

Humane Society of Portage County

August 2013 Board Information Package

Next Board Meeting August 14, 2013

Location: Education Room, HSPC, 3200 Iber Lane, Plover

4:00 PM Fundraising Meeting

5:00 PM Optional Pre-meeting training – DonorPerfect Update

5:30 PM Board Meeting

This package contains the following information

- Board Agenda
- Minutes from July meeting
- Executive Director Report
- Operations Committee Report
 - Board Member Committee Assignments
- Finance Committee Report
 - Financial Statements (Final June statements)
- Fund Raising Committee Report – Golf recap meeting was held July 26, 2013
- Volunteer & HR Committee Report – no meeting
- Education Committee Report
- Information Technology Status Report
- Volunteer time report – NOTE the majority of the active volunteers have been converted to the new system.
- Significant Contributions to HSPC
- Animal Control Report
- Animal Activity Report
- Donor Perfect Update



Board of Directors Meeting Agenda

August 14, 2013 5:30 pm

5:30 p.m.	Call to Order of Board Meeting	L. Redfield
5:35 p.m.	Approval of Minutes – June 12, 2013	L. Redfield
5:40 p.m.	Board Seating and Resignations	L. Redfield
5:45 p.m.	Committee Reports	
	a. Operations Committee	
	i. Executive Director's Report	R. Blaha
	ii. Operations Issues	B. Jarman
	Continued development of the 2013 committee structure	
	Establishment of meeting dates and times for the committees	
	b. Finance Committee	B. Schenk
	c. Fundraising Committee	L. Kunst
	d. Volunteer / HR Committee	L. Kawleski
	e. Education Committee	J. Redfield
	f. Governance Committee	A. Barrett
	g. Nominating Committee	L. Redfield
6:25 p.m.	Old Business	L. Redfield
6:30 p.m.	Adjourn	L. Redfield



**Humane Society of Portage County Board of Directors
Meeting Minutes
July 10, 2013**

1. Call to order – L. Redfield

Meeting was called to order at 5:30 pm

2. Roll Call – L. Redfield

Present: Jared Redfield, Bruce Schenk, Brett Jarman, Linda Redfield, Lisa Kunst, Ann Barrett, Sheila Kessler, Lyne Kawleski, Ron Blaha (Executive Director), Jamie Jones.

Absent: Tom Kelble, Ken Higgins, Lisa Higgins, Eugene Mancil

3. Approval of Minutes

Motion: to approve minutes from April 1, 2013 meeting (B. Jarman/L. Kunst) motion carried.

4. Board Seating and Resignation

None

5. Committee Reports

a. Operations Committee -

i. Executive Director's report

1. Ron Blaha discussed new scheduling procedures to improve HO availability
2. New microchips and scanners arrived and are now being used
3. Working in increasing adoption awareness opportunity for long term residents and increase in kitten population
4. Two training sessions for volunteers held and increased participation of volunteers
5. Began dog training classes and advertisement started for additional classes
6. Walk for Wags brought in \$9,067.11
7. Working on grant for cat circle room and received grant from PAPA and purchased safety equipment
8. Looking for quotes for parking lot expansion
9. Golf outing was successful

ii. Operations Issues

1. Brett Jarman reports on improved use of volunteers and training with new volunteer training coordinator Carole Jeske
2. Promotion of dog training classes
3. Discussion on visit to Green Bay shelter and options for increasing donations and revenue. Discussed software for keeping track of donations and donors as well and software and professional fund raising opportunities.
4. Phase 1 of website is complete
5. Looking into ways to increase use of foster care for shelter animals
6. Discussion on HO uniforms
7. Discussed animal control software Pet Point

- b. Finance Committee** – written report
- c. Fundraising Committee** - Discussion of Walk for Wags and Golf Outing
- d. Education Committee** - no report
- e. Governance Committee** – no report
- f. Nominating Committee** – L. Redfield
 - i. no new applications

7. New Business

- i. Discussed terms of Schlieper fund and if give permits use for all veterinary medical or limited to spay/neuter program.
- ii. Discussed option of hiring FT veterinarian. Ron and Brett will look into costs as related to current expenses.

8. Old Business

No old business

8. Adjournment - Motion to adjourn

Next meeting of the Board will be August 14th 2013 at 5:30 p.m.

Submitted

Sheila Kessler
Secretary, HSPC

Staff

- Dolores decided to step down from her work as our Adoption Coordinator. Fortunately for our shelter, Dolores has agreed to assist us with public relation matters, continuing the service she provides partnering with the channel 9 TV station. She will also partner with community members and work closely with our fund raising committee. She will continue to promote and organize Fill the Van events.
- Amanda Tucker has rejoined our HSPC staff and will reassume her past position as our Adoption Coordinator. She started August 5th.
- Nicole Hellenbrand (Dan's daughter) has been hired part-time to help out with our animal care duties.
- Shayne Sullivan has resigned as of August 5, 2013 to pursue his education objectives.
- Emily Carlson will be our Humane Officer Receptionist from Monday through Friday. She will be helping to lead the communication efforts among our Humane Officers.

Medical Staff Progress Report (from Khryse Flugaur)

Protocols completed for month include:

<u>Zoonotic Disease</u>	<u>Infectious Disease</u>
Animal bites	Infectious Disease Policies and Protocol
Bartonellosis	Infectious Disease Diagnosis
Bordetellosis (Kennel Cough)	Canine Distemper (CDV)
Campylobacteriosis	Canine Infectious Disease Respiratory Complex
Cheyletiellosis	Canine Influenza
Dermatophytosis (Ringworm)	Canine Parvovirus (CPV)
Giardia	Feline Calicivirus and Virulent Systemic Calicivirus (VS-FVC)
Hookworm (Ancylostomiasis)	Feline Immunodeficiency Virus (FIV)
Leptospirosis	Feline Infectious Peritonitis/Feline Enteric Coronavirus (FIP/FECV)
Rabies	Feline Leukemia Virus (FeLV)
Roundworm (Toxocariasis)	Feline Panleukopenia
Salmonella	
Sarcoptic Mange	
Toxoplasma	
Zoonotic Disease List	

- Kitten season continues to absorb a majority of our resources. We were able to accomplish over 30 pediatric spay/neuter during the month of July with the help of Dr. Kim Krause. This saves us a lot of time come fall when all of the kittens reach maturity and need to come back to the shelter. It minimizes the risk of infectious disease by re-exposure to the shelter environment and also ensures that these animals are spayed and neutered.
- After over a month of trying the new scheduling rotation with humane officers as veterinary assistants, it was found to not be cohesive to the medical environment needs. We are still in need of a veterinary assistant and are struggling daily to accomplish our goals with limited help in the midst of our busiest time of year.

Office/Animal Care Manager Report (from Jaime Jones)

- Created a template in which we can easily update our current numbers into the budget. This will give us a more real time view of where we are in relation to the budget and adjust accordingly
- Added the “In-Kind” Donations into our financial system and developed a profit center to reflect these numbers.
- Created monthly report to send to Ron to show donors over \$100 so he can personally thank them.
- Touched based with our municipalities to further our communication with Dog Licensing. The County does not forward the information to the municipalities until the end of the year. Started monthly communication to the municipalities’ who have requested a listing of the dogs that are licensed though the shelter.
- Implemented new scheduling idea that was developed by Ron, Brett and Jaime to better utilize our staff and give us a more secure back up system for Humane Officers and implemented training for June. Adjusted schedule to new guidelines set forth by Ron
- Due to the cross training we have done, our organization did not falter with numerous vacations and unforeseen absences.
- Attended Financial Meeting and typed up notes which were forwarded to the Financial Committee for review and to add to the board package.
- Ongoing upkeep of off-site back ups
- Monthly update of intake reports and Donor Reports by reception and office assistant Janice
- Scheduling of Monthly “All Employee” meetings
- Act as secretary for our Tuesday morning management meetings
- Notes are typed up and available in Share Point Shared Documents
- Continue to keep the books up-to-date and on a real time basis to alleviate any shortages and have a better handle on cash flow.
- Ongoing management of Animal Care Staff/Reception
- Scheduling of Community Service and Volunteers to alleviate from a lot of down time and the ability to plan projects for them. Enhance our time management with them. This has also enabled us to keep Animal Care Staff Hours down.

Humane Officers Progress Report (from Ron Blaha)

- Two state statute tests have been given to Humane Officers – Chapter 95 Animal Health and Chapter 173 Animals, Humane Officers.

Adoption Coordinator Progress Report (from Ron Blaha)

- Adoption Contract redone to update content and remove the guarantee and explain the medical provisions. This is the working copy and formatted differently in our access program. (See attached)

Executive Director (from Ron Blaha)Education

- The first round of dog training classes has been completed. Eight dogs and owners attended the first evening class and three additional dogs and owners attended the second evening class. Only one person had signed up for the tricks class so the class was cancelled.
- Three of our Humane Officers will be attending a two day workshop for “Euthanasia by Injection in the Animal Shelter” August 19th and 20th at the Wisconsin Humane Society in Milwaukee.
- 7/24/13: Gave a HSPC presentation to the Noon Optimists’.

