

**Centre County PAWS, Inc.**  
**Board Meeting Minutes**  
**November 27, 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, Monica Wright

PAWS Members and Guests Attending:  
No members were present.

Dave Abler called the meeting to order at 6:33 pm.

**Member Questions and Comments**

No members were present.

**Action Item - Approval of October 23, 2018 Board Meeting Minutes - Heidi Petruzzi**

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

**Officer Reports**

President Report – Dave Abler did not have a report this month.

Vice President Report – Yvonne Riley noted that a pre-meeting discussion generated interest in potentially changing the 2019 Board meeting time by making it slightly earlier. Dave will put the topic on the December meeting agenda.

Treasurer Report– Reenie Ferretti did not have a report this month.

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 should be at 83.33% for yearly income and is just below that target. Expenses are a few percentage points above budget. Payroll, medical, and capital expenditures pushed expenses up. Expected bills resulting from September capital improvements caught up as predicted, so October expenses were high. However, it was a good month since income was enough to cover outflows. Income primarily was due to the Fur Ball, but dog adoptions also had a strong month. In previous years, open positions have remained vacant for a month or so before they are filled. This year, positions have been filled quickly and employees have worked all of their hours, so payroll expenses are higher than usual. The 2019 payroll budget numbers were adjusted to reflect this change. Most of Brian's work this month was on the budget.

Development and Marketing Report – Chris Faust emailed and distributed the development report. Current figures indicate that the Fur Ball will net over \$47,000. Financially, this was the best Fur Ball since the early days of the event. Kudos to the committee for their efforts. Bingo was November 16th and about 30 people did not use their prepaid tickets due to the weather. The night was sold out and preliminary figures indicate that the event will net about \$9,500. The crowd had a good time and it was a fun night.

The Comedy Club event is coming up on Friday, February 1, which is earlier than ever before. The second committee meeting is tomorrow night. The biggest changes are that the timing will be a little bit different, with the reception from 6:30-8:00 and the comedians starting at 8:00, and also that ticket prices are increasing to \$75. We lost our Presenting Sponsor from the past few years, so the committee is actively searching for a replacement as well as soliciting other sponsorships. Please forward to Chris F. any suggestions for sponsors. The Centre Hills Country Club venue can hold about 185 people. The event will be in the upstairs dining hall, but will remain casual, with jeans permitted, since it is a private event. This is the same location as the Fur Ball, but with a different configuration.

Chris F. followed up with the gentleman from South Carolina regarding a donation honoring his sister. The sister, who adopted a cat from PAWS in September, came to PAWS today to view potential cat wing addition locations. Lisa pointed out the various possibilities and the sister, who is passionate about cats, seemed interested.

If anyone is searching for a holiday gift for someone that has everything, the Alternative Christmas Fair will be held this Sunday, December 2, at University Baptist and Brethren Church. There are many nonprofits present and Chris F. will be there with a dog; two volunteers who are Church members will staff the table. The event is an opportunity to donate to various charities and nonprofits as well as an occasion for PAWS to connect with these organizations. The nonprofits provide the donor with a card to give as a holiday gift.

The PAWS holiday card is at the printer.

Chris F. will be meeting with a grant writer from Penn State in the near future. Thanks to Ginny N. for facilitating the contact.

With regards to Bingo, Chris F. gave kudos to Reenie for all of her prize donations. Bingo prizes generally are smaller than Fur Ball auction items. Smaller items can be combined to make a collection.

Bill asked about the requirements for the Comedy Club Presenting Sponsor. Chris F. replied that the Presenting Sponsor donates \$2,000 and Top Dog Sponsors, previously named Table Sponsors, donate \$1,000. All sponsors receive the appropriate recognition on Facebook, on the web site, in the newsletter, and at the event. The \$75 ticket fee includes heavy horde oeuvres and access to a cash bar. The entertainment consists of very good comedians who have performed in Las Vegas and New York, with content appropriate for the PAWS clientele. Monica noted that PAWS receives very positive feedback about the Comedy Club every year, with this being the 11th year for the event. Previously, it was held at Celebration Hall, but that venue was sold and PAWS used Letterman's last year. Promotion is just getting under way since the location and date were selected recently. The tickets are sold both individually and as ten top tables. It would be wonderful if Board

members can put together a table or sell tickets. Jeff Brown, a well know emcee in town, recently offered to help PAWS with promoting events on the radio.

