

Humane Society of Portage County

November 2013 Board Information Package

Next Board Meeting November 13, 2013

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

5:00 PM Optional Pre-meeting training – County Contract Presentation &
Volunteer Appreciation Presentation (if time permits)

5:30 PM Board Meeting

This package contains the following information

- Board Agenda
- Minutes from October meeting
- Executive Committee Action Item
- Executive Director Report
- Operations Committee Report
 - Surveys for quality
 - Board Member Committee Assignments
- Finance Committee Report
 - Financial Statements (Final September statements)
- Fund Raising Committee Report
- Education Committee Report
- Information Technology Status Report
- Volunteer time report
- DonorPerfect report
- Significant Contributions to HSPC
- Animal Control Report
- Animal Activity Report
- Presentation given for the County Contract
- Presentation given at the Volunteer Appreciation event



Board of Directors Meeting Agenda

November 13, 2013 5:30 pm

5:30 p.m.	Call to Order of Board Meeting	L. Redfield
5:33 p.m.	Approval of Minutes – September 11, 2013	L. Redfield
5:36 p.m.	Board Seating and Resignations	L. Redfield
5:40 p.m.	Executive committee action items	L. Redfield
5:45 p.m.	Committee Reports	
	a. Operations Committee	
	i. Executive Director's Report	R. Blaha
	ii. Operations Issues	B. Jarman
	Meeting discussed surveys for quality control	
	iii. Continued development of the 2013 committee structure	
	b. Finance Committee	B. Schenk
	c. Fundraising Committee	L. Kunst
	d. 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.	New Business	L. Redfield
	Schedule December Boardmeeting	
6:40 p.m.	Adjourn	L. Redfield



Humane Society of Portage County Board of Directors

Meeting Minutes

October 9th 2013

1. Call to order – L. Redfield

Meeting was called to order at 5:35 pm

2. Roll Call – L. Redfield

Present: Jared Redfield, Tom Kelble, Brett Jarman, Linda Redfield, Lisa Kunst, Bruce Schenk, Dennis Schenk, Sheila Kessler, Laura McPartland, Ron Blaha (Executive Director), Jamie Jones.

Absent: Lynn Kawleski, Eugene Mancl, Ann Barrett,

3. Approval of Minutes

Motion: to approve minutes from September 11th, 2013 meeting (T. Kelbe/L.Kunst) motion carried.

4. Board Seating and Resignation

None

5. Committee Reports

a. Operations Committee -

i. **Executive Director's report-Written Report previously provided**

ii. **Discussion of new adoption policy**

Motion: to approve adoption policy (D.Schenk/J.Redfield) motion carried

iii. **Operations Issues**

Brett Jarman reports Summer Appeal going well and we are receive many gifts in excess of \$100.00

Animal Night Out for animals in foster care

Second volunteer newsletter has been sent out and training is scheduled

b. Finance Committee – written report

a. Ron Blaha discusses allocation of funds for employee raises. Will be based on performance and performance reviews.

c. Fundraising Committee -

a. Lisa Kunst reports on Fur Ball.

d. Education Committee - Jarred Redfield reports that class participation is down. This is most likely due to staff illness. Discussed need for better advertising.

e. Governance Committee – Discussed Strategic plan and process and customer satisfaction survey.

f. Nominating Committee –no report

7. New Business

. Eugene Mancl reports he conducted a walk-through of facility. Stainless steel kick plats have been installed on doors and there is work starting on the drywall. Seeking bids to repair or replace HVAC issues with computer program.

8. Old Business -none

9. Adjournment – Meeting adjourned at 6:25 pm.to Next meeting of the Board will be September 13th 2013 at 5:30 p.m.

Submitted

Sheila Kessler
Secretary, HSPC

October 30, 2013

Portage County Humane Society – Executive Directors

Motion: Accept the \$7,500 donation from Community Foundation of Central Wisconsin and authorize the repair of heating / cooling controls by Ron's Refrigeration at a cost of \$15,717.

Background: The heating and cooling controls are part of the building's original equipment installed in 2006. The specific controls that need to be replaced were manufactured by T.A.C (Tour Andover Controls) a USA company. The controls and software used to monitor and regulate the temperature in multiple zones are no longer supported by TAC and software upgrades are no longer available.

In 2012 and 2103 HSPC paid \$8,605 for 11 service calls to adjust, repair or bypass parts of the control system. These changes were all temporary fixes that helped delay the larger cost solution of control replacement.

Two vendors have reviewed our heating / cooling system and have given HSPC quotes for a controls upgrade. In February 2013, Ron's Refrigeration provided a quote of \$15,717. In October 2013, Complete Control provided a quote of \$22,250.