Fundraising/Events/Donations

- Received a donation from the Seramur Family Foundation for us to extend our parking lot and buy a grain bin for our wood pellets. The extension of the parking lot has been completed. The Seramur Family Foundation also contributed \$500 to our golf outing.
- 7/4/13: HSPC was represented in the Stevens Point 4th of July parade.
- Volunteer Brian Feldners recently passed away and his memorial was for our shelter. As of 7/29/13, \$1,215.00 has been given to our humane society.
- Dane County Humane Society received a large donation of cases of Kong Stuff’n in peanut butter and bacon flavors and was not able to use it all. Dane County offered their excess to Wisconsin Humane Societies. Dolores followed up with Dane County and personally drove down to Madison to pick up this donation.
- 7/20/13: A very successful “Kevin P. Ford Memorial Golf Outing” was held at the Wisconsin River Golf Club. From the latest report: Revenue was \$11,585.20. Expenses were \$4,064.00. Present net is \$7,521.20. Also, next year’s golf outing is already scheduled for July 19, 2014.
- Tyler Jarowski offered and completed a “Scout Project” that involved our shelter. Tyler led his scout project with a group of scouts and they built eight benches and a picnic table for our shelter grounds. Six of the benches were placed along our wooded trails and the other two were put by the brick patio. See pictures below.
- 7/27/13: The 2nd annual Celebrate Plover event occurred on Saturday, July 27, 2013, at Lake Pacawa Park, from 9:00 a.m. until midnight. HSPC was represented in the morning parade.
- Another scout, Colby Konopacky, is beginning his scout project involving our shelter. He will be building exercise and stimulation equipment to be placed along our wooded trails.
- Three fill the vans are scheduled including: (1) Thursday August 8 at Trigs (2) Saturday August 10 at Jay-Mar and (3) Sunday August 18 at Petco.

Grants

- A grant application has been submitted to the Community Foundation of Central Wisconsin requesting money for a “Temperature Control System Upgrade” for our air conditioning and heat control system. An answer to this request will be provided in October 2013.

Building/Grounds/Equipment

- 8/3//13: We had two fire sprinkler heads leaking. “Integrity Fire Protection”, our fire alarm and sprinkler system provider was called to request that they fix the leaks. After several attempts to get their help (over a two week period), I asked Eugene (our new board member) if he had any suggestions about who I could call. He contacted “Firestopping and Fire Sprinkler Contractors.” A rep was in our building by early afternoon to assess the situation and a repair person fixed the problem the next day. We will be discontinuing service from Integrity and use Firestopping for future service. Also, owners of Feist Construction came over to pull off the ceiling covering and helped to assess the situation. They will be coming back to reattach the ceiling covering and put in a crawl hole on both ceilings of the dog runs.
- Our parking lot extension is completed thanks to the donation from the Seramur Family Foundation.

Activities

- Working on the adoption criteria and guidelines to present to the Operations Committee and HSPC Board. The objective is to have staff and board members agree on the criteria and guidelines to ensure everyone is on the same page with our adoption policies.
- Our summer appeal letter has been completed and is in-process of being printed and mailed. (See attached). Thanks to Linda Redfield for reviewing and editing the letter.
- 7/3/13: Provided a video message for the Pets and Personalities on Parade which is viewed on the Stevens Point Community Television channel.
- 7/12/13: Lyne Kawleski and Ron Blaha promoted the golf event on radio station 1010.
- 7/15/13: Contacted Greg Griese at Associated Bank to obtain an update and review of the “Lois Schlieper Medical Fund.” It will be available for the board meeting.
- 7/16/13: Had a full staff meeting which included picnic food for all of our associates.



Brian Feldner, a beloved HSPC volunteer passed away in July. Brian was helping us with cat socializing and was a very dear friend to all the HSPC staff members and volunteer supporters. We miss him!

Scout **Tyler Jarowski** did his Eagle Scout project for our shelter. With his leadership, Tyler and his working group of scouts built eight benches and a picnic table.



When it is hot,
some dogs and cats
can find a way to
stay cool!



Adoption Contract # _____ Date: _____ Altered: _____

Adopter, _____ agrees to abide by the terms of this contract.

A&D# _____ Pet's Name: _____ Species: _____ Breed: _____ Sex: _____

Color: _____ Altered: _____ Disposition Age: _____

The following is a legal and binding contract between the adopter(s) and the HSPC. After reading each section, please initial the space provided. The initials are simply a reminder that you have read, understood and agreed with each section. Failure to initial does not relieve you of your obligation under each section. If you have any questions or concerns, ask for clarification from an HSPC adoption team member before signing the contract.

The adopter is aware:

- That animals are different from human beings in their responses to human actions.
- That the actions of animals are often unpredictable.
- That an animal's behavior may change after it leaves the shelter and accustoms itself to a home or different environment.
- That the HSPC makes no claims as to the temperament, health, or mental disposition of any animal put up for adoption.
- That many of the animals available for adoption are rescued or abandoned animals, and as such, have often been exposed to a variety of environments, diseases, abuse, and neglect. Like human illnesses and disorders, some of these can have incubation periods of days, weeks, months and even years.

As the adopter and responsible adult, I agree:

1. Not to let my animal roam free, nor will I keep it tied or chained for any meaningful length of time, and I will not subject my pet to exposure of extreme weather relating to heat, cold, storms, etc. _____
2. To provide a safe collar with rabies and I. D. tags to be worn at all times. (Dogs only) _____
3. To provide fresh food/water, adequate shelter, a safe environment, exercise, veterinary care, and lots of love. _____
4. To spay or neuter the adopted animal if it is not done before the adoption process. _____
5. That the adopted animal will not be used for experiments, consumption, fighting, etc. _____
6. That all members of the household are supportive of this adoption. _____
7. To provide all medical care and treatment needed by the animal should this pet become ill or injured including but not limited to a yearly wellness exam, appropriate vaccines, preventative heartworm medication, and testing required by a veterinarian. HSPC is not liable for any medical bills. _____
8. To obey all applicable laws governing control and custody of animals. _____
9. That I or any family member has never been subject to legal action for abandonment, cruelty, or neglect of animals and never owned an animal which has been confiscated by any animal control or humane organization for violations of state/local animal control regulations or animal adoption agreements. _____
10. That the adoption fee is non-refundable and there is no reimbursement if the adoption does not work out unless extenuating circumstances are agreed upon by an HSPC supervisor. _____
11. That all expenses incurred after I take possession of my pet will be my sole responsibility and HSPC is released of any and all liabilities whether financially or other. _____
12. The adopter will return this pet if requested to do so by the Humane Society of Portage County for violation of this contract. _____

Adopter: _____ Date: _____

HSPC Agent: _____ Date: _____



Dear Humane Society Supporter,

I hope you are having a wonderful summer! At the Humane Society of Portage County we have been busy with many projects that are designed to improve our services to the community and the animals we love. Besides updating our protocols and training manuals, our staff has been working hard to ensure our animals have the proper medical and animal care. We have been restructuring our volunteer program to make it easier and more efficient for volunteers to help us at the shelter. We have trained additional staff members to help with animal control responsibilities. Additionally, we are very excited to be offering dog training classes! Visit our website and like us on Facebook for all of our updated information.

While we have initiated the improvements mentioned above, there is still much to do.

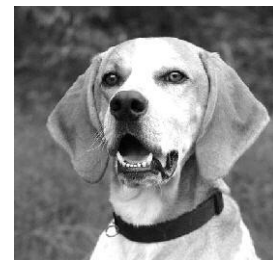
- The costs to care for our animals are a major concern. Caring for our animals with the proper and necessary medical supplies continues to be a factor. A number of strays and abandoned animals we service have special needs. Many of the animals we receive have a variety of medical conditions that require the professional care we offer.
- Our facility is now seven years old. The building needs some additional TLC and some of our equipment is in dire need of repair or replacement.
- The terrific volunteer group leading our fund raising committee spends a considerable amount of time to plan and organize our events throughout the year. Our events are great and getting better all the time, but we still need help in meeting our goals in helping animals and animal lovers come together.

We have been blessed with so many supporters, volunteers, and contributors who have made it possible to provide the necessary means to serve and care for our animals in need. It is important for all of us in our community to ensure we continue to provide the required levels of care to our animals. While they wait patiently to be adopted, we need to offer them far more than food, water, and shelter. Our animals need medical attention and we have to ensure that our shelter continues to be properly maintained with workable equipment!

Your financial support will continue to make this possible. Please give generously this summer – we need your help!

Sincerely,

Ron Blaha
Executive Director



Board Members

Committees

Last Name	First Name	Title	Committees							total
			Executive	Operations	Fund Raising	Finance	Volunteer / HR	Facilities	Education	
Redfield	Linda	President	X			X			X	3
Jarman	Brett	Vice President	X	C	X		X	X		5
Kessler	Sheila	Secretary	X	X					X	3
Schenk	Bruce	Treasurer	X	X		C		X		4
Barrett	Ann	Director		X	X					3
Higgins	Kelly	Director			X					1
Higgins	Ken	Director			X			X		2
Kawleski	Lyne	Director		X	X		C			3
Kelble	Tom	Director			X				X	2
Kunst	Lisa	Director			C		X			2
Mancl	Eugene	Director						X		1
Redfield	Jared	Director			X				C	2
Schenk	Dennis	Director		X		X				2
13 board members	Total		4	6	8	3	3	4	4	

Committee

Meets

Operations	Last Thursday of month
Finance	Last Wednesday of the month
Fund Raising	Various Saturday Mornings & before board meeting
Volunteer / HR	4th Monday of the month
Facilities	no meetings yet - ready to start
Education	Various lunch meetings



Operations Committee Report – July 25, 2013

Present: Brett Jarman (Chair), Lyne Kawleski, Ann Barrett, Sheila Kessler, Ron Blaha

Absent: Bruce Schenk, Dennis Schenk

This meeting was a small scale strategic planning session. It focused on the items that are in our immediate future.

