

**May 24, 2016**  
**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, Joan Ritchie, Kristin Dunmire, Bob Conn, Kristine Clark, Laurie Knisely, and Carolyn Lambert

**PAWS Members**

Jackie Wolfe, Ellen Hermann, Liz Strickler

**Member Question and Comment Period**

Jackie mentioned that Chris Faust and her team deserve a lot of credit for organizing the Centre Gives campaign this year.

Chris mentioned that Katherine Spicer who has a “Go Fund Me” for PAWS, came in and we had pictures taken with Katherine and Board members. We gave her the giant card that the volunteers signed. Dave mentioned how wonderful this was and that she achieved her goal of \$10,000. Thank you to Katherine from all of PAWS.

**Election of the Board of Directors Officers**

- Dave started the meeting with the election of the Board members. Everyone on the ballot this year was re-elected:

Dave Abler. Current Board member, PAWS President, and IT Committee member.

Bill First. Current Board member and co-chair, Facilities Planning Committee.

Jim Hermann. Current Board member and Dog Team member.

Chris Kunes. Current Board member and co-chair, Facilities/Maintenance Committee.

Yvonne Riley. Current Board member, PAWS Vice President, and Cat Team co-coordinator.

**Action Item - Approval of April 26, 2016 Board Meeting Minutes – Cathy Barefoot**

- Discussed the April 26, 2016 minutes – Kristin made the motion to approve the April 2016 minutes with one change and Jim seconded the motion. All in favor, none opposed, motion passes.

**Officer Reports**

**President – Dave Abler**

- Dave – Dave mentioned that there are a lot of “thank you’s” to go around for the Centre Gives campaign. Especially for Chris and her team with the scramble during the night of “Yappy Hour” when the Centre Gives website went down.

**Vice President– Yvonne Riley**

- Yvonne – No report at this time.

**Treasurer – Laurie Knisely**

- Laurie – Report emailed by Brian.

**Recording Secretary – Cathy Barefoot**

- Cathy – No report at this time.

**Staff and Committee Reports**

**Director of Finance – Brian Eppley**

- Brian – Emailed his report. The last page shows the snapshot. We have a positive number for April and May is looking better. The year-to-date snapshot shows we were down last year at this time. It is great to have Centre Gives behind us. Income is a little low but this is not unusual for this time of year. The donation line is pretty large – mostly from small groups and Stocker Subaru money is in there. The small group events really help. The mailer is doing great and we have \$8,600 up to this time. Expenses are on target. Medical costs for cats and dogs are normal. Our maintenance is at 60% for the year due to the \$3,100 bill for the trees that came in this year. We had some HVAC maintenance done so we are pretty much in line. Our heating/air conditioning costs are down a little. With the mild winter we thought it would be lower. The Winter Giving is a combination of

this year and last year. For the budget for 2016 we increased salaries. Question: has anything been done for salaries since we discussed that last? Laurie said that the Finance Committee discussed this last November and at the Budget meeting last December. We did not bring each individual salary to the Board. Question: should this be a Board decision? Dave responded that there was an opportunity to discuss this in December and we did not do it. We now have 12 employees.

- We have a large estate coming in, and an IRA donation. The estate check should be distributed soon. Question - is there any restriction on the estate gift – the answer is no. And we have Centre Gives which will make May and June revenues higher.

#### **Director of Operations – Lisa Bahr**

- Lisa – Emailed the report. For the cat updates – we have 14 orphaned kittens and about 55 kittens now. Volunteer cat hours are down. Yvonne is training more volunteers and Jackie is training 3 more Adoption Counselors. We had medical issues with one litter of puppies received in April but we did not have issues with the litter that arrived in May. SNAP is looking good. Emergency preparedness – Lisa met with John Baker (the consultant) and also had a facilities meeting, and a meeting with Alpha Fire Company so things are moving along. The feedback is very helpful and John Baker talked about the larger picture in case we had to evacuate or if we have problems with a member of the visiting public.
- Maintenance – lawn care –Bill stated that our lawn care person does not do the mounds and trimming but for \$45 extra dollars each time we can get everything done by one company. The committee recommends that we do this but we need approval. Also, have we ever discussed maybe getting a part-time maintenance assistance person? It seems like we do need someone part time. Maybe at the next meeting we can schedule something. Maybe we can have a draft position description and look at possibly 10 to 20 hours a week for this position. Chris K. has been helping out and he can look into how many hours his employees have been spending on maintenance. Question - how many times are we cutting the lawn? About 22 times per year. It has been hard to do mulching. The expenditure for the mounds and trimming is within Laurie’s authority as Treasurer and she approves this action. And we are looking into getting the building pressure washed? Bob noted that the parking lot lights were still on at 5:30 PM which should be changed. Chris K. will look into the lights.

