

**January 24, 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, Kris Clark, Bob Conn, Brian Eppley, Chris Faust, Jim Hermann, Laurie Knisely, Chris Kunes, Yvonne Riley, Joan Ritchie, and Carolyn Lambert

**Action Item - Approval of December 13, 2016 Special Board Meeting Minutes – Carolyn Lambert**

Bob C. made a motion to approve the minutes from the December 13, 2016 meeting. Kris C. seconded the motion. The motion passed unanimously.

**Officer Reports**

**President – Dave Abler**

- Dave – No report at this time

**Vice President– Yvonne Riley**

- Yvonne – No report at this time.

**Treasurer – Laurie Knisely**

Laurie – Laurie stated that the Finance Committee had met to review financial reports for 2016. The Investment Committee will be meeting on February 2. She clarified the information regarding the bequest guidelines presented in August 2016. For gifts during a year totalling \$50,000 or more, the first \$50,000 will be placed in the general budget for the year in which it was received. Additional funds will be allocated for Medical (50%) and Capital (50%) Expenditures according to the distribution plan.

**Recording Secretary – Carolyn Lambert**

- Carolyn – No report at this time.

**Staff and Committee Reports**

**Director of Finance – Brian Eppley**

- Brian – Brian presented the financial summary for 2016. Income was 100.69% of budget while expenses were 99.31% of budget, yielding a \$10,077 positive balance. This was an improved result from the previous two years. The matching check for \$30,000 was received. He presented the 2017 proposed budget spreadsheet with comparisons to the 2016 budget with the differences between estimated and actuals shown. Annual giving increased in December due to the Holiday mailing.
  - Questions/Comments: Lisa asked if checks that were received in 2017 would be reflected in the 2017 budget. Brian responded that most of the checks that have been received in January were dated 2016 so they were added to the 2016 amount. If checks are received in 2017, they will be deposited for 2017.

**Director of Operations – Lisa Bahr**

- Lisa – Distributed the report. Lisa reported that this report is a review of 2016. The number of cats and dogs adopted in 2016 was lower than 2015. Currently, there is no waiting list for dogs so she is reaching out to other shelters, including Freedom Fences and the Central PA Humane Society in Altoona. Ten dogs were scheduled to be surrendered from these shelters on January 28 and 29. There were more kittens (314) than adult cats (198) adopted in 2016, compared to 271 kittens and 316 adult cats in 2015. The application summary showed that fewer applications were received on the dog side in 2016, however, the policy changed from taking generic applications to taking applications for specific dogs and puppies only. She explained that the main reasons for withdrawn applications were landlord issues, animals obtained from other shelters or breeders, or inactive applicants. The average length of stay (LOS) for cats remained the same as 2015 while the length of stay for dogs decreased slightly. There were seven cases of cats and five cases of dogs being returned to their owner. Lisa explained that this occurs when the surrenderer changes their mind within a week or when strays are claimed by their owner. The number of SNAP vouchers has decreased from 2015 which is likely due to the restriction placed on location of residence of applicant. (The SNAP voucher program for non-feral dogs, non-feral cats, and feral cats is open to residents of Centre County. The SNAP voucher program for non-feral cats and feral cats is open to residents of Huntingdon County). The SNAP committee will be meeting to discuss options for the program in 2017. Lisa shared the list of communities of owned cat voucher applicants that Dave A. created. The top five locations for voucher applicants are Bellefonte, Philipsburg, State College (16801), Huntingdon, and State College (16803).
  - Questions/Comments: Kris C. asked if Lisa had looked at other shelters out of state. Lisa replied that Pennsylvania has strict guidelines for licensing and for transporting animals into the state and many shelters don't have the resources to transport. Freedom Fences obtains dogs from kill shelters, provides medical care, and transports them to other shelters. Yvonne R. asked if the reason for the increase in the number of kittens being adopted was due to the length of stay (LOS) as in previous

years, kittens stayed into adulthood. Lisa responded that the average LOS decreased from 2014 (104 days) to 2015 (77 days) and 2016 (78 days) but that 2015 was an exceptional year for cat adoptions (584). Chris K. asked why the percentage of applications approved compared to the applications received has changed over the past several years. Chris K. thought that there was information that could be gained from analyzing these data. Discussion followed on reasons why applicants decide not to adopt from PAWS and the issues related to locating adoptable dogs. Chris K. also noted that the number of applications received does not equal the total number approved, withdrawn and denied. Lisa stated that the number of incomplete applications was not included in the report. Chris K. stated that he wasn't as concerned with the figures on the number of dogs being adopted as he would be reluctant to obtain dogs from an unknown shelter. He suggested tracking the reasons that potential adopters withdraw their applications.

#### **Director of Development and Marketing – Chris Faust**

- Chris – Emailed the report. Chris reported that she had been meeting with individuals who are interested in helping with development activities. One offered to help write development letters and a second person offered to assist with outreach activities. Development activities for February and March include the Comedy Club on Saturday, February 25<sup>th</sup>, PAWS for Cocktails on Wednesday, February 8<sup>th</sup>, THON Explorers Tour of PAWS, and The Field Gives Back to PAWS on Monday, March 20<sup>th</sup>. The radio station FREQ98.7 will begin a Pet of the Week feature on Wednesday, February 1, at 2:30 PM. Last, Chris mentioned that she had toured two couples, who were donors and recent adopters, through PAWS and that they were impressed with the physical facility, the professionalism of staff and volunteers, and the ease of adoption.

#### **Nominating Committee – Joan Ritchie**

- Joan – Joan stated that the current Board members up for re-election are Laurie K., Kris C., Bob C., and Joan R. All members indicated that they were planning on running again. One candidate has expressed interest in serving. Joan also reminded the members that the Board needs a lawyer and asked members to suggest names to contact. Kris C. agreed to contact a potential candidate.

**Personnel Committee** – (currently no committee chair)

#### **Announcements**

- Lisa remarked that the Volunteer Recognition Breakfast was held on Saturday, January 21, and the volunteer with the highest number of hours on the dog side was Liz Strickler (809) and on the cat side was Karen Grubb (807). Nancy Kaye is the first volunteer to reach 4000 hours since December 2010, when Volgistics was initiated. Also, a former medical volunteer, Neil Von Tilberg, is now a veterinarian and volunteered on a recent Sunday.

Chris K. made a motion to adjourn the meeting. Kris C. seconded the motion. The motion passed unanimously. Meeting adjourned at 6:45 PM. Followed by Executive Session.

2017 meeting dates – **February 28**, March 28, April 25, May 23 (Annual meeting), June 27, July 25, August 22, September 26, October 24, November 28, December TBD later