Major Issues – Things that will cause large problems if not controlled

- Financial
 - Expenses are greater than our Revenue
- Deliver Critical services
 - ACT 90 – requirements for dog care - exercise
 - Animal Care – humane treatment of animals – feeding - cleaning
 - Humane Officer – responsibilities to fulfill contract obligations
- Unity We need to work cooperatively – no area can be successful without the other two.
 - Board
 - Staff
 - Volunteers
- Capacity for change We need to foster an environment that accepts change. Changes are expected from the following committees as they work to make improvements (Items in this list are examples – not a complete list – they are used to identify a need for change)
 - Ops Committee
 - Animal control software
 - Review of protocols
 - Items to lower costs
 - HR Volunteer Committee
 - Increased use of volunteers in non-traditional roles
 - Facilities Committee
 - Improved use of facilities
 - Changes to operating policies (Example – keep doors closed)
 - Fund Raising
 - New events – Golf
 - Increased repetition of events – more Fill the Van
 - Expense Reduction
 - Recent changes include bringing accounting in-house
 - Changes to phone system

Priorities – Based upon the major issues what are our short term priorities

- Balancing Act these items are so closely related that one can not become higher than the other.
 - Increase Revenue
 - Decrease Expense
 - Deliver Services
- Free up staff time to work on critical items Non-productive and unnecessary tasks reduce the time that can be spent on the critical items.
- Reduce / Contain discontent Handling problems is very time consuming. Efforts to reduce the occurrence of problems is a better use of time.

- Items and programs that will generate long term benefits (animal control software, donor tracking, grant writing) It takes time to design and implement changes. Training and follow-up activities also require time
- Everything else Many things fall into this category. Items in this category are what takes time away from the critical tasks and priorities to get back to a financially stable environment.

Action plans for key personnel

- **Executive Director – Ron**
 - More Appeals for money use direct marketing – consider AlphaDog
 - More Donor cultivation
 - +call on donations over \$100
 - More Interaction with Board
 - attend committee meetings or delegate to other key staff members
 - Less Crisis management
 - Protocols and staff should handle following protocols
 - Exceptions are euthanasia and Government issues
 - Less Protocol development (because we are nearly done)
 - shift to following protocols
 - adoption still needs to be completed
 - Less time of creation of newsletter
 - Continue to write main article for newsletter
 - Delegate writing assignments
 - Delegate design and layout tasks to others
- **Office Manager – Jaime**
 - Accounting
 - Money management
 - Scheduling
 - Less time on staff issues
 - More time to support fund raising
 - Less time as Front desk backup
 - Much more time on long term items – system changes
- **IT Director – Brett**
 - Support Ron
 - Donor tracking software
 - Onboard volunteers (working with Carole's backup)
 - Less time on Fund Raising support (May be hard to accomplish)
 - Support Carole & Volunteers – new opportunities – extended hours – work in areas that reduce staff expenses
 - Board Package Creation
 - Board Committees
 - Operations
 - Volunteer HR
 - Facilities
 - Fund Raising
 - Long Term Items
 - Animal Control Software
- **Volunteer Coordinator / Social Media – Carol**
 - Face Book – Continue with videos and photos that help get animals adopted
 - Volunteer system – continue to get additional volunteers and volunteers that will do kennel and cage activities

Update on volunteer improvements and plans

- 90 volunteers in the new system
- Approximately 10 from old system are major contributors
- 300 in old system rarely seen
- Volunteer orientation class are held more frequently than once a month
- Orientation has been redesigned to take one hour and it includes animal handling.
- ready to serve after one session

Our next step is to generate additional interest

- use lists from March April May
- catch up anyone who missed last 60 days

Determine what has gone wrong - why don't we have folks coming back / staying active?

Communicate welcome back to recently inactive volunteers - tell about new things

Direct contact with those that have come back produce interesting comments

Put new adhoc positions into Volgistics

- events - Education
- events - Fund raising
- events - Fill the van
- events - Petco

Consider new long term positions - Ride with an HO

Time was spent discussing the need for appropriate tools for the job. Specifically we discussed the software required to track donors and help increase revenues.

A variety of future wishes were expressed by those in attendance. Most of the ideas need additional research before they can be accepted as work plan items.

The meeting ended after a discussion of several items that Ron wanted our opinion on.



Finance Committee Report – July 31, 2013

Attendees: Bruce Schenk, Dennis Schenk, Linda Redfield, Jaime Jones, Ron Blaha

Agenda:

Reviewed Budget & Adjusted numbers

- Trend for Budget is that we will be \$102,954 short at Year End
- Currently have In-Kind donations reflected into the financial statement which should be a profit center in and of itself. \$9000 of expenses was added to financial statement due to adding the in-kind donations.

Potential Reasons:

- At the point at which repairs & maintenance of the shelter are no longer under warranty and things need replacing/repair
- Added CVT's and more HO's

Solutions:

- Can we take out of Schlieper Fund?
 - We did last year for CVT's as this is qualified for higher medical care for the animals
 - According to Bruce yes as long as it is for medical purposes
- Income Increase ideas
 - Appeal Letter
 - Membership Drive
 - Move more animals out with relaxed adoption guidelines
 - Finance Committee to request Operations Committee to review our adoption guidelines.
 - Re-survey Adoption Costs (where are we in comparison to other shelters)
 - Dolores had done this and stated that we are lower than most
 - We would like to review based off of shelters in the area. Wisconsin Rapids, Wausau.
 - Grants
 - Currently have received 2 grants
 - Ron has a grant put together which is going out today for our heating & electrical upgrade
- Expense Decreases
 - Payroll
 - Attempts at using more volunteers
 - Just started having volunteers help with cleaning
 - HO –
 - Hopefully altered schedule will help this
 - Vet Expense was discussed

What are we going to do:

- Take out the “In-Kind Donations from the expense”
- Bruce & Jaime to revisit on Friday August 2nd the “Revised Budget” without the in kind numbers
- Scheduled a follow up meeting on Wednesday August 7th before the Board Meeting to revisit the “Revised Budget”
 - Reclass \$2000 to Walk for Wags and the rest to Fur Ball



Budget Recap/Follow up Meeting - August 8th, 2013

Attendees: Bruce Schenk, Dennis Schenk, Linda Redfield, Jaime Jones, Ron Blaha

Agenda:

What we did from the last meeting:

- Jaime & Bruce adjusted the budget numbers and pulled out the “In-Kind” donations from the budget
- Jaime set up an excel spreadsheet in which we can review the numbers to the budget on a monthly basis and adjust accordingly. See the attached Budget

Income increasing ideas

- Now we can review the numbers against the budget monthly and adjust the budget monthly this can help us make more timely decisions
- Discussion was had about having a Membership Drive
 - This would be a non-voting Membership
- Pursue the idea of having a full-time veterinarian on staff
 - Currently we are spending the same price per year as it would be to get a full-time vet and we are only getting approx. 20 hours of a veterinarian per week.
- The Appeal letter will be out at the end of the week per Ron
- Grants
 - Here is an area in which we can tap into more funds-there are so many out there
 - Jaime to talk to Carly about looking into these

Expense reducing ideas

- Review Policies & Fees –operations committee
- Talk to UW-SP for Work Study Students
- Building R & M-Grant is out for this, we hope to hear in October.

HUMANE SOCIETY OF PORTAGE COUNTY INC
Profit & Loss Budget Performance
January through June 2013

