

June 30, 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, Dave Abler, Bill First, Brian Eppley, Chris Faust, Cathy Barefoot, Joan Ritchie, Kristin Dunmire, Bob Conn, Kristine Clark, and Laurie Knisely

PAWS Members

Jackie Wolfe and Debbie Bezilla

Member Question and Comment Period

Deb mentioned that it is Lisa's Birthday today. She presented her with a few gifts. Jackie wanted to thank Debbie for planning and organizing the yard sale. It was a big success. She also wanted to thank Bob Conn and Yvonne Riley for their help with the yard sale.

Action Item - Approval of May 26, 2015 Board Meeting Minutes – Cathy Barefoot

- Discussed the May 26, 2015 minutes – Jim [made the motion](#) to approve the May 2015 minutes with two corrections and Joan [seconded the motion](#). All in favor, none opposed, motion passes.

Reports of Other Officers

Report of the President – Dave Abler

- Dave – Nothing to report for this month.

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

Assistant Treasurer – Brian Eppley

- Brian – Emailed his report. He was happy to report that we had a successful month that included the Centre Gives money in May. The snapshot against last year is on the last page and we are a little behind but improving. We are at 37.35% of the budget on income at this time. Income – cat adoptions are very strong, the medical mailer is approximately \$4,000 more than last year's medical mailer. The Centre Gives funds were put into the Donations budget line. Expenses – medical for cats and dogs are down or below what they should be. The Medical Team is doing very well at keeping expenses down. Staff T-shirt money is still coming. Electric is always going to be high but we are a little less than last year at this time. Most of the Bingo event expenses are in this report but should have a few expenses in June. Spay/neuter assistance might end this year close to \$80,000. At the end of June we should be around \$47,000 for S/N assistance. We should be OK with S/N with our match funds, donations, and S/N carryover from previous years.

Director of Operations – Lisa Bahr

- Lisa – Emailed the report. She noticed that our dog volunteer hours went down in the summer but not by much. We had a 4.6% decline in hours on the dog side. We do have a work study student who is coming every morning through the summer. We had a record cat intake and cat adoption this month. As of today, we'll have 71 adoptions for this month and a potential of 80 intakes for the month. The cat side is working so hard to get cats adopted. Our intake list is at about 103 but Ginger has 23 almost ready to come in from that list. Lisa will break down adult vs. kitten numbers in next month's report. We do have an anonymous donor that is giving us \$75 for each kitten adopted. Our front desk volunteer numbers are up this month. Dog Adoption Counselors met last weekend and will try new things with dog adoptions. The numbers are good. They are changing some of the dog policies and may bring them later to the Board. They want to try them for 2 months to see how everything goes.

Director of Development and Marketing – Chris Faust

- Chris – Emailed the report. Kitten intakes and promotions were outstanding and she wanted to thank the publicity team for all of the hard work for the great things they are doing with the promotions. Chris wanted to thank the other volunteers help, also. We had a surprise \$2,500.00 gift from a donor. We also received \$6,500.00 from the Orphaned Kitten Program because of them shutting their program down completely. We received money from Centre Gives for the Orphaned Kitten Program which was merged into PAWS. The total was about \$11,500. There is a foundation called The Dietrich W. Botstiber Foundation and they are awarding up to \$5,000 grants to animal rescues in PA. Chris is applying for \$5k for our Spay/Neuter Assistance program, (SNAP.). The grant is due July 15 and we should know by mid August if we get anything. Events: For the Bingo event in June, we had a great turnout, 237 tickets were sold. Our Furball event is Saturday, October 24 at Centre Hills Country Club. The committee struggled with dates but didn't want to go too late into fall. Chris thanked Deb Bezilla and Elaine Cassin for co-

chairing the yard sale. This benefits our S/N Assistance Program. A new hair salon called Tame your Mane is having a paint artist paint kid faces for donations to PAWS. Happy Dog Yoga is Saturday July 18 at PAWS. S/N \$30,000 matching fund campaign is coming up soon. We used PAWS kittens and dogs with all kind of sports balls in the design of the brochure. It is still in the design stage. We have another Bark in the Park on August 1. Chris thanked Susquehanna Bank for making a \$1,000 donation today.

Nominating Committee – Joan Ritchie

- Joan – No report at this time

Personnel Committee – Kristin Dunmire

- Kristin – No report at this time.

Unfinished Business

Update to Board Investments and Audit Policies – Laurie Knisely (Action Item)

- Laurie – The Finance Committee reviewed the investment policies and the committee looked at some policies from other organizations. Laurie passed around copies of the proposed financial policy changes for everyone to look at. The Finance Committee is bringing these policy changes to the Board for final review. Is this something we should vote on today? Yes. In the future, if we have more investable funds than we do now, we can look at making this a little more robust.
- Bob Conn [motioned to approve](#) the proposed financial policy changes and Kristin Dunmire [seconded the motion](#). All in favor, none opposed. Motion passes.

Setting Date in July for Working Session on New Strategic Plan – Dave Abler (Discussion)

- Dave – Dave mentioned that about 3 years ago we approved a Strategic Plan and at this time, we have met most of the goals within that plan. We would like to have a working session in July to go over what we want for the future. This would be a higher level as to where we would like PAWS to be in the next 3-5 years. It was decided on Wednesday, July 22, at 6:30pm for this working session. Bill asked if we can also add a discussion the Nominating Committee guidelines with this meeting to add more direction and set a few goals. Dave would like to have a meeting with the Strategic Planning Committee before the Board working session on July 22 to get a few ideas started.

New Business

Developing Written Expectations for PAWS Board Members – Kris Clark (Discussion)

- Kris Clark – Kris is heading this up. At this time, we do not have any written expectation for the Board members. We do have written policies and procedures for our volunteers and employees, but nothing for our Board members. She brought with her a copy of the Altoona Humane Society expectations that they have for their Board members that we can use as a guide. She would like everyone contribute to what they think our expectations are or should be. She went over the different sections in the Altoona Humane Society Board expectations. This will also help the Nominating Committee with knowing what to look for in new Board members. An example would be position descriptions and to have better guidelines. She will send the Altoona Humane Society guidelines to the Board electronically. Chris Faust has also sent similar documents to the Board and will send them electronically again. We can use these as a template. Kris Clark asked the Board for their opinions about Board member expectations. It was mentioned that we did look for people for the Board who can contribute to the organization. We tried to get people that also volunteer from the different committees like the dog and cat side, maintenance committee, etc., and bring people in from different backgrounds. Kris mentioned that the Humane Society expectations may be adoptable by our organization because they are balanced and bring in good points with the values and mission of our organization. Kris will let everyone review this and then she can redraft it. Lisa mentioned that in addition to this, it would be a valuable thing to put together some kind of orientation for the new Board members to help them understand more about PAWS. It was also mentioned that Board members have legal responsibilities and can be liable for what happens in a non-profit origination. We should see what is covered in our Bylaws also. Please send Kris Clark comments and she can make the changes.

[Kris made a motion](#) to adjourn the meeting, [Yvonne seconded the motion](#) – all in favor – none opposed – meeting adjourned. Meeting adjourned 7:30 PM.

Executive Session

2015 meeting dates - July 28, August 25, September 22, October 27, and November 24

**Wednesday, July 22, at 6:30pm for the Strategic Plan working session. The Strategic Planning Committee will meet before then to work on ideas to bring to the July 22 meeting.