

Humane Society of Portage County

September 2013 Board Information Package

Next Board Meeting September 11, 2013

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

4:00 PM Fundraising Meeting

5:00 PM Optional Pre-meeting training – Budget Review

5:30 PM Board Meeting

This package contains the following information

- Board Agenda
- Minutes from August meeting
- Executive Director Report
- Operations Committee Report
 - Board Member Committee Assignments
- Finance Committee Report
 - Multiple meetings to review and revise budget – no minutes
 - Financial Statements (Final July statements)
- Fund Raising Committee Report
- Volunteer & HR Committee Report
- Education Committee Report-No Meeting
- Information Technology Status Report
- Volunteer time report
- Volunteer Newsletter
- Significant Contributions to HSPC
- Animal Control Report
- Animal Activity Report



Board of Directors Meeting Agenda

September 11, 2013 5:30 pm

5:30 p.m.	Call to Order of Board Meeting	L. Redfield
5:35 p.m.	Approval of Minutes – August 14, 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

August 14, 2013

Prior to board meeting, Brett conducted a presentation to board members about our new DonorPerfect Online software

1. Call to Order

L. Redfield

Meeting was called to order at 5:30 pm

2. Roll Call

L. Redfield

Present: Linda Redfield, Brett Jarman, Bruce Schenk, Ann Barrett, Lyne Kawleski Jared Redfield, Dennis Schenk, Kelly Higgins, Ken Higgins, Eugene Mancl

Absent: Sheila Kessler, Tom Kelble, Lisa Kunst

Guest: Laura McPartland

3. Approval of Minutes

Motion: to approve minutes from July 10, 2013 meeting (Kawleski, D. Schenck) motion carried.

4. Board Seating and Resignations

L. Redfield

a. No new members

5. Committee Reports

a. Operations Committee

i. Executive Director Report - (see ED report distributed in advance)

R. Blaha

a. Dolores has stepped down and Amanda Volkening is our new Adoption coordinator. Dog and cat applications will go online. Adoption criteria is being updated and suggestions being compiled for the operations committee and the board.

b. HSPC received a wonderful donation from the Seramur Foundation for the parking lot and grain bin.

c. Tyler Jaworski, a boy scout made and donated benches for the trail.

d. This Sunday is a fundraiser at Belt's Softserve.

e. Ron submitted a grant application for a \$17,000 air conditioning unit. Eugene helped with that grant.

ii. Operations Issues

B. Jarman

a. Committee structure and meeting schedule will be updated.

b. Operations committee met and held a small scale strategic planning session on issues in our immediate future. Major issues being financial, critical services, unity and capacity for change, priorities and action plans for key personnel.

b. Finance Committee

B. Schenk

i. Bruce reported the committee met and compared this year's and last year's mid year numbers and we are down. Some options are the summer appeal letter, a survey to review our adoption fees and contract and consider bringing on full time vet for cost savings and full time health benefits for the animals. Would like to consider a membership drive again with benefits like an annual decal. Will continue to apply for grants and consider renting our back yard for events.

c. Fundraising Committee

A. Barrett

i. The committee met to discuss Fur Ball scheduled for October 18th. Lyne agreed to co-chair the event with Kelly Higgins. Donation request letter is going out soon that will ask for donations and a volunteer meeting and poster is in the works.

ii. Pet photo contest fundraiser is a new possible source of revenue that could get more people involved and could translate to a calendar or holiday cards.

- iii. Girls Night Out is a question (brought in \$1,800 net). A valentine's fundraiser is a possibility with jewelry in conjunction with Wags to Wishes. A placemat advertising opportunity at restaurants.
 - iv. Canine Mayoral Campaign fundraiser idea presented by Laura. Votes are \$1 each and entrants pay an entry fee. The program has paid advertising and is put out at grocery stores and on Facebook, etc. It ran from April- June and winning dogs were in the 4th of July parade with the Mayor. They could also lead our Walk for Wags. Raised \$10,000.
- d. **Governance Committee** **A. Barrett**
 - i. Will poll the board for dates to meet to update the 2003 HSPC Strategic plan. Would like to plan for early January.
 - e. **Nominating Committee** **L. Redfield**
 - i. No report.
 - f. **Volunteer/HR Committee** **B. Jarman**
 - i. This committee will meet end of August. Now keeping track of volunteer hours with July having 1,021 hours.
 - g. **Education Committee** **J. Redfield**
 - i. Jared shared the great article on Joan Simon's training classes in the Gazette that really drew people in to the next classes. This is a great service to the public. We also have an ad in that publication. Joan offers obedience, tricks, and naughty dog classes and house visits. This committee will also go to schools to create awareness of what we do here and we have powerpoint presentations to use. Can also go to Kiwanis, Optimists and Rotary clubs.
- 6. **New Business** **L. Redfield**
 - a. No report.
- 7. **Old Business** **L. Redfield**
 - a. Brett is waiting for board photos and bios.
- 8. **Adjournment – meeting adjourned at 6:37 pm** **L. Redfield**

Minutes submitted by Ann Barrett, Director

Staff

- Nicole Hellenbrand (temp) had helped as fill an immediate void that existed with our Animal Care Staff but has now resigned to continue her schooling.
- Connie King has been hired to help as a Med Tech Assistant and a member of the Animal Care Staff.
- Leslie Brining has left our organization.

Medical Staff Progress Report (from Khryse Flugaur)

- Zoonotic disease presentation was given during our monthly staff meeting. Diseases discussed are those that are transmitted from animal to human and vice versa. We will also be adding this information to our website so it can be accessed by the public easily. Our shelter assessment revealed this was one area we were deficient in. We will also be adding this information, or more likely the location this information may be reviewed, into our adoption paperwork for further transparency. This information will also be available to the general public in the lobby if so desired.
- I have applied for a program offered through Zoetis that could possibly provide us with large discounts on medications and supplies to our shelter. The exclusion is we cannot offer any of these discounts to the public or in a clinic like environment. I am hopeful we meet the standards they are seeking and to save the shelter some much needed funds.
- Three Humane Officers completed euthanasia training through a state approved course. Megan and I have been working closely with them to ensure a stable environment and understanding as to why and how euthanasia occurs within the shelter environment. They have received in house training regarding our policies and procedures.
- An amendment has been filed with the State of Wisconsin regarding our Special Usage Agreement to include the three newly trained Humane Officers.
- We have battled through really high population census numbers this month. We should all be extremely proud of the workload we have undertaken and that population management/fast tracking was put to the test and succeeded. We have worked extremely hard to take euthanasia out of the equation for population management.
- Even with such high census numbers we have been able to better manage the issue of Upper Respiratory Infections within our feline population due largely to our interactions with UC Davis and Dr. Newbury. They have provided us with amazing insight, along with the direction of our shelter veterinarian Dr. Liz Wysocki.
- Speaking of population management, I am excited to announce that in conjunction with our adoption team, we have finally implemented the last step of fast tracking to include our canine adoptables! This is a huge step!
- We are in the process of finalizing the policy for Developing Intake and Adoption Decision Making Criteria. This has been a joint effort between Med Staff and Adoption to fully define "unadoptable".



Office/Animal Care Manager Report (from Jaime Jones)

- Toured Oconto Falls Humane Society and reviewed Animal Shelter Manager Software Program
- Maintained schedule and changes utilizing Volunteers & Community service
- Interviewed 5 college students
 - Hired one student-Part-time
 - Hired one Veterinary Assistant/Animal Care Staff –Full-Time
 - Secured “Part-Time/Temporary” employees until the above were in place
- Worked on balance of increased pets (200 cats, 28 dogs the week of August 12-16th) and employee coverage without burn out. Our Capacity is 120 cats comfortably and 27 Dogs.
- Bi-Weekly Payroll, Monthly Financials, Accounts Payable, Accounts Receivable
- Orchestrated a meeting between Humane Officers and CVT’s to get them on same page with Euthanasia process and procedures so Humane Officers who went through training were able to do the service themselves without having to call in the CVT’s.
- 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
- 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-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

Humane Officers Progress Report (from Ron Blaha)

- Two state statute tests have been completed by the Humane Officers – Chapter 95 Animal Health and Chapter 173 Animals, Humane Officers. Two state statute tests have been given to the Humane Officers to complete – Chapter 174 Dogs and Chapter 951 Crimes against Animals.
- Deann Migas, Renae Sohlden, and Josh Franchuk have attended the EBI training session.
- 8/29/13: Humane Officers attended a meeting at the County Dispatch Center to review the dispatch process and also reviewed our citation protocols with the representative from the Sheriff’s Office.
- Based on some problems we had with citations written for “failure to license a dog,” we have updated our citation protocol to include an example for writing the explanation about the failure to license a dog. Input was received from Chief Deputy Kontos and our Liaison Sergeant Lukas.

Adoption Coordinator Progress Report (from Amanda Tucker)

- Lukas Collar at Kocourek Subaru in Wausau is hosting a “Pet Adoption Day” on September 14th from 10 a.m. to 3 p.m. at their state of the art new facility. Per Lukas: “Langlade, New Life Pet Adoption, Marathon County, Wood County will all be there & they would love to have us as well.”
- A “fee comparison” by area shelters was completed. - **See Exhibit 1**
- The adoption guideline is in the final stages of completion. The adoption guideline is five pages, but covers every aspect of the adoption process and requirements. The purpose is to be as transparent to the public as possible so when a customer applies they know what our standards for adoption are.

