

December 16, 2015
2016 Budget Board Meeting Minutes
6:00pm
Centre County PAWS, Inc.
Adoption and Education Center

Board Members/Staff Roll Call

Lisa Bahr, Chris Kunes, Dave Abler, Bill First by phone, Brian Eppley, Joan Ritchie, Kristin Dunmire, Bob Conn, and Laurie Knisely

Dave mentioned that Cathy Barefoot couldn't be there. Also, Bill First asked if we could have an Executive Session at the end of the meeting, and Dave said yes.

Action Item - Approval of the 2016 PAWS Budget – Brian Eppley

- Brian – Dave started the meeting which is to vote on the 2016 Budget and discussed an earlier version of the budget that was presented at last month's Board meeting. Brian started by talking about the changes from last month and this month. Jackie P. has agreed to do a general match as long as the money goes toward SNAP. The numbers that were lowered from last month's preliminary budget are: the donation line; the spay/neuter donation line; and the summer appeal donation line. This assumes that since the match isn't specific to SNAP, those numbers won't be as high, since some people will donate to other funds where they want their donations to go. The lines that were raised are: the annual giving line; the medical summer appeal line; planned giving and small events (small events is based on what has been coming in this year). The only expense line that was raised from last month was the payroll line. At the last Board Meeting, the expenses seemed to be on target. It was the income where the problems seemed to be, so that's where we tried to raise some areas where we could get some extra income. Planned giving did not raise a large amount this year but it was raised in the budget in anticipation of a large gift in 2016, and to offset some raises in the payroll area. Chris K. asked a question about organizational reserves. This was set up years ago to help pay for the vet assistant/staff assistant position, but it does not make sense as a line on the budget because it does not generate income, so we took it out of the budget and it was absorbed into the planned giving area. How did we determine the number for planned giving? Brian said to balance the budget. We talked about this at a previous Board meeting and the Finance Meeting and decided to increase the planned giving line. Bill had a question about raising the planned giving line and Brian said we are expected to get the planned giving money this year, so this money won't need to come out of the existing reserves. This will help balance the 2016 budget. At our Finance Meeting, we also discussed looking into the future for planned giving. Chris K. asked the question if we should have an organizational reserves line again - maybe taking the money from the planned giving fund? This is going to be discussed in the Finance Committee meeting in January. We did have a reserve of \$400,000 at one time and maybe this should be discussed at the Finance Meeting to try to get this reserve back up to \$400,000. Chris K. had a question about the increase in payroll expenses and the decrease the worker's comp expenses from this year. This is because we have a new insurance carrier this year and it is less expensive. Bill had a question about employee benefits. Lisa is the only employee who gets benefits, which is health insurance.
- Brian asked if anyone had questions about the November's Financials – Brian thinks we will bring in over \$100,000 in income for December. We are already at \$25,000 which is about \$10,000 more than last year at this time. And the appeals are about the same. The donations have been higher excluding the appeals.
- Discussed the 2016 Budget – Bob Conn [made the motion](#) to approve the 2016 budget and Joan Ritchie [seconded the motion](#). All in favor, none opposed, motion passes.

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