

**November 24, 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, Chris Kunes, Dave Abler, Brian Eppley, Chris Faust, Cathy Barefoot, Joan Ritchie, Kristin Dunmire, Bob Conn, Kristine Clark, Bill First by phone, and Laurie Knisely

**PAWS Members**

Jackie Wolfe

**Member Question and Comment Period**

Nothing at this time.

**Action Item - Approval of October 27, 2015 Board Meeting Minutes – Cathy Barefoot**

- Discussed the October 27, 2015 minutes – Kristin D. [made the motion](#) to approve the October 2015 minutes with one change to Brian's title, of Director of Finance, and Kris C. [seconded the motion](#). All in favor, none opposed, motion passes.

**Reports of Other Officers**

**Report of the President – Dave Abler**

- Dave – Nothing at this time.

**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**

**Director of Finance – Brian Eppley**

- Brian – Emailed his report. Financials – We had a profit in October. The last page shows a snapshot of the last 3 years. We are still down for the year. The projected deficit is about \$33,000 for the year. Income should be pretty close to the budget and the expenses are over the budget for the year. S/N (spay/neuter) was big in October. Bingo sales started to come in, and Fur Ball money is all in there. S/N came in high at \$8,100 for the month – Dave asked why it came in at that large of an amount – Brian wasn't sure what happened, but he thought we will be at \$6,500 range for the vouchers in the future months. He doesn't expect it to continue at that high rate. The S/N challenge money is not here yet. We had some large expenses – we had our accounting fees in October, S/N expenses, and a high amount for medical for the dog side. Medical supplies were also high. In terms of the yearly deficit – organizational reserves is just a line that had been planned on for the medical assistant position. We will not have this line item next year. We didn't lose as much as we could have.
- Wanted to mention that we received a Surviving Pet Care donation which is on the third page under Surviving Pet Care. It is a restricted donation.
- Budget for 2016 – income and expense – estimated income for 2016, is based on 2015 numbers. The numbers are the same and we need to pull \$33,000 from the reserves. For S/N, \$15,400 from restricted funds from previous years to cover SNAP expenses. \$621,574 will be the total income in the budget.
- Expenses – \$621,574 is realistic for our expenses unless there are some unforeseen expenses. Budget for 2016 does not have a line for organizational reserves. \$48,470 for planned giving. We do have some Planned Giving this year. \$67,500 for S/N, \$49,050 in donations and the restricted fund to add to it. As for what we came up with last year our budget was pretty close. As far as medical payroll and electrical, we did pretty well with what we came up with last year. The last 4 pages are the breakdown of office supplies, medical, etc. Question – since we are \$50,000 under that, should we have a smaller budget? Should we be working for to identify areas we might need to cut? \$138,815 does not include a donation that an anonymous donor gives, which is \$25,000 every year. Chris can't get a hold of the donor at this time. Question - if we don't decide where to cut, this budget is what we'll have again next year. Some of the donations were moved to SNAP to meet the match. We could cut the non-feral S/N assistance and give awareness of this to the community. When a donation is made to SNAP, it is restricted. So we know we get \$60,000 each year for SNAP. Use the carry over funds for S/N and moving forward it will come out of the general budget. Our donor would like to raise this matching gift funds, and realistically we could raise \$21,000. But after a certain point, people aren't donating. It takes 3 to 4 months to raise this money. Question - should we try changing the strategy in raising the \$30,000? Could we make the summer mailer just a general matching campaign and people can match anything they want, so we can meet all of our goals making it directly related to the animals? Can we rearrange some categories by doing this? Brian says yes.

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

- Lisa – Emailed the report. Not much to highlight. Thanks to Chris Kunes for sending a maintenance person to help out. Cat adoptions are very high. We have adopted over 500 cats and kittens year to date. Dogs will be about the same as last year. We need more paid help if we want to keep increasing the dog adoption numbers. Yvonne – the ACs (adoption counselors) are stretched pretty thin, but have kept up. We are in a better position this year with ACs. We can keep the cat adoptions where they are this coming year, if we can keep enough ACs and floor volunteers. Question - how do the kittens factor in this? We are just about half and half. Previous year numbers were just about 50/50 also.

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

- Chris – Emailed the report. 2 new items – we just received notification that Centre Foundation will give us \$922.00 from a Field of Interest fund to support orphaned kittens. Also, Bingo netted \$8,600 but that does not include \$500 from a sponsor. This was the best bingo event ever. Thanks to everyone that volunteered their help.
- Outreach efforts – Kris Clark – we had a membership meeting November 19, for discussion of how to increase membership. The major highlights from the meeting were - why would someone want to join PAWS and how could they benefit from a membership? Also potential opportunities were discussed to give the members benefits. This is all at the discussion stage. We identified opportunities for fundraising like finding 5 or 6 business partners who would agree to become PAWS members and giving discounts if someone joined. We could come up with “exclusive only” ideas, like an exclusive time to meet the puppies, or a puppy pajama party – things like this. And ideas for the Birthday parties here - how we could market them and make money from it.

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

- Joan – At our next regular meeting – 5 Board members will be up for re-election and we need to decide if we want to add more people to our Board.

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

- Kristin – No report at this time.

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

- Linda and Jim – No report at this time.

### **Unfinished Business**

#### **IT Update – Computer Purchases – Bob Conn (Discussion Item)**

- Bob – Spending money for IT purchases – Bob was given a \$1,200 budget to replace the medical laptop and Lisa’s computer. At this time, Bob thinks we have budgeted \$2,500 for information technology for next year.
- Update on Website - Anna Morrison is fantastic and is taking the lead with a 6 month timeline for something to show, Robert Snyder from Penn State Outreach has offered assistance also. The main point is that change is coming to the Website and change is sometimes difficult for our volunteers when it comes to working with the Website. Bob wanted the Board to be aware of the changes and wants Board approval of the changes. Dave thanked Bob for taking over the IT Committee and also he thanked the Board for the funds to be able to buy new equipment.

### **New Business**

#### **Holding a Special Board Meeting in December to Discuss and Vote on the 2016 PAWS Budget – Dave Abler (Action Item)**

- Dave – We usually have a special budget meeting in December to discuss and vote on the budget. The Finance Committee meeting is on December 8<sup>th</sup>. It was agreed to make the special budget meeting, Wednesday, December 16<sup>th</sup> at 6:00 pm.

#### **2016 Board Meeting Dates – Cathy Barefoot (Action Item)**

- Cathy – Wanted to make sure the 2016 meeting dates are OK with everyone. They will be held on the 4<sup>th</sup> Tuesday of each month except for December. December does not have a regular Board meeting. Everyone agreed with the dates.

[Jim made motion](#) to adjourn the meeting, [Kris seconded the motion](#) – all in favor – none opposed – meeting adjourned.

Meeting adjourned 7:30 PM.

2016 meeting dates – January 26, February 23, March 22, April 26, May 24, June 28, July 26, August 23, September 27, October 25, & November 22