- We are striving to do as many same day adoptions as possible. With the number of applications received in a day this isn't always possible, but it is definitely a goal.
- There have been several dog surrender calls within the last two weeks causing our dog kennels to fill up on both sides of the building. To help with population control we have implemented a fast tracking policy. Dogs that have been here a long time and may have behavioral concerns such as dog aggression are temporarily moved to the stray side and a dog that has more potential of getting adopted are moved to the adoptable side. Dogs moved to the stray side are still available for the public, their information sheets are in the adoptable dog hallway for the public to view. The dogs are also on the website.
- The adoption team now does cat evaluations on cats referred to by the medical staff. Due to the over population of cats in the shelter cats that have behavioral issues and are potentially dangerous to the staff and public are evaluated by Amanda Tucker first. If the animal fails the behavior test with Amanda, a second person evaluates the cat three days later. The second person is Emily. We use the same procedure for dogs that are failed and also have Joan do an assessment on the dog.
- HSPC now offers a reduced adoption fee for dogs that are eight years old and up. Senior dogs are now \$105 plus tax. Before depending on size could be either \$210 or \$160.
- Amanda is currently working to organize the adoption protocols which were started last year before she left the shelter; Adoption Guidelines are near completion.
- To help volunteers select a dog for dog walking we now have cards located on the sign out sheets on each dog rating the dog on how well they walk on a leash. We also put things the dog may need work with, things the dog doesn't like and if the dog needs to be walked with a harness. All of these things help keep our volunteers and animals safe. Dogs that are easy to walk are green stars, moderately difficult are gold stars and dogs that pull and are hard to walk are red.
- 93 animals were adopted out! Two parakeets, 77 cats and 14 dogs!

Executive Director (from Ron Blaha)

Education

- An article about our new dog training sessions being held at our shelter was written by Nathanael Enwald for The Portage County Gazette. - **See Exhibit 2**
- A free, classified ad has been placed in The Portage County Gazette for eight weeks which states:
"Dog training classes – manners, tricks and behavior problems.
Humane Society of Portage County 715-344-6012"

Activities

- Still working on the adoption criteria and guidelines but very close to completion. Guidelines will be presented 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 sent out during the last week of August.
- 8/21/13: Re: The United Way "211" Help Line – Ron had our Humane Society profile updated with the United Way "211" help line.
- 8/29/13: Operations Committee meeting
- Presently going through the financial statement to determine what the projected income and expenses will be at the end-of-the-year.
- Reapplied for our raffle license.

Fundraising/Events/Donations

- 8/18/13: “Dollars for Paws” was an event at Belt’s Soft Serve held in honor of Dale Schuh’s retirement from Sentry Insurance. \$13,600 was donated by Sentry, Dale Schuh, Belt’s Soft Serve, and Belt’s Soft Serve Customers.
- 8/24/13: “Cruis’in for Critters” was held by the DJ’s Corner Bar which was their annual “Cruise for a Cause” which was held on behalf of the Humane Society of Portage County. \$1,200 and several hundred dollars of pet food were donated to our shelter.
- Three “Fill the Vans” were held during August with several hundred dollars of pet supplies donated at each location. Cash donations included:
 - Thursday (8/8/13) at Trigs with \$181.45 donated.
 - Saturday (8/10/13) at Jay-Mar with \$570.00 donated.
 - Sunday August (8/18/13) at Petco with \$144.00 donated.
- Fur Ball
 - An appeal letter has been mailed to all previous supporters who have donated raffle and basket items.
 - Letters went out to the nine corporations around the state; Packers request completed also.

Grants ~ No new updated information

Building/Grounds/Equipment

- 8/3/13 (Repeat Entry): 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.
- As a result of the water leak with the two fire sprinklers, Jeff from Feltz Construction came over and put cubby holes in both sides of the outer dog runs so that we would have access to determine leaks and where the leaks would be occurring in the future. Jeff donated his labor.
- Several lights (mostly outside lights) have not been working. Adam from Simply Wilkins has serviced our building and fixed the involved lights.
- Window seals in animal play rooms had the particle board underneath the Formica starting to swell from water seeping in between the window pane and the Formica top. This was noticed by our new hire – Connie. Dan H. sealed the gaps between the window seal and the Formica top.
- Van needed a new “blower resistor” and Dan H. was kind and able to get it fixed without us having to take it to a repair shop. A big thanks to Dan!



EXHIBIT 1	1	2	3	4	5	6	7	8	9	Range
	Marathon	Fox Valley	Dane County	South Wood	Waupaca	Clark County	Langlade	Fond du Lac	HSPC	
Cats and Kittens										
Male Cats	60					N	70			60 to 70
Female Cats	100					O				100
Kittens up to 3 months old		125								125
Kittens 3 - 6 months old		75				P				75
Kitten (up to 6 months old)		125		125		R		125		125
Kittens ages 6 - 11 months		50				I		101		50 to 101
2 Kittens ages 6 - 11 months		75				C				75
Kittens 1 year or under						E			85	85
Two Kittens			200			S				200
Kittens							70			70
Cats 1 year and older (Fond du Lac - 1 - 3 years / 3 - 7 years)		0						75 / 48	10 / 60	10 to 75
Adult cat (6 months to 7 years)			40			L				40
Adult Cats				100		I				100
Cat buddies (2 adult cats or a bonded pair)			60			S				60
Senior cat (7+ years) HSPC (6+ years)			20			T		15	Free	Free to 20
Cats over 5 years				Free		E				Free
Two cats going home together - one adoption fee				x		D			x	2 shelters
Fees include:										
Basic health exam		x								
Spay or neuter surgery	x	x	x	x	x		x		x	
Distemper and Rabies (when age appropriate) vaccinations	x	x	x	x			x		x	
Rabies - cat must be 4 months or older	x	x								
Microchip			x	25					x	
Feline Leukemia (FeLV) and ringworm testing		x	x							
FelV snap test for adult cat	20						x			
Flea, tick, and mite treatment		x	x							
Flea and tick bath				x						
Feline Immunodeficiency Virus (FIV) testing (cats over 6 months)			x							
Additional vaccines and veterinary care as needed			x							
De-worming and microchip		x		x	x				x	
A voucher for a free office visit from a local vet		x		x						
A free 30-day gift of ShelterCare Pet insurance will be offered to adopters who provide an email address		x			x					
Behavior assessment and additional training if required		x								
Dogs and Puppies										
Puppies 6 months and under	250		250			N	150	250		150 to 250
Puppies and small breed dogs				200		O				200
Adoption Guarantee Fund* puppy			350							350
Puppies that will be under 35 pounds as adults		310				P				310
Small breed puppies, adults 25 lbs. and under - mature weight				210		R			210	210
Puppies that will be over 35 pounds as adults		235				I				235
Adult dogs (6 months or older) (Fond du Lac 6 mo. - 1 yr.)			175			C		200		175 to 200
Adult dog under 25 pounds (Fond du Lac 3 - 7 yrs.)	200					E		150		150 to 200
Adoption Guarantee Fund* adult dog			275			S				275
Dog buddies (2 adult dogs or a bonded pair)			250							250
Adult dogs under 35 pounds		260				L				260
Adults and medium/large breed dogs				175		I			175	175
Adult dog over 25 pounds	175			160		S				160 to 175
Adult dogs over 35 pounds		195				T				195
Dogs 8 years and older	125					E				125
Senior dogs (over 7 years) - 50% off the adult dog fee						D		50	x	50 to 1/2
Dogs that have been through the REBOUND training program		300								300
Dogs							125			125
Fees include:										
Spay or neuter surgery	x			x			x		x	
Distemper, Parvovirus, Rabies, (when age appropriate) and Bordatella (kennel cough) vaccinations	x	x		x	x		x		x	
Microchip				25					x	
Flea and tick treatment/bath				x						
Heartworm/lyme snap test for a dog	20	x			x					
Parvovirus test for puppies										
Heartworm test for adult dogs									x	
Additional vaccines and veterinary care as needed										
De-worming and 24 hr Pet/Watch microchip				x						
A voucher for a free office visit from a local vet		x		x						
A free 30-day gift of ShelterCare Pet insurance will be offered to adopters who provide an email address		x		x						
A dog training class is offered free for any dog adopted				x						
Behavior assessment and additional training if required		x								
Ferrets, rabbits, reptiles, and exotic birds		40								
Male rabbits	50				59					
Female rabbits	90				59					
Ferrets	50									
Exotic birds	50									
Reptiles vary by type										
Guinea Pigs		15								
Mice, hamsters, gerbils and small birds	5									
Hamsters, Gerbils, and Small Birds		5								
Small Animals (rabbits, hamsters, guinea pigs, rats, etc)				25						

EXHIBIT 2

Humane Society completes first five-week dog training course

By NATHANAEL ENWALD
of The Gazette

The Humane Society of Portage County completed its first dog training class Monday, Aug. 5, after a five-week course.

"It went awesome. The dogs and their owners responded to it very well, everyone seems very happy with it," said Joan Simon, professional dog behavior consultant and trainer.

The first session, completed with a doggie graduation, was the basic training portion of a two-part course.

The participants were all puppies, some younger than 6 weeks old.

"Some people think you have to wait until after their puppies are 6 weeks old, but it's good to start early," Simon said. "People don't wait six weeks to start training babies. Like puppies, they are always learning."