	<u>2012 Mid-Year</u>	<u>Jan - Jun 13</u>	<u>2012 Year End</u>	<u>Annual Budget</u>	<u>Revised Budget</u>
Ordinary Income/Expense					
Income					
4000 · Dog adoption income	16,710.66	10,845.00	30,490.66	32,000.00	19,788.04
4010 · Cat adoption income	10,475.84	8,105.00	19,753.07	21,200.00	15,282.65
4020 · Other adoption income	0.00	0.00	195.00	0.00	0.00
4030 · Surrender income	3,360.00	2,180.00	6,125.00	6,100.00	3,973.96
4040 · Dog redemption income	2,959.10	2,459.14	6,139.20	6,500.00	5,101.94
4050 · Cat redemption income	399.29	250.00	777.21	800.00	486.62
4060 · Other redemption income	20.00	0.00	20.00	20.00	0.00
4080 · Quarantine income	708.33	1,100.00	1,213.33	1,000.00	1,884.24
4090 · Crematorium income	374.00		374.00	0.00	0.00
4085 · Dog Training Income	0.00	435.00	0.00	0.00	1,000.00
4116 · Rabies fee income	2,169.00	1,422.00	2,412.00	3,000.00	1,581.31
4120 · Miscellaneous shelter income	526.42	0.00	547.62	2,000.00	500.00
4130 · Boarding fee income	2,481.66	1,658.44	4,017.18	4,200.00	2,684.59
4135 · Vaccination fee income	961.00	40.00	1,126.00	2,000.00	46.87
4210 · County contract income	119,358.00	121,630.14	238,716.00	243,000.00	243,260.28
4210 · Spay/Neuter Clinic income	5,490.00		6,435.00		0.00
Total Income	165,993.30	150,124.72	318,341.27	321,820.00	295,590.51
Expense					
50000 · SHELTER EXPENSES					
5000 · Shelter payroll expense	134,090.28	145,120.11	282,368.55	286,000.00	320,875.03
5001 · UWSP work study	0.00	0.00	1,062.89	1,000.00	1,000.00
5005 · Shelter payroll tax expense	10,656.99	10,478.47	21,571.08	24,000.00	21,209.73
5010 · Shelter unemployment expense	6,473.51	6,681.79	11,076.06	9,000.00	11,432.42
5012 · Medical Reimbursement	0.00	1,020.00	3,000.00	3,000.00	3,000.00
5015 · Shelter supply expense	6,286.29	7,684.85	14,633.99	12,500.00	17,889.73
5017 · Shelter supply expense-Food	0.00	0.00	527.42		0.00
5020 · Shelter equipment expense	1,180.78	363.00	1,263.78	1,200.00	1,200.00
5021 · Animal control equipment	265.42	178.25	715.33	700.00	500.00
5025 · Shelter equip repair and mainte	1,003.76	222.00	3,446.33	3,000.00	2,000.00
5028 · Animal Control Expense	0.00	0.00	14.36		0.00
5035 · Shelter vet expense	3,616.30	5,133.91	21,877.65	21,000.00	31,058.79
5037 · Medical supply expense	12,541.82	9,316.39	15,834.00	17,000.00	11,761.91
5040 · Shelter Equipment Depreciation	6,317.68		13,812.36		0.00
5050 · Shelter uniform expense	790.29	29.96	839.64	400.00	400.00
5052 · Humane Officer uniform expense	428.00	387.81	437.99	300.00	500.00
5055 · Shelter conference expense					
5060 · Shelter conference travel		123.69		0.00	200.00
5065 · Shelter staff training		0.00	734.00	500.00	554.00
5067 · Shelter Humane Officer training		35.00	2,194.12	2,000.00	5,000.00
5096 · Rabies tag expense		83.53		400.00	100.00
5097 · Microchip expense	3,375.00	6,265.39	4,293.75	4,300.00	11,000.00
5099 · Miscellaneous shelter expense	2,914.27	711.15	3,551.18	3,500.00	2,000.00
Total 50000 · SHELTER EXPENSES	189,940.39	193,835.30	403,254.48	389,800.00	441,681.61
52000 · SPAY/NEUTER EXPENSES					
5200 · Spay/neuter payroll	5,449.60		5,449.60		0.00
5215 · Spay/neuter supplies	0.00	1,162.12	101.56	200.00	2,500.00
5235 · Spay/neuter vet expense	14,726.50	13,645.40	22,505.50	22,000.00	20,853.33
5236 · Spay/neuter assistant expense	2,554.68		2,554.68		0.00

HUMANE SOCIETY OF PORTAGE COUNTY INC
Profit & Loss Budget Performance
January through June 2013

	2012 Mid-Year	Jan - Jun 13	2012 Year End	Annual Budget	Revised Budget
5237 · Spay/neuter medical supplies	1,229.10	328.78	1,152.06	3,000.00	500.00
5240 · Spay/neuter equipment depreciation	927.75		1,855.50		0.00
Total 52000 · SPAY/NEUTER EXPENSES	24,887.63	15,136.30	33,618.90	25,200.00	23,853.33
55000 · VEHICLE EXPENSES					
5500 · Vehicle depreciation	404.57		1,423.04		0.00
5510 · Vehicle maintenance & repair e	2,115.78	1,943.42	644.49	1,000.00	3,000.00
5520 · Vehicle insurance expense	963.19	1,138.36	1,936.57	2,100.00	2,288.76
5530 · Vehicle gas	2,537.36	4,485.54	6,653.32	6,000.00	11,761.73
5535 · Mileage reimbursement	100.08	730.39	294.60	200.00	1,500.00
5540 · Vehicle License Expense	84.00		159.00		200.00
5550 · Cellular phone expense	970.54	885.32	1,586.20	1,600.00	1,446.92
Total 55000 · VEHICLE EXPENSES	7,175.52	9,183.03	12,697.22	10,900.00	20,197.41
65000 · EDUCATION EXPENSES					
6560 · Education newsletter expense	458.06	0.00	458.06	600.00	600.00
6610 · Video expense	630.00	360.00	1,624.00	1,500.00	928.00
Total 65000 · EDUCATION EXPENSES	1,088.06	360.00	2,082.06	2,100.00	1,528.00
70000 · ADMINISTRATIVE EXPENSES					
7000 · Office supply expense	316.79	598.90	1,204.47	600.00	2,277.08
7001 · Humane Officer supplies	0.00	99.50	191.30	150.00	150.00
70100 · Office equipment depreciation	690.42		1,380.84		0.00
7020 · Office equipment repair & maint	1,026.74	863.30	1,955.90	700.00	1,644.55
7050 · Dues and membership expense	355.00	405.00	525.00	525.00	525.00
7060 · Subscriptions expense	317.68	0.00	390.13	390.00	390.00
7070 · License and application fees	35.00	20.00	324.00	325.00	325.00
7080 · Accounting - in house	4,525.00	4,400.17	13,410.00	3,500.00	4,500.00
7090 · Accounting - audit	4,530.00			7,615.00	0.00
7080 · Payroll Processing fees	0.00		41.13		0.00
7110 · Postage expense	413.00	1,739.51	931.55	1,000.00	3,923.58
7120 · Telephone expense	908.27	1,424.56	1,986.75	2,000.00	2,500.00
7125 · Internet expense	170.00	525.79	1,318.45	1,400.00	4,077.81
7140 · Outside services	3,853.17	942.47	5,278.91	2,000.00	1,291.20
7150 · Bank charges	925.89	688.30	2,455.35	2,500.00	1,825.29
7160 · Insurance - workers compensatio	2,551.83	1,199.00	6,011.00	6,000.00	6,000.00
7165 · Insurance directors & officers	527.20	146.96	1,551.70	1,600.00	1,600.00
Total 70000 · ADMINISTRATIVE EXPENSES	21,145.99	13,053.46	38,956.48	30,305.00	31,029.52
75000 · HOUSING EXPENSES					
7500 · Building repair & maint expense	3,335.37	6,466.00	4,538.10	3,500.00	8,797.63
7505 · Security monitoring expense	1,007.31	546.83	1,065.81	1,100.00	1,100.00
7510 · Heat and electricity expense	11,832.37	13,884.78	24,931.60	25,750.00	29,256.17
7515 · Trash removal	1,318.10	1,272.00	2,330.70	2,000.00	2,249.18
7517 · Snowplowing	410.00	1,200.00	410.00	1,000.00	1,200.00
7520 · Water and sewer expense	2,580.80	2,984.00	5,161.60	5,000.00	5,968.00
7525 · Building depreciation	16,108.17		32,216.34		0.00
7530 · Building Improvement depreciation	0.00		355.86		0.00
7535 · Land Improvement Depreciation	3,162.09		6,324.18		0.00
7540 · Insurance property & casualty	1,189.19	583.98	2,337.68	2,500.00	2,500.00
Total 75000 · HOUSING EXPENSES	40,943.40	26,937.59	79,671.87	40,850.00	51,070.98

HUMANE SOCIETY OF PORTAGE COUNTY INC
Profit & Loss Budget Performance
January through June 2013

	2012 Mid-Year	Jan - Jun 13	2012 Year End	Annual Budget	Revised Budget
Total Expense	285,180.99	258,505.68	570,281.01	499,155.00	569,360.85
Net Ordinary Income	-119,187.69	-108,380.96	-251,939.74	-177,335.00	-273,770.35
Other Income/Expense					
Other Income					
8000 · IN-KIND DONATIONS					
8010 · IN KIND DONATIONS		40,534.00			
8015 · In-Kind Shelter Supplies		-3,500.00			
8055 · In Kind Donations-Shelter Conference		-4,935.00			
8060 · In Kind Donations-Office Supply		-3,300.00			
8065 · In Kind Donations-Office R & M		-1,000.00			
8080 · In Kind Donation-Building R & M		-1,200.00			
Total 8000 · IN-KIND DONATIONS		26,599.00			
85000 · FUNDRAISING INCOME					
8500 · Membership income	650.00	90.00	850.00		0.00
8520 · Gifts and donations income	25,292.06	57,486.13	65,297.79	62,000.00	95,000.00
8530 · Honorarium income	775.00	165.00	1,970.04	2,000.00	419.43
8900 · Interest income	40.50	20.33	6,586.22	7,000.00	3,306.12
8901 · Dividend income	0.00	0.00	3,465.84	2,000.00	1,500.00
9000 · Neuter sponsor income	6,027.80	1,950.00	9,541.10	5,500.00	3,086.56
9001 · Memorial income	7,640.05	4,235.00	11,580.05	12,500.00	6,419.00
9002 · Can donation income	2,444.05	2,588.24	6,311.08	7,500.00	6,683.41
9003 · Paws income	2,918.45	492.00	3,014.95	3,500.00	508.27
9004 · Spay/neuter clinic income	0.00	241.61	0.00	9,000.00	500.00
9005 · Kevin Ford golf outing income	0.00	2,320.00	0.00	9,000.00	10,800.00
9006 · Microchip clinic income	340.00	220.00	600.00	800.00	388.24
9013 · Fur ball income	0.00	3,302.00	27,615.70	30,000.00	30,000.00
9017 · Girls night out income	0.00	0.00	2,590.00	3,000.00	3,000.00
9023 · Walk for Wags income	10,656.00	12,545.11	10,931.00	11,000.00	12,545.00
9032 · Aluminum can recycling income	2,710.90	2,397.35	3,568.00	5,000.00	3,155.32
9300 · In-house fundraising income	2,841.62	900.00	4,588.80	5,000.00	1,453.37
9400 · Miscellaneous fund raising inco	0.00	878.20	4,554.23	5,000.00	2,000.00
9410 · Christmas appeal income	3,565.00	10,076.80	30,366.10	30,000.00	30,000.00
9415 · Christmas Ornament Income	0.00	0.00	50.00	50.00	0.00
9425 · Project Share Income	747.86		747.86		0.00
9450 · Miscellaneous other income	268.50	967.53	2,199.90	2,500.00	2,500.00
Total 85000 · FUNDRAISING INCOME	66,917.79	100,875.30	196,428.66	212,350.00	213,264.71
9499 · Sales tax discount	60.00	70.07	120.00	0.00	120.00
Total Other Income	60.00	70.07	120.00	0.00	120.00
Other Expense					
8902 · Unrealized gain/loss on investments	0.00		-30,555.29		0.00
8909 · Investment fees expense	0.00	0.00	5,627.94	5,000.00	5,000.00
8915 · Gain/loss on asset disposal	0.00		-500.00		0.00
8920 · Capital gain/loss on investment	0.00	0.00	-8,556.51	8,000.00	0.00
9500 · FUNDRAISING EXPENSES					
· In House Fundraising expense	0.00		1,292.17		0.00

