

**September 22, 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, Bill First, Brian Eppley, Chris Faust, Cathy Barefoot, Joan Ritchie, Kristin Dunmire, Bob Conn, Kristine Clark, and Laurie Knisely

**PAWS Members**

Jackie Wolfe, Linda Friend

**Member Question and Comment Period**

Jackie mentioned the publicity in Sunday's paper about PAWS bringing puppies into PAWS was great. It was a nice article.

**Action Item - Approval of August 25, 2015 Board Meeting Minutes – Cathy Barefoot**

- Discussed the August 25, 2015 meeting minutes – Kris [made the motion](#) to approve the August 2015 meeting minutes with one revision and Joan [seconded the motion](#). All in favor, none opposed, motion passes.

**Reports of Other Officers**

**Report of the President – Dave Abler**

- Dave – Nothing to report 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**

**Assistant Treasurer – Brian Eppley**

- Brian – Emailed his report. August was not a great month, but usually August isn't the best month of the year. Brian ran the forecast in July to see if anything would change and the forecast for the rest of the year is pretty much the same. Expenses went up a little. We might need to use money from the reserve account. We will know more after the Fur Ball. At the end of September, Brian will print the forecast for the rest of the year for the Board. The SNAP mailer is going fine. We currently have about \$18,500 for SNAP. And we have some small amounts coming in for that. Total PAWS income should be at approximately 68%. Income is lower but our larger months are yet to come.
- Expenses – Kitten food is very expensive and will be a big expense due to the Orphaned Kitten Program closing. We are at 96% of our food budget already. Formula was more than we expected and canned kitten food is expensive too. Also we are over 100% for adoptions for this year and intakes for cats are up this year. Question - do you know how much more money we will be using for food for the year? Possibly \$5000.00 or so. Plus there is a bill on the statement from last year from Wiscoy's. Question - can the Finance Committee look for another donor for these funds or something like that? If it is the cats causing the problem, we are over 100% adoptions this year for the cats. A question/statement was asked about us "going backwards" with taking money from the reserves. Maybe we should tighten our budget or cut spending. We do have the cushion now and we didn't in previous years. These are just estimations of what we might have. We could take a closer look toward the end of the year. A key thing is the planned giving amount in the budget relative to the amount that comes in during a year. We have had a very successful cat adoption year this year. Question - when we come up short in years to come, can the Finance Committee look into this and decide if we should take measures? We are also incurring more depreciation with the building and with the Orphaned Kitten Program being absorbed into PAWS for the first year this year; we should try to correct this. Question - If we know what the orphaned kitten needs are going forward, can we cut something else or use the reserves to help prevent us having this each year around this time? We should move forward with announcing we have absorbed the Orphaned Kitten Program and maybe we could raise more funds for this food, etc.

**Director of Operations – Lisa Bahr**

- Lisa – Emailed the report. She passed out two job descriptions to start thinking about hiring for these positions. These are just for consideration. The Maintenance Assistant - we've lost our volunteer that has been doing most of our odd jobs. We are unsure how much this position will cost us. If we can find someone close to their retirement days and could be responsible for some of the things we need done, this would be ideal. Please think about this. We want to keep the building looking nice. The Adoption Assistant position is something that is on our wish list.
- Policy updates – we've updated a dog form. There is a signature area at the bottom. We are adopting more animals other rescues refer to us. We will not take cats from out of the county, but we can take dogs from out of the county. The ACs are volunteers,

and we need to have any medical issues or aggressive dogs explained to the adopters - it needs to be presented to the adopters so they understand. We have adopters that don't listen to our ACs. It is not legally binding but they can acknowledge that they received the info. Are there any objections to this form? Everyone was OK with this form. We can do this for the cats too. Our waiting list for dogs is for harder to place dogs. We try to keep track of each county we bring the dogs in from and they are from more and more counties now. Question - could this be a way to collect money? Lisa explained that the rescues from which we receive dogs are generally not in good shape financially. We could list the counties we take animals from without impacting Centre County. The rescues we take dogs from are rescues that don't charge us. Some rescues charge to take the dogs and we don't deal with those rescues. The rescue in South Carolina can't pay for their vet bills so we help them with that for the puppies. We did get a heartworm positive dog and that is something we didn't want to do. We will try to treat it here. Lisa did let them know we cannot take any more heartworm positive animals from them. We are careful about bringing in non-sick dogs. We don't take adult dogs from South Carolina unless they are nursing moms. There is such a demand for puppies.

