

May 27, 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, Marilyn Eastridge, Brian Eppley, Chris Faust, Cathy Barefoot and Joan Ritchie.

PAWS Members

Jackie Wolfe, Debbie Bezilla, Liz Strickler, Ginger Vierck.

Member Question and Comment Period

Jackie would like to say there was a Facilities Committee meeting asking for a new copier and higher chairs and someone waved a magic wand and made it happen. She wanted to thank the people responsible.

Elections for Board of Directors

- Five candidates are running for re-election for five positions (all are current Board members): Dave Abler, Bill First, Jim Hermann, Chris Kunes, and Joan Ritchie.
- Everyone that attended the meeting voted. All of the above were re-elected.

Action Item - Approval of April 22, 2014 Board Meeting Minutes – Cathy Barefoot

- Discussed the April 22, 2014 minutes – Marilyn [made the motion](#) to approve the April minutes and Joan [seconded the motion](#). All in favor, none opposed, motion passes.

Report of the President – Dave Abler

- Dave – Laurie is out of town and Dave could not reach her on her cell phone. Brian is here to report. The part-time Volunteer Recruitment and Retention Coordinator position is not going to be refilled at this time. With the recommendations from Lisa and others, the Board decided to hire a shelter staff assistant for up to 30 hours a week and the number of hours per week will be re-evaluated at the end of a year. We are going to advertise for this position internally first, then go outside of PAWS if necessary. The Board will need to approve the person hired.

Reports of Other Officers

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 the report. This year compared to last year through April: we generally have a loss but those months are almost behind us. May is looking good for us. Changes: footnotes at bottom of expenses, for supplies – for the new stainless steel litter boxes we are keeping this as a supply for now. We have received donations for the litter boxes. When you look at the budget amount, take out the litter box money for now. Employee training and development. \$989.00 in expenses was charged on a credit card last year but not paid until this year. Footnotes on the income page are similar. Donations are about 28% at this time of the year. Most of the numbers seem to be in line. Electric seems high, but it is close to budget maybe a little over.
- We had a Finance Committee meeting. We talked about the old Volunteer Retention and Recruitment position going forward we agreed not to fill it at this time. We are going to hire a shelter staff assistant for up to 30 hours for the rest of this year. We will re-evaluate it at the end of the year to see if we can go full time. Planned giving. The budget number we came up with was based on the last 3 years. We have \$5000.00 coming this June. Question about our employees – Brian thought we have 10 paid employees at the current time and one is being paid by a donor. Regarding our medical mailer, we've had 80 to 90 responses from our mailer.

Director of Operations – Lisa Bahr

- Lisa – Emailed the report. Lisa was worried about the SNAP numbers not keeping up with last year. She found out that one of the local vet practices had a staffing problem, and Lisa realized that we weren't being invoiced for our vouchers. After that we got some large invoices. This will put us on track.

Director of Development and Marketing – Chris Faust

- Chris – Emailed the report. Highlights: we had a donor give us a \$3,700.00 gift. For Centre Gives, we received our final amounts and we will be receiving \$34,458.50. Bingo is June 6 and the Central PA Builders Association is putting on a "corn

hole” tournament. Similar to a bean bag toss. Throwing bags of corn through a hole to win money. We have been selected to be one of five non-profits benefitting from the event that the participants can choose from. We could get something from this and this will not be a lot of work for us. We can also put a few groups together for this. It is tentatively being held at the Wheatfield Nursery by Scotts Nursery. We were one of five out of 35 non-profits picked for donations. This is being held Saturday Sept. 13th. Chris also wanted to say thanks again for how well we did with Centre Gives this year. We will have a kitten shower at Walmart – Karen and her Mom are planning this and will ask for volunteers. This will help us with supplies.

Nominating Committee – Joan Ritchie

- Joan – Elections are closed until next year.

Personnel Committee – Cristin Long

- Cristin – No report at this time. Yvonne put together draft personnel policies and will report next month.

Unfinished Business

Updates to PAWS Board Policies – Lisa Bahr and Dave Abler - Action Item

- Lisa and Dave went over the draft updates to the Board Policies: Dave sent the edits and updates to the Board members. Dave won't go through all of them because there are too many. We made some changes to the language of some policies and discussed some questions.
- Yvonne [made the motion](#) to approve these policy updates with changes that we discussed and Jim [seconded the motion](#). All in favor, none opposed, motion passes.
- Discussion of how our Board is made up of people with different skills and backgrounds. Chris Faust sent out some questions to the Board which were good questions. We should discuss these at a later meeting.
- Chris Faust brought up that we could have a meeting at some point where the Board members go around and say what inspires them at PAWS and what they like about PAWS – make it more personal rather than all business oriented. How we got involved or what drew us to PAWS. We could have a forum to do this.
- Lisa – had a couple of volunteers ask about getting permission to use our adopters' photos that they send in. Should we add a statement to our adoption form about using these photos or to share photos. Maybe make it a check box on the form. Discussion. Maybe just keep it in the follow up and just ask them if we can share photos online.

[Jim made motion](#) to adjourn the meeting, [Joan seconded the motion](#) – all in favor – none opposed – meeting adjourned.
Meeting adjourned 7:35 PM.

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