

January 23, 2018
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, Brian Eppley, Chris Faust, Ginny Ishler, Laurie Knisely, Chris Kunes, Yvonne Riley, Joan Ritchie, Monica Wright and Carolyn Lambert

PAWS Members

Jackie Wolfe was present.

Member Question and Comment Period

There were no questions or comments.

Action Item - Approval of December 12, 2017 Board Meeting Minutes – Carolyn Lambert

Bob C. made a motion to approve the minutes from the December 12, 2017 meeting. Monica W. seconded the motion. The motion passed unanimously.

Officer Reports

President – Dave Abler

- Dave - Dave reported that Kris C. and Ginny N. were unable to attend the meeting.

Vice President– Yvonne Riley

- Yvonne – No report at this time.

Treasurer – Laurie Knisely

- Laurie – No report at this time.

Recording Secretary – Carolyn Lambert

- Carolyn – No report at this time.

Staff and Committee Reports

Director of Finance – Brian Eppley

- Brian – Emailed the report. Brian reported that the 2017 Income was above the budgeted amount (115.24%) and Expenses were slightly above the budgeted amount (103.87%). Discussion followed on the trends in PAWS donations. Dave A. questioned the amount for the alarm monitoring. Brian will check prior bills to determine the period of time each bill covers.

Director of Operations – Lisa Bahr

Lisa – Emailed the report. Lisa highlighted the SNAP program and the progress on the website and shelter manager software. She stated that the number of cat and dog adoptions increased in 2017 over 2016. The number of animals altered through SNAP in 2017 decreased by 300 from 2016. She noted that one contributing factor was that Huntingdon County residents were not included in the program. Lisa has checked with the donor, who stated that they are willing to pay for Huntingdon vouchers. She suggested that the Board consider offering the SNAP program for Huntingdon County. Dave A. suggested that she talk to the SNAP committee and bring it to the Board next month. Next, she commended Bob C., Anna M., Kaitlin G., and Dave A. for their efforts to create a new website and upgrade the shelter manager software from ASM 2.0 to ASM 3.0. The new software eliminates much of the duplicate data entry and multiple database files. Also, the website information is driven by ASM 3.0 and is mobile-friendly. Bob C. stated that he has received great support from the company when requesting new features. He asked the Board if they would give Lisa a vote of support to move to the new ASM3.0. Dave A. asked for a vote of support by a show of hands. The Board supported the change to ASM 3.0 unanimously.

Director of Development and Marketing – Chris Faust

- Chris – Emailed the report. Chris announced that Advantage Home Health Services is a new sponsor for the Comedy Club. The Comedy Club show is on Friday, February 16, 2018 at Letterman's. There is one show only. Next, Chris announced that she is working with Miranda Lambert's concert company to implement Miranda's MuttNation Foundation "Fill the Little Red Wagon" program and a second fundraiser for food and supply donations. Discussion followed on the parameters and feasibility of these fundraisers.

Nominating Committee – Joan Ritchie

- Joan –Joan asked the members who are up for re-election in 2018 to let her know if they intend to run. Ginny I, Ginny N., Yvonne R. and Dave A. will run. Chris K. will not run. He stated that he would continue to be available to provide support for facility issues.

Personnel Committee – Kris Clark

- Kris – was not present. Dave read a statement from Kris for the record. The Board has approved the discretionary bonus for the PAWS Director of Operations, Director of Finance, and Director of Development and Marketing.

Unfinished Business

Bequest Administration Guidelines. Laurie K. presented the revised Bequest Administration Guidelines. The changes include that the guidelines are for estate gifts only and that the amount of the desired minimum level of general operating reserves will be set by the Board annually. The Finance Committee met and approved the Guidelines.

Investment Policy. Laurie K. presented the revised Investment Policy, as approved by the Finance Committee. The Policy modifies the levels of investment by eliminating specific dollar amounts. Also, the PAWS Finance Committee will be responsible for investment decisions for funds below the operating reserve.

Following questions, Bob C. made a motion to adopt the Bequest Administration Guidelines and the Investment Policy. Yvonne R. seconded the motion. There was no further discussion. The motion passed unanimously.

Announcements

Bob C. stated that the phone system hardware has been purchased and the configuration is 35 percent complete. He anticipates that the new phone system will be installed in February.

Chris F. thanked the Board for their support in 2017, the best year for PAWS donations and fundraising.

Laurie K. made a motion to adjourn the meeting. Yvonne R. seconded the motion. The motion passed unanimously. Meeting adjourned at 7:37 PM, followed by an executive session.

Next 2018 meeting date – **February 27, 2018**