In the basic training course, the dogs learned skills on a leash like sitting, staying, keeping good manners around other dogs, heeling without pulling on their leash and how to stop from running out of doors.

Talyn Solinsky, one of the participants, said her dog, Zamboni, had a problem bolting through the door every time it opened. Zamboni learned in Simon's class to stay put unless he had permission to go outside.

Simon noted that the simplest things for dogs to learn are often the most valuable for dog owners.

"Sitting is important, you want them to be able to do that immediately on command, you never know when you'll need a good sit," she said. "It might save them from getting hit by a car."

"Dogs learn by repetition, you have to keep

up with their training," Simon said. "People don't like the repetition but can't give up, it's how dog's store information in the long-term part of their brain."

She also stressed to dog owners that tone of voice is important. A happy and positive tone is essential for an owner to get their dog's attention.

"Once I had an elderly woman who took one of my classes tell me she remembered what I said about tone of voice: when her house was on fire, the dog came out of hiding right away and she was able to get out with her dog safely," Simon said.

Simon has been training dogs professionally for 40 years and recently she started working with the Humane Society of Portage County, where she trains the strays and rescues for the kennels in addition to her classes.

Simon has appeared on the Animal Planet network twice. Once with her Golden Retriever on the television series "That's my Dog" taking first place and again taking fourth place on the show "Pet Star."

Simon also placed fourth in the national American Kennel Club competitions twice, once with her golden retriever and once with her border collie.

"I have an extra sense about dogs, I feel their personalities on our first meeting," Simon said.

Another round of basic classes for small dogs one year or younger begins Monday, Aug. 12.

She also teaches the advanced manners class and a trick class.

The advanced class is for larger dogs more than 1 year old and will also start Monday,



Mix-breed Zamboni plays "Bowling with Dogs" as a part of his basic manners dog training class graduation ceremony. The dogs, along with Zamboni, also played other educationally oriented games like musical chairs and hide-and-seek to bond the puppies to their owners through verbal encouragement and repetition. (Portage County Gazette photo)

Aug. 12. It will continue with more training on manners and socialization but focusing on verbal and hand commands by taking them off the leash.

In her trick class, which begins Wednesday, Aug. 21, she teaches owners and their dogs 30 tricks they can practice at home throughout three sessions.

"You can train your dog to do anything you want them to. In my 40 years of training I haven't encountered a trick I couldn't train," Simon said. "You have to put your heart into it and stick with it but any trick is possible."

For more information on dog training classes or to sign up, visit the Portage County Humane Society in Plover or call 715-344-6012.





Operations Committee Report – August 29, 2013

Present: Brett Jarman (Chair), Lyne Kawleski, Ann Barrett, Dennis Schenk, Ron Blaha

Absent: Bruce Schenk, Shelia Kessler

Guest: Dr Tom Kelbe

This meeting was to discuss the potential to hire a shelter vet

Over the past 60 days several different groups have been looking at HSPC expenses and opportunities to either decrease them or improve services at the same cost.

One of the ideas that developed from a trip Ron and I made to the Green Bay shelter was the possibility of having our own vet on staff as compared to using a variety of vets with contract rates. Linda Redfield shared with the board some of your supportive comments during the August board meeting. The short discussion that followed ended with a directive that the Operations Committee meet with you and get your help (guidance, support, etc) on how we should proceed.

At this time we have a couple of estimates of what a shelter vet might cost. We also know that our fees for approximately 16 hours of vet time a week are very close to the estimates. If we had a shelter vet we would restructure our CVT and med tech assistant roles and generate some additional savings.

The meeting started with a review of a 40 page document that was a collection of articles.

- Shelter medicine
- How to hire a Veterinarian
- Hiring new graduates a profitable pleasure
- The Rapid Rise of Shelter Medicine
- Hiring a Shelter Veterinarian
- Current listing open Shelter Veterinarian positions from the Association of Shelter Veterinarians website

Dr Tom joined the meeting and provided guidance and his experience.

We discussed availability, costs and benefit options. Additional information on our current expenses is needed before a recommendation can be made.

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
McPartland	Laura	Director			X					1
Redfield	Jared	Director			X				C	2
Schenk	Dennis	Director		X		X				2
13 board members	Total		4	6	9	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	Prosals to become adhoc committee
Facilities	no meetings yet - ready to start
Education	Various lunch meetings

HUMANE SOCIETY OF PORTAGE COUNTY INC
Balance Sheet
As of July 31, 2013

	<u>Jul 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
1005 · Petty cash	100.00
1032 · Associated Bank checking	5,178.22
1034 · US Bank checking	4,465.37
1042 · Associated Bank money market	58,070.23
1043 · Pay Pal account	854.02
1047 · Stevens Point Post Office	98.09
Total Checking/Savings	<u>68,765.93</u>
Accounts Receivable	
11000 · Accounts Receivable	1,472.22
Total Accounts Receivable	<u>1,472.22</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>477,960.81</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>1,797,694.72</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · *Accounts Payable	40.00
Total Accounts Payable	<u>40.00</u>
Credit Cards	
2011 · Associated Bank-Visa	723.44
2014 · Kwik Trip Card	732.83
Total Credit Cards	<u>1,456.27</u>
Other Current Liabilities	
2010 · Unearned contract income	40,543.35
2030 · Dog licenses payable	583.00
2040 · Wisconsin sales tax payable	316.90
Total Other Current Liabilities	<u>41,443.25</u>
Total Current Liabilities	<u>42,939.52</u>
Total Liabilities	<u>42,939.52</u>
Equity	
3000 · Opening Balance Equity	-1,352.00

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Accrual Basis

HUMANE SOCIETY OF PORTAGE COUNTY INC

Balance Sheet

As of July 31, 2013

	<u>Jul 31, 13</u>
3040 · Retained earnings	1,802,748.16
3050 · Prior period adjustment	-13,237.80
32000 · Unrestricted Net Assets	-41,641.97
Net Income	<u>8,238.81</u>
Total Equity	<u>1,754,755.20</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,797,694.72</u></u>