Reenie asked Chris F. if she needs any additional help from the Board for the volunteer party on December 13. Lisa has each group at PAWS creating a themed basket for the party; Dave sent an email to Board members regarding the Board's basket. Lisa noted that Board members' attendance is welcome and appreciated, but no additional assistance is necessary. The party will be catered by Mary McLaughlin, who also provided food for PAWS during Centre Gives. At the holiday party, PAWS will provide a little beer and wine, with attendees bringing wine or beer and cookies if they wish. The party is early in the season so that college students can attend before returning home for winter break.

Director of Operations Report – Lisa Bahr emailed and distributed her report. Lisa highlighted how much she, the volunteers, and the animals appreciate the heating upgrade. This is the first year since she's been at PAWS that there have not been jury rigged solutions in place in order to keep everyone warm. Lisa's next improvement project is the cat waiting list process. Recently, the dog program implemented several changes that made a significant difference with regard to crowded Sunday hours. One helpful process improvement was scheduling adoptions after the rush so that the staff can keep operations flowing and have time to process paperwork. Lisa distributed basic organization charts for the dog and cat teams. The dog side added a new behavioral team to prevent difficult dogs from becoming long term residents.

Holiday decorations were put up today. There is a tree in the lobby with paper ornaments, each of which has a wish list item printed on the back. There will be signage so that people know to take the ornaments and return with a wish list item. Another holiday occurrence is the delivery of adopted animals for Christmas, which has delighted recipients for several years now. Videos and photos of the deliveries are shared if the family agrees.

PAWS will close at 2:00 pm on December 23rd and will reopen at 11:00 am on January 5th. During that time, as many dogs and cats will be in foster homes as possible. There will be a staff person for each shift. Since there are not many animals to care for, Lisa has a long list of tasks and projects for staff members to work on during the break. Staff can choose to leave early after caring for the animals, or work on the list so that they can maintain their hours. This year there will be volunteer work days in order to accomplish more tasks.

The flooring project will begin on December 26th and continue through January 4th. The workers will need all eight days to finish. The owner will start doing some of the prep work on December 23rd and 24th, such as sanding down the bottom of the doors to accommodate the thicker flooring and leveling the old flooring. The tile will be grey with a black baseboard. During the flooring installation, cats that remain at PAWS will be moved into the cattery.

Nominating Committee Report – Joan Ritchie was not at the meeting due to a medical emergency at her veterinary practice. Dave asked which Board members, who are up for re-election in 2019, wish to stand for re-election. Monica, Bob, and Bill will remain on the ballot. Kris C. will not seek re-election. Dave will ask Joan to give her indication at the next meeting.

Personnel Committee Report – Yvonne Riley did not have a report this month.

Membership Committee - Ginny Newman presented the PAWS Membership Development Proposal to a representative advisory group on November 19th. She recommends using this model in the future for big proposals in order to obtain a variety of perspectives. The advisory group generally was supportive of the proposal, but they also asked a few questions and had some suggestions. In meetings over the next two months, the committee will revise the proposal based on some of those suggestions and will come back to Board for a vote in January. During the advisory meeting, Ginny N. discussed with attendees how lifetime memberships will be affected. Bob noted that he shares another volunteer's concerns regarding the elimination of lifetime membership status. The feeling is that motivation for lifetime membership is different than for regular membership, that being a lifetime member *is* the benefit. At the finance committee meeting, there was discussion about how few volunteers are members. Volunteers often donate money, but not under the membership designation, because the perception is that membership fees do not benefit the animals as directly as regular donations, even though the money goes into the same account. At the advisory group meeting, a volunteer commented that a monetary donation garners benefits, but volunteering time does not; this implies that a monetary donation is more important than large donations of time. Based on this comment, the finance committee discussed whether or not there is a way to recognize the importance of volunteers' donated time since this type of donation is just as important as a monetary donation. Perhaps a discounted membership or honorary membership would ameliorate this perception. Lisa noted that volunteer hours reports can be generated from Volgistics, if the membership committee decides to incorporate donated time into the proposal. The advisory group asked that the proposal clarify that volunteers do not have to be members.