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

- Chris – Emailed the report. We’ve had a very busy 6 weeks. Highlights – Chris wanted to thank many people, including the Publicity Committee. The Centre Foundation’s system crashed during Yappy Hour and the gifts were not getting entered. Chris printed donation sheets and had people giving out the sheets for donors to complete. Laurie and Brian had a cash box and they kept an eye on it. We were trying to win the prize for this time period and we did get that prize. Last year we had 115 donors and this year we had 122 for Yappy Hour. Heather Mannion, Krissy Pydynowski, and Bob Conn took vacation days to help with this. The donors were very understanding and patient. We had 75 new donors. We had people give more money this year too. Centre Foundation cut the prizes back this year. We should get a larger match with an estimated total, including the match, of \$47,895.88. We had so many fun and great ideas this year. We had a live stream of a few things for cats and dogs. We did get compliments of how well PAWS did. Just a wonderful effort.
- PAWS for Cocktails – thanks to everyone that was there, 37 people attended at \$25.00/ticket. We had about 15 people that never made a donation to us before. We had a nice mix of people and got positive feedback from people that were there. The committee wants to do it again. We raised \$1,000. The Ale House donated the food and the space.
- We had a busy couple of months with special projects, mostly from the students. We did receive most of our money but some of the groups have not sent the money in yet. We had some small events. Some of our pit bulls were taken by Lisa and a few volunteers to the State College Borough building for “Pit Stop” and we had a great turnout. We promoted the pit bull breed and got a lot of positive comments. We got a lot of play in social media and the publicity was great.
- We have our PAW Prints brochure for 2015 Year in Review. Heather designed this piece. We have volunteer photos in this. We will mail to donors that give \$500 or more. We wanted to highlight the Nursing and Orphaned Kitten Program a little more to increase donations and funds. The CDT wants to pick up a story about that. The info and pictures are presented very nicely in the PAW Prints piece. The back page is printed so we can fold and mail them.
- **Nominating Committee – Joan Ritchie**
  - Joan – Nothing at this time.

#### **Personnel Committee – Kristin Dunmire**

- Kristin – We have a Personnel Committee email address so anyone can contact the committee directly, including an employee with a grievance. We will have a link to the website so that volunteers and employees can contact the Personnel Committee directly with any concerns that are not addressed.
- We have an exit interview procedure in place. Kristin will follow up with a phone call to departing employees. We will be working on the personnel handbook on grievance policies and procedures. Three staff members will be leaving in August.

#### **Strategic Planning Committee – Linda Friend and Jim Hermann**

- Linda and Jim – No report at this time. The latest draft was sent to the Board members. Then we will ask each of the committees to see how they can improve and expand on what they are doing for each goal. The next step is to look at how to verify what they have done.

#### **New Business**

## **Emotional Support Animals – Jim Hermann**

- Jim – People are coming in looking for emotional support animals. There are legal things going on about that. We might need to have someone look into seeing where we might be stuck legally in this. If the apartment complex gets the paperwork, do we have an obligation to give them an animal? Lisa said she didn't think so and that we might not want to get involved with that but just follow our same practices. Kristin stated that it was between the landlord and the applicant. She said that there was no reason for PAWS to get involved, even if the landlord has agreed to waive their lease agreement. We might need to have a more formal response without changing the policy. The message is we understand you have this prescription but we need to treat you like our other adopters and we will put you through the same application process. We need to be sensitive to them and assure them that our adoption counselors will match the dog to you. Ellen said she is working with 2 people right now that want an emotional support animal and she thinks that maybe we need a statement to give to them from our organization, maybe just a paragraph or so.

## **PAWS “Elevator Pitch” - Everyone**

- Discussion from everyone – The Board had a working session that included a discussion of the PAWS elevator pitch about PAWS – do we need something canned? We could use bullet points. Different people say different things. Can we say the amount of money we spend on S/N within Centre and Huntingdon Counties? Is this OK – the Board says yes. It depends on who you are talking to also. A volunteer might need a different pitch than a donor. Bill mentioned that he says we do everything we can do find your dog or cat a good home if something would happen to you. Lisa mentioned that we placed senior cats from one of the founding members after he passed away and now he is thanking us through an estate donation.

Dave gave a big “thank you” to Cathy Barefoot for a nice job on the minutes all of these years. And also welcomed Carolyn as the Recording Secretary.

Jim made motion to adjourn the meeting, Bob seconded the motion – all in favor – none opposed – meeting adjourned. Meeting adjourned 7:48 PM. Followed by Executive Session.

Remaining 2016 meeting dates – June 28, July 26, August 23, September 27, October 25, & November 22