

**January 28, 2014**  
**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, Marilyn Eastridge, Brian Eppley, Chris Faust, Cathy Barefoot, Kate Khoury, Cristin Long by phone, Laurie Knisely and Joan Ritchie

**PAWS Members**

Jackie Wolfe

**Member Question and Comment Period**

Jackie wanted to thank the Board for their support for the Cat Team as we had a great year.

**Action Item - Approval of November and December 2013 Board Meeting Minutes – Cathy Barefoot**

- Discussed the November 26, 2013 minutes – Chris K. [made a motion](#) to approve the November minutes and Yvonne [seconded the motion](#). All in favor, none opposed, motion passes.
- Discussed the special Board meeting minutes of December 19, 2013 – Chris K. [made a motion](#) to approve the December special meeting minutes and Yvonne [seconded the motion](#). All in favor, none opposed, motion passes.

**Report of the President – Dave Abler**

- Dave –The break in the sprinkler system and a few other things were repaired and Dave wanted to thank everyone for their help with getting everything fixed.

**Reports of Other Officers**

**Vice President’s Report – Yvonne Riley**

- Yvonne - No report at this time.

**Treasurer’s Report – Laurie Knisely**

- Laurie – Will report with the budget.

**Recording Secretary – Cathy Barefoot**

- Cathy – No report at this time.

**Staff and Committee Reports**

**Assistant Treasurer – Brian Eppley**

- Brian – Emailed the report. The income summary on page 3 gives the snapshot of the year. We had a \$76,000 profit which is an incredible year. Spay/neuter donations were way up. Overall, donations were up. Holiday mailer wasn’t significantly up but did fine. Capital improvements – part of these funds were used in December. We paid for a number of things such as the washer and dryer and for some smaller projects. Holiday giving in January is up this year. All areas did well this past year.

**Director of Operations – Lisa Bahr**

- Lisa – Emailed the report. Orphaned Kitten Program (OKP) progress report is in her report. All the groups are happy with OKP. Our adoption numbers went up. We now have kittens to offer the public Monday through Wednesday this year. The graphs show the upper trend of the traffic to PAWS. Except for Wednesday since there isn’t enough data because we have just started to be open on Wednesdays. Being open on Mondays is an upward trend. Tuesdays are also up. Dogs are up on Wednesdays. We would like to continue the OKP program if the Board will go along with us. Ann Marie has been trying to supply a volunteer for each shift but it hasn’t been working out for every shift. Discussion concerning staffing for shifts – seems like we have received more cats from Stone Valley Pet Lodge (SVPL) on the weekends, and weekends seem to be where we are short on the cleaning crews. Discussion about short staffing on the weekends.
- Dog Team numbers – we have more detailed information in the report. The Dog Team looked at the adoptions and how we are doing and we would like to raise the puppy adoption rates/fees. There is a chart in the report with the new rates and would like to make these rates policy and assign Guardian Angels to the dogs that are harder to adopt. Discussion. The average stay of a dog is 52 days and \$250 per dog and the average stay of a cat is 120 days and \$180 per cat. Discussion of how we rate an adoptable dog. We usually rate them while they are with the foster family. We did vote to adopt variable adoption fees and it was approved previously so no need to vote on this tonight.
- SNAP totals – we helped 1377 with S/N for the public in 2013. In 2010 we only did 680.
- Volunteer report – Kate’s report is limited because she has just started in January.
- We put a new blood donation policy in place for our dogs and cats. This was discussed with the Cat and Dog Teams so it is now a policy. Lisa handpicks the animals based on written age, weight, medical, and behavioral criteria. The Cat Team voted to keep the adoption fees the same and not change anything. This means that the \$5 Feline is continued for 1 year. We also put some

other policy changes in place. Only approved cats will be adopted out as indoor/outdoor. Non-specific applications were extended to be held for 90 days. And changes to the policy for previously approved applications.

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

- Chris F. – Emailed the report. Want to thank everyone here at our meeting as this is her 1 year anniversary at PAWS. She mentioned that we did a great job with our fundraising last year and she would like to thank everyone for all their hard work in making her first year a success.
- Development – Chris is going to try to provide more information to the Board about who she visits for gifts/donations. She has focused on gifts of \$200 or more. Some of them were grants. Chris emailed or called everyone that made a gift of \$200 or more and thanked them. She also had numerous conversations with out-of-state people. She is trying to figure out why some of the people are supporting us and she is looking at the next steps. Some of the people have never been at our Center or have not been here for a long time, and she wanted to invite them for a tour. Three or four people had us in their will.
- Comedy Club is coming up March 1. Joan is being a sponsor and supporting our event. We do have new sponsors this year. Susquehanna Bank is doing 2 tables. The Ring Group at Remax is doing a table. Nestlerode and Roy is a new sponsor this year. Happy Valley Tours is a new business in our community and a former Second Mile donor is a sponsor is a new sponsor. New Pig, Dragon Fly, the Ale House and a few others are new sponsors.
- We also had a few Board members purchase tables last year for some of our PAWS volunteers, and Chris is hoping that will happen again this year.
- Smaller Events – Chris has been working hard to get a small events coordinator. Spaghetti dinner will be coming up March 29 in St. Marks Lutheran Church in Pleasant Gap and we are looking for a few volunteers to help at this event.
- We went to a higher level for the annual giving appeal this year. Trying to upgrade our image with our mailers. We had a \$25,000 gift and have been receiving gifts through PayPal.
- Marketing – talked about doing a Valentine’s Day promotion to get people to sponsor animals. She has a few ideas. Dave and Chris met with a former colleague of Chris’ who offered to create professional videos for PAWS. She wants to create videos of our animals for a number of things including the website so when they click on a cat or dog there is a video. If anyone has any thoughts, please send them to Chris F. Discussion.