### **New Business**

2019 PAWS Budget - Reenie Ferretti and Brian Eppley distributed the proposed 2019 PAWS budget. Expected income is on the first page and expected expenses are on the second page. The yellow highlights on the proposed income page show new or changed line items. The medical fund is restricted medical donations; these are never sufficient to cover medical costs. Uncategorized income is a catch-all for items that do not have a line item. Reserves are broken down into 25% for medical, 25% for capital, and 50% for operations, but the funds can be realigned if necessary since they are not restricted. Annual giving is the restricted funds brought in by the three mailer appeals each year. Expected membership funds were increased, but not to the full projected amount since the program will need some start up time. There is an increase in the donations line to cover the events assistant salary. BB&T increased the interest rate over the past several months, so interest for 2018 is significantly more than was budgeted, but the proposed 2019 budget does not increase interest income since the finance committee anticipates that additional money will be invested rather than placed in savings. The budget predicts about a 6% increase in income due to summer camp, membership, and the events assistant doing more small fundraisers. Megan has done most of the Pet-A-Pooch events this year. Capital expenses for the lighting are included in the budget. The hope is that excess planned giving will be high enough that the reserves will be largely untouched in 2019. The finance committee has met and is comfortable with the draft budget.

On the proposed expenses page, most yellow highlights indicate line items with detailed break downs on pages three through six. The maintenance page shows regular and long term maintenance as well as applicable capital expenditures. Some maintenance items are included because they often, but not always, occur. Particularly, the budget includes two each of washers and dryers, a vacuum system

replacement, and a heat pump replacement. There are a couple of potential capital expenses that are not included in the budget since the hope is that they will be paid for through private giving. Ryan has not been able to find a grant to help with lighting expenses thus far.

The 2019 proposed budget shows significant increases for medical, based 2018 expenses, and also for payroll, to accommodate the new positions. Chris F. asked if the budget allows enough money for the event assistant. Brian noted that the amount is based on a wage of \$10.00-\$10.50 per hour and the expectation that PAWS will train the staff person. There could be a qualified applicant that is retired or looking to keep up their skills with part time work. However, Lisa anticipates that applicants will be along the lines of CPI or South Hills graduates.

The employee training development line also received additional funding. Lisa felt that the American Management Association training she received this year was beneficial to her and to PAWS. She would like to enroll in another session in 2019 and also to send a couple of other staff members to local training courses. Funds for professional development for Chris F. also are included in this line item.

Brian left a high number for electricity expenses since the timing for the lighting capital improvement is uncertain. Reenie noted that the finance committee floated the idea of revisiting the budget in June, since there are several changes this year that may impact various line items; budget numbers may need revision at that time. Mid-year revisions have been done in the past, but not recently.

The bingo numbers are little off since the bill for November bingo arrived unusually quickly, two days after the event.

The payroll numbers include both the new events assistant and additional adoption assistant. In the adoption assistant position, like with kennel assistants and medical assistants, it will be helpful to have multiple part time staff members to increase coverage flexibility. On the cat side, PAWS recently lost two adoption counselors and another person is retiring. There may be another counselor leaving as well. This means that half of the cat adoption counselors are leaving or have left, two of whom have been there for a long time. Adoption counselors usually are recruited from the floor volunteers and are required to have four months of experience as floor volunteers before moving to the counselor position. Most of the current floor volunteers are not interested moving to the adoption counselor position because it is so time consuming. Lindy manages and trains the dog side floor volunteers. Lisa believes that the recent high adoption numbers on the dog side are partially due to having an adoption assistant and she would like to apply the same strategy to the cat side.

Board members should email Reenie or Brian if they have any budget questions that arise before the December 11th meeting.

Kris C. moved to adjourn the meeting. Reenie seconded the motion. The motion passed unanimously and the meeting adjourned at 8:01 pm, followed by an executive session.

The next PAWS Board Meeting is December 11, 2018.