In October 2013, HSPC applied for a matching grant from the Community Foundation of Central Wisconsin. The Community Foundation awarded HSPC \$7,500 for the specific purpose of implementing a Temperature Control System Upgrade.

Executive Director Recommendation: Proceed with the replacement of the temperature control system and match the Community Foundation grant with money raised from the summer appeal.

Approved by:

Linda Redfield President

Brett Jarman President

Bruce Schenk Treasurer

Shelia Kessler Secretary

Staff – Mariah Schultz resigned. Laura Wright, Jenevieve Hartung, Olivia Migas, Jamie Dunn, Brianna Hunt, and Brady Napiwocki hired part-time for Animal Care.

Office/Animal Care Manager Report (from Jaime Jones)

Animal Population as of 11/7/13: Cats: 163 / Dogs: 17 (one day snapshot)

Note: With the start of this report, we will record our animal population at the end of each month so we can eventually have a trend line and snapshot of the average number of animals we care for on a daily basis at our shelter.

- Hired and coordinated the training of 5 part time employees and 1 full time.
 - Developed a training log to track the training process and to have a sign-off with the person who is training.
 - One of the part time employees will be covering front desk until we revert back to our original idea of HO's in front and will be back-up when the need arises. She will also take over the slide show.
- Created analytical eagle eye view of salaries and wages to collaborate with various ideas of how to approach raises.
 - Researched the average wage in Wisconsin for each position.
 - Developed Salary Ranges for each position.
 - Coordinated meetings and mapped out details of each individuals opinion on how their ideas affect the bottom line and how they would look per individual.
- Currently working on research and development of a more efficient way to process dog licenses at the shelter for 2014.
 - This idea will hopefully enable each municipality to have a real time access to records of dogs that are licensed for their municipality at the shelter.
 - Hopes are that it will also streamline the communication between the municipalities and the shelter.
- Covered for other areas of the shelter on numerous occasions through out October – 5 shifts of Front Desk / 5 shifts of Animal Care
- Created the first Front Desk Manual.
- Created a Manager on Duty Manual/Expectations list – currently in the review process.
- Researched and developed an Employee Discount Guidelines including taxability issues - currently in the review process.
- Maintained schedule and changes utilizing Volunteers & Community Service.
- Maintain bi-weekly payroll, monthly financials, accounts payable, accounts receivable.
- 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 by Janice our volunteer reception and office assistant.
- Scheduling of monthly “All Employee” meetings.

Medical Staff Progress Report (from Khryse Flugaur)

- We continue to have high intake numbers/census within our feline population. Kitten season is still in full bloom and with it comes infectious disease.
- October spay/neuter/dental/other surgery numbers include: Canine: 13 Feline: 65
- This month Megan and I attended the annual WVMA/WVTA conference in Madison. Classes we participated included canine aggression, infectious disease, pain management and anesthesia. This conference fulfilled our continuing education requirements for re-licensure as Certified Veterinary Technicians in the State of Wisconsin for 2013. We brought back a lot of good ideas, a bunch of freebies from vendors and hopefully developed some new relationships with distributors that can continue to save money for the shelter.

Humane Officers Progress Report (from Ron Blaha)

- Deann Migas and Renae Sohlden attended the week long Humane Officer certification program. Both passed the certification test.
- 10/2/13: Ron Carlson provided a presentation on communication to the Humane Officers.
- 10/9/13: Assistant District Attorney Dave Knaapen gave a presentation on court procedures to the Humane Officers.
- 10/10/13: Attorney and board member Sheila Kessler gave a presentation on liability issues to the Humane Officers and staff members.
- 10/22/13: Attended the Portage County Animal Control meeting to update the municipalities on our Humane Society and answer any questions.
- Opened an account with www.WisconsinTechConnect.com and Wisconsin Job Services to help find Humane Officer applicants.
- 11/01/13: Interviewed a candidate for Humane Officer position.
- 11/04/13: Emily and Amanda attended the Rabies course in Madison.
- A dog barking letter and a Nuisance Dog Barking FAQ sheet has been developed by Renae Sohlden to be used as a first step in addressing a dog barking complaint. This effort will provide a non-threatening initiative for the involved party to address the situation.