#### **Volunteer Recruitment and Retention Coordinator – Kate Khoury**

- Kate – She is excited to be a part of this organization and everyone has made her feel welcome. She wasn’t sure what to expect, so she doesn’t have a report for this meeting. She is interested in doing a volunteer appreciation luncheon this spring. Talking with the shift leaders about strategies to keep new volunteers. She is looking at the big picture as to where/why we are losing people and where we need people. Trying to make herself more accessible to everyone. She has surveys that she has sent to volunteers and has received feedback from some of them. She wants to send surveys to people that have worked under 4 months and have not come back. She wants to compare our statistics with national statistics for retention rates, etc. She signed us up for Volunteer Match on line and has received some response. She would like to look at transportation options for student volunteers from Penn State to PAWS, and possibly have transportation provided. She is trying to establish a relationship with South Hills. She has signed up to do some of the projects with the PR Committee. We have had a few issues with Volgistics like schedules are disappearing, etc., and she is looking into that.

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

- Joan – Voting to reelect Board members is coming up in May. Do you want to run again so we can get your response in the Board minutes per our policy? The Board members up for re-election are: Dave Abler - yes, Bill First – under consideration, Chris Kunes – yes, Yvonne Riley - yes and Jim Hermann – yes.

#### **Personnel Committee – Cristin Long**

- Cristin – No report at this time.

#### **Unfinished Business**

##### **Revisions to 2014 Budget – Laurie Knisely and Brian Eppley - Action Item**

- Brian and Laurie – Passed out a packet. Not many changes. Brian has highlighted line item areas that have changes. Discussion of these changes. Some of the changes are: Organizational reserves – the issue of a part time vet tech was brought up and asked to be part of the budget. The money will come out of organizational reserves. The Finance Committee would like to keep \$400,000 in reserves. If a vet tech will save us money then that will be a plus. Notes are on the bottom. Expenses – we raised the electric, maintenance, and payroll; medical care for our animals was also raised.
- Vet Tech position – We’ve reached out to area Vets for vet tech volunteers and we can’t find anyone beyond the volunteers we already have. One of the vet techs from Metzgers has volunteered to come in on Sunday. Chris F. mentioned at the last meeting that we realized how much we need to put into each animal. Having a vet tech on staff will save us money as we continue to grow. A volunteer vet tech is taking on risk of injury. It might be more satisfying to adopters if we have someone on staff who can add to the quality of our adoptions. For \$11 an hour, 20 hours a week we could get an experienced Vet Assistant not a certificated Vet Tech. We own our animals so the person hired could draw blood; it does not have to be done by a veterinarian. Discussion about finding a skilled person for this position. Maybe require a working interview – have them come in on a Sunday and see how they do. Discussion.
- Yvonne [made the motion](#) to approve these revisions to the 2014 budget and Jim [seconded the motion](#). Further discussion. All in favor, none opposed, motion passes.

### **Online Voting in Board Elections – Joan Ritchie – Discussion Item**

- Joan – Joan passed around examples of two online voting packets. Nominating Committee met to discuss this. The committee didn't do much about this yet because we wanted to see if the Board thought it was feasible to do this. Discussion that maybe there is another way to get people involved with the voting process. We give the adopters a complimentary membership, and we currently have approximately 800 to 900 members. Discussion about the members running for office and how to get information about the member, like what they support, etc. Discussion about what qualifications we are looking for in new Board members in order to advance our mission. Encouraging people to come to our Board meetings and get more involved. Discussion. We could advertise that we are looking for certain people for the Board. Discussion about running this more like a business and finding someone who has a skill set that we need on the Board. Discussion about campaigning. We need to inform the members as much as we can to get them to vote. If anyone knows someone that could contribute to the Board and our mission, then bring the names to the Board. This discussion will be continued.

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

Meeting adjourned 8:11 PM.

### **Executive Session**

The remaining 2014 Board meeting dates are: February 25, March 25, April 22, May 27, June 24, July 22, August 26, September 23, October 28, November. 25.