HUMANE SOCIETY OF PORTAGE COUNTY INC

Profit & Loss Budget Performance

July 2013

	Jul 13	Budget	Jan - Jul 13	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · Dog adoption income	2,840.00	2,666.67	13,685.00	18,666.69	32,000.00
4010 · Cat adoption income	2,270.00	1,766.67	10,375.00	12,366.69	21,200.00
4030 · Surrender income	50.00	508.33	2,230.00	3,558.31	6,100.00
4040 · Dog redemption income	729.22	541.67	3,188.36	3,791.69	6,500.00
4050 · Cat redemption income	20.00	66.67	270.00	466.69	800.00
4060 · Other redemption income	0.00		0.00	20.00	20.00
4080 · Quarantine income	-25.00	83.33	1,075.00	583.31	1,000.00
4085 · Dog Training Income	550.00		985.00		
4116 · Rabies fee income	0.00	250.00	1,422.00	1,750.00	3,000.00
4120 · Miscellaneous shelter income	0.00	166.67	0.00	1,166.69	2,000.00
4130 · Boarding fee income	100.00	350.00	1,758.44	2,450.00	4,200.00
4135 · Vaccination fee income	25.00	166.67	65.00	1,166.69	2,000.00
4210 · County contract income	20,271.69	20,250.00	141,901.83	141,750.00	243,000.00
4300 · MERCHANDISE SALES					
4310 · Merchandise Sales	9.47		9.47		
Total 4300 · MERCHANDISE SALES	9.47		9.47		
Total Income	26,840.38	26,816.68	176,965.10	187,736.76	321,820.00
Expense					
50000 · SHELTER EXPENSES					
5000 · Shelter payroll expense	25,152.41	23,833.33	170,272.52	166,833.31	286,000.00
5001 · UWSP work study	0.00	83.33	0.00	583.31	1,000.00
5005 · Shelter payroll tax expense	1,924.14	2,000.00	12,402.61	14,000.00	24,000.00
5010 · Shelter unemployment expense	867.62	750.00	7,549.41	5,250.00	9,000.00
5012 · Medical Reimbursement	0.00		1,020.00	2,000.00	3,000.00
5015 · Shelter supply expense	1,501.22	1,041.67	9,186.07	7,291.69	12,500.00
5020 · Shelter equipment expense	0.00	100.00	363.00	700.00	1,200.00
5021 · Animal control equipment	0.00	58.33	178.25	408.31	700.00
5025 · Shelter equip repair and mainte	0.00	250.00	222.00	1,750.00	3,000.00
5035 · Shelter vet expense	1,353.27	1,750.00	6,487.18	12,250.00	21,000.00
5037 · Medical supply expense	2,123.26	1,416.67	11,439.65	9,916.69	17,000.00
5050 · Shelter uniform expense	0.00	33.33	29.96	233.31	400.00
5051 · Office uniform expense	42.96		42.96		
5052 · Humane Officer uniform expense	0.00	25.00	387.81	175.00	300.00
5060 · Shelter conference travel	0.00		123.69		
5065 · Shelter staff training	554.00	41.67	554.00	291.69	500.00
5067 · Shelter Humane Officer training	0.00	166.67	35.00	1,166.69	2,000.00
5096 · Rabies tag expense	0.00	33.33	83.53	233.31	400.00
5097 · Microchip expense	4,500.00	358.33	10,765.39	2,508.31	4,300.00
5099 · Miscellaneous shelter expense	0.00	291.67	711.15	2,041.69	3,500.00
Total 50000 · SHELTER EXPENSES	38,018.88	32,233.33	231,854.18	227,633.31	389,800.00
5018 · MERCHANDISE-COGS	1,800.13		1,800.13		
52000 · SPAY/NEUTER EXPENSES					
5215 · Spay/neuter supplies	0.00	16.67	1,162.12	116.69	200.00
5235 · Spay/neuter vet expense	2,434.92	1,833.33	16,080.32	12,833.31	22,000.00
5237 · Spay/neuter medical supplies	0.00	250.00	328.78	1,750.00	3,000.00
Total 52000 · SPAY/NEUTER EXPENSES	2,434.92	2,100.00	17,571.22	14,700.00	25,200.00
55000 · VEHICLE EXPENSES					
5510 · Vehicle maintenance & repair e	113.71	83.33	2,057.13	583.31	1,000.00
5520 · Vehicle insurance expense	387.44	175.00	1,525.80	1,225.00	2,100.00
5530 · Vehicle gas	732.83	500.00	5,218.37	3,500.00	6,000.00
5535 · Mileage reimbursement	0.00	16.67	730.39	116.69	200.00
5550 · Cellular phone expense	149.45	133.33	1,034.77	933.31	1,600.00
Total 55000 · VEHICLE EXPENSES	1,383.43	908.33	10,566.46	6,358.31	10,900.00
65000 · EDUCATION EXPENSES					
6560 · Education newsletter expense	0.00	50.00	0.00	350.00	600.00
6610 · Video expense	0.00	125.00	360.00	875.00	1,500.00
Total 65000 · EDUCATION EXPENSES	0.00	175.00	360.00	1,225.00	2,100.00
70000 · ADMINISTRATIVE EXPENSES					
7000 · Office supply expense	1,242.47	50.00	1,841.37	350.00	600.00
7001 · Humane Officer supplies	0.00	12.50	99.50	87.50	150.00
7020 · Office equipment repair & maint	0.00	58.33	863.30	408.31	700.00
7050 · Dues and membership expense	0.00	43.75	405.00	306.25	525.00
7060 · Subscriptions expense	0.00	32.50	0.00	227.50	390.00
7070 · License and application fees	54.00	27.08	74.00	189.56	325.00
7080 · Accounting - in house	70.99	291.67	4,471.16	2,041.69	3,500.00
7110 · Postage expense	110.36	83.33	1,849.87	583.31	1,000.00
7120 · Telephone expense	0.00	166.67	1,424.56	1,166.69	2,000.00
7125 · Internet expense	204.39	116.67	730.18	816.69	1,400.00
7140 · Outside services	0.00	166.67	942.47	1,166.69	2,000.00
7150 · Bank charges	259.64	208.33	947.94	1,458.31	2,500.00
7160 · Insurance - workers compensatio	0.00	500.00	1,199.00	3,500.00	6,000.00
7165 · Insurance directors & officers	75.15	133.33	222.11	933.31	1,600.00
Total 70000 · ADMINISTRATIVE EXPENSES	2,017.00	1,890.83	15,070.46	13,235.81	22,690.00
7090 · Accounting - audit	0.00	250.00	0.00	4,780.00	7,615.00
75000 · HOUSING EXPENSES					
7500 · Building repair & maint expense	546.58	291.67	7,012.58	2,041.69	3,500.00
7505 · Security monitoring expense	0.00	91.67	546.83	641.69	1,100.00
7510 · Heat and electricity expense	1,699.44	2,145.83	15,584.22	15,020.81	25,750.00

HUMANE SOCIETY OF PORTAGE COUNTY INC

Profit & Loss Budget Performance

July 2013

	Jul 13	Budget	Jan - Jul 13	YTD Budget	Annual Budget
7515 · Trash removal	212.00	166.67	1,484.00	1,166.69	2,000.00
7517 · Snowplowing	0.00	83.33	1,200.00	583.31	1,000.00
7520 · Water and sewer expense	1,290.40	416.67	4,274.40	2,916.69	5,000.00
7540 · Insurance property & casualty	75.15	208.33	659.13	1,458.31	2,500.00
Total 75000 · HOUSING EXPENSES	3,823.57	3,404.17	30,761.16	23,829.19	40,850.00
8000 · IN-KIND DONATIONS					
8010 · IN KIND DONATIONS	0.00		-40,534.00		
8015 · In-Kind Shelter Supplies	0.00		3,500.00		
8055 · In Kind-Conference Expense	0.00		4,935.00		
8060 · In Kind Donations-Office Supply	0.00		3,300.00		
8065 · In Kind Donations-Office R & M	0.00		1,000.00		
8080 · In Kind Donation-Building R & M	0.00		1,200.00		
Total 8000 · IN-KIND DONATIONS	0.00		-26,599.00		
Total Expense	49,477.93	40,961.66	281,384.61	291,761.62	499,155.00
Net Ordinary Income	-22,637.55	-14,144.98	-104,419.51	-104,024.86	-177,335.00
Other Income/Expense					
Other Income					
85000 · FUNDRAISING INCOME					
8500 · Membership income	0.00		90.00		
8520 · Gifts and donations income	10,925.92	5,166.67	68,382.05	36,166.69	62,000.00
8530 · Honorarium income	5.00	166.67	170.00	1,166.69	2,000.00
8900 · Interest income	7.52	583.33	27.85	4,083.31	7,000.00
8901 · Dividend income	0.00	166.67	0.00	1,166.69	2,000.00
9000 · Neuter sponsor income	155.00	458.33	2,105.00	3,208.31	5,500.00
9001 · Memorial income	3,025.00	1,041.67	7,260.00	7,291.69	12,500.00
9002 · Can donation income	1,027.77	625.00	3,616.01	4,375.00	7,500.00
9003 · Paws income	8.00		510.00	3,500.00	3,500.00
9004 · Spay/neuter clinic income	0.00	750.00	241.61	5,250.00	9,000.00
9005 · Kevin Ford golf outing income	9,265.20		11,585.20	9,000.00	9,000.00
9006 · Microchip clinic income	30.00	66.67	250.00	466.69	800.00
9013 · Fur ball income	0.00		3,302.00		30,000.00
9017 · Girls night out income	0.00		0.00		3,000.00
9023 · Walk for Wags income	-1,000.00		11,545.11	11,000.00	11,000.00
9032 · Aluminum can recycling income	0.00	416.67	2,397.35	2,916.69	5,000.00
9300 · In-house fundraising income	0.00	416.67	900.00	2,916.69	5,000.00
9400 · Miscellaneous fund raising inco	5.00	416.67	883.20	2,916.69	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	252.78	208.33	1,220.31	1,458.31	2,500.00
Total 85000 · FUNDRAISING INCOME	23,707.19	10,483.35	124,562.49	96,883.45	212,350.00
9499 · Sales tax discount	10.00		80.07		
Total Other Income	23,717.19	10,483.35	124,642.56	96,883.45	212,350.00
Other Expense					
8909 · Investment fees expense	0.00	416.67	0.00	2,916.69	5,000.00
8920 · Capital gain/loss on investment	0.00	666.67	0.00	4,666.69	8,000.00
9500 · FUNDRAISING EXPENSES					
9501 · Memorial expense	0.00		19.83		
9503 · Paws campaign expense	0.00		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	1,359.20		3,750.50	3,000.00	3,000.00
9535 · Kevin Ford golf outing expense	4,007.34		4,191.34	4,000.00	4,000.00
9900 · Miscellaneous fund raising expe	100.00	100.00	625.86	700.00	1,200.00
9910 · Christmas appeal expense	0.00		3,291.00		4,100.00
Total 9500 · FUNDRAISING EXPENSES	5,466.54	100.00	11,878.53	7,765.00	18,565.00
9970 · Bad debt expense	0.00		-23.00		
9980 · Interest expense	0.00		12.64		
9990 · NSF checks	0.00	8.33	119.65	58.31	100.00
9995 · Miscellaneous other expense	0.00		-3.58		
Total Other Expense	5,466.54	1,191.67	11,984.24	15,406.69	31,665.00
Net Other Income	18,250.65	9,291.68	112,658.32	81,476.76	180,685.00
Net Income	-4,386.90	-4,853.30	8,238.81	-22,548.10	3,350.00