HUMANE SOCIETY OF PORTAGE COUNTY INC
Profit & Loss Budget Performance
January through June 2013

	2012 Mid-Year	Jan - Jun 13	2012 Year End	Annual Budget	Revised Budget
9501 · Memorial expense	0.00	19.83	0.00		0.00
9503 · Paws campaign expense	0.00	0.00	66.48	65.00	0.00
9513 · Fur ball expense	0.00	0.00	6,971.59	5,000.00	7,000.00
9517 · Girls night out expense	0.00	0.00	1,247.50	1,200.00	1,200.00
9523 · Walk for the Wags expense	442.04	2,391.30	2,782.71	3,000.00	2,400.00
9535 · Kevin Ford golf outing expense	0.00	184.00	0.00	4,000.00	4,064.00
9895 · Project share expense	0.00		799.36		0.00
9900 · Miscellaneous fund raising expe	0.00	525.86		1,200.00	1,200.00
9910 · Christmas appeal expense	0.00	3,291.00	4,043.88	4,100.00	4,100.00
Total 9500 · FUNDRAISING EXPENSES	442.04	6,411.99	-16,780.17	31,565.00	24,964.00
9970 · Bad debt expense	0.00	-23.00			0.00
9980 · Interest expense	0.00	12.64			0.00
9990 · NSF checks	0.00	119.65	2,817.47	100.00	300.00
9995 · Miscellaneous other expense	0.00	-3.58			0.00
Total Other Expense	0.00	105.71	2,817.47	100.00	300.00
Net Other Income	66,535.75	121,026.67	210,511.36	180,685.00	188,120.71
Net Income	-52,651.94	12,645.71	-41,428.38	3,350.00	-85,649.64

HUMANE SOCIETY OF PORTAGE COUNTY INC

Balance Sheet

As of June 30, 2013

	<u>Jun 30, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
1005 · Petty cash	100.00
1032 · Associated Bank checking	8,832.59
1034 · US Bank checking	4,465.19
1042 · Associated Bank money market	78,962.89
1043 · Pay Pal account	421.21
1047 · Stevens Point Post Office	98.09
Total Checking/Savings	<u>92,879.97</u>
Accounts Receivable	
11000 · Accounts Receivable	1,654.72
Total Accounts Receivable	<u>1,654.72</u>
Other Current Assets	
1045 · Capital Expenditure Fund	130,431.99
1046 · Schlieper Fund	180,194.49
1048 · Community Foundation Endowment	97,096.18
Total Other Current Assets	<u>407,722.66</u>
Total Current Assets	<u>502,257.35</u>
Fixed Assets	
1500 · Land	109,061.00
1502 · Land improvements	106,780.70
1503 · A/D - land improvements	-74,110.60
1512 · Building	1,256,437.17
1514 · A/D - building	-158,334.15
1520 · Building improvements	10,650.00
1530 · Shelter equipment	141,974.51
1531 · A/D - shelter equipment	-98,239.41
1540 · Office equipment	32,185.89
1541 · A/D - office equipment	-14,867.13
1545 · Spay/neuter equipment	16,923.34
1546 · A/D - spay/neuter equipment	-13,266.97
1550 · Vehicles	33,465.59
1551 · A/D - vehicles	-28,926.03
Total Fixed Assets	<u>1,319,733.91</u>
TOTAL ASSETS	<u><u>1,821,991.26</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2011 · Associated Bank-Visa	852.27
2014 · Kwik Trip Card	671.72
Total Credit Cards	<u>1,523.99</u>
Other Current Liabilities	
2010 · Unearned contract income	60,815.04
2030 · Dog licenses payable	289.00
2040 · Wisconsin sales tax payable	207.71
Total Other Current Liabilities	<u>61,311.75</u>
Total Current Liabilities	<u>62,835.74</u>
Total Liabilities	<u>62,835.74</u>
Equity	
3000 · Opening Balance Equity	-1,352.00
3040 · Retained earnings	1,802,748.16
3050 · Prior period adjustment	-13,237.80
32000 · Unrestricted Net Assets	-41,641.97
Net Income	<u>12,639.13</u>

HUMANE SOCIETY OF PORTAGE COUNTY INC
Balance Sheet
As of June 30, 2013

	<u>Jun 30, 13</u>
Total Equity	<u>1,759,155.52</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,821,991.26</u></u>

