

**August 23, 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, Bob Conn, Kristin Dunmire, Brian Eppley, Chris Faust, Bill First, Laurie Knisely, Chris Kunes, Yvonne Riley, Joan Ritchie, and Carolyn Lambert

PAWS Members

Linda Friend and Jackie Wolfe were present.

Member Question and Comment Period

Jackie stated that the Kitten Days of Summer promotion has been very successful and expressed her appreciation for the program.

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

Chris K. made a motion to approve the minutes from the July 19th meeting. Bob C. seconded the motion. The motion passed unanimously.

Officer Reports

President – Dave Abler

- Dave – Dave stated that the Paws for Cocktails event at Gigi's was very nice.

Vice President– Yvonne Riley

- Yvonne – No report at this time.

Treasurer – Laurie Knisely

- Laurie – Laurie stated that the Finance Committee met and will be organizing a committee to discuss the investment possibilities for the large 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 reviewed the Finance Committee's decisions regarding large donations, stating that their current plan is that bequests of \$50,000 or more will not be shown in the current year's operating budget but will be shown as a footnote on the monthly reports. Tentatively, the current estate bequest will be reserved for Medical (50%) and Capital (50%) expenditures. The 2016 income and expenses should be at 58.33% of the total. Current revenue and expense percentages are 50.89 and 55.08, respectively. Total income is higher this year than last but expenses are also higher. Income usually increases during October through December due to the increased number of fundraising activities. Brian mentioned that the mailer for the matching donation was sent out and the response has been good.
 - Questions/Comments: Dave A. asked if the amounts designated for the reserve funds would be shown in the monthly report. Laurie K. responded that the Finance Committee had designated 50% for the Medical and 50% for Capital expenditures. The plan is to report the amounts in the Medical and Capital accounts once the Total Reserve amount is determined. Joan R. asked if a change had been made in the requirements for the spay/neuter assistance program. Lisa stated that applicants for cat spays/neuters in 2016 now have to live full time in either Centre County or Huntingdon County. Previously those who worked or studied full-time in Centre or Huntingdon Counties were also eligible. No financial information is requested as applicants were submitting personal financial information that wasn't secure. Bill F. asked why Huntingdon county was included and Lisa responded that it was a stipulation of the donor.

Director of Operations – Lisa Bahr

- Lisa – Emailed the report. Lisa reported that the number of cat adoptions in July was a record 74 due to the Kitten Days of Summer promotion. Adoptions fees for 60 kittens will be paid for by the Kitten Days of Summer donor so \$4,800 should be received. The number of kittens available is lower for August as there are 12 kittens in quarantine. Currently, there are 133 cats in PAWS' care. Second, she noted that Volgistics does not report hours correctly as a person who volunteers in two areas will be counted twice. She reported the total number of volunteers hours for July was 3,706, an increase of 7.8% over 2015. Next, Lisa reported on the security camera acquisition for the parking lot and lobby. The Emergency Preparedness consultant suggested placing two cameras in the parking lot to acquire license plates on the way in and on leaving. A third camera would be placed in

the lobby to monitor lobby activity and to deter any visitors' disruptive behaviors. After contacting several security companies, she obtained one quote for equipment and installation, however, Bob C. and Chris K. suggested that the quote was too low. Discussion followed on the logistics of installation and placement of cameras. Bob C. offered to obtain quotes for equipment but stated that the installation would need to be completed by an electrician. Lisa asked if the Board members were in agreement with the plan to acquire a security camera system and if it was in the 2016 budget. Laurie K. replied that it wasn't in the budget for this year but it could be budgeted in 2017. Last, Lisa stated that the odor issue in the LDR has been solved by flushing the drain pipe thoroughly. The individual who donated the \$5,000 for fixing the pipe issue has given permission to spend the amount on other maintenance projects. Lisa was going to meet with the fence company representative to check on prices to change some fencing. She thought that some of the remaining funds could be used for the security camera system. Bob C. will obtain quotes for a security camera system and the project will be reviewed at a future Board meeting.

Director of Development and Marketing – Chris Faust

- Chris – Emailed the report. Chris reported that July was very busy. She is soliciting sponsors for the Fur Ball on October 29th. Some sponsors from previous years have declined for this year so she will welcome any new names from Board members. One planning meeting has been held for the Fur Ball and she is pleased with their interaction. The PAWS for Cocktails event held on August 17th at Gigi's had over 40 attendees and raised \$1,385. Last, she listed several events occurring in August and September.
 - Questions/comments: Joan R. suggested spending some funds at the PAWS for Cocktails events on appetizers to be sure the variety was adequate.

Nominating Committee – Joan Ritchie

- Joan – No report at this time.

Personnel Committee – Kristin Dunmire

- Kristin – No report at this time.

Strategic Planning Committee – Linda Friend and Jim Hermann

- Jim – Emailed report. Linda stated that there were a few modifications to the current PAWS Strategic Plan following comments from Dave A. She highlighted the additions under the Overall Three Year Priorities, including "Investigate the feasibility of creating a job description and advertising/hiring an Executive Director," and "Continue to provide an annual report that give a thumbnail picture of PAWS..." Under Goal 3, an additional goal is to "Update PAWS logo into conformity with current innovative digital practice..." She asked if there were any questions.
 - Questions/comments: Lisa B. asked why the priorities and goals were in different tables. Linda stated that the initial plan was to place the list of priorities at the beginning of the report so the reader could view the top priorities. The goals are more specific and include the detailed implementation tactics required to achieve each goal. Kristin D. suggested that a column be added on the list of priorities to show which goal corresponds to each priority. Other members agreed that this would help the organization of the Strategic Plan. Linda agreed to make the changes. Dave A. asked if there were any other questions or discussion.

Unfinished Business

Adoption of 2016-2019 Strategic Plan – Linda Friend and Jim Herman

- Dave A. stated that the Board could either wait and vote on the Plan in September after the suggested changes were made or vote now, with the understanding that the changes would be made. There was general consensus that the Plan could be voted on now. Bob C. moved to approve the PAWS Strategic Plan for 2016-2019. Laurie K. seconded the motion. The motion passed unanimously.

New Business

Change in PAWS listserv provider from Yahoo to Google – Bob Conn

- Bob recommended that the Board/Staff listserv group be changed to Google as some members had experienced delays in receiving emails. He tested Google groups email with Lisa and found it to be faster and accurate. If the Board agrees, he will send out an email with the information regarding the use of Google groups. There will be two Google groups for Board business: PAWS Board Only and PAWS Board and Staff. There was a consensus to accept Bob's recommendation. Board members and staff should discontinue using Yahoo for emails. Any email address changes should be sent to Bob.

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

Remaining 2016 meeting dates -- **September 27**, October 25, and November 22