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

	Jan - Jul 12	Jan - Jul 13	2012 Year End	Annual Budget	Revised Budget
Ordinary Income/Expense					
Income					
4000 · Dog adoption income	21,270.66	13,685.00	30,490.66	32,000.00	20,000.00
4010 · Cat adoption income	12,047.97	10,375.00	19,753.07	21,200.00	18,000.00
4020 · Other adoption income	15.00	0.00	195.00	0.00	0.00
4030 · Surrender income	3,675.00	2,230.00	6,125.00	6,100.00	4,000.00
4040 · Dog redemption income	3,349.10	3,188.36	6,139.20	6,500.00	6,000.00
4050 · Cat redemption income	478.25	270.00	777.21	800.00	500.00
4060 · Other redemption income	20.00	0.00	20.00	20.00	0.00
4080 · Quarantine income	708.33	1,075.00	1,213.33	1,000.00	2,000.00
4090 · Crematorium income	374.00		374.00	0.00	0.00
4085 · Dog Training Income	0.00	985.00	0.00	0.00	2,500.00
4116 · Rabies fee income	2,209.00	1,422.00	2,412.00	3,000.00	1,600.00
4120 · Miscellaneous shelter income	528.42	0.00	547.62	2,000.00	0.00
4130 · Boarding fee income	2,571.66	1,758.44	4,017.18	4,200.00	3,000.00
4135 · Vaccination fee income	1,041.00	65.00	1,126.00	2,000.00	100.00
4210 · County contract income	139,251.00	141,901.83	238,716.00	243,000.00	243,000.00
4210 · Spay/Neuter Clinic income	5,490.00		6,435.00		0.00
4310 · Merchandise Sales	0	9.47	0.00		0
					0.00
Total Income	193,029.39	176,965.10	318,341.27	321,820.00	300,700.00
Expense					
50000 · SHELTER EXPENSES					
5000 · Shelter payroll expense	154,813.85	170,272.52	282,368.55	286,000.00	300,000.00
5001 · UWSP work study	51.81	0.00	1,062.89	1,000.00	0.00
5005 · Shelter payroll tax expense	12,115.63	12,402.61	21,571.08	24,000.00	22,100.00
5010 · Shelter unemployment expense	7,070.88	7,549.41	11,076.06	9,000.00	12,000.00
5012 · Medical Reimbursement	0.00	1,020.00	3,000.00	3,000.00	3,000.00
5015 · Shelter supply expense	7,149.14	9,186.07	14,633.99	12,500.00	16,800.00
5017 · Shelter supply expense-Food	0.00	0.00	527.42		0.00
5020 · Shelter equipment expense	1,263.78	363.00	1,263.78	1,200.00	1,200.00
5021 · Animal control equipment	360.35	178.25	715.33	700.00	500.00
5025 · Shelter equip repair and mainte	1,028.71	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	3,348.10	6,487.18	21,877.65	21,000.00	12,000.00
5037 · Medical supply expense	14,454.44	11,439.65	15,834.00	17,000.00	20,000.00
5040 · Shelter Equipment Depreciation	7,370.63	0.00	13,812.36		0.00
5050 · Shelter uniform expense	712.75	29.96	839.64	400.00	400.00
5052 · Humane Officer uniform expense	428.00	430.77	437.99	300.00	500.00
5055 · Shelter conference expense		0.00			
5060 · Shelter conference travel		123.69		0.00	200.00
5065 · Shelter staff training		554.00	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	10,765.39	4,293.75	4,300.00	11,000.00
5099 · Miscellaneous shelter expense	3,049.70	711.15	3,551.18	3,500.00	2,000.00
5018 · Merchandise-COGS	0.00	1,800.13	0.00	0.00	2,500.00
Total 50000 · SHELTER EXPENSES	216,592.77	233,654.31	403,254.48	389,800.00	411,854.00
52000 · SPAY/NEUTER EXPENSES					
5200 · Spay/neuter payroll	5,449.60	0.00	5,449.60		0.00

HUMANE SOCIETY OF PORTAGE COUNTY INC

Profit & Loss Budget Performance

January through July 2013

5215 · Spay/neuter supplies	0.00	1,162.12	101.56	200.00	2,500.00
5235 · Spay/neuter vet expense	16,290.50	16,080.32	22,505.50	22,000.00	28,000.00
5236 · Spay/neuter assistant expense	2,554.68	328.78	2,554.68		500.00
5237 · Spay/neuter medical supplies	1,229.10	0.00	1,152.06	3,000.00	0.00
5240 · Spay/neuter equipment depreciation	1,082.38	0.00	1,855.50		0.00
Total 52000 · SPAY/NEUTER EXPENSES	26,606.26	17,571.22	33,618.90	25,200.00	31,000.00
55000 · VEHICLE EXPENSES					
5500 · Vehicle depreciation	472.00	0.00	1,423.04		0.00
5510 · Vehicle maintenance & repair e	1,540.66	2,057.13	644.49	1,000.00	3,000.00
5520 · Vehicle insurance expense	1,122.52	1,525.80	1,936.57	2,100.00	2,600.00
5530 · Vehicle gas	3,513.51	5,218.37	6,653.32	6,000.00	10,000.00
5535 · Mileage reimbursement	100.08	730.39	294.60	200.00	1,500.00
5540 · Vehicle License Expense	159.00	0.00	159.00		200.00
5550 · Cellular phone expense	970.54	1,034.77	1,586.20	1,600.00	1,700.00
Total 55000 · VEHICLE EXPENSES	7,878.31	10,566.46	12,697.22	10,900.00	19,000.00
65000 · EDUCATION EXPENSES					
6560 · Education newsletter expense	458.06	0.00	458.06	600.00	0.00
6610 · Video expense	810.00	360.00	1,624.00	1,500.00	1,200.00
Total 65000 · EDUCATION EXPENSES	1,268.06	360.00	2,082.06	2,100.00	1,200.00
70000 · ADMINISTRATIVE EXPENSES					
7000 · Office supply expense	316.79	1,841.37	1,204.47	600.00	3,500.00
7001 · Humane Officer supplies	0.00	99.50	191.30	150.00	150.00
70100 · Office equipment depreciation	805.49	0.00	1,380.84		0.00
7020 · Office equipment repair & maint	1,026.74	863.30	1,955.90	700.00	1,650.00
7050 · Dues and membership expense	475.00	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	89.00	74.00	324.00	325.00	325.00
7080 · Accounting - in house	4,635.00	4,471.16	13,410.00	3,500.00	4,500.00
7090 · Accounting - audit	4,530.00	0.00		7,615.00	0.00
7080 · Payroll Processing fees	0.00	0.00	41.13		0.00
7110 · Postage expense	413.00	1,849.87	931.55	1,000.00	3,800.00
7120 · Telephone expense	1,287.49	1,424.56	1,986.75	2,000.00	2,500.00
7125 · Internet expense	358.83	730.18	1,318.45	1,400.00	1,500.00
7140 · Outside services	4,531.91	942.47	5,278.91	2,000.00	8,500.00
7150 · Bank charges	1,088.77	947.94	2,455.35	2,500.00	1,625.00
7160 · Insurance - workers compensatio	3,128.35	1,199.00	6,011.00	6,000.00	6,000.00
7165 · Insurance directors & officers	697.95	222.11	1,551.70	1,600.00	1,600.00
Total 70000 · ADMINISTRATIVE EXPENSES	23,702.00	15,070.46	38,956.48	30,305.00	36,565.00
75000 · HOUSING EXPENSES					
7500 · Building repair & maint expense	4,761.67	7,012.58	4,538.10	3,500.00	10,000.00
7505 · Security monitoring expense	1,007.31	546.83	1,065.81	1,100.00	1,100.00
7510 · Heat and electricity expense	15,061.37	15,584.22	24,931.60	25,750.00	26,000.00
7515 · Trash removal	1,318.10	1,484.00	2,330.70	2,000.00	2,500.00
7517 · Snowplowing	410.00	1,200.00	410.00	1,000.00	1,200.00
7520 · Water and sewer expense	3,736.80	4,274.40	5,161.60	5,000.00	6,000.00
7525 · Building depreciation	18,792.87	0.00	32,216.34		0.00
7530 · Building Improvement depreciation	0.00	0.00	355.86		0.00
7535 · Land Improvement Depreciation	3,689.11	0.00	6,324.18		0.00
7540 · Insurance property & casualty	1,380.61	659.13	2,337.68	2,500.00	2,500.00
Total 75000 · HOUSING EXPENSES	50,157.84	30,761.16	79,671.87	40,850.00	49,300.00
Total Expense	326,205.24	307,983.61	570,281.01	499,155.00	548,919.00

HUMANE SOCIETY OF PORTAGE COUNTY INC

Profit & Loss Budget Performance

January through July 2013

Net Ordinary Income	-133,175.85	-131,018.51	-251,939.74	-177,335.00	-248,219.00
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		90.00
8520 · Gifts and donations income	28,815.62	68,382.05	65,297.79	62,000.00	105,000.00
8530 · Honorarium income	775.00	170.00	1,970.04	2,000.00	200.00
8900 · Interest income	40.53	27.85	6,586.22	7,000.00	7,000.00
8901 · Dividend income	0.00	0.00	3,465.84	2,000.00	1,500.00
9000 · Neuter sponsor income	6,362.80	2,105.00	9,541.10	5,500.00	3,200.00
9001 · Memorial income	8,860.05	7,260.00	11,580.05	12,500.00	10,000.00
9002 · Can donation income	3,611.06	3,616.01	6,311.08	7,500.00	6,500.00
9003 · Paws income	2,928.45	510.00	3,014.95	3,500.00	1,000.00
9004 · Spay/neuter clinic income	0.00	241.61	0.00	9,000.00	500.00
9005 · Kevin Ford golf outing income	0.00	11,585.20	0.00	9,000.00	11,700.00
9006 · Microchip clinic income	360.00	250.00	600.00	800.00	500.00
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	0.00
9023 · Walk for Wags income	10,931.00	11,545.11	10,931.00	11,000.00	11,600.00
9032 · Aluminum can recycling income	2,710.90	2,397.35	3,568.00	5,000.00	4,500.00
9300 · In-house fundraising income	4,186.02	900.00	4,588.80	5,000.00	1,000.00
9400 · Miscellaneous fund raising inco	18.76	883.20	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
9410 · Summer appeal income	0.00	0.00	0.00	0.00	14,000.00
9425 · Project Share Income	747.86	0.00	747.86		0.00
9450 · Miscellaneous other income	429.66	1,220.31	2,199.90	2,500.00	2,500.00
Total 85000 · FUNDRAISING INCOME	74,992.71	124,562.49	196,428.66	212,350.00	242,790.00
9499 · Sales tax discount	70.00	80.07	120.00	0.00	120.00
Total Other Income	70.00	80.07	120.00	0.00	120.00
Other Expense					
8902 · Unrealized gain/loss on investments	0.00	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	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	0.00	1,292.17		0.00
9501 · Memorial expense	0.00	19.83	0.00		0.00
9503 · Paws campaign expense	66.48	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	0.00
9523 · Walk for the Wags expense	2,782.71	3,750.50	2,782.71	3,000.00	3,800.00