HUMANE SOCIETY OF PORTAGE COUNTY INC

Profit & Loss Budget Performance

June 2013

	Jun 13	Budget	Jan - Jun 13	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · Dog adoption income	1,700.00	2,666.67	10,845.00	16,000.02	32,000.00
4010 · Cat adoption income	1,525.00	1,766.67	8,105.00	10,600.02	21,200.00
4030 · Surrender income	120.00	508.33	2,180.00	3,049.98	6,100.00
4040 · Dog redemption income	510.00	541.67	2,459.14	3,250.02	6,500.00
4050 · Cat redemption income	60.00	66.67	250.00	400.02	800.00
4060 · Other redemption income	0.00		0.00	20.00	20.00
4080 · Quarantine income	0.00	83.33	1,100.00	499.98	1,000.00
4085 · Dog Training Income	435.00		435.00		
4116 · Rabies fee income	0.00	250.00	1,422.00	1,500.00	3,000.00
4120 · Miscellaneous shelter income	0.00	166.67	0.00	1,000.02	2,000.00
4130 · Boarding fee income	163.44	350.00	1,658.44	2,100.00	4,200.00
4135 · Vaccination fee income	0.00	166.67	40.00	1,000.02	2,000.00
4210 · County contract income	20,271.69	20,250.00	121,630.14	121,500.00	243,000.00
Total Income	24,785.13	26,816.68	150,124.72	160,920.08	321,820.00
Expense					
50000 · SHELTER EXPENSES					
5000 · Shelter payroll expense	22,770.39	23,833.33	145,120.11	142,999.98	286,000.00
5001 · UWSP work study	0.00	83.33	0.00	499.98	1,000.00
5005 · Shelter payroll tax expense	1,118.71	2,000.00	10,478.47	12,000.00	24,000.00
5010 · Shelter unemployment expense	944.80	750.00	6,681.79	4,500.00	9,000.00
5012 · Medical Reimbursement	0.00	1,000.00	1,020.00	2,000.00	3,000.00
5015 · Shelter supply expense	4,510.82	1,041.67	11,320.68	6,250.02	12,500.00
5020 · Shelter equipment expense	0.00	100.00	363.00	600.00	1,200.00
5021 · Animal control equipment	19.00	58.33	89.00	349.98	700.00
5025 · Shelter equip repair and mainte	0.00	250.00	222.00	1,500.00	3,000.00
5035 · Shelter vet expense	628.99	1,750.00	5,133.91	10,500.00	21,000.00
5037 · Medical supply expense	960.71	1,416.67	9,316.39	8,500.02	17,000.00
5050 · Shelter uniform expense	0.00	33.33	29.96	199.98	400.00
5052 · Humane Officer uniform expense	0.00	25.00	387.81	150.00	300.00
5055 · Shelter conference expense	4,935.00		4,935.00		
5060 · Shelter conference travel	0.00		123.69		
5065 · Shelter staff training	0.00	41.67	0.00	250.02	500.00
5067 · Shelter Humane Officer training	0.00	166.67	35.00	1,000.02	2,000.00
5096 · Rabies tag expense	0.00	33.33	83.53	199.98	400.00
5097 · Microchip expense	4,952.89	358.33	6,265.39	2,149.98	4,300.00
5099 · Miscellaneous shelter expense	35.00	291.67	711.15	1,750.02	3,500.00
Total 50000 · SHELTER EXPENSES	40,876.31	33,233.33	202,316.88	195,399.98	389,800.00
52000 · SPAY/NEUTER EXPENSES					
5215 · Spay/neuter supplies	45.25	16.67	1,162.12	100.02	200.00
5235 · Spay/neuter vet expense	1,320.24	1,833.33	13,645.40	10,999.98	22,000.00
5237 · Spay/neuter medical supplies	241.78	250.00	328.78	1,500.00	3,000.00
Total 52000 · SPAY/NEUTER EXPENSES	1,607.27	2,100.00	15,136.30	12,600.00	25,200.00
55000 · VEHICLE EXPENSES					
5510 · Vehicle maintenance & repair e	0.00	83.33	1,943.42	499.98	1,000.00
5520 · Vehicle insurance expense	377.93	175.00	1,138.36	1,050.00	2,100.00
5530 · Vehicle gas	671.72	500.00	4,485.54	3,000.00	6,000.00
5535 · Mileage reimbursement	0.00	16.67	730.39	100.02	200.00
5550 · Cellular phone expense	0.00	133.33	885.32	799.98	1,600.00
Total 55000 · VEHICLE EXPENSES	1,049.65	908.33	9,183.03	5,449.98	10,900.00
65000 · EDUCATION EXPENSES					
6560 · Education newsletter expense	0.00	50.00	0.00	300.00	600.00
6610 · Video expense	0.00	125.00	360.00	750.00	1,500.00
Total 65000 · EDUCATION EXPENSES	0.00	175.00	360.00	1,050.00	2,100.00
70000 · ADMINISTRATIVE EXPENSES					
7000 · Office supply expense	3,360.94	50.00	3,898.90	300.00	600.00
7001 · Humane Officer supplies	0.00	12.50	99.50	75.00	150.00
7020 · Office equipment repair & maint	1,000.00	58.33	1,863.30	349.98	700.00
7050 · Dues and membership expense	135.00	43.75	405.00	262.50	525.00
7060 · Subscriptions expense	0.00	32.50	0.00	195.00	390.00
7070 · License and application fees	0.00	27.08	20.00	162.48	325.00
7080 · Accounting - in house	70.99	291.67	4,400.17	1,750.02	3,500.00
7110 · Postage expense	851.60	83.33	1,739.51	499.98	1,000.00
7120 · Telephone expense	195.66	166.67	1,424.56	1,000.02	2,000.00
7125 · Internet expense	84.39	116.67	525.79	700.02	1,400.00
7140 · Outside services	0.00	166.67	942.47	1,000.02	2,000.00
7150 · Bank charges	129.53	208.33	688.30	1,249.98	2,500.00
7160 · Insurance - workers compensatio	0.00	500.00	1,199.00	3,000.00	6,000.00
7165 · Insurance directors & officers	73.48	133.33	146.96	799.98	1,600.00
Total 70000 · ADMINISTRATIVE EXPENSES	5,901.59	1,890.83	17,353.46	11,344.98	22,690.00
7090 · Accounting - audit	0.00	140.00	0.00	4,530.00	7,615.00
75000 · HOUSING EXPENSES					
7500 · Building repair & maint expense	-709.43	291.67	7,666.00	1,750.02	3,500.00
7505 · Security monitoring expense	132.00	91.67	546.83	550.02	1,100.00
7510 · Heat and electricity expense	1,722.38	2,145.83	13,884.78	12,874.98	25,750.00
7515 · Trash removal	212.00	166.67	1,272.00	1,000.02	2,000.00
7517 · Snowplowing	0.00	83.33	1,200.00	499.98	1,000.00
7520 · Water and sewer expense	0.00	416.67	2,984.00	2,500.02	5,000.00
7540 · Insurance property & casualty	73.49	208.33	583.98	1,249.98	2,500.00

HUMANE SOCIETY OF PORTAGE COUNTY INC

Profit & Loss Budget Performance

June 2013

	Jun 13	Budget	Jan - Jun 13	YTD Budget	Annual Budget
Total 75000 · HOUSING EXPENSES	1,430.44	3,404.17	28,137.59	20,425.02	40,850.00
Total Expense	50,865.26	41,851.66	272,487.26	250,799.96	499,155.00
Net Ordinary Income	-26,080.13	-15,034.98	-122,362.54	-89,879.88	-177,335.00
Other Income/Expense					
Other Income					
8000 · IN-KIND DONATIONS					
8010 · IN KIND DONATIONS	40,534.00		40,534.00		
Total 8000 · IN-KIND DONATIONS	40,534.00		40,534.00		
85000 · FUNDRAISING INCOME					
8500 · Membership income	90.00		90.00		
8520 · Gifts and donations income	-481.96	5,166.67	57,486.13	31,000.02	62,000.00
8530 · Honorarium income	90.00	166.67	165.00	1,000.02	2,000.00
8900 · Interest income	5.52	583.33	20.33	3,499.98	7,000.00
8901 · Dividend income	0.00	166.67	0.00	1,000.02	2,000.00
9000 · Neuter sponsor income	285.00	458.33	1,950.00	2,749.98	5,500.00
9001 · Memorial income	515.00	1,041.67	4,235.00	6,250.02	12,500.00
9002 · Can donation income	41.88	625.00	2,588.24	3,750.00	7,500.00
9003 · Paws income	291.00	1,750.00	492.00	3,500.00	3,500.00
9004 · Spay/neuter clinic income	0.00	750.00	241.61	4,500.00	9,000.00
9005 · Kevin Ford golf outing income	1,920.00		2,320.00	9,000.00	9,000.00
9006 · Microchip clinic income	220.00	66.67	220.00	400.02	800.00
9013 · Fur ball income	2,252.00		3,302.00		30,000.00
9017 · Girls night out income	0.00		0.00		3,000.00
9023 · Walk for Wags income	11,490.11	11,000.00	12,545.11	11,000.00	11,000.00
9032 · Aluminum can recycling income	947.20	416.67	2,397.35	2,500.02	5,000.00
9300 · In-house fundraising income	0.00	416.67	900.00	2,500.02	5,000.00
9400 · Miscellaneous fund raising inco	135.20	416.67	878.20	2,500.02	5,000.00
9410 · Christmas appeal income	0.00		10,076.80		30,000.00
9415 · Christmas Ornament Income	0.00		0.00		50.00
9450 · Miscellaneous other income	0.00	208.33	967.53	1,249.98	2,500.00
Total 85000 · FUNDRAISING INCOME	17,800.95	23,233.35	100,875.30	86,400.10	212,350.00
9499 · Sales tax discount	10.07		70.07		
Total Other Income	58,345.02	23,233.35	141,479.37	86,400.10	212,350.00
Other Expense					
8909 · Investment fees expense	0.00	416.67	0.00	2,500.02	5,000.00
8920 · Capital gain/loss on investment	0.00	666.67	0.00	4,000.02	8,000.00
9500 · FUNDRAISING EXPENSES					
9501 · Memorial expense	0.00		19.83		
9503 · Paws campaign expense	0.00	65.00	0.00	65.00	65.00
9513 · Fur ball expense	0.00		0.00		5,000.00
9517 · Girls night out expense	0.00		0.00		1,200.00
9523 · Walk for the Wags expense	2,126.50	3,000.00	2,391.30	3,000.00	3,000.00
9535 · Kevin Ford golf outing expense	0.00	4,000.00	184.00	4,000.00	4,000.00
9900 · Miscellaneous fund raising expe	112.80	100.00	525.86	600.00	1,200.00
9910 · Christmas appeal expense	0.00		3,291.00		4,100.00
Total 9500 · FUNDRAISING EXPENSES	2,239.30	7,165.00	6,411.99	7,665.00	18,565.00
9970 · Bad debt expense	0.00		-23.00		
9980 · Interest expense	0.00		12.64		
9990 · NSF checks	-95.00	8.33	119.65	49.98	100.00
9995 · Miscellaneous other expense	0.00		-3.58		
Total Other Expense	2,144.30	8,256.67	6,517.70	14,215.02	31,665.00
Net Other Income	56,200.72	14,976.68	134,961.67	72,185.08	180,685.00
Net Income	30,120.59	-58.30	12,599.13	-17,694.80	3,350.00



Fund Raising Committee Minutes – July 27,, 2013

Attendees: Lisa Kunst (chair), Lyne Kawleski, Ann Barrett, Brett Jarman, Ron Blaha

Absent: Jared Redfield, Kelly Higgins, Ken Higgins, Tom Kelbe

The meeting started out with a recap discussion of the golf event . We want to do this again next year! Ideas for next year include:

- Single price for hole sponsors
- Serve lunch ahead of event
- Find a sponsor for golf shirts for those that register early
- Start earlier in the year to find golfers
- Reduced price for members of Wisconsin River
- Different prize structure
- Dinner presentations – use two monitors – one for golf photos and one for HSPC message
- Thank you letters for golfers (assumes we have their address about ½ did not supply this)
- Thank you certificates for hole sponsors
- There were lots of things we liked

Fund raising meeting for Fur Ball Kick off will be before the board meeting on August 14 at 4 PM.

The last half of the meeting was the development of a menu of things people / groups / companies can consider for sponsorship. Many companies budget in the fall for next year and we wanted to have a menu available for their consideration.

