

**September 27, 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, Lisa Bahr, Kris Clark, Bob Conn, Brian Eppley, Chris Faust, Laurie Knisely, Chris Kunes, and Carolyn Lambert

PAWS Members

Jackie Wolfe was present.

Member Question and Comment Period

There were no questions or comments.

Action Item - Approval of July 19, 2016 Board Meeting Minutes – Carolyn Lambert

Bob C. made a motion to approve the minutes from the August 23, 2016 meeting. Kris Clark seconded the motion. The motion passed unanimously.

Officer Reports

President – Dave Abler

- Dave – Dave stated that Kristin Dunmire, Joan Ritchie, and Yvonne Riley were unable to attend.

Vice President– Yvonne Riley

- Yvonne – No report at this time.

Treasurer – Laurie Knisely

- Laurie – Laurie stated that the Finance Committee is working on organizing a committee to discuss the investment possibilities for the large recent estate donation.

Recording Secretary – Carolyn Lambert

- Carolyn – No report at this time.

Staff and Committee Reports

Director of Finance – Brian Eppley

- Brian – Emailed his report. Brian stated that the Matching Gift Campaign total so far was \$27,468. Since the Campaign allowed donors to specify the category for their donation, the 2016 income budgeted for Annual Giving-General is lower than expected and the SNAP budget line income will be more than budgeted. There was a campaign category for Greatest Need and those donations will be directed towards the SNAP program. Chris F. noted that the change in the mailer to allow donors to designate a category has helped to increase the amount received. The income from cat adoptions is less than 2015 due to the timing of the Kitten Days of Summer promotion. A check for the 74 adopted cats in the amount of \$9200 was received in September. The 2016 income and expenses should be at 66.67% of the total. Current revenue and expense percentages are 56.81 and 63.03, respectively. Expenses for food decreased in August. A major capital expenditure this year was for a new HVAC unit. Maintenance expenses are also higher than last year. There were no questions or comments.

Director of Operations – Lisa Bahr

- Lisa – Emailed the report. Lisa reported that the Cat Team noted the success of the Kitten Days of Summer and approved a second campaign from November 21 to December 21, 2016. The Publicity Committee discussed how to obtain the funds needed to support the campaign and, fortunately, a PAWS supporter donated \$5000 the following day. Chris F. mentioned that this campaign would fit with the Subaru Share the Love campaign which starts November 21. Dave A. stated that the Board could vote on Lisa's recommendation for the cat adoption campaign. Bob C. made the motion that a cat adoption campaign be held from November 21 to December 21. Kris C. seconded the motion. The motion passed unanimously. Next, Lisa reported that dog adoptions were going well and the waiting list had decreased. The spreadsheet reports that Jim H. had been generating are no longer available due to an equipment failure. Lisa has been using Animal Shelter Manager software (sheltermanager.com) but not all personnel are able to use. Lisa is working with Bob C. to start using Shelter Manager for all data by 2017. Lisa is planning to have training available for selected volunteers. The software allows users to log in remotely or use a mobile device. Lisa reported on a new program called Dogs Playing for Life (<http://dogsplayingforlife.com/>) that is available to shelters. The program's goal is to promote sociability and decrease stress for shelter dogs. Lisa initiated the program with Kira Wetzel and Judy Colburn and the dogs are doing very well. Chris F. stated that the videos of dogs playing in the Bill First Play Yard have been well-received. Lisa intends to train more shift leaders to help with the play groups. Ben Hamby is resigning from the Medical Assistant position as of

Friday, September 30. Lisa will be replacing him with two employees so there is coverage every day. Last, the number of cats and dogs spay/neutered has decreased from 2015. Lisa thought it was a result of the change in the requirement for residency in Centre County for dogs and either Centre or Huntingdon County for cats.

- Questions/Comments: Chris F. asked Lisa to describe the Dogs Playing for Life program. Lisa responded that she had received a manual with instructions. The program allows several dogs to be in the play yard concurrently without incident. She is pleased with the results so far as some of the upper level dogs can now run and play together. Chris F. thanked Bill F. for donating the play yard. Dave A. asked Lisa for an explanation of the decrease in spay/neuters. Discussion followed on the issue of how to determine an applicant's affordability and whether to ask for some indication of income. Lisa will review the costs at the end of the year and make a recommendation for the 2017 budget.

Director of Development and Marketing – Chris Faust

- Chris – Emailed the report. Chris reported that the current focus is on the Fur Ball. The total for Fur Ball sponsorships is \$16,750, with some new sponsors. BB&T Bank is a new universal sponsor. Kris C. stated that new silent and public auction items include 8 box seat tickets to a PSU ice hockey game, a private dinner at Del Grosso's, a private dinner in a home in Centre Hall, and weekend trips to Capae Cod and Seneca Lake, NY.

As of September 27, the Matching Gift Campaign needs \$2532 to reach the \$30,000 goal. Chris stated that she would promote the Campaign on social media. The Alumni Reunion Playdate was successful as approximately 40 adopters brought their PAWS dogs to the Bill First Play Yard and had a great time. Chris expressed her appreciation to Bill First for donating the play yard. The Volunteer Night Out at the Greek raised \$410, which was added to the Matching Gift Campaign. The PSECU Street Fair raised \$250. The Sigma Nu Fraternity puppy social raised \$2800 and a second one was scheduled for Sunday, October 9th.

- Questions/comments: Kris C. asked when the next PAWS for Cocktails would be held. Chris replied that it would probably be in December as October and November have major events.

Nominating Committee – Joan Ritchie

- Joan – Joan was absent. No report was submitted.

Personnel Committee – Kristin Dunmire

- Kristin – Kristin was absent. No report was submitted.

Strategic Planning Committee – Linda Friend and Jim Hermann

- Jim reported that the Strategic Plan is being revised to reflect the suggestions made at the August Board meeting and will be available at the next Board meeting.

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

Remaining 2016 meeting dates -- **October 25** and November 22