HUMANE SOCIETY OF PORTAGE COUNTY INC

Profit & Loss Budget Performance

January through July 2013

9535 · Kevin Ford golf outing expense	0.00	4,191.34	0.00	4,000.00	4,200.00
9895 · Project share expense	799.36	0.00	799.36		0.00
9900 · Miscellaneous fund raising expe	0.00	625.86		1,200.00	1,200.00
9910 · Christmas appeal expense	43.88	3,291.00	4,043.88	4,100.00	4,100.00
9915 · Summer appeal expense	0.00	0.00	0.00	0.00	4,100.00
Total 9500 · FUNDRAISING EXPENSES	3,692.43	11,878.53	-16,780.17	31,565.00	29,400.00
9970 · Bad debt expense	0.00	-23.00			0.00
9980 · Interest expense	0.00	12.64			0.00
9990 · NSF checks	40.00	119.65	2,817.47	100.00	300.00
9995 · Miscellaneous other expense	0.00	-3.58			0.00
Total Other Expense	40.00	105.71	2,817.47	100.00	300.00
Net Other Income	71,330.28	139,257.32	210,511.36	180,685.00	213,210.00
Net Income	-61,845.57	8,238.81	-41,428.38	3,350.00	-35,009.00
Net Income Less In Kind Donations		-18,360.19			



Fundraising Committee Minutes

August 31 2013

Attendees: Lyne Kawleski, Brett Jarman, Ann Barrett, Laura McPartland, Kelly Higgins

Absentee: Jared Redfield, Tom Kelbe, Ken Higgins

Meeting discussion was around Fur Ball:

- Solicitation letter
- Poster design, yard signs and save the date postcards
- Targeting event sponsors and raffle ticket donors
- Places to sell raffle tickets: Some of the suggested places below:
 - Veterinarian offices
 - Holiday Inn/Amber grill
 - RiverWest grooming
 - Team Schierl
 - Jay Mar
 - Tiarah Day Spa
 - Camp Bandy
 - D & D Auto
- Volunteers: how many and responsibilities
- Advertising and Media:
 - Use of Marquees for advertising:
 - Checks Muffler
 - Stevens Point Fire Department
 - DQ
 - Digital sign on Hwy 10 E
- Time line established to stay on track
- Volunteer meetings: 2-3 prior to Fur Ball
 - September 14th, 2013 (first volunteer meeting)
 - September 17th, 2013 (second volunteer meeting)

Next fundraising meeting will be September 11 at 4:00 pm.

2013 Fur Ball Time Line (subject to change and review) Page 1 of 1

Completed	Days to go	Date	Event
Y	56	8/23/2013	Letter and specific ask designed and sent for approval
Y	54	8/25/2013	Letters to companies mailed
Y	49	8/30/2013	Fund Raising Committee Meeting
Y	47	9/1/2013	Ann send list of online companies to Brett
Y	47	9/1/2013	Ann send list of volunteers that did calling to Brett
Y	47	9/1/2013	send update request on poster
Y	46	9/2/2013	verify raffle license (filed and waiting for return)
	46	9/2/2013	arrange for 30 to 50 yard signs
Y	45	9/3/2013	send same letter to individual list
	44	9/4/2013	Details about volunteer jobs from Lyne
Y	44	9/4/2013	Make online request to compaines - requires list from Ann
	43	9/5/2013	volunteer jobs into volgitics
	43	9/5/2013	build mailing list for post cards
	41	9/7/2013	Email to volunteers requesting help
	40	9/8/2013	Print Postcards
	39	9/9/2013	Sponsor and Raffle items decided
	39	9/9/2013	Send final request for updates to poster
	37	9/11/2013	Print posters
	37	9/11/2013	Print Raffle Tickets
	37	9/11/2013	4PM fund Raising Committee meeting
	37	9/11/2013	send post card to 4000 folks - HSPC mailing list - save the date
	37	9/11/2013	5PM HSPC Board Meeting
	34	9/14/2013	Fund Raising Committee Meeting with volunteers invited
	34	9/14/2013	Distribute Raffle tickets
	34	9/14/2013	Distribute posters
			call remaining folks on the list
			pick up stuff
	18	9/30/2013	Table commitments due
	16	10/2/2013	Media / press releases go out (2 weeks + 2 days in advance)
	16	10/2/2013	Begin advertising in news papers
	16	10/2/2013	Begin Radio advertising
	7	10/11/2013	Basket items are due
	7	10/11/2013	signs go out
	0	10/18/2013	FUR BALL



Dear Friend of the Humane Society,

Each fall the Humane Society holds its largest annual fund raising event. The “Fur Ball” is a casual evening of family fun that is open to the public with no admission fee. The 2013 Fur Ball will be held at the Holiday Inn Hotel & Convention Center in Stevens Point on Friday, October 18 from 6PM to 10PM. We invite your support to make this FUN(D)-RAISING event a huge success! Your generous contribution will allow the Humane Society to continue our mission of humane care for all domestic unwanted animals and provide educational services to the Portage County community.

Your generous TAX-DEDUCTIBLE donation, while not only being greatly appreciated, will also be widely publicized and seen by the hundreds of people attending the evening’s event. We will be featuring an awesome prize raffle, a grand silent auction and Portage County’s largest “theme basket raffle”.

Should you be kind enough to donate cash, a product, or a service, please indicate your choice on the enclosed response form and return it to us in the envelope provided at your earliest opportunity. If we do not hear from you, one of our volunteers will follow up with a courtesy call in a few weeks.

Thank you for your support. Please plan on joining us for a dog-gone good time at the Fur Ball!

Sincerely,

Ron Blaha

Ron Blaha
Executive Director



Our current residents appreciate your consideration!

*The Humane Society of Portage County is a private, not-for-profit 501(C)(3).
Each year, operational costs are met through fundraising events, contractual agreements, and private donations.
The welfare of our animals depends upon your support.*

3200 Iber Lane, Plover, WI 54467 ~ 715-344-6012 ~ Fax 715-344-5954 ~ www.hspcwi.org

Visit us on facebook at www.facebook.com/HSPCWI

HSPC 2013 Fur Ball Sponsorship Opportunities

The following three items are available on a first-come, first-served basis until **Monday September 9:**

- Event Sponsor (one available) - \$5,000 – Your name as sponsor of the event at the top of all printed brochures, all radio and TV interviews, newspaper advertisements and all banners at the Fur Ball. As well as announcements made during Fur Ball. Article in HSPC Magazine “Paws to Read” thanking you for sponsorship.
- Entertainment Sponsor (one available) - \$1,000 – Your name on banner next to entertainment group. Entertainment group will thank you during their performance.
- Raffle Ticket Item (4 available) – Donate a Raffle item or service valued between \$500 to \$700 – Your name on the raffle ticket and posters as the item’s sponsor.

The following item is available on a first-come, first-served basis until **Monday September 30:**

- Table at the Fur Ball (multiple available) - \$200 – Your table can be used to sell items or advertise.

The following items are available on a first-come, first-served basis until **Friday October 11:**

- Silent Auction Items (multiple available) – Donate an item or service valued \$75 or more. Each silent auction item has a display sign with the item’s details. You will be listed as the item’s sponsor.
- Basket Raffle (multiple available) – Donate a complete basket – Your name on the basket as the sponsor of the items it contains
- Basket Raffle Items (multiple available) – Donate individual items to be grouped with other similar items into a larger basket. Your name as the item’s sponsor on the basket signage.

2013 HSPC Fur Ball Donation

Please check appropriate selections below:

- ☐ I want to be the event sponsor \$5,000 **Your logo is requested, see instructions below.**
- ☐ I want to be the entertainment sponsor \$ 1,000 **Your logo is requested, see instructions below.**
- ☐ I want to donate a raffle ticket item
- ☐ I want to donate a silent auction item
- ☐ I want to donate a complete basket
- ☐ I want to donate a basket item
- ☐ I want a table at the Fur Ball \$200

Thank you for your support!

☐ Please send me an invoice!

My name is: _____

My Company / Organization is _____

My address is _____

My e-mail address is _____

My phone number is (include best time to call) _____

A short description of my donation is _____

Digital logo requirements (event or entertainment sponsor). Please send a high quality (1200 pixels wide) digital version (gif, jpg, jpeg, png or psd format) of your logo to executive.director@HSPCWI.org.

Please return this form to: Humane Society of Portage County ~ Fax (715-344-5954)

Mail (3200 Iber Lane, Plover, WI 54467) ~ E-mail (executive.director@HSPCWI.org)

Phone (715-344-6012) ~Web (www.hspcwi.org) ~Facebook (www.facebook.com/HSPCWI)



Volunteer/HR Committee meeting: -
August 27th, 2013

Present: Brett Jarman, Gail Colrud, Carole Jeske, Lyne Kawleski

Started meeting with discussion around what our focus would be as a committee.