Sponsored Item	Golf	Walk for Wags	Fur Ball	Wags to Wishes
Bag sponsor (you logo and HSPC logo on a cloth drawstring bag)	\$ 250.00	\$ 500.00		
Event Sponsor	\$ 2,000.00	\$ 4,000.00	\$ 5,000.00	
Food Sponsor -Lunch	\$ 500.00	\$ 1,000.00		
Food Sponsor - Dinner	\$ 1,000.00			
Large raffle item > \$1,000 - your name on the raffle ticket			(the raffle ticket item)	
Tent		\$ 250.00		
Silent Auction Items > \$100 Your name next to the item and listed as a sponsor			An item in the auction	
Entertainment		\$ 500.00	\$ 1,000.00	
T-Shirt - your logo on the shirt		\$ 500.00		
T-Shirt - your name on the shirt		\$ 250.00		
Golf Shirt - HSPC and Your name & logo on shirt - shirt sent in advance to preregistered golfers	\$ 4,000.00			
Team Sponsor - 4 walkers		\$ 250.00		
Team sponsor - foursome + 2 folks to run a game or promote at a hole				
a hole sponsor sign, 6 lunches & 6 dinners	\$ 800.00			
Basket items < \$100	The basket items	The basket items	The basket items	
Hole sponsor sign	\$ 200.00			
Table or booth at the event		\$ 100.00	\$ 200.00	



Education Committee Minutes – August 9, 2013

Attendees: Jared Redfield, Sheila Kessler, Joan Simon, Ron Blaha, Linda Redfield

Absent: Tom Kelble

The committee discussed our efforts in educating the public about the shelter and its contribution to the community. Ron noted that presentations have been made to the Optimist Club, the Retired Teachers Association, the Stevens Point Women's Club, McDill and Roosevelt schools, church groups, a Girl Scout troop, and municipalities of Plover, Junction City and Rosholt. It was noted that our mission statement includes "teaching humane awareness and respect for all life" and that these presentations help to increase awareness of our mission as well as provide a positive source of PR for the Shelter.

Ron showed the Power Point used to describe the shelter and our activities as well as the dog bite Power Point. We would be looking for volunteers to present these programs on an as needed basis as requests come in to the Shelter. Currently Kerry Klismith and Judy Volkening have been doing these presentations, but we need more help.

The committee went on to a discussion of the status of training classes at the shelter. It appears at this time that there will be four in the Beginning Manners class starting on August 12. We talked about additional ways of advertising classes. Joan will call the YMCA to see if they still get requests for dog training and ask them to refer them to us if they do. She will also prepare a first draft of a press release for all media announcing classes at the Shelter.

It was suggested that another offering might be a "Naughty Dogs" class to be taught on a one-on-one basis for specific behavioral issues. The suggested fee would \$50 for an hour with a 25% discount for pets adopted from us. There is no other place in the community offering help with dog behavioral issues and perhaps this will fill a void.

Linda will call the Journal, the Gazette and the Buyers Guide to inquire about the costs of classified ads for training classes.



Humane Society of Portage County

IT Status Report – August 11, 2013

Starting in April 2013 this report has a new format. Active items are shown first. Completed items follow in date order (most recently completed items first)

Active Projects:

- Train Ron on the use of the grant program and use of the database. Meeting with Laura Polum to discuss grant writing and to provide access to the grant writing software.
- Garrett Ryan has been recruited as a volunteer web designer to help improve the presentation of our web content. Proposed new look for web site is shown below

The screenshot displays the Humane Society of Portage County website. The header features the organization's logo and the tagline "Protecting Animals & Serving People Since 1969". A navigation bar includes links for Adoptable Pets, Donate, Lost & Found, How To Help, Events, FAQs, and Contact. The main content area is dominated by a large banner for the "WALK FOR WAGS" event on Sunday, June 23, at PfiFFner Pioneer Park, sponsored by Team Schierl Companies. To the left, an "Events" sidebar lists upcoming activities: Walk For Wags (June 23), Kevin P. Ford Memorial Golf Outing (July 20), and Fill The Van - Copps (Sept 6). Below the banner, there are sections for "Donate to HSPC" with a photo of a dog, "Follow/Available Pets" with social media icons, "FUNDRAISERS" with a photo of a woman and dogs, and "OUR MISSION" with a photo of the building. The footer contains copyright information, hours of operation, and contact details.

HUMANE SOCIETY OF PORTAGE COUNTY

Protecting Animals & Serving People Since 1969

Adoptable Pets Donate Lost & Found How To Help Events FAQs Contact

WALK FOR WAGS

SUNDAY, JUNE 23

PFIFFNER PIONEER PARK

SPONSORED BY TEAM SCHIERL COMPANIES

Events

JUN 23 Walk For Wags

JULY 20 Kevin P. Ford Memorial Golf Outing

SEPT 6 Fill The Van - Copps

All Events

Donate to HSPC

Follow/Available Pets

f t y Petfinder.com

News/Information

FUNDRAISERS

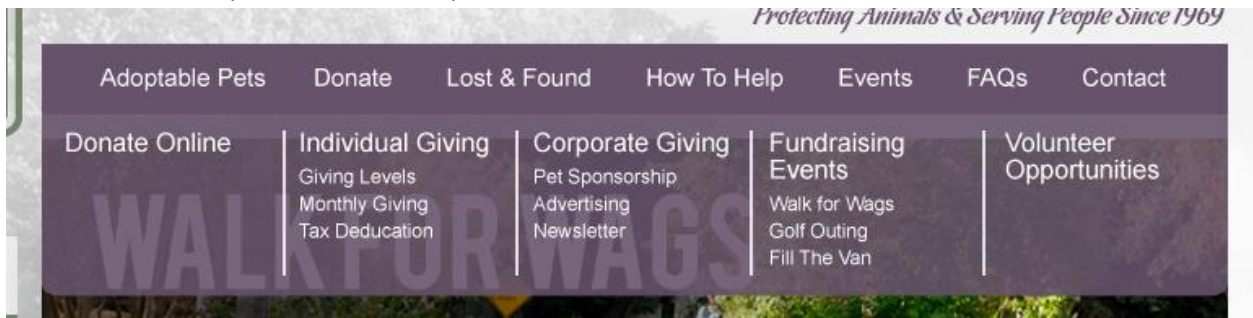
Walk For Wags is a community event for animals to benefit the HSPC. Bring yourself and your dog and have a great time this weekend. [Click to sign-up now.](#)

OUR MISSION

Is to prevent cruelty, abuse, neglect and overpopulation of companion animals while seeking adoption of these animals into compatible homes, and teaching humane awareness and respect for all life, thus helping to build a better community.

© 2013 Humane Society of Portage County | 3200 Iber Lane, Plover, WI 54467 | executive_director@hspcwi.org | 715-344-6012
Hours of Operation: Mon/Tues/Thurs/Fri: 11AM-5PM | Sat/Sun: 11AM-3PM | Closed Wednesdays & Holidays
Website by [Garrett Ryan Design](#)

- Here we see a sample of how the drop down menu will work



Ryan provided an update the first week of August that his work was progressing and that we may have something to begin our integration with later in August.

- Animal Shelter Manager Software ~~or Pet Point Software~~
 - This selection of software continues to be investigated. Shelter Manager may be working on the development of some features to help Humane Officers. They are working to find us a customer that is closer than southern Illinois. A shelter north of Green Bay uses the software.
 - Animal Shelter Manager does not provide a robust solution for Humane Officer reports. While attending the HSUS conference in Nashville, time was spent using Pet Point software. Pet Point Software has a monthly cost of \$150 compared to Animal Shelter Manager's monthly cost of \$30. Animal Shelter Manager has utilities that allow the importing of our existing data. Pet Point hopes to offer this solution in the last quarter of 2013.
 - Additional investigations hint that PetPoint will actually cost us more than we had originally believed. PetPoint did not provide a favorable response to our request for additional information. Other PetPoint information was supplied by a previous PetPoint employee. PetPoint does not work with the microchips we currently use.
 - Pet Point has additional functions that support our HO department that do not exist in Animal Shelter Manager. I am doing additional investigations and believe that we will have lower risk and better support if we choose PetPoint.
 - Jaime Jones and Brett Jarman spent a day with the animal shelter in Oconto. The Oconto shelter has been using Animal Shelter Manager for more than a year. The presentation, ease of use and feature set match HSPC's requirements. Lots of notes were taken. Based on the success of the Oconto trip and the lower costs for Animal Shelter Manager work has begun on an implementation plan. Starting point may be the conversion of our lost and found processes.
 - ~~○ Plan to attend the Pet Point conference in Chicago in September.~~
 - ~~○ Plan to visit St Francis Care shelter in Murphysboro Illinois. Executive director Kay Cresse. Kay will allow us to make a visit. They have been using Animal Shelter Manager for 2 years and they are very pleased with it. I am now looking for a local Pet Point user for a site visit.~~
- Investigate Donor administration software - this is a prerequisite to the use of Alpha Dog fund raising program.
 - DonorPerfect demo system is being experimented with
 - DonorCommunity webinar and discussions with sales rep
 - Selected DonorPerfect and completed acquisition and initial tailoring.
 - Expecting system to be available before end of August

Completed in July 2013

- July had several things that delayed project work.
 - The very successful golf event required support time:
 - Registration
 - Hole Sponsor sign development
 - PowerPoint presentation
 - Mulligan cards
 - Volunteer and Materials organization and transport
 - Thank yous for golfers and certificates for hole sponsors
 - Helped with the development of a shelter staffing model / schedule
 - Helped develop different versions of wish lists for Fill the Van events
- During July there were several additions to the website
 - Photos of the parking lot expansion



- Additional video links added
- Dog training updates and newspaper article



- Cruise'n for Critters
- Golf event photos
- Boy Scout Service Project benches
- Dale Schuh Dollars for Paws
- Jay-Mar dogs days of summer event

- Banner chnges on home page to promote events
- Fill the Van pages updated
- Web Partners pages added
- HSPC Logo Tshirt pages added



- HSPC Shelter Trading Post pages added
- Cat Toyspage added
- Volgistics software updates
 - A second monitor that shows volunteers on site in the lobby
 - Additional event jobs added for Fill the van events

For Items completed in prior months please access the July 2013 board package.



