

January 27, 2015
Board Meeting Minutes
6:30 to 8:00
Centre County PAWS, Inc.
Adoption and Education Center

Board Members/Staff Roll Call

Lisa Bahr, Yvonne Riley, Jim Hermann, Chris Kunes, Dave Abler, Bill First by phone, Cristin Long, Marilyn Eastridge, Brian Eppley, Chris Faust, Cathy Barefoot, Joan Ritchie, and Laurie Knisely

PAWS Members

No members present

Action Item - Approval of November 25 and December 18, 2014 Board Meeting Minutes – Cathy Barefoot

- Discussed both sets of minutes – Yvonne [made the motion](#) to approve the November 2014 and December 2014 minutes and Joan [seconded the motion](#). All in favor, none opposed, motions pass.

Reports of Other Officers

Report of the President – Dave Abler

- Dave – Dave mentioned there was an Executive Session after the December Board meeting to vote on the 2015 budget. The 2015 budget was approved.

Vice President’s Report – Yvonne Riley

- Yvonne – Nothing to report at this time.

Treasurer’s Report – Laurie Knisely

- Laurie – Report emailed by Brian.

Recording Secretary – Cathy Barefoot

- Cathy – Nothing to report at this time.

Staff and Committee Reports

Assistant Treasurer – Brian Eppley

- Brian – Emailed the report. The December 2014 report is in the front and the final 2015 budget is on the last two pages. December was a very good month. We had almost a \$30,000 profit in December. Items that stand out are the dog and cat adoptions which finished very strong for the month and helped with the end of the year money. Money came in for the passing of one of our valued volunteers. We handled the end of the year by using reserves for any shortfall we had. We had originally budgeted to take \$10,300.00 from organizational reserves. Our 2014 income was much higher than we expected. We discussed planned giving. We have a hard time planning for planned giving in our budget. We based the 2014 budgeted figure on the previous 3 years, when we had gifts each year under Planned Giving. Planned Giving is an “iffy” line in the budget, but we wanted to try to plan for it. It is always from estates. Planned Giving is a blanket term. We had a \$677.41 refund under employee benefits. We actually had 2 refunds, 2012 and 2013 refunds. We discussed these refunds at the Finance Committee and we used them to offset the employee benefits.

Director of Operations – Lisa Bahr

- Lisa – Emailed the report. She sent out the 2014 yearly numbers summary. Column headings were discussed. Someone at the November meeting asked if we could break down the stats for adult cats and the kittens with the adoption fees. We can do this going forward. Yvonne can give us the numbers – we had 198 adult cats adopted and 203 kittens adopted in 2014. We have some maintenance issues. We had another pipe break. Jim is trying to find someone do the thermal imagining to see what is going on. The only one he could find was in England. We could have someone go into the attic to see where we need insulation. It is likely the insulation has shifted around. The area is just outside the lady’s room on the dog side is a problem. We also have a problem with the fence in the play yard. The gate foundation is crumbling. It needs to be warm before we can fix it. Chris F. mentioned how impressive our spay/neuter numbers and adoption numbers are this year. A lot of work went into all of this for the year. Clearly people are taking advantage of our spay/neuter clinics. Lisa wanted to mention that we did lose another valued volunteer in the last month – Jeff Brooks passed away and he will be missed.

Director of Development and Marketing – Chris Faust

- Chris – Emailed the report. Not much on the development front. A dog adopter has left her estate to us when she passes – we received a copy of her will. They were excited to provide this to us. Chris just came from a Comedy Club meeting and it went very well. We found out that PNC Wealth Management is also a new sponsor. New Pig is the event sponsor. We did raise sponsorship rates this year. Businesses have been asked and we have not heard back from some of them. We had 3 businesses that are not sponsoring this year. Overall though we are in great shape. For the year end - we do not have the numbers for the “Share the Love” event yet and probably won’t get them until the end of February. Mt. Nittany Winery had a promotion to promote the “National Mutt” day we received \$500.00 from this. Pet photos went very well. We had 2 miniature horses for the pet photos this year. This was an incredible success. A lot of the people were former adopters. We had an alternative Christmas fair at a church. We got \$1,200.00 this year. We have a “year-end review” in the works with the numbers. The PSU women’s

tennis team will have a PAWS day at the indoor sports arena. This is a promotional opportunity. We had a Publicity Committee meeting last week and still have some things to flesh out.

Nominating Committee – Joan Ritchie

- Joan – Joan wanted to mention the Board members that are up for re-election this year and get their intentions in the minutes: Cristin does not want to run again, Marilyn does not want to run again and Joan does want to run again. Dave wanted to thank Cristin and Marilyn for their service.

Personnel Committee – Cristin Long

- Cristin – No report at this time but wanted to mention that the employee handbook is ready for a vote.

Unfinished Business

Employee Policies/Handbook – Yvonne Riley and Dave abler - Action Item

- Dave and Yvonne – Dave emailed the Employee Policies/Handbook and passed out copies at the meeting. We discussed the few revisions and corrections that were made.
- Jim [made the motion](#) to pass the Employee Policies/Handbook as presented and Cristin [seconded the motion](#). All in favor, none opposed, motions pass.

Chris K. [made motion](#) to adjourn the meeting, [Jim seconded the motion](#) – all in favor – none opposed – meeting adjourned.

Meeting adjourned 6:50 PM.

The remaining 2015 meeting dates - February 24, March 24, April 28, May 26, June 23, July 28, August 25, September 22, October 27, and November 24