

June 28, 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, Bob Conn, Kristin Dunmire, Brian Eppley, Chris Faust, Bill First, Jim Hermann, Laurie Knisely (phone), Chris Kunes, Yvonne Riley, and Carolyn Lambert

PAWS Members

Jackie Wolfe

Member Question and Comment Period

There were no questions or comments.

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

Due to a miscommunication, the Board Meeting Minutes will be sent out on June 29 for approval at the next Board meeting on July 19, 2016.

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 – 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. May was a good month as revenue exceeded expenses. The last page shows the snapshot. The reasons are that we received our second IRA, the medical mailer generated more donations than last year, several donations were received from groups, and the number of dog adoptions was up. May is the fifth month so we should be at 41.66% of budget. Expenses were under budget overall. Cat medical and food expenses are lower for the year. Electric and utilities are lower this year than last.
 - Questions/Comments: Yvonne asked about the money received from Centre Gives. Brian stated that it was deposited today and would be reflected in next month's statement. The estate donation was also deposited today. The Finance Committee met to decide how to handle large donations and will report at a future Board meeting.

Director of Operations – Lisa Bahr

- Lisa – Emailed the report. The main item noted is that the number of cat adoptions was low for May and June is also low. In 2015, the Kitten Days of Summer adoption promotion started in June, but did not in 2016 because the Cat Team wanted to see if June was normally a busy month. However, it appears that the Kitten Days of Summer had an impact last year. So, the Kitten Days of Summer promotion will start July 1 and, depending on the number of adoptions in July, can continue through Labor Day. Intakes are high but not as high as they could be because cats are not being adopted as quickly as last year. The Cat Team has increased the number of fosters so there are more cats in homes instead of in the shelter. The number of dog adoptions is not lower this year, but the percentage of difficult-to-place dogs in the shelter is higher than usual. There are also fewer volunteers in the summer due to the lack of students. SNAP is looking good. They are doing more dogs this year.
 - Questions/Comments: Bill F. asked if all of the Royal Canin dog food was used and Lisa replied that it was. A donation of canned cat food was taken to Pets Come First because PAWS receives more donated cans than needed. Other public donations of cat and dog food were taken to the Bellefonte Faith Centre. Dave asked about the decreased number of cat and dog volunteer hours. Lisa remarked that it was related to the lower number of adoptions. She also stated that it is a function of the summer months and that last year the ACs were working more hours on adoptions. Also, last year's intern was reporting her hours and this year's intern is not. Chris Faust noted that she and the cat, dog, and front desk volunteers have dealt with several difficult visitors recently and applauded the volunteers' service skills. Lisa commented that a recent case of a cat with rabies was handled appropriately by PAWS medical staff.

Director of Development and Marketing – Chris Faust

- Chris – Emailed the report. We have had a busy Spring with more media coverage this month than usual. PAWS will be featured in the July issue of the *State College* magazine and Maximus (cocker spaniel/pekingese mix) will be on the cover. WTAJ was at PAWS at the end of May to film a Central PA “We Are on The Road” feature. Chris wasn’t sure when it would be shown on the station but will alert the Board when she had more details. There are some upcoming events, including PAWS for Cocktails as the first one was very successful. The K. Spicer Go Fund Me donation will be received in July. Other events in June included PAWS Pet of the Week on B94-5, Village residents’ tour of PAWS, and Happy Cat Yoga. Chris asked the Board for comments regarding the scheduled Mortgage party on July 21, as the key honoree is unable to attend. Over 100 invitations have been sent to donors; however, there are only 6 positive responses so far. She questioned if it should be held at this time.
 - Discussion: Bill First commented that it was an opportunity to generate more contacts for future donations. He suggested that the individuals who responded be taken out for lunch or dinner and be given a tour of PAWS. Chris thought that was a great idea. Dave stated that he liked the idea also. Discussion followed on possible options for connecting with the donors from 10 years ago. There was general consensus that inviting donors out to lunch or dinner would be beneficial instead of holding the Mortgage party as this time.

Nominating Committee – Joan Ritchie

- Joan – No report at this time.

