

July 19, 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, Lisa Bahr (Skype), Bob Conn, Kristine Clark, Kristin Dunmire, Brian Eppley, Chris Faust, Bill First, Jim Hermann, Laurie Knisely (phone), Yvonne Riley, Joan Ritchie, and Carolyn Lambert

PAWS Members

No members were present.

Member Question and Comment Period

There were no questions or comments.

Action Item - Approval of May 24, 2016 and June 28, 2016 Board Meeting Minutes – Carolyn Lambert

Jim H. made a motion to approve the minutes from the May 24th and June 28th meetings. Bob C. seconded the motion. The motion passed unanimously.

Officer Reports

President – Dave Abler

- Dave – Dave congratulated Yvonne and Laurie on being re-elected and Carolyn for being elected to Recording Secretary. Dave was congratulated on his re-election to President.

Vice President– Yvonne Riley

- Yvonne – No report at this time.

Treasurer – Laurie Knisely

- Laurie – No report at this time

Recording Secretary – Carolyn Lambert

- Carolyn – No report at this time.

Staff and Committee Reports

Director of Finance – Brian Eppley

- Brian – Emailed his report. June was a good month as revenue exceeded expenses. The estate bequest was received in June. The Finance Committee met to discuss how to move forward with bequests. Their current plan is that bequests of \$50,000 or more will not be shown in the current year's operating budget but will be shown as a footnote on the monthly reports. Tentatively, the current estate bequest will be reserved for Medical (50%) and Capital (50%) expenditures. If needed, a maximum of 20% of each reserve fund could be used for the operating budget each year.
 - Questions/Comments: Chris F. asked where a bequest would be allocated if the bequest were less than \$50,000. Brian stated that it would be entered in the operating statement. If funds remain at the end of the year, the Finance Committee would decide where it should be allocated. Brian stated that the Finance Committee will be meeting before the next Board meeting for further discussion on bequests. He stated that PAWS has funds to invest and Laurie K. is looking into options for investments. Bill F. asked if some of the funds could be allocated for an executive director position. Brian stated that the amount in the operating reserve can be changed and monies could be taken from the bequest if needed. The Finance Committee's plan can be changed as other needs arise. Dave A. commented that this topic would be discussed in the Executive Session following the meeting.
- Brian continued discussing the June reports. There were 2 donations during Centre Gives that were designated for medical expenses and membership. An additional donation was received for fixing the little dog room (LDR). The total expenses for operational, discretionary and development were below 50% for the year which is good. Specific expense categories that were high were maintenance and HVAC.
 - Questions/Comments: Kris C. asked if the savings due to the change in brands of food would be evident now. Lisa B. and Brian stated that they thought so but wanted to wait and look at the annual report.

Director of Operations – Lisa Bahr

- Lisa – Emailed the report. Lisa reported that the number of cat adoptions increased in July as the Kitten Days of Summer promotion made a difference in the number of kittens adopted. Second, she asked Bill F. for an update on the LDR modifications. Bill F. explained that he and Pat found that there are traps in the floor drain so sewer odor is not the problem as previously suspected. He stated that he didn't know the cause. Lisa asked if the pipe could be moved outside so liquids would go to the

outer trough. Bill F. stated that he was willing to try to re-route the pipe and would give advance notice to Lisa so the small dogs could be moved out of the room.

- Questions/comments: Dave A. noted that the volunteer hours for the front desk in June were higher than in 2015. Lisa stated that the coverage was improved this year with more volunteers and more volunteers reporting their hours. Brian E. noted that there is a new credit card machine behind the front desk with a chip reader. Brian also noted that our new credit card provider is BB&T Bank, so PAWS will be receiving new credit cards. The old credit card account with Jersey Shore State Bank will be closed.

Director of Development and Marketing – Chris Faust

- Chris – Emailed the report. Chris reported that the “Go Fund Me” donation was received. Second, in relation to the PAWS building donors, she has attempted to contact all 70 donors who gave \$1000 or more. Of the total, 47 were contacted and 33 continue to be active donors. The PAWS for Cocktails event held on July 18th at Mario’s was well-received. Two new committee members for the Fur Ball were identified. Chris thought that this activity has identified individuals and groups that didn’t know what PAWS does but are interested in helping animals. She encouraged Board members to attend the next PAWS for Cocktails on August 17, at Gigi’s, if possible. She commended *State College Magazine* for the wonderful article on PAWS in the July 2016 issue. Planning for the Fur Ball (October 29) will begin next week. She has solicited universal donors and will be working on business sponsors. She is receiving inquiries about fundraising events for September from groups that want to help PAWS. The Publicity Committee is working on a “double your donation” fund drive to start late July or early August. Stone Valley Pet Lodge has matched previous gift challenges for the Spay/Neuter program for \$30,000 and is doing so again this year. This year the Committee has changed it to a general challenge, not specific for the Spay/Neuter program.
- Questions/comments: Discussion followed on the matching gift challenge. Dave A. stated that he attended the recent PAWS for Cocktails event and found that it was an enjoyable event.

Nominating Committee – Joan Ritchie

- Joan – No report at this time.

Personnel Committee – Kristin Dunmire

- Kristin – Kristin will report on the Employee Grievance Resolution Procedure in Unfinished Business.

Strategic Planning Committee – Linda Friend and Jim Hermann

- Jim – Emailed report. Jim opened with a discussion of the PAWS Strategic Planning Grid and Tracking Document for volunteer groups to use to identify tactics to accomplish the PAWS strategic planning goals. Jim explained that not all of the goals will impact every committee or group. The second form is for committees or groups to identify issues they have, their recommended corrective action and the materials required to implement the corrective action. The information from the forms will become an addendum to the Board so it can decide how to proceed. He stated that not every group or committee will need to complete the entire form as not all groups will be able to contribute to each goal or have issues. The planned deadline for the groups to submit the information is December 2016.
- Questions/comments: Dave A. mentioned that the 3-year planning process ends in August so he wondered when the results would be available. Jim replied that the Strategic Plan was ready and that the additional forms are to collect ideas on how to achieve the goals. Yvonne R. questioned if the groups and committees will receive feedback on the information they submit. Jim stated that the addendum would be submitted to the Board for further consideration. Discussion followed on the function of the strategic plan and how the committees and groups need to use the Grid and Tracking Document and issue form. Jim explained that if he doesn’t receive any comments on issues from the groups, the Strategic Planning Committee will conclude that all problems within volunteer groups have been resolved. Chris F. commented that the PAWS Strategic Plan is an organizational plan that identifies the goals for the future so the Board, staff members, and volunteers need to be involved in achieving the goals. Dave A. commented that the forms would be OK for the committees and groups to use over the next 6 months to identify any issues and the tactics needed to fulfil the Strategic Plan. He stated that further discussion on the Strategic Plan would occur at the August Board meeting and it would be voted on at the September meeting.

Unfinished Business

Employee Grievance Resolution Procedure – Kristin Dunmire

- Kristin stated that the revisions to the Employee Grievance Resolution Procedure were open for discussion. Since there were no questions or comments, Kristin made a motion that the Employee Grievance Resolution Procedure be adopted. Bob C. seconded the motion. The motion passed unanimously.

New Business

No new business was presented.

Jim H. made a motion to adjourn the meeting. Kristin D. seconded the motion. The motion passed unanimously. Meeting adjourned at 7:50 PM. Followed by Executive Session.

Remaining 2016 meeting dates --**August 23**, September 27, October 25, & November 22