Carole Jeske(volunteer coordinator) had recently visited the Oshkosh Area Humane Society. Carole brought back several great ideas along with handouts that she provided to the committee.

The three discussion points for this meeting were:

- Identify ways to recognize volunteers on an ongoing basis
- Annual get together for volunteers, board members and staff
- What do we really want from our volunteers?
- Ways to recognize:

Shirts

Volunteer of the month

Volunteer Newsletter

Buddy System (implemented prior to meeting)

Creation of volunteer handbook

Annual get together:

Discussion around past parties, what was successful and not successful

How do we get MORE volunteers to come?

Carole will be organizing this event, along with our help

- What do we want from volunteers?
 - Spend quality time with animals
 - Act 90- Dog walkers
 - Cats/Kittens- spend at minimum 15- 20 minutes per day per cat
 - Fundraising help
 - Kennel Staff volunteers – 4
 - Volunteer Medical Assistant

This committee was established before we had a volunteer coordinator. Carole currently reports to Brett, most of the things discussed had already been considered and were in the works. So going forward this committee will meet on as needed basis.

Humane Society of Portage County Volunteer News!

Inside this issue are a few short articles

- Help us with Fur Ball
- Volunteer Appreciation Event
- Suggestion Box
- Volunteer Statistics
- Parking Lot Expansion
- Follow Us on FaceBook
- Watch our WebSite
- Adoption Successes
- Buddy System
- Wish List

Help us with Fur Ball

Fur Ball is the Humane Society's annual fall event. In one night we raise a large portion of our annual budget. The event will be held at the Holiday Inn on Friday October 18th from 6PM to 10PM.

Volunteers are desperately needed to help with:

- * organization tasks weeks before the event
 - selling raffle tickets
 - calling companies to follow-up on our request to donate items for basket raffle or silent auction
 - assistance in picking up the donations
 - preparing items for the silent auction (gift certificates and coupons on a display board)
 - distributing posters around Portage County that announce Fur Ball
- * set up tasks the day of the event (8:00AM – 5:30PM)
 - transporting baskets and silent auction materials to the Holiday Inn
 - arranging items on tables for the silent auction
 - arranging baskets for the basket raffle
- * executing the event during the evening (5:30PM to 10:00PM)
 - selling raffle tickets
 - selling basket raffle tickets
 - selling silent auction numbers
 - providing information about the humane society at the information table
 - selling items with the HSPC logo
 - helping with the execution of the silent auction
 - running games for the kids
 - cleanup (10:00PM to 10:30PM)
 - taking photos at the Fur Ball.

Many of the tasks that you could help with are short and simple! Many hands helping will make the Fur Ball a success!

Please attend one of the two Fur Ball volunteer organization events, Saturday September 14 at 10AM or Tuesday September 17th at 7PM. Both meetings will last approximately 1 hour and will be held in the education room at the shelter. Please send an email to volunteer.coordinator@hspcwi.org if you are interested in pitching in to make this event a success!

Humane Society of Portage County Volunteer News!



Volunteer Appreciation Event

All of our volunteers are invited to attend the HSPC Volunteer Appreciation event. We are still finalizing a few of the details but you can mark this on your calendar – Sunday November 3rd. Food will be provided. A cash bar opens at 4PM. A short presentation will be held at 5PM. The event will be held in Plover. HSPC staff and board members will be in attendance.



Suggestion Box

In an effort to encourage volunteers at HSPC to provide feedback, two "suggestion boxes" have been created to give volunteers an anonymous method of providing input. A digital suggestion box is now available. [Click here](http://www.suggestionox.com/response/4QsYna) to link to it. The web address is

<http://www.suggestionox.com/response/4QsYna>

The physical suggestion box is next to the Executive Director's office. As always, please feel free to email Carole or Brett directly at volunteer.coordinator@HSPCWI.org or find us when we are at the shelter if you have questions or concerns about your experience as a volunteer.



Volunteer Statistics

In August 99 adults volunteered 1,200 hours and 25 youth volunteered 137 hours. We are extremely grateful for all of the help you provide. The animals that pass through our doors are even more grateful because the majority of the volunteered hours were dedicated to direct animal contact.



Parking Lot Expansion makes room for volunteers

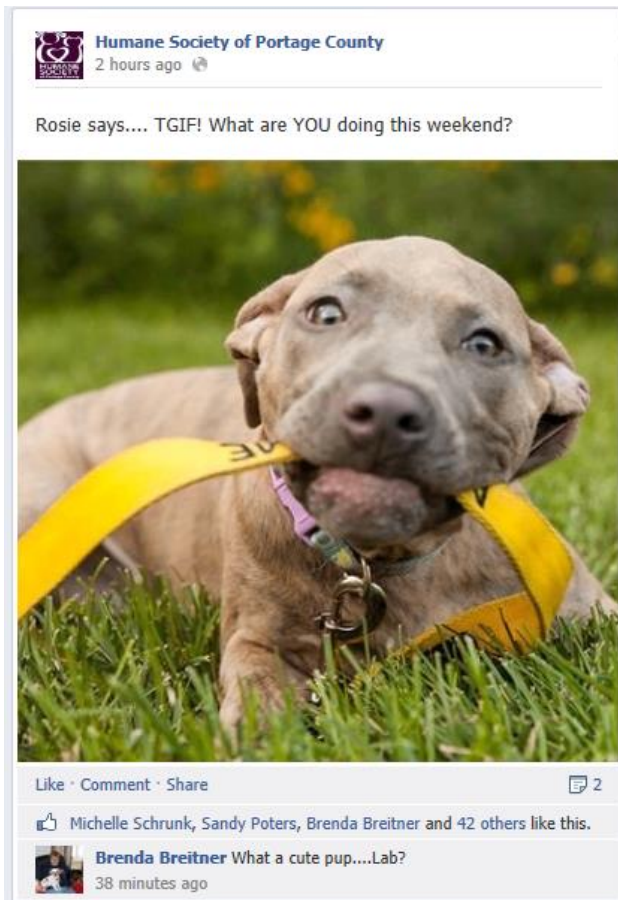
As the volunteer activity increases we found our parking lot frequently out of space. In July we received a donation of additional parking spaces.

On your next volunteering visit please check out the additional spaces.

Your Volunteer – Volunteer Coordinators are: Carole Jeske & Brett Jarman.

We are excited about all of the good changes that are occurring like the return of the UWSP student volunteers and our computer based volunteer tracking system. We have been busy converting and adding volunteers to the new system. If we missed you, please contact us.

Humane Society of Portage County Volunteer News!



Follow us on Facebook

Quick updates and stories about our animals can be found on Facebook at

<http://www.facebook.com/HSPCW/>

You will find cute photos and fun stories of animal antics.

You will also find some of the heart wrenching stories of the animals who have touched our lives.



Humane Society of Portage County

20 hours ago

Yesterday we heard the words no one wants to hear. Tumor. Cancer. Inoperable. Our gentle, loving Gypsy girl could not be fixed. Although we don't normally share such sad news and try to focus more on the positive life in our shelter environment, Gypsy's story deserves to be told. Gypsy was loved by staff, volunteers and her foster family. We banded together to take care of this beautiful soul... [See More](#)

Candy McGivern, Sally Zepp, Jeanette Elizabeth and 118 others like this.

22 shares

[View 33 more comments](#)

Nicole Pliska Run free with the others in sweet heaven, Love yu to pieces.
14 hours ago

Amy N Dale Hewitt We were fortunate to have Gypsy in our house for several days. She quickly become part of the family and we will miss her greatly! We had every intent of adopting her, unfortunately, some things are bigger than us. I hope that we were able to provide her all the comfort that she needed. We know for a fact that she liked the couch! You may have only been with us a short time, but you were one super pup!

Humane Society of Portage County Volunteer News!



Watch our website

Information about our events, staff members, board of director members, and frequently asked questions can be found on our website <http://www.HSPCWI.org>.

The website keeps growing and is scheduled to get a facelift later this year.



Adoption Successes for August

The following animals have been adopted to their forever homes:

Bunnies – Hermes and Peta

Cats – Aaron, Akero, Akiva, Andrew, Annyon, Ariel, Arik, Armani, Arthur, Axel, Boo, Buckhorn, Bud, Cailen, Calla, Camden, Chasey, Chloe, Clark, Dahlia, Danni, Darby, Deacon, Dexter, Digger, Disco, Dwayne, Ellie, Farrah, Franc, Frannie, Frosty, Gaston, Harold, Hola, Jazzy, Jocelyn, Josie, Juliet, Langley, Leinie, Mallo Cup, Melek, Midnight, Millie, Misty, Momma Rose, Mushu, Myrtle, Nala, Oaklan, Oliver, Olivia, Pepper, Pixie Dust, Polka, Poncho, Punky, Quade, Reggae, Reinheart, Rocky, Rowdy, Sahara, Selina, Sheldon, Slade, Sophie, Sprick, Staci, Stefani, Stevan, Thistle, Todd, Trixie, Watson, Willie, Wombat and Zorro.



Dogs - Atari, Bonnie, Clyde, Eddie (Erin), Henry, Kirby, Lola, Penny, Pettrie, Poppi, Roxy and Zelda

Humane Society of Portage County Volunteer News!



BUDDY SYSTEM

Buddy System!

