

**March 25, 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, Cristin Long, Brian Eppley, Chris Faust, Cathy Barefoot, and Kate Khoury

**PAWS Members**

Ginger Vierck and Karen Grubb

**Member Question and Comment Period**

Ginger was wondering what our retention rate is after we had a full year of revised training. Kate doesn't have the numbers yet per Lisa.

**Action Item - Approval of February 25, 2014 Board Meeting Minutes – Cathy Barefoot**

- Discussed the February 25, 2014 minutes – Chris Kunes [made the motion](#) to approve the February minutes and Jim Hermann [seconded the motion](#). All in favor, none opposed, motion passes.
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**Report of the President – Dave Abler**

- Dave – Nothing to report at this time.

**Reports of Other Officers**

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

- Yvonne – Started working with Cristin on employee guidelines. They will have a draft copy by mid April and we can decide where we need to go from there.

**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. We lost some money in February because of a few things. Adoption fees were down. Electric is a little lower than last year. On the expense side, medical didn't have a lot of expenses for February. Comedy Club money is coming in. February usually isn't our best month. The numbers are as of Feb. 28. Brian moved money over into checking from reserves per Finance Committee guidelines.

**Director of Operations – Lisa Bahr**

- Lisa – Emailed the report. Things are going well on the cat side – high adoption numbers. The Cat Team changed the protocol for doing intakes. For the cat waiting list, we will try to go by the date. Lisa wanted to thank Ginger and Karen for doing the intakes. This is one of the hardest jobs. Dog Team adoption numbers were down for February. March numbers are better. SNAP is going well. Susan Mitchell started as our part-time medical supervisor. We are trying to figure out her schedule. Medical update – we did euthanize a dog - Nellie a senior beagle. Her fosters were really great with her. Question about our cat waiting list. Karen discussed it and explained we have about 100 cats on our waiting list. Question about the medical supervisor - she is going to work along side the cat and dog medical coordinators and maintain medical records. Also she will help oversee all the medical procedures. She will be working with s/n scheduling. Also she will work with the s/n assistance in the future and will be in house on Saturdays checking the animals.

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

- Chris – Emailed the report. Highlights for March. Contacts and meetings to date are in her report. She talked about some of the gifts to PAWS. Stocker Subaru and Chris posed for a photo because we received \$7,083.00 for the Share the Love campaign. They were very pleased. Chris did a presentation to Videon and received \$320.00 from them. We will be getting part of an estate retirement plan, Surviving Pet Care for 3 cats from an anonymous donor. Also we will have a fund from a donor to support a PAWS program. Discussion about our Surviving Pet Care program. Question about meeting with the PA Bar Association and maybe doing a presentation. Maybe a presentation wouldn't be best for the PA Bar Association but maybe taking a few of them out to dinner would be better. A brochure about PAWS is being finished. Special events – Comedy Club was March 1. We acquired 7 new sponsors for this event and Joan Ritchie increased her sponsorship to 2 tables. We already raised \$12,000 which broke a record. We are limited by seating capacity as to how much we can grow this show. It was a very positive night. This Saturday is Spay-getti Dinner. Tickets are \$7.00 for adults. CentreGives (third year) kicks off May 6-7. 80 non-profits are participating. This is online giving. CentreGives targets ways to make more money or win prizes at certain times of the day.

Discussion. They have made it easier for donors to donate to different non-profits this year. The PAWS Year in Review is written. We are going to have many cats/kittens come into PAWS soon and we are looking at ways to promote kitten season and s/n. We have permission with PSU to contact coaches to have photos taken with animals. We are trying to get Sneezy the squirrel to do a few things for us on social media. Question about our TV monitor – Heather is heading up this effort. Not sure when it will go live. Also, we do have some new design people on our Publicity Committee. We have many smaller events coming up.

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

- Kate - February – We have had a 12.9% increase in volunteering and 22% increase in new volunteers. We are just about on par from last year. She will email the charts she has. Question about the retention of volunteers – she will try to do a report on the cat side training to reflect this. It will be about a 3 month retention rate. Kate discussed Volgistics. We are getting about 100 applications a month. Discussion about these applications. She changed the wording on the website to say that after applicants fill out the application, they need to sign up for training. Discussion about ideas to retain volunteers. When people come in to be trained, their Volgistics IDs are activated. On a larger scale, we are having volunteer appreciation luncheons. She is looking at the systems we have in place and how our retention rates compare to other shelters retention rates. Discussed being a college town and how losing students affects our retention rates – maybe we can try to track students separately. We have increased the amount of training on the cat side. We have two interns for the summer working 20 to 25 hours. Working on getting work study students from PSU. Question about looking at certain age groups of people to volunteer. Discussion. Kate is working with Brenda at RSVP so she can send out an email to all of her contacts letting them know that we need long-term volunteers. Our goal is focused on volunteers for this summer and getting through it. We have the Year in Review brochure coming out and we are expanding our social media presence. Chris asked the Board members to come in on a weekend or sign up for a training session to see what our needs are and the challenges we have. Also, the volunteers would appreciate seeing the Board members around the Center.

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

- Joan – Joan isn't here tonight. Part of this is a general discussion of the size of the Board, the committee met and they felt that the Board should discuss whether to add Board members. We wanted to have that decision made before we move forward with the one potential candidate we have. Question about asking people to join the Board – people can give names to the Nominating Committee. The Bylaws state we can have between 7 and 13 Board members and we currently have 9 members. We are asking if we should create a few new spots. Discussion about what skill sets we might need for our Board. Maybe someone experienced in development. We will discuss this at the Executive Session.

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

- Cristin –Yvonne has been working to pull together some employee guidelines.

[Bill made motion](#) to adjourn the meeting, [Yvonne seconded the motion](#) – all in favor – none opposed – meeting adjourned. Meeting adjourned 7:40 PM.

#### **Executive Session**

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