting. Jim H. seconded the motion. The motion passed unanimously.

**Officer Reports**

**President – Dave Abler**

- Dave – No report at this time

**Vice President– Yvonne Riley**

- Yvonne – No report at this time.

**Treasurer – Laurie Knisely**

- Laurie – Laurie stated that she was working to get the Investment Committee meeting scheduled.

**Recording Secretary – Carolyn Lambert**

- Carolyn – No report at this time.

**Unfinished Business**

Dave A. stated that the Board needed to reach a consensus regarding the dates and times for the 2017 Board meetings. He thought that the fourth Tuesday each month was working for everyone with a start time of 6:30 PM. Everyone agreed so the proposed dates will stand. May 23<sup>rd</sup> is the Annual Membership meeting with elections. The date for the December 2017 meeting will be decided later.

**Staff and Committee Reports**

**Director of Finance – Brian Eppley**

- Brian – Brought the November report and the proposed 2017 budget. Brian stated that there were lots of donations for a cat medical issue. PAWS received \$2,000 from the Freas Foundation for our spay/neuter program. A major expense in November was the audit which was \$7,000. The Fur Ball bills have been received and PAWS made approximately \$42,000. The total income is down \$35,000 for the year, but Brian thought that the Annual Giving Campaign will generate that amount in December. If donations aren't received by the end of 2016, they will be carried over to 2017. Brian stated that the Reserve Fund was shown on the Profit and Loss Statement. The Fund was divided into Operational (50%), Medical (25%), and Capital (25%) expense categories. The Finance Committee can change the percentages if needed. There were no questions so Brian presented the 2017 budget.

Brian stated that there weren't many changes from the tentative budget presented at the November meeting. Under the Maintenance Expense line, \$1000 was added for floor care and \$1000 was added for interior painting. Brian mentioned that interior painting is usually completed at the end of the year so it can be deferred if necessary. Brian thought that the income projections for 2017 could be met. The Planned Giving line reflects the confirmed amount of \$50,000 to be received in 2017. Bob C. commented that the current amount for the exterior security cameras was for equipment only. He estimated that an additional \$500 would be needed for installation. Brian asked Chris K. if \$6000 was sufficient for a heat pump. Chris K. responded that it was adequate for equipment but not for labor and supplies, as these would cost an additional \$2500 to \$3000. Dave A. asked if there were any other recommendations for changes. Dave summarized the changes for the Maintenance Expense line of an additional \$500 for security camera installation and \$3000 for labor and supplies for the heat pump installation. Dave stated that the vote for the 2017 Budget would occur in the Executive Session.

Chris K. made a motion to adjourn the meeting. Jim H. seconded the motion. The motion passed unanimously. Meeting adjourned at 6:45 PM. Followed by Executive Session.

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