Adoption Coordinator Progress Report (from Amanda Tucker)

- During the month of October the Adoption Team moved lots of animals into their forever home! 15 Dogs, 66 Cats/Kittens and 2 rabbits!
- Recently, one of our long term residents, a dog named Ms. Puff was finally adopted. Puff came to the shelter as a stray on July 5th. Due to Ms. Puff's weight when she came in she was put on WD food and became a contestant on The Biggest Loser "The Shelter Series". On July 8th Puff weighed in at 96 pounds and on October 9th was down to 79 pounds!
- With the Christmas season upon us Adoption is working with our volunteers to create "Dear Santa" letters. These letters will be from our pets to Santa asking for homes for Christmas or support for the shelter.
- A "Foster Care" manual is being worked on and soon to be completed. Also, we have an "Assess-A-Pet" manual that will be further "tweaked" to ensure all of our actions are consistent and qualified when we are assessing the animals in our care.

Executive Director (from Ron Blaha)Education

- 10/15/13: At our mandatory staff meeting, we presented our annual HazCom training.
- 11/01/13: Education Committee meeting. Discussed dog training and education presenters for requests from schools and student organizations.
- Amanda Volkening checked with our state Veterinarian contact Yvonne Bellay and we found out that classes we have with credible instructors are acceptable for CEU's that our Humane Officers need to remain certified. This means that sessions we had with Ron Carlson (Communication), Jim Downing (Report Writing), Sheila Kessler (Liability), and Dave Knaapen (Court Procedures) can all be submitted as continual education. This will save a considerable amount of money for the HSPC because we can conduct these sessions in-house which means a significant savings with no transportation costs and seminar fees. In the email from Yvonne Bellay – DATCP, she stated "I will accept the training for CE credit with appropriate documentation."

Grants

- Grant application for the air flow system that was submitted to the Community Foundation of Central Wisconsin was accepted and we received a check for \$7,500. Picture: Marcus Hammitt from the Community Foundation of Central Wisconsin presents the check to Ron Blaha.

Fundraising/Events/Donations

- 10/07/13: Did a phone interview with Marshall Pierce at Muzzy Broadcasting to promote the Fur Ball event. Two interviews were given and used on their country stations B-104.9.
- 10/17/13: Dolores and Ron were on Scott Krueger's morning program to promote the Fur Ball.
- 10/18/13: Involved with Fur Ball activities.
- 10/21/13: From email sent: **Rogers Cinema** will be holding a fund raising event during the opening weekend of the premiere of The Hunger Games: Catching Fire. (11/21 – 11/24)
- 11/03/13: Volunteer Recognition at Smiley's. Ron put together a PowerPoint presentation to honor the volunteers.
- Several days Ron took raffle books and posters to willing businesses for Fur Ball.
- 11/04/13: Winter/Holiday appeal letter was completed and sent to Spectra Print for printing and mailing and should be in the mail prior to Thanksgiving Day. **See page 5 below**
- 11/09/13: **Beyond Ordinary** is having a fundraiser for the HSPC on Saturday 11/09/13.
- 11/11-15/13: **Sentry Cares Club** doing a holiday donation from their employees to bring in items off of our wish list and the club will match up to \$1,000 from cash donations.
- 12/9 & 16/13: Fundraiser at **Buffalo Wild Wings** – Joan Platt is arranging with Buffalo Wild Wings.
- 12/09-13/13: **Delta Dental** doing a holiday donation from their employees for the HSPC
- Late December or Mid-January: The **Central Wisconsin Women's Hockey Club** will be doing a HSPC fundraiser at one of their games. Donation boxes are planned at approved locations.

Activities

- We are working with Marshall Pierce with the Muzzy Broadcasting station to begin a weekly radio program that would be similar to the Channel 9 TV program that Dolores does. Dolores would be our representative. Also, Marshall would like to do a Pet of the Week program that would highlight which animal is our pet of the week. Amanda is working with Marshall to begin this program. Joan Simon is also talking to Marshall about the possibility of promoting our dog training sessions.
- A summary "Progress Report" has been completed to highlight the top initiatives that have been taken in each area of our operations. **Copy is in the board package**
- Satisfaction surveys have been developed to use randomly with HSPC customers involved with our adoption process and in contact with our Humane Officers. **Copies are in the board package**

Building/Grounds/Equipment

- 10/4/13: Met with Eugene Mancl to tour and review building needs.
- 10/18/13: Met with Kris from Complete Controls and Eugene to review our air flow system and to get a quote for the computer system and controls we need to upgrade.
- 10/27/13: Dan Hellenbrand, Joe and son Neal, and Eugene Mancl put up plastic barriers to the outside runs which help to keep the outside runs 15 to 20 degrees warmer than the outside winter temperatures.
- 10/29/13: Met with Eugene Mancl to continue discussion on building needs and review the two quotes for the updated air flow system.
- Outside lights that were not working have been fixed.

