

February 23, 2016
Board Meeting Minutes
6:30 to 8:00
Centre County PAWS, Inc.
Adoption and Education Center

Board Members/Staff Roll Call

Jim Hermann, Chris Kunes, Dave Abler, Bill First by phone, Brian Eppley, Chris Faust, Cathy Barefoot, Joan Ritchie, Kristin Dunmire by phone, Bob Conn, Kristine Clark, and Laurie Knisely

PAWS Members

Jackie Wolfe

Member Question and Comment Period

Nothing at this time.

Action Item - Approval of January 26, 2016 Board Meeting Minutes – Cathy Barefoot

- Discussed the January 26, 2016 minutes – Bob [made the motion](#) to approve the January 2016 minutes and Chris Kunes [seconded the motion](#). All in favor, none opposed, motion passes.

Reports of Other Officers

Report of the President – Dave Abler

- Dave – Nothing to report at this time.

Vice President's Report – Yvonne Riley

- Yvonne – No report at this time.

Treasurer's Report – Laurie Knisely

- Laurie – Report emailed by Brian.

Recording Secretary – Cathy Barefoot

- Cathy – No report at this time.

Staff and Committee Reports

Director of Finance – Brian Eppley

- Brian – Emailed his report. The last page gives the snapshot compared to other years, we are about \$17,000 down and last year we were \$18,300 down in January which is an improvement. Capital donations - the cattery wall was paid for. We had a lot of memorial donations from December and January. We are off to a good start. For medical we had some of the bills come in late, so medical will jump up in February. Surrender fees are up. We had quite a few donations from surrender fees because we have many animals coming in. Our annual giving appeal is just about over. We did get the \$30,000 S/N match in the mail. Brian will talk to the Treasurer to see how to handle this money. Question about the non feral s/n assistance – have some of the Vets not billed us yet? Yes, this number is low for January and this will show up in February.

Director of Operations – Lisa Bahr

- Lisa – Emailed the report. She is not here tonight. Jim - Lisa might have talked about the changes with the showing the dogs and puppies. The dog-side volunteers are out of the front desk area now. Moving the adoption counselors from the front desk into the dog wing was the right thing to do. We would like to see a room dedicated to this. We set up a table with a computer in the hallway which seemed to work well for processing. The puppies were in the basement. We will have our showings this way even if we don't have puppies. Or outside weather permitting. We can still refine how long people stay with the puppies in their cages. Photos of the puppies are not on the web at this time.

Director of Development and Marketing – Chris Faust

- Chris – Emailed the report. Chris wants to make one change to her report – for the Comedy Club event we now have 104 people for the second show. And we are down about 30 attendees for the first show. We are at 182 for the first show. We had 210 last year. Committee members have sold tickets for this. It is the first show that is down and this is where we make the money because of serving food. We did raise rates for the first show this year from \$65 per ticket to \$70. The second show is staying at \$20. We did get donations this year that we didn't get last year. We have 10 people at each table. Do we have volunteers going – yes we do have some volunteers bringing some of the dogs. We used to get donations for volunteers to attend the late show. We didn't really push that this year because not many volunteers took advantage of that last year. We do have a full table for the volunteers for the second show. We are doing 50/50 to raise some money. We have consistently raised the fee for this event each year but Chris doesn't see us raising this much more.
- Question - what is the difference on Chris' report between special event visits and non-event visits? Non-event visits are with people that have made gifts to PAWS outside of special events. Special event visits are visits Chris makes to our sponsors, etc., for events. Her one planned giving visit was people who are new and are handling an estate for PAWS. Planned giving visits are for wills and estates. She tries to document what and who she meets about in Giftworks. Chris also has publicity visits for her marketing responsibilities. The B94 radio showings continue to be great.

- Also last month we talked about the Board members coming up with a few names to give Chris. A few Board members have given her names already.
- She tried something new on her report this time, and listed the non-event donor visits and what they are. She did send the calendar of events for 2016 and the year at a glance. The yearly calendar will likely change. We had 6 more requests from Penn State groups to do a few things on campus. We need to respond to these and she is trying to say yes. Town and Gown will be coming March 1 to see what it is like to volunteer at PAWS. Dave gets Chris's list of all the meetings she has each month.

Nominating Committee – Joan Ritchie

- Joan – Dave – In terms of our May 24 annual meeting which will be our elections. Looking at the dates in our Bylaws which says 56 days prior to the annual meeting, the Nominating Committee will nominate for membership a number of candidates not less than the number to be elected in the ensuing election. 45 days prior to the annual meeting, any member of PAWS in good standing who was not nominated by the Nominating Committee may submit a petition requesting such nomination to the chair of the Nominating Committee with supporting signatures from no less than 25 current members of PAWS in good standing. 28 days prior to the elections, the Nominating Committee shall notify the members of PAWS of the final list of individuals nominated for membership. We do have time to discuss this.
- Dave has references of a person that he would like to speak with. This person may have a lot to bring to the Board. This would be an addition to the Board. We had a discussion about making the Board larger. We have had circumstances in the past where we became unproductive and weren't getting a lot done. Dave would defer to the Nominating Committee about this person. Bill also has someone in mind. Someone mentioned that maybe the Board should discuss this first before talking to anyone. According to the Bylaws we can have between 7 to 13 members. We might want to talk about the specifications of people we need or want on the Board. Dave and Bill would see if the people would be interested then turn it over to the Nominating Committee to continue. We could have a discussion to see what type of people we need. The Board should make a determination. It was mentioned that the new people we brought into the Board last year was a positive for the Board. And we have been successful in the past few years with the new members. We do have another board meeting to make the decision. Should we be looking for more people? We have filled voids that occurred in the past. Dave mentioned that he appreciates hearing new ideas from the Board members. It could be a great quality for a person to donate their time to the Board and are suitable. *Jim is happy to be on the Board and has seen some wonderful improvements over the years. He doesn't want to see the Board get over ridden or overloaded. If we can bring someone in that has qualifications the board needs, Jim would step down to make room for them since both the dog and cat teams currently have multiple representatives.* It would be appropriate for Bill and Dave to talk to the people they have in mind. It isn't just us searching for them; it is them wanting to be here. Consensus from the Board is that 5 members are positive moving forward with this.

Personnel Committee – Kristin Dunmire

- Kristin – No report at this time. Currently we have an agreement for the staff but not the volunteers on grievances. *We do not have procedures for volunteers or staff exit interviews. Kristin would like to get a few more volunteers for the committee. Chris Kunes volunteered to be on the committee. Kristin will come up for some solutions and bring it to the committee.*

Strategic Planning Committee – Linda Friend and Jim Hermann

- Linda and Jim – The comments will be rolled into the strategic plan. The survey is still available if anyone wants to do it. Linda will go through the survey responses and scrub them when they take the survey down. We will have the comments for the Board very soon after this is completed.

Bob *made the motion* to adjourn the meeting, Jim *seconded the motion* – all in favor – none opposed – meeting adjourned. Meeting adjourned 7:40 PM.

2016 meeting dates – March 22, April 26, May 24, June 28, July 26, August 23, September 27, October 25, & November 22