Personnel Committee – Kristin Dunmire

- Kristin – Kristin passed out copies of the current and revised PAWS employee grievance resolution policies. The revisions suggested are in Steps Two and Three. The term “working” was changed to “business” and the written complaint can be emailed to the Personnel Committee. In the proposed procedure, the grievance can be either resolved by the Personnel Committee at Step Two or referred to the entire Board. If the Board makes the decision, the employee cannot appeal to the President. Dave commented that it should be voted on as it is a major change, but as this was the first presentation to the Board, it would be voted on at the next Board meeting. Any minor changes do not need to be voted on. Dave asked if the volunteer grievance procedure would be similar. Kristin D. stated that there isn’t a formal appeal process for volunteer grievances as there is a volunteer grievance form on Volgistics. The volunteer appeal procedure is informal and the Committee thought it should remain that way.

Strategic Planning Committee – Linda Friend and Jim Hermann

- Linda and Jim – No report at this time. Linda is busy at work and Jim’s hard drive crashed. An email will be sent to the committee leads this week requesting their reports within 2 weeks. Jim stated that he and Linda would need 2 weeks to put responses in a table format. He thought he would have a report at the next Board meeting or the one in August.

Unfinished Business

Potential maintenance/repair job description – Lisa Bahr

- Lisa passed out a job description for this position. It includes routine maintenance and some emergency tasks. As the PAWS building ages, more maintenance and repair items arise. She thought it would be helpful to have a person who could keep track of the maintenance activities and if they are completed correctly. Non-routine items would include getting emergency supplies, managing security cameras and responding to emergencies that need a portable generator.
 - Questions/Comments: Dave asked how many hours were needed and Lisa stated that she would like to start with 10 but thought it would be difficult to find a skilled person willing to work for 10 hours/week. Chris K. stated that it would be ideal to find someone who is retired who has worked in facility management and has a broad range of skills. However, he thought there were 2 challenges: 1) finding someone who is capable, and 2) keeping someone busy for 10-20 hours/week in the long term without adding janitorial duties. Chris K. stated that if the person were also asked to do janitorial tasks, he may be qualified but wouldn’t want to be a janitor. When local companies hire a maintenance employee, they usually include janitorial duties. In those cases, HVAC, appliance repair, and electrical work are subcontracted. Bill F. mentioned that PAWS used to have an older volunteer who did all of the routine maintenance, however, he is not able to now. He suggested that PAWS look for a building management company. Chris K. suggested that the duties were more in line with facility management, which wouldn’t be as expensive as a building management company. Bob C. asked if 10 hours is enough. Lisa responded that it may be better to add the wages to the current part-time kennel staff. Chris K. stated that his company could do the scheduled routine maintenance, such as changing filters and parking lot light times. Bob C. asked what would be the maximum number of hours needed. Lisa stated that she would limit the hours to 30 per week so it isn’t a full-time position. Chris K. suggested that 6 to 7 hours per week could be added to 2 current employee schedules and remain below the 30-hour limit. Lisa and Chris K. agreed to look at the current maintenance and repair tasks needed and see how many hours are required. Following discussion, Bill F. suggested that the limit be set at 40 hours per month and Chris K. and Lisa agreed to use that as a desired limit.

New Business

Rescheduling or canceling July meeting – Dave Abler

- Dave –Dave, Brian, and Laurie K. will be out of town on July 26th, so he offered the options of either rescheduling or canceling. Bob C. moved to cancel. Discussion followed. Dave asked if anyone was opposed to canceling. Bill F. expressed his opinion that the meeting should be held. Following additional discussion, members were polled as to availability for July 19th and it was determined that a majority of members present could attend. The consensus was to hold the July meeting on Tuesday, July 19th at 6:30 PM.

Emergency Management Plan – Lisa Bahr

- Lisa met with the Chief of the Alpha Fire Company regarding emergency preparedness and priorities for risk and fire hazards. He stated that the PAWS building was constructed using current building and fire codes and thought that an entire building evacuation was a small risk. He stated that he doesn't evacuate an entire building unless he has to, so unless there is a catastrophic situation, he did not think it would be necessary to clear the entire building. A Knox Box rapid entry system has been purchased and is waiting to be mounted on an outside wall so the fire company can access the building in case of emergency when no one is in the building. The box is a small wall-mounted safe that holds building keys for the Alpha fire department. Bill F. asked how often the sprinkler system needed to be checked. Chris K. stated that, in his experience, insurance companies require inspection every other year. Lisa stated that she would check with PAWS' insurance company.
- Lisa stated that she would be scheduling a session for volunteers on how to interact with difficult visitors.

Jim made a motion to adjourn the meeting, Kristin D. seconded the motion – all in favor – none opposed – meeting adjourned. Meeting adjourned 7:50 PM. Followed by Executive Session.

Remaining 2016 meeting dates – **July 19**, August 23, September 27, October 25, & November 22