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

- Chris – Emailed the report. She mentioned some of the highlights. At some point we are going to have a lot of planned giving gifts come in. A person Chris talked to for Surviving Pet Care, called to say she has another inherited IRA that will be coming to us when she passes away with her surviving pet care. Chris met with another person that said we are in her estate and her sister gave us a surviving pet care for her 2 cats. A couple without children that adopted a cat 2 weeks ago will be coming to visit and hopefully there will be surviving pet care with them. We are in the best shape ever with the sponsorships for the Fur Ball. The committee will meet at Kris Clark's home tomorrow and she is taking the lead on this. We met our goal of 50 silent auction items. Our spay/neuter gift program has slowed down. We have many small things going on and Chris is working on getting the money from them. We are putting these little events toward the spay/neuter program. For the 3<sup>rd</sup> time we were on the radio. Lisa did the first show. We only have 4 to 5 minutes with each show. Chris took a puppy this last time. They did get a sponsor for our "Pet of the Week," so we should get more air time. They do have outreach that will post to Facebook, etc. The CDT article came about because they follow our Facebook page. Question – since we have taken over the Orphaned Kitten Program, can we generate some publicity through the radio? Chris said that we can. Question – is it a Board decision to announce the OKP program? No we just kind of absorbed it so we didn't announce it. We limit it to Centre County. We just can't afford to take all orphaned kittens at this point. It is not self-sustaining yet. We also have a staffing issue with the orphaned kittens. We need to figure out the budget and fostering for the kittens. It is a case of wording that can put this where we want it, so we don't have other rescues sending us kittens. This could be something for discussion this fall and winter when kitten season is slowing down. Maybe the next steps should be for the Cat Team and Publicity Team to put together the next steps and how to move forward. Chris emailed a report on where the donations came from. Let her know if you still want to get this report and send her your feedback.

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

- Joan – Nothing at this time

#### **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. Nothing further than just the announcement to keep things going and growing in an appropriate manner. We will be working on a draft document that sums up where we are today and what we plan for the next 3 years. We hope to have the plan completed by the end of this year.

#### **Unfinished Business**

##### **Submitting Proposed Bylaws, Article IV, Section 4, Changes to PAWS Members for Input and Comment – Kristin Dunmire (Action Item)**

- Kristin Dunmire – Emailed her report. Kristin gave some back ground about this report. This is to help make the process more clear for candidates to be placed on the election ballot for the Board. The Bylaws were not clear about this and this change will help make the Bylaws clearer. We are only editing/changing section 4. Kristin explained the changes to the Board. We can post it on the website instead of mailing this. We need to put members on notice of these changes. Would it be easier to also make changes to the Mission Statement at this time? It was decided to discuss changes to the Mission Statement at another time.
- This vote is for putting this change in our Bylaws, Article IV, Section 4, out to the members by adding it to our web page, Kristin [made the motion](#) and Bob [seconded this motion](#). All in favor, none opposed, motion passes. It will be on the website tomorrow.

##### **Developing Written Expectations for PAWS Board Members – Kristine Clark (Discussion Item)**

- Kris Clark – Emailed her report. This was sent out for review and Kris did not receive any comments, so we will vote on this at the October meeting.

##### **PAWS Website Status, Making Website Mobile Friendly – Bob Conn (Discussion Item)**

- Bob Conn – Bob met with Kathe Craig on this. It is important for us to be mobile friendly and have mobile sites for donations and to check adoptable animals, etc. Kathe works for Schoolwires.com which is a web hosting company targeting K through 12 schools. One of her benefits was a free website and she donated her free website to PAWS. Dave has taken the website shell and integrated everything for us. It was a base package at the time. If we want, we can pay \$3,500.00, a one time fee to pay for access to a library of mobile-friendly templates, then \$250 annually. Schoolwires was purchased by Blackboard.com just

recently. We aren't sure what will happen now. Most of the tools to edit content will never be mobile friendly for us and are code locked. We are kind of stuck with this if we stay with them. The Publicity Committee was thinking about reworking the website with the goal of getting us more mobile friendly. The costs seem to be too great staying with Schoolwires/Blackboard.com. We have talent within the Publicity Committee to do the website and make it mobile friendly. Maybe we need to move in a different direction from Schoolwires to be more mobile friendly. It could be \$30 a month for a web hosting company. We are not talking hundreds or thousands of dollars a month with this. The traffic we do get on the website is substantial and it is important to evolve the website for the future. It is good to link our social media to a cat or a dog from the website.

Jim [made motion](#) to adjourn the meeting, Kris [seconded the motion](#) – all in favor – none opposed – meeting adjourned.  
Meeting adjourned 7:32 PM.

**2015 meeting dates - October 27 and November 24**