

**November 22, 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, Kris Clark, Bob Conn, Brian Eppley, Chris Faust, Bill First, Jim Hermann, Laurie Knisely, Chris Kunes, Yvonne Riley, Joan Ritchie, and Carolyn Lambert

PAWS Members

Jackie Wolfe was present.

Member Question and Comment Period

Jackie W. commended Chris F. on a wonderful Bingo evening. She thought everyone had a great time.

Action Item - Approval of September 27, 2016 Board Meeting Minutes – Carolyn Lambert

Jim H. made a motion to approve the minutes from the August 23, 2016 meeting. Joan R. seconded the motion. The motion passed unanimously.

Officer Reports

President – Dave Abler

- Dave – Dave stated that Lisa B. was ill so would not be attending the meeting. He asked the members if the special Board meeting for budget approval on Tuesday, December 13, 2016 at 6:30 PM at PAWS was still acceptable. Kris C. stated that she had a conflict, however, after discussion of other possible dates, it was decided to keep the original date and time.

Vice President– Yvonne Riley

- Yvonne – No report at this time.

Treasurer – Laurie Knisely

- Laurie – Laurie stated that the Finance Committee met and she will be emailing three individuals regarding the Investment Committee and will schedule a meeting in January 2017.

Recording Secretary – Carolyn Lambert

- Carolyn – No report at this time.

Staff and Committee Reports

Director of Finance – Brian Eppley

- Brian – Brought the report. Brian stated that income and expenses should be at 83.33% but both are lower. There was a profit of \$11,000 for October and expenses were less, compared to previous years. The Fur Ball was successful with an anticipated net income of over \$41,000. Dave A. noted that the animal food expenses were \$5000 lower than in 2015. To date, 2016 expenses exceed income by \$27,542 with 2 months to go. Brian anticipates that total income for November and December will be approximately \$130,000 to \$140,000 and is optimistic that November and December income will reduce the negative balance to \$10,000 or less. Yvonne R. asked about the line for Guardian Angel income. Brian explained that it reflected donations that were made for the adoption fees for dogs or cats. There were no further questions on the October reports.

Brian then presented the tentative 2017 budget and discussed the changes from 2016. On the 2017 income budget sheet, adoption fees will be separated into categories for Guardian Angel, adoption fees, and donations for cat or dog adoptions. The Summer and Winter Giving will be combined into one Annual Giving category. Brian is waiting to see what changes will occur with employee benefits based on changes in Highmark insurance plans. Expense line categories will be the same as 2016. Brian included pages for specific items under maintenance, office, utilities, and medical expense categories.

- Questions/Comments: Jim H. asked why the lawn care expenses were increased. Brian explained that the company is doing more lawn care and trimming. Joan R. asked why the expense line for medical supplies was decreased. Brian thought that it might be due to supplies being entered incorrectly in the medicine category. Bill F. asked why the maintenance line was decreased by \$5000. Brian commented that the 2016 budget included the purchase of trees. Also, Lisa and Brian agreed to eliminate the interior painting and floor waxing expenses for 2017. Laurie K. mentioned that BB&T bank has a community help day, The Light House, that she has requested to include interior painting at PAWS. Brian stated that Lisa thought the floor waxing could be accomplished in house. Chris K. stated that industry standards recommend that floors be stripped and waxed twice annually to prevent cracks and deterioration. Also, exterior paint impacts the longevity of the building so he recommended that these costs be reconsidered for the budget. Floors are being stripped and waxed once per year currently. Following discussion of the process, Chris K. stated that one time per year would be sufficient if furniture was moved. Brian asked if these expenses should be placed

under the Capital Reserve category. Following discussion, it was agreed that since painting and floor waxing are completed more than once each year, they belong in the regular maintenance category. Additional discussion followed on the best method to establish a budget. Chris K. asked where the Capital Reserve amounts were shown in the financial statements. Brian referred him to the Profit and Loss Statement and stated that next year, the Reserve Fund would be divided into categories for Capital, Medical, and Operational. Dave A. asked if there were any more questions for Brian. No questions or comments were made.

Director of Operations – Lisa Bahr

- Lisa – Emailed the report. Since Lisa was not present at the meeting, there were no comments or questions on the report. Chris F. praised Lisa for her attention to the needs of PAWS' animals and her patience in socializing dogs and cats.

Director of Development and Marketing – Chris Faust

- Chris – Emailed the report. Chris reported that the Fur Ball had 124 attendees and made over \$40,000. The Committee will be meeting to discuss the Ball and evaluate the venue. The Holiday mailer is at the printer and will be mailed ASAP. Chris mentioned that the PAWS Bingo night on Friday, November 18, had a record turnout. Events in December include the Share The Love Subaru promotion, Holiday Pet Photos, the alternative Christmas Fair, Alpha Epsilon Pi – Pet a Pooch, Funky Trunk Consignment Store opening in State College, and the Bone Bar and Boutique opening in Bellefonte. She commented that while these raise small amounts, they don't require a lot of time.

Nominating Committee – Joan Ritchie

- Joan – Joan asked the Board members to begin thinking about potential new Board members. She stated that she will start collecting names in January. Dave A. suggested that the discussion be continued during the Executive Session.

Personnel Committee – (currently no committee chair)

Chris K. made a motion to adjourn the meeting. Bob C. seconded the motion. The motion passed unanimously. Meeting adjourned at 7:20 PM. Followed by Executive Session.

Remaining 2016 meeting dates – **December 13**