170 volunteers in the system

32 are in applicant status

138 active and trained

83 performed some service to HSPC in July

19 performed more than 10 hours in July

1,021 volunteer hours in were performed in July

Dog Kennel crew began to have service hours in July

As of August 11 there have been 480 hours performed (a pace faster than July)

In August we began to get service hours for Cat Cage crew and Vet Tech Assistant



Monthly Service By Assignment

July 2013

Assignment	Jul 2013 Hours	Jul 2013 Volunteer Count	Total Hours	Total Volunteer Count
A Dorsey	209:29	11	209:29	11
Administrative Assistant	8:25	1	8:25	1
Adoptions Counselor	0:00	0	0:00	0
Building Maintenance	9:09	1	9:09	1
Cat Cage Crew	0:00	0	0:00	0
Cat Socialization	169:09	23	169:09	23
Community Service	55:02	2	55:02	2
Dog Kennel Crew	8:05	1	8:05	1
Dog Walker	286:49	47	286:49	47
Evening Animal Care	0:00	0	0:00	0
Fill The Van - Jay-Mar	0:00	0	0:00	0
Fill The Van - Petco	0:00	0	0:00	0
Fill The Van - Trigs	0:00	0	0:00	0
Housekeeping	10:07	1	10:07	1
IT Technician	187:05	1	187:05	1
Medical Assistant	0:00	0	0:00	0
Photographer	11:07	1	11:07	1

Assignment	Jul 2013 Hours	Jul 2013 Volunteer Count	Total Hours	Total Volunteer Count
Reception / Greeter	0:00	0	0:00	0
Videographer	0:00	0	0:00	0
Youth Assistant	63:19	9	63:19	9
(None)	4:06	2	4:06	2
Grand total	1,021:52	83	1,021:52	83

Significant Contributions

Date	Comments	Gift Type	Amount
02-Mar-13	THANK YOU SO MUCH FOR YOUR DONATION IN MEMORY OF YOUR DOG THAT HAS PASSED. WE GREATLY APPRECIATE IT.	Memorial	\$1,000
09-Mar-13	THANK YOU FOR YOUR DONATION IN MEMORY OF YOU MOTHER, SANDRA BURDA IT'S GREATLY APPRECIATED	Memorial	\$650
21-Mar-13	THANK YOU FOR YOUR DONATION!!	Gift	\$763
04-Apr-13	TRUST ACCOUNT DISTRIBUTION FROM THE LATE HELEN BARTKOWIAK	Gift	\$31,818
11-Apr-13	THANK YOU SO VERY MUCH FOR YOUR VERY GENEROUS DONATION!!!!	Gift	\$600
25-Apr-13	WAL-MART/SAMS GIFT CARD ! THANK YOU FOR YOUR GENEROUS DONATION	Gift	\$500
30-Apr-13	VISTA ROYALLE CAMPGROUND - LABOR DAY CHARITY EVENT IN MEMORY OF JANET READER.	Memorial	\$500
11-May-13	THANK YOU FOR YOUR GENEROUS DONATION!!!!	Gift	\$1,000
13-May-13	Scheierl Buy-A-Bone	Gift	\$4,252
13-May-13	GANNETT NATIONAL SHARED SERVICE CENTER	Gift	\$542
14-May-13	Photocopier / scanner / printer	Gift	\$2,275
31-May-13	THANK YOU SO VERY MUCH FOR YOUR DONATION!!!!	Gift	\$500
03-Jun-13	GRANT FROM PLBA	Grant	\$500
11-Jul-13	IN MEMORY OF JIM BABLITCH, THANK YOU	Memorial	\$500
23-Jul-13	CASH GIVEN IN MEMORY OF BRIAN FELDNER	Memorial	\$580
24-Jul-13	THANK YOU VERY MUCH!	Gift	\$500
31-Jul-13	PARKING LOT AND GRAIN BIN	Gift	\$9,100

Some of these gifts may have been reported in an earlier month. Some may have been missed. A new process to identify and report these gifts was implemented in July.

Humane Society of Portage County Animal Control Report

07/01/2013-07/31/2013

Municipality	# Complaints	# Bites	# RAL	Barking Dog	Neglect	Rescue	Stray (HO Pick Up)	Vicious Dog
Other	2			1	1			
Stevens Point	75	5	12	2	4		52	
T. Alban	2	1			1			
T. Almond	2			1			1	
T. Amherst	3						3	
T. Belmont	2						2	
T. Buena Vista	0							
T. Carson	0							
T. Dewey	0							
T. Eau Pleine	1				1			
T. Grant	5	2	2				1	
T. Hull	12		2	1	1		8	
T. Lanark	6						5	1
T. Lindwood	4						4	
T. New Hope	0							
T. Pine Grove	0							
T. Plover	3		1				2	
T. Sharon	2				1			1
T. Stockton	1	1						
V. Almond	1			1				
V. Amherst	2		1				1	
V. Amherst Junction	3						3	
V. Junction City	0							
V. Nelsonville	0							
V. Park Ridge	1						1	
V. Rosholt	6						6	
V. Whiting	0							
T. Bevent	0							
V. Plover	15	3	2	4			6	
Total	148	12	20	10	9	0	95	2
YTD Total	607	62	96	31	56	5	348	9

DOG AND CAT REPORT JULY 2013 YTD

HSPC is an Adoption Guarantee facility. This means that all healthy animals are kept for adoption until a home is found or until circumstances would change. Some animals adopt quickly while others are with us for many months but we keep looking for a great home for each and every one of our "adoptables."

We take our commitment to our animals and community very seriously and try to do the best for the animals first while considering what is also best for the community. It happens periodically that an animal is no longer adoptable if there are serious health or behavioral concerns. In these situations euthanasia may be our only recourse if an animal has dangerous behavior or temperament that can't be corrected, a fatal or chronic disease, or is seriously injured.

CATS	INCOMING							Incoming Total		
	Surrendered	Stray	Euthanasia	Impounded	Quarantined	Transfers	Abandoned			
January '13	33	16	0	0	0	0	0	49		
February '13	15	15	0	0	0	0	0	30		
March '13	15	28	0	0	1	0	0	44		
April '13	70	35	0	0	0	0	2	107		
May '13	36	67	0	1	0	0	1	105		
June '13	11	89	0	2	0	1	0	103		
July '13	21	109	0	0	0	0	1	131		
August '13								0		
September '13								0		
October '13								0		
November '13								0		
December '13								0		
Total	201	359	0	3	1	1	4	569		
DOGS	INCOMING							Incoming Total		
	Surrendered	Stray	Euthanasia	Impounded	Quarantined	Transferred	Abandoned			
January '13	4	11	0	2	2	0	0	19		
February '13	2	18	0	2	2	0	0	24		
March '13	8	21	0	1	1	0	0	31		
April '13	14	30	0	0	1	0	0	45		
May '13	11	24	0	0	2	0	0	37		
June '13	6	25	0	4	0	1	0	36		
July '13	7	36	0	0	2	0	0	45		
August '13								0		
September '13								0		
October '13								0		
November '13								0		
December '13								0		
Total	52	165	0	9	10	1	0	237		
CATS	OUTGOING									Outgoing Total
	Adopted	Breed Rescue	Fostered	Reclaimed	Euthanized	Released	Transferred	Escaped	Died	
January '13	35		4	1	18	0	44	0	0	102
February '13	3		0	0	2	0	1	0	0	6
March '13	31		0	15	15	0	4	0	2	67
April '13	29		0	6	26	0	3	0	0	64
May '13	32		6	5	28	0	31	0	0	102
June '13	33		8	3	22	0	12	0	1	79
July '13	56		13	3	38	0	1	0	8	119
August '13										0
September '13										0
October '13										0
November '13										0
December '13										0
Total	219		31	33	149	0	96	0	11	539
DOGS	OUTGOING									Outgoing Total
	Adopted	Breed Rescue	Fostered	Reclaimed	Euthanized	Released	Transferred	Escaped	Died	
January '13	12	3	0	10	0	0	1	0	0	26
February '13	5	5	0	13	3	0	0	0	0	26
March '13	9	0	0	15	0	0	4	0	0	28
April '13	22	1	0	17	2	0	0	0	0	42
May '13	10	0	1	22	0	0	0	0	0	33
June '13	10	0	2	19	3	0	0	0	1	35
July '13	16	0	0	22	3	0	0	0	0	41
August '13										0
September '13										0
October '13										0
November '13										0
December '13										0
Total	84	9	3	118	11	0	5	0	1	231