Meetings

- 10/22/13: Presentation given to the Portage County municipalities at the annual Portage County Animal Control meeting. Ron updated the municipalities on our Humane Society activities and answered questions. Chief Deputy Dan Kontos provided some nice comments about our efforts at the HSPC which are highlighted in yellow. **See page 7 - 9 below for meeting minutes & matrix**
- 10/25/13: Met with Angela Schenk to begin the strategic planning process. **See page 6 below for Angela's planning process outline**
 - 10/30/13: Met with Mikhail Salienko, our insurance agent, to review his company's website services and upcoming insurance renewals.
 - 10/31/13: Operations Committee meeting: Reviewed survey proposals to be used for input from customers relating to adoption and Humane Officer activities.

WINTER APPEAL LETTER

Dear Humane Society of Portage County Friends:

Wisconsin is known for its change of seasons. We are now preparing for the winter weather as we leave a much too short summer and fall. However, the freshness of spring will soon follow. As our weather changes, our shelter has also changed. Over the past four seasons we've moved forward with several significant initiatives. To mention a few of the more recent ones:

- Thanks to a very generous donation, we have an extended parking lot to better serve our customers.
- Several trail projects by Eagle Scout candidates have been completed for our back woods where benches and exercise equipment have been added.
- We've received a grant and contributions that will make it possible for us to upgrade our heating and cooling system which will improve the air flow throughout the building.
- Adoption guidelines have been developed to help customers know and understand what is involved with the adoptions process.

(To obtain further details, please visit our website: www.hspcwi.org)

As I share some of our changes, there is an interesting story about a dog that didn't change for over nine years. Recently, a movie was on TV about a dog in Japan named Hachikō. Everyday Hachikō would see his owner Ueno off to work from his home and then, at the end of the day, greet him at the nearby Shibuya Train Station. When professor Ueno did not return, after dying from a cerebral hemorrhage, Hachikō returned to the train station each day for the next nine years awaiting Ueno's return, appearing precisely when the train was due at the station. Hachikō's loyalty to his master made him a hero to the Japanese nation.

Speaking of heroes, the American Humane Association (AHA) Hero Dog Awards was recently broadcast on the Hallmark TV network. Jerry Lawrence hosted the third annual award gala honoring working dogs in categories including service, therapy, military, law enforcement and arson, hearing, guide, and search and rescue.

While watching this program, it brought to my mind that within our shelter walls we also have heroes – mostly dogs and cats but sometimes rabbits, birds, and fish. On a daily basis our surrendered, strays, and abandoned animals go home to new owners – giving them love and companionship. From the letters we receive, our adopted heroes get acclamations from their owners with statements like: "We are so happy"; "by far our best friend"; "couldn't live without him"; "we just melt"; "thank you for my best friend." Please keep sending us your stories about the animal heroes in your life. Pictured below with names and listed dates of admission, we have three very patient heroes waiting for a home.

With all of our animals who are waiting to be heroes, one thing that doesn't change is the necessary love and care needed to serve our animals. Providing our animals with the food and medical care to keep them healthy is of paramount importance. To continue our efforts, we endlessly need the help of our supporters who contribute money and volunteers their time. Our funding for animal care comes only from our donors. It isn't possible to fulfill our mission to serve our "heroes" without your help. Your gift makes it all possible!

Sincerely,

Ron Blaha
Executive Director



Donated by Ally/ Infinity Photography



Donated by Rheanna Lynn Photography | Day One Event



Strategic Planning Process (Angela Schenk)

Here is an outline of how I would like to approach the strategic planning process. Some of these items apply more so to the processes that I will use to organize the plan and less directly to Humane Society time or resources but it should give you an idea of the structure.

Outline:

1. Overview of the organization
2. Preparation for planning
3. Vision assessment
4. SWOT analysis
5. Context (Needs Assessment)
6. Mission alignment
7. Problem statements
8. Strategy overview
9. Goals
10. Objectives
11. Action plans
12. Evaluation process
13. Observations and conclusions

Proposed Timeline:

Preparation for planning, vision statement review and assessment, and SWOT Analysis will all occur within the beginning weeks. More time will be spent in October and November on needs assessment, mission alignment, and determining any underlying problems within the organization and the external environment. Once this phase is complete, strategies and metrics will be determined based on short- and long-term goals as well as organizational ideals. By early December, practical objectives will be determined and action plans established. The final strategic plan will be completed and read for any approvals process with organizational leadership by mid-December. A strategic evaluation process will be established to analyze the progress of the implemented strategies. The evaluation process will ensure that the strategic plan remains a living document that is utilized to propel the organization's mission and goals.

