

December 12, 2017
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, Kris Clark, Bob Conn, Brian Eppley, Ginny Ishler, Laurie Knisely, Chris Kunes, Ginny Newman, Yvonne Riley, Joan Ritchie, Monica Wright and Carolyn Lambert

PAWS Members

No members were present.

Member Question and Comment Period

There were no questions or comments.

Action Item - Approval of November 28, 2017 Board Meeting Minutes – Carolyn Lambert

Bob C. made a motion to approve the minutes from the November 28, 2017 meeting. Chris K. seconded the motion. The motion passed unanimously.

Officer Reports

President – Dave Abler

- Dave – Dave reported that Yvonne was unable to attend the meeting.

Vice President– Yvonne Riley

- Yvonne – was not present. No report was submitted.

Treasurer – Laurie Knisely

- Laurie – No report at this time.

Recording Secretary – Carolyn Lambert

- Carolyn – No report at this time.

Unfinished Business

Adoption Assistant Job Position – Lisa Bahr. Lisa discussed the rationale for the position. As the number of adoptions increases, there is a need for someone to supervise the floor volunteers to ensure the quality of customer service and to help with animal-related activities. Also, she commented that she wanted PAWS to be more of a community resource and to be open more hours. She stated that she had shared the job description with the dog and cat adoption counselors and all agreed that an adoption assistant would be beneficial. Dave asked Brian E. if the position was included in the 2018 budget and Brian replied that it was. Joan R. asked if it was necessary to be specific on physical skills and Lisa commented that the job requirements needed to be objective to avoid discrimination. This is an EEOC requirement. Chris K. stated that the requirement to lift or move 75 pounds was excessive and the Board agreed that 50 pounds would be sufficient. Kris C. asked who would be interviewing the applicants. Lisa replied that she and Megan would serve as the selection committee. If second interviews are needed, she will ask a team leader of the adoption counselors or the cat and dog team leader to serve. Bob C. asked if the person would need a rabies vaccine. Lisa replied that she didn't think so. Kris C. asked if the GED was sufficient for the position. Lisa replied that she thought it was. Bob C. questioned whether "possible exposure to zoonotic diseases" should be added to the job description. Lisa agreed. There were no additional comments or questions so Chris K. made the motion to approve and accept the changes in the job description and recommend that the Adoption Assistant be hired. Kris C. seconded the motion. There was no further discussion. The motion passed unanimously.

November Financial Report and 2018 PAWS Budget – Brian Eppley and Laurie Knisely. Brian provided a financial report for November. The revenue side of the 2017 budget has been met. Income from Bingo and the Fur

Ball has been received. Donations for feral S/N and the September Cat promotion have been received. Based on the profit and loss statement, revenue is currently above expenses for 2017. The December mailer has been sent. There were no questions so Brian continued with the 2018 Budget report. Changes to expenses were made with the deletion of the dog kennel tarps and increases in the medical expense categories. Maintenance expenses were increased slightly as they were slightly higher in 2017 than expected. There were no further questions. Laurie K. made a motion to accept the PAWS budget for 2018. Monica W. seconded the motion. There was no further discussion. The motion passed unanimously.

Investment Policy and Bequest Guidelines – Laurie Knisely. Laurie requested to table the investment policy and bequest policy discussion until the next meeting. She distributed the current revised investment policy and requested that comments be sent to her. Dave A. thanked Laurie for her continued work on the investment policy. Laurie recommended that one more review occur prior to voting. She stated that the Finance Committee will be meeting in January.

New Website Launch– Bob Conn. Bob stated that the new website will be mobile friendly, database driven, and compatible with Animal Shelter Manager (ASM) software. Updates to the ASM 3.0 software will be transferred to the website. The plan is to phase out the dog and cat censuses and replace them with the ASM software. Eventually, medical records that are currently paper records will be online. A computer will be moved to the Medical Room to facilitate record entry.

Phone System Update – Bob Conn. The equipment has been purchased but it may not be installed until January or February of 2018, depending on the schedule of the vendor's IT engineer.

Bob C. made a motion to adjourn the meeting. Kris C. seconded the motion. The motion passed unanimously. Meeting adjourned at 7:00 PM, followed by an executive session.

2018 meeting dates –**January 23, February 27, March 27, April 24, May 22 (Annual Meeting, Board elections), June 26, July 24, August 28, September 25, October 23, November 27, December TBD**