So you've been through orientation but that doesn't mean you remembered everything, right? It's not uncommon to feel intimidated by new people/places/experiences/unfamiliar processes and I want to help with that.

The HSPC wants to make you feel welcome and we believe the best way to do that is with a buddy system. We want to be there for you on your first volunteer outing!

I will find someone to be there with you... Let me know when you are ready and I will provide a one on one personal trainer/buddy to introduce you to the animals, the staff, other volunteers, make you feel comfortable and answer any questions that you may have.

I was lucky enough to have my husband volunteer with me the first couple of times and didn't have to "go it alone." I don't want you to have to do it either! The best way to start is to start it with somebody who has been doing it for awhile!

There are a few of us signed up as "teams" meeting on a consistent basis... if you want in, let me know! On the flip side, if you are interested in being a buddy... let me know :)

Carole Jeske
Lead Volunteer/Volunteer Coordinator
volunteer.coordinator@hspcwi.org
715.340.2194



Fill the Van and Our Wish List

We have been holding a variety of "Fill the Van" events. Some of you wonderful Volunteers helped us at these events. The items on our wish list can be seen below.

PET SECTION

- ☐ Adult dog dry food (Iams or Purina One ONLY)
- ☐ **Adult and kitten dry food (urgent need)**
- ☐ **Canned cat/kitten/dog food (urgent need)**
- ☐ Cat toys
- ☐ Clay Litter ONLY
- ☐ Large Milk Bones
- ☐ Rawhide Chew Bones

CLEANER & SUPPLIES

- ☐ Bleach
- ☐ **Liquid laundry detergent (urgent need)**
- ☐ Fabric dryer sheets

Humane Society of Portage County Volunteer News!



- ☐ Mr. Clean liquid cleaner (urgent need)
- ☐ Distilled Water
- ☐ Garbage bags (kitchen or 45 Gal)
- ☐ Q-Tips
- ☐ Rubbing Alcohol

GROCERY

- ☐ Canned Squeeze Cheese
- ☐ Peanut butter for kongs

Monetary Donation

- ☐ Veterinary Supplies & Services
- ☐ Spay & Neuter Sponsor
- ☐ Kitten Milk Replacer (Urgent Need)



Forever Home Means ... Forever Home



Larger Wishes

..... you may know someone who can help

- **Forever Homes for any of our animals**
- 7 foot animal stock trailer (this will allow us to transport larger animals and farm stock that need our help)
- Lockable storage space approximately 12 foot by 20 foot for disaster recovery materials (**must be more than 5 miles away from the shelter**)
- Replacement digital controls for our heating and air conditioning system
- Two sections of chain link fence to connect our building to our outdoor dog play pens
- Small chest freezer to store dog treats



Humane Society of Portage County

IT Status Report – September 9, 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. Garret reports that we have access to the new web site in September.

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

PIFFNER 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

[f](#) [t](#) [v](#) [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](#)

- ~~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.~~
 - Jaime and I spent the day with the Oconto Animal Shelter. Oconto uses Animal Shelter Manager. We saw a demonstration of most of the system features. Oconto staff were able to answer the questions we had and demonstrate how Animal Shelter Manager performed the tasks we were asking about.
 - We are going to proceed with the Animal Shelter Manager program. It will remain on hold behind the Donor Perfect and Fur Ball projects.
- Implement Donor Perfect software - this is a prerequisite to the use of Alpha Dog fund raising program.
 - DonorPerfect system has been acquired
 - DonorPerfect screen design has been completed and the system is available.
 - Initial test load of 4,500 prior year transactions has been completed.
 - Use with fall appeal will begin the week of September 9, 2013
- Implement enhancements to the 2012 version of Fur Ball software and provide support for 2013 Fur Ball
 - Raffle tickets will print in-house
 - Save the date postcard will print in-house
 - Enhancements to the silent auction program will speed up the end of night process

Completed in August 2013

- Additional support for cameras
 - Cameras and photos are becoming integrated without daily processes. New cameras implemented with a simple upload process.

- Web site updates included
 - Fill the Van events
 - Dale Schuh Dollars for Paws Event
 - Adoption pricing
 - Animal reclaim process
 - Additional board of director photos

Adoption

[Home](#) [Who We Are](#) [Events](#) [How To Help Us](#) [FAQs](#)

Quick Links

- Available Pets
- Donate
- Lost & Found

All dogs and cats adopted from the HSPC are spayed/ neutered at HSPC at no charge

Specials

Back to school special

Cats 1 year old and up \$10

All cats - adopt one and the second adoption fee is waived

Standard Prices

\$210	- All Puppies
\$210	- Dogs (25lbs and under – mature weight)
\$160	- Dogs (over 25 lbs - mature weight)
\$ 85	- Kittens 1 year or under
\$ 60	- Cats over one year

Current Events

- Fill the Van



301 volunteers in the system

41 are in applicant status

260 active and trained

99 adults performed some service to HSPC in August – 1,200 hours

25 youth performed some service to HSPC in August – 200 hours

32 performed more than 10 hours in August (9 more were at the 8 to 9 hour mark)

1,400 volunteer hours were performed in August



All Service By Assignment

Humane Society of Portage County

Assignment	Jun 2013 Hours	Jul 2013 Hours	Aug 2013 Hours	Total Hours
A Dorsey	143:07	210:23	213:45	567:15
Administrative Assistant	3:54	8:25	28:29	40:48
Adoptions Counselor	0:00	0:00	0:00	0:00
Building Maintenance	3:14	9:09	0:36	12:59
Cat Cage Crew	0:00	0:00	28:23	28:23
Cat Socialization	90:16	169:09	267:56	527:21
Community Service	159:51	55:02	96:31	311:24
Dog Kennel Crew	0:00	8:05	23:11	31:16
Dog Walker	88:13	286:49	341:46	716:48
Evening Animal Care	0:00	0:00	0:00	0:00
Fill The Van - Jay-Mar	0:00	0:00	2:23	2:23
Fill The Van - Petco	0:00	0:00	0:00	0:00
Fill The Van - Trigs	0:00	0:00	0:00	0:00
Housekeeping	27:52	10:07	0:56	38:55
IT Technician	146:51	192:10	166:13	505:14
Medical Assistant	0:00	0:00	4:19	4:19
Photographer	7:31	11:07	23:27	42:05
Reception / Greeter	0:00	0:00	0:00	0:00

Assignment	Jun 2013 Hours	Jul 2013 Hours	Aug 2013 Hours	Total Hours
Videographer	1:09	0:00	0:00	1:09
Youth Assistant	0:00	63:19	139:51	203:10
(None)	1:16	4:06	0:00	5:22
Grand total	673:14	1,027:51	1,337:46	3,038:51



Significant Contribution in August Items Over \$100

The Sentry / Dale Schuh / Belts Ice Cream event was held on Sunday August 18. The money raised at this event will appear in the September report.

Gift \$100.00

Gift \$150.00

Gift \$300.00

Spay/Neuter Sponsor \$100.00

Spay/Neuter Sponsor \$100.00

Spay/Neuter Sponsor \$100.00

Gift \$500.00

Gift \$100.00

Spay/Neuter Sponsor \$100.00

Gift \$200.00

Gift \$200.00

Adoption Sponsor \$100.00

Memorial \$100.00

Gift \$300.00

Gift 2 digital cameras (one for adoption and one for the front desk)

Humane Society of Portage County Animal Control Report
08/01/2013-08/31/2013

Municipality	# Complaints	# Bites	# RAL	Barking Dog	Neglect	Rescue	Stray (HO Pick Up)	Vicious Dog
Other		2			2			
Stevens Point	1	5	9	5	2		32	
T. Alban								
T. Almond					1			
T. Amherst		1	2		1		2	
T. Belmont	1						2	
T. Buena Vista								
T. Carson								
T. Dewey							10	
T. Eau Pleine	1		1					
T. Grant		1	1				4	
T. Hull			5	1	2		3	
T. Lanark		2	1		2		1	
T. Lindwood							1	
T. New Hope								
T. Pine Grove					1		1	
T. Plover			1	1			2	
T. Sharon					2		1	
T. Stockton		1	3		1		3	
V. Almond								
V. Amherst							1	
V. Amherst Junction		1						
V. Junction City								
V. Nelsonville								
V. Park Ridge			1					
V. Rosholt							3	
V. Whiting			1				2	
T. Bevent								
V. Plover		3	3	4	3		12	1
Total	3	16	28	11	17	0	80	1

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		
	Surrendered	Stray	Euthanasia	Impounded	Quarantined	Transfers	Abandoned	Total		
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	16	100	0	0	2	0	1	119		
September '13								0		
October '13								0		
November '13								0		
December '13								0		
Total	217	459	0	3	3	1	5	688		
DOGS	INCOMING							Incoming		
	Surrendered	Stray	Euthanasia	Impounded	Quarantined	Transferred	Abandoned	Total		
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	10	35	0	5	2	0	0	52		
September '13								0		
October '13								0		
November '13								0		
December '13								0		
Total	62	200	0	14	12	1	0	289		
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	71		5	6	30	0	0	0	5	117
September '13										0
October '13										0
November '13										0
December '13										0
Total	290		36	39	179	0	96	0	16	656
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	15	0	0	26	1	0	0	0	0	42
September '13										0
October '13										0
November '13										0
December '13										0
Total	99	9	3	144	12	0	5	0	1	273