

November 28, 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, Bob Conn, Brian Eppley (via Skype), Chris Faust, 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 October 24, 2017 Board Meeting Minutes – Carolyn Lambert

Laurie K. requested a revision to the minutes from the October 24th meeting regarding the financial amount being held in any one bank, which was made. Ginny N. made a motion to approve the minutes from the meeting as revised. Bob 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 her report would be covered in the discussion of the 2018 PAWS budget.

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 budget should be at 83.33%. The 2017 Income is above the budgeted amount (91.8%) and Expenses are about at the budgeted amount (83.42%). The Fur Ball income was received in September so there is a loss shown for October. He asked if there were any questions or comments. Dave A. noted that the Spay/Neuter voucher income was higher than the amount budgeted. Lisa noted that the amount reflected the sale of vouchers to non -Centre County residents. Brian requested to present the 2018 Budget at this time and the Board agreed.
 - 2018 Budget. Brian stated that the 2018 budget is similar to 2017 as few changes were made. Income is expected to increase due to a third Bingo night and dog fees are being increased slightly. On the expense side, payroll will increase slightly, a new adoption assistant position is proposed to be initiated, and a new heat pump will be purchased if necessary. Joan R. asked why medical care and medical expenses categories were not increased. Brian stated that these costs were estimated from the past two years and that they depend on when supplies arrive, but that each category could be increased by \$1000. Dave A. commented that since the tarps were not going to be replaced, the \$3000 for that in the draft budget could be used instead for medical care and supplies. Laurie K. asked if the phone expenses should be changed due to the new phone system. Bob C. stated that there would be modest savings so the budget remained the same as 2017. Other questions related to the replacement of the washer/dryers, credit card fees and cellphone expenses. There were no additional questions for Brian.

Director of Operations – Lisa Bahr

- Lisa – Emailed the report. On the proposed summer program for children at PAWS, she stated that the insurance company is willing to maintain the current level of coverage of PAWS if the program participants do not handle dogs directly. The insurance company was not concerned about having children in the building without parents present. While there aren't any regulations specifically for "camps," Pat E. and Karen G. have changed the name to Summer Program to avoid any confusion regarding the connotation of the word camp. Lisa presented the job description for the Adoption Assistant and stated that the Cat and Dog Teams concurred with her recommendation. Yvonne R. asked if this person would be able to take care of conflicts with visitors.

Lisa responded that she hoped there would be fewer conflicts. Next, Lisa thanked the Cat Team for their work on the Black Furday adoption event. She thought the event was highly successful at attracting potential adopters to visit PAWS.

▪ **Comments and Questions.** Chris F. commended the Publicity and Marketing Committee on the Black Furday poster design. Yvonne R. asked for a clarification of the status of the Adoption Assistant position. Dave A. replied that the request is with the Board.

Director of Development and Marketing – Chris Faust

- Chris – Emailed the report. Chris announced that the Bingo Event was highly successful. She commented that due to a low number of responses, the PAWS for Cocktail event on December 6 will be canceled. She is contacting groups that held Pet-a-Pooch events to collect the donations. Chris announced that she was contacted by the BJC regarding the Miranda Lambert concert on March 23, 2018. PAWS has been asked to participate in Miranda's MuttNation Foundation "Fill the Little Red Wagon" program. The next PAWS event is the Comedy Club on February 16, 2018 at Letterman's. There will be one show only.
 - **Comments and Questions.** Laurie K. asked what the Elks David B. Garvey Fund was. Chris replied that she was asked to submit an application so she asked for medical assistance, although she did not have guidelines. Chris invited everyone to the Holiday volunteer party on Thursday, December 14. Ginny N. asked if the party was an annual event. Chris explained that last year it was a 35th Anniversary party and in previous years it was a potluck but comments were received that volunteers thought it should be catered. This year's event will be catered and will be in the PAWS basement from 4:30 to 8 PM.

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. She mentioned that the Board would need to decide if members wished to expand the number of members.

Personnel Committee – Kris Clark

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

Unfinished Business

Investment Policy. Laurie K. opened the discussion on the Finance Committee's suggestions for revisions to the Investment Policy. The policy which was approved last year was less restrictive in regards to the amounts that could be invested. The discussion focused on whether PAWS should invest the amount that exceeds the FDIC maximum or if that amount should be maintained as part of the Operational Reserve. Questions were raised regarding the definitions of risk and liquidity, and if PAWS is hiring an outside investment company. Chris K. commented that the Operational Reserve should be maintained in case of a catastrophic loss so that the funds are available to operate PAWS for a year. He pointed out that the replacement cost of the PAWS building would be \$2-3 million and that upgrading lights and infrastructure would yield a considerable return on investment. Discussion continued on the level of risk the Board was comfortable with and the investment objectives for the amount over the FDIC maximum and the amount over the Operational Reserve. Laurie K. suggested that the amount over the FDIC maximum up to the Operational Reserve amount be invested conservatively and the amount over the Operational Reserve be invested to maximize the total return without assuming excessive risk. Chris F. asked if the policy needed to go back to the Finance Committee prior to being approved. Chris K. stated that the Finance Committee makes recommendations, but the Board makes the final decision. Ginny N. suggested that the policy be reviewed periodically and no less than annually. Dave A. suggested that the percentages of asset allocation on page 4 be omitted. Laurie K. stated that she would make the modifications and present at the next Board meeting.

Bequest Guidelines. The guidelines were approved in 2017 but not included in the Policy manual. Discussion focused on whether the specific amounts should be cited in the policy or if the amount should be determined annually by the Board. Dave A. suggested that the dollar amounts be omitted from the policy as most policies are not reviewed annually. Following additional discussion, a general consensus was reached that the dollar amount should be omitted and replaced with "an amount specified annually by the Board." Stating amounts in the policy could open the question of fiduciary responsibility if the amount is not maintained. Laurie K. will modify and present at the next Board meeting.

There was no further Unfinished Business or New Business.

Bob C. made a motion to adjourn the meeting. Chris K. seconded the motion. The motion passed unanimously. Meeting adjourned at 8:15 PM, followed by an executive session.

2017 meeting date – **December 12**