

**October 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, Lisa Bahr, Kris Clark, Bob Conn, Brian Eppley, 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 September 26, 2017 Board Meeting Minutes – Carolyn Lambert**

Kris C. made a motion to approve the minutes from the September 26, 2017 meeting. Monica W. seconded the motion. The motion passed unanimously.

**Officer Reports**

**President – Dave Abler**

- Dave reported that October was the 10<sup>th</sup> Anniversary of hiring PAWS' first employee, Lisa. He noted the changes and growth that had occurred over the past 10 years and thanked her for her service. Kris C. and Yvonne R. commented on her value to PAWS on a daily basis and the amount of work she has completed to organize PAWS.

**Vice President– Yvonne Riley**

- Yvonne – No report at this time.

**Treasurer – Laurie Knisely**

- Laurie – Laurie stated that the Finance Committee met and had a new member, Reenie Ferretti, who is the controller at Rex Energy.

**Recording Secretary – Carolyn Lambert**

- Carolyn – No report at this time.

**Staff and Committee Reports**

**Director of Finance – Brian Eppley**

- Brian reported that a large estate gift had been received. He noted that the Matching Campaign funds had been transferred from Spay/Neuter Assistance to the correct category based on the donor's request. The budget should be at 85%. Income is 84.93% and expenses are 74.79%. Brian noted that most expenses are in line with amounts budgeted. In regards to the revenue for cat adoptions, the total of the Adoption – Cat, GA Donations For Cats, and Donations Given For Cats categories is \$26,578, which is 70% of the 2017 budgeted amount of \$38,000. He stated that the audit for the IRS Form 990, Return of Organization Exempt from Income Tax was finished and had been reviewed by the Finance Committee. Dave A. asked for a motion to approve the filing of the IRS Form 990. Chris K. made a motion to approve the audit for the 990 Exemption. Bob C. seconded the motion. There was no discussion. The motion passed unanimously.

**Director of Operations – Lisa Bahr**

- Lisa – Emailed the report. She reported that the Cat Adoption Counselors are funding a Black Friday adoption event when all black or mostly black cats will be available for adoption at 50% of the regular fee. The hours will be from 2 PM to 7 PM. The dog side will be open but adoption fees will not be modified. The next item of note is that she is experimenting with increasing the adoption fee for highly desirable dogs. Kris C. asked if there were criteria for the increases. Lisa explained that older dogs that have extensive medical costs on adoption or have behavioral issues that will need training will remain at \$115. These dogs usually have a Guardian Angel. However, the adoption fee for purebred dogs that are young, altered, and chipped may be increased. Lisa reported that the SNAP alters are down 150 animals from 2016. She reminded the Board that this issue needed to be discussed for the 2018 budget. Lisa presented the draft of a position description for an Adoption Assistant, who would help the Adoption Counselors and supervise the Floor Volunteers. She stated that she will forward a revised copy to Cat and Dog side Team Leaders. Next, Lisa described the Summer Camp proposal from Pat E. and Karen G. Ginny N. had several suggestions for the

Summer Camp idea so Lisa will connect her with Pat and Karen. The next item discussed was whether or not we should consider raising the age for adoption applicants to 21. The current Board policy states that 18 is the minimum age for adopters so a change will need a Board vote. The rationale is the concern that individuals between 18 and 21 may not understand the responsibility of owning an animal. Discussion continued on issues related to maturity, Guardian Angel animals, the PAWS mission, allowances for fostering, training requirements, and social media. No consensus was reached on the proposal.

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

- Chris – Emailed the report. Chris announced that the Pet A Pooch on October 24<sup>th</sup> was OK. The next event is Bingo, on Friday, November 3, at Mountain View Country Club. Fewer than 40 tickets were available as of the Board meeting. A PAWS for Cocktails event is scheduled for November 15, place to be determined. She concluded her report with a description of the first marriage proposal that occurred at PAWS while the couple was adopting a kitten.

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

- Joan – No report at this time.

#### **Personnel Committee – Kris Clark**

- Kris – No report at this time.

#### **Unfinished Business**

- Bob C. reviewed the progress of the phone system replacement. He distributed a spreadsheet showing the current costs. Following discussion of the current costs and features of the new system, there was a consensus that the vendor would be appropriate for PAWS. Kris C. made a motion that the Board accept the proposal to replace the phone system. Laurie K. seconded. There was no discussion. The motion passed unanimously. Bob was thanked for the time he devoted to finding a new phone system and vendor. Bob announced that the new website would go live over the holiday break. Training will be needed for users of the Animal Shelter Manager software. The software will drive the information on the website.

#### **New Business**

Dave asked Board members to select a date for the December meeting. Tuesday, December 12, 2017, at 6:30 PM was selected as everyone agreed they could attend. Meetings for 2018 will be held on the 4<sup>th</sup> Tuesday of each month, at 6:30 PM in the PAWS Adoption and Education Center.

Laurie K. asked for comments on the Finance Committee's suggestions for revisions to the Investment Policy. The Finance Committee is revising the Investment Policy to allow PAWS to invest funds, in excess of the Operational Reserve. Based on discussion, the primary objectives of PAWS investments will be safety, liquidity, and yield. Laurie stated that "Care should be exercised that the total held in one bank should not exceed federal insurance (FDIC) maximums." The operating reserve amount will be reviewed at least annually. Laurie stated she would send out a revised Policy for comments.

Chris K. made a motion to adjourn the meeting. Ginny N. seconded the motion. The motion passed unanimously. Meeting adjourned at 8:03 PM, followed by an executive session.

2017 meeting dates – **November 28**, December 12