

**Centre County PAWS, Inc.**  
**Board Meeting Minutes**  
**August 28, 2018, 6:30 – 8:00 pm**  
**PAWS Adoption and Education Center**

Board Members/Staff Attending: Dave Abler (presiding), Lisa Bahr, Kris Clark, Bob Conn, Brian Eppley, Chris Faust, Reenie Ferretti, Bill Harvey, Ginny Ishler, Ginny Newman, Heidi Petruzzi (recording), Yvonne Riley, Joan Ritchie, Monica Wright

PAWS Members and Guests Attending: none

Dave Abler called the meeting to order at 6:32 pm.

#### **Member Questions and Comments**

No members were present.

#### **Action Item - Approval of July 24, 2018 Board Meeting Minutes - Heidi Petruzzi**

Bob moved to approve the minutes. Kris C. seconded the motion. The minutes were approved unanimously.

#### **Officer Reports**

President Report – Dave Abler reported that Monica will arrive later.

Vice President Report – Yvonne Riley did not have a report this month.

Treasurer Report– Reenie Ferretti distributed a wish list of the top five meaningful, immediate projects for the facility that are not in the budget. Ryan M. and Lisa pulled together the list and obtained estimates for each improvement. The first two items would be covered by the recent sale of the John Deere tractor with the remainder absorbed by the budget and, possibly, excess planned giving. Most of the funds will be used to resolve long standing heating and cooling issues, with the remainder for exterior repair projects. Kris C. moved to approve all five projects as described. Yvonne seconded the motion. During the discussion, Ginny N. asked about reseeding the grass since it does not grow in some areas. Lisa noted that pavers made by the summer program participants will be placed in the troublesome spots, with more pavers added after future summer programs. The motion passed unanimously.

Recording Secretary Report – Heidi Petruzzi did not have a report this month.

#### **Staff and Committee Reports**

Director of Finance Report – Brian Eppley emailed and distributed the financial report. PAWS loses money every July, and did so again this year. Donations are low in July. Recently, money started coming in from the mailer, so August is shaping up to be better than July. We should be at 58.33% for income, but are at 56%, which still is good for this time of year. Expenses are 1% higher than budgeted. It was a better month for dog medical, but that line item will not be on budget for the rest of the year. All of the money for July Bingo Night is in and some Fur Ball donations are arriving. There are a few more Bingo expenses to come. Particularly, the Elks Club bill is not sent for about three to four months after each Bingo Night. The Uncategorized Income and Uncategorized Expenses line items are detailed at the bottom of the corresponding report pages. The 2017 cat adoption income looks low due to the Kitten Days of Summer and Septempurr promotions.

Director of Operations Report – Lisa Bahr emailed her report. July dog intakes were the lowest they have been in a long time because it was particularly difficult to find foster families that month. The issue was significant enough that PAWS canceled the monthly Freedom Fences transport for the first time in a very long time. Dog adoption income depends heavily on the transports. PAWS started a new enrichment program on the dog side. Both the dogs and the volunteers are enjoying the program. The projects, such as puzzle toys and treats, provide additional responsibilities for lower level trained volunteers on each shift and add stimulation for dogs that have been with PAWS for a long time. The enrichment program will be expanded to the cat side soon.

Lisa displayed the new t-shirt that was first available at the alumni play date and will be on the merchandise shelves in the near future. She distributed Caught You cards to Bill and Ginny I. as well as thank you cards and a get well card for Board members to sign for three different volunteers.

Lisa's report notes that the Central PA Humane Society reached out to PAWS for advice on kennel cough since the new director is not an experienced shelter manager. The former Central PA Humane Society director is now with the Huntingdon County Humane Society. PAWS accepted a kitten transfer from the Huntingdon County Humane Society since he was scheduled to be euthanized due to lack of funds for his orthopedic surgery. Huntingdon County Humane Society thanked PAWS on Facebook.

The capital improvements and depreciations list was distributed for future consideration and discussion. The lighting materials estimate is for energy efficient lighting suggested in the Hite energy audit and for lighting in the large play yard. Over time, the energy efficient lighting will pay for itself in energy savings.

Volunteer hours are down this year, not through losing volunteers, but primarily because volunteers are not logging their hours. In a discussion of this, it was suggested that shift leaders remind volunteers to sign in. Some of this may be resolved now that the computer in the dog kitchen is fully functional. The question arose as to whether or not PAWS should track hours if the volunteer hour count is inaccurate. However, volunteer hours need to be tracked for safety (knowing who is in the building), grant writing, high school requirements, and volunteer recognition.

Development and Marketing Report – Chris Faust emailed and distributed the development report. Chris F. is applying for two grants, one from State College Rotary and one from Freas Foundation. The *Daily Collegian* did a wonderful job covering the PAWS Alumni Play Date. The Tattoo-PAW-looza event generated a lot of discussion on the PAWS Facebook page and the artist's Instagram account. On September 9th, there will be a dog swim at the Park Forest Community Pool and, this year, PAWS will be the beneficiary of the 50/50 raffle. Chris F. gave kudos to the the Fur Ball committee and everyone who helped find sponsors for the event since the sponsorship donations topped her

long time goal. Kris C. noted how research shows that using donors names influences others to donate and gives credibility to the organization. There is a Fur Ball committee meeting tomorrow night. Silent Auction items will be accepted until the day of the Fur Ball.

Nominating Committee Report – Joan Ritchie handed the report over to Yvonne. Currently, the committee is looking at the time table distributed at the June meeting. Yvonne noted that it is the October or November meeting when discussions should start regarding who will stay on the Board for the next year.

Personnel Committee Report – Kris Clark reported that thank you cards went out to the summer program coordinators, Karen Grubb and Pat Ellenberger. Trina Bauer also received a thank you card from the Board for her photography work at PAWS.

Membership Committee - Ginny Newman reported that the committee continues to meet every month. Bill has programmed most of the survey except for a couple of changes resulting from the committee meeting last week. The survey will be sent to anyone who has a connection to PAWS. The committee also discussed benefits that would be offered with membership and came up with, in consultation with Chris F. and Lisa, a short list of simple and relevant benefits that are organic to PAWS. Included in the benefit discussions were considerations of the financial impact to PAWS of any membership benefits in order to make sure that the membership program produces an overall gain for the organization. The one year complimentary membership for adopters will continue. The next committee meeting will tackle the survey results, membership categories, membership pricing, the program implementation impact on staff and volunteers, and the purchase and renewal process. Committee meetings are scheduled through the end of this year, with the hope that the final report will be ready in couple of months. Dave noted that the Survey Monkey list for potential survey recipients is over 9,000. Bill believes that a two to three percent response rate would be a good result.

### **Unfinished Business**

#### Action Item - Amended Investment Policy - Reenie Ferretti

Reenie emailed and distributed the amended policy. The amendments tier out the money so that there is separation of goals, as well as clarification that the purpose of the investment policy is multi fold; indicate more clearly asset allocation targets as parameters for the investment committee; and define the responsibilities of the finance committee versus the investment committee. In discussion, Reenie clarified that the investments are set up for the long term. Therefore, quick decisions should not be necessary with regard to rebalancing investments and the layered approval structure should not be problematic. Reenie moved to approve the amendment to the investment policy. Bill seconded the motion. The investment policy amendment was approved unanimously.

Bob moved to adjourn the meeting. Monica seconded the motion. The motion passed unanimously and the meeting adjourned at 7:38 pm, followed by an executive session.

The next PAWS Board Meeting is September 25, 2018.