As I mentioned earlier, this and next week I will be tied up with final projects but I will do my best to make myself available for discussion or questions. Please feel free to cc: other leadership in on questions or to set up a meeting time.

I look forward to working with you.

Regards,

Angela Schenk

Portage County Annual Animal Control Meeting Meeting Notes

Date: October 22, 2013

Time: 6:00 p.m. to 8:00 p.m.

Location: Portage County Annex
1462 Strongs Avenue Stevens Point, WI 54481

1. Attendance: 18 people attended the meeting which started at 6:00 p.m.
2. Chief Deputy Daniel Kontos welcomed attendees to the Annual meeting. He explained that annual meetings were insufficient to establish regular lines of communications, and unveiled plans for regular animal control communications through email correspondence, the Annual Meeting, and other venues that would be discussed later that evening.
3. Chief Deputy Kontos introduced the agenda and briefly went over the responsibilities of the Sheriff's Office regarding animal control and liaison with the Humane Society of Portage County (HSPC.)
4. HSPC Executive Director Ron Blaha presented an overview of the HSPC and gave his annual report. He spoke at length regarding improvements to the HSPC, not only in personnel and facilities, but training and protocol development. He then gave a short review of HSPC calls for service for 2012-2013 as well as the HSPC financial report.
5. Next was the discussion regarding animal control enforcement. There was some confusion surrounding what protocol should be followed by municipalities regarding the procedure for communicating with the HSPC relating to enforcement issues, especially when it came to unlicensed dogs. Director Blaha explained that any requests for service should go through the humane officers, and then to him should there be an issue. Whiting President Paul Stroik asked if it was possible to get more detailed information regarding calls for service in a municipality than the annual total numbers. There was a brief discussion regarding data bases to pull this information from. HSPC Office Manager Jaime Jones said that she may be able to extract this from their Access data base and would look into it.
6. There were some additional comments regarding unlicensed dogs, and strategies for ensuring enforcement. This tied into the next topic of using the J. Mauel & Associates animal licensing program county-wide. Office Manager Jones explained that their office was unable to access the J. Mauel program to enter licensing information. Town of Plover Clerk/Treasurer Joan Scaider explained that there was a real push last year to get all of the municipalities on this system. She also said that the lack of a real-time data base also hampered the municipal tracking efforts. Chief Deputy Kontos explained that the Sheriff's Office Communications Center has read-only access to the data base as of this week, and that access would be also given to the HSPC. Clerk/Treasurer Scaider said that she was told that the HSPC could not get live data entry because of the multiple fee schedules across the County. Stevens Point Comptroller/Treasurer Corey Ladick suggested that there could be a common fee set County-wide. Chief Deputy Kontos commented that if there could be a consensus for fees, the HSPC could begin to do live data entry, and for those municipalities that did not want to adjust their fees, they would not get the live data benefit. It was agreed that the Portage County Town's Association may be the best place to bring this idea up.

7. Trisha Heyman gave a financial update. She also distributed the estimated 2013 municipal animal control license cost calculation as well as the 2014 projections. Whiting Trustee Sam Levin questioned the formula used to calculate the rates. After a good discussion, it was explained that the base cost to municipalities was established by population, and the licensing formula was a small component of the final cost. Comptroller/Treasurer Ladick explained that the formula was a discount to encourage aggressive licensing programs, and that the character of municipalities differed based on geography and demographics.

8. Chief Deputy Kontos distributed a dog licensing letter from Sheriff Charewicz. He also explained that an electronic version would be sent with the meeting materials. He then distributed a matrix explaining services provided by the HSPC vs. what would otherwise be a municipal responsibility. Chief Deputy Kontos further explained the value that his office places on the relationship with the HSPC, and that without their assistance, animal control could not be dealt with as efficiently or effectively as is done now. He commented on the tremendous progress made in enforcement efforts since last year and said he sees solid plans for continued improvement in the year to come. Chief Deputy Kontos thanked Director Blaha and rest of the HSPC staff for their efforts and commitment.

9. Director Blaha offered to host a meeting of the Town's Association at the HSPC so that people can get a better feel for what the HSPC has in terms of facilities.

10. Action Items:

- a. Create a regular animal control communications group to share information on a more routine basis – Sheriff's Office (Chief Deputy Kontos)
- b. Obtain immediate J. Mauel access for the HSPC – Sheriff's Office (Chief Deputy Kontos)
- c. Explore possibilities for more detailed reports to municipalities for calls for service – HSPC (Office Manager Jones)
- d. Approach the Town's Association to present the idea of standardizing dog licensing fees – HSPC (Director Blaha)
- e. Offer and host a meeting of the Town's Association at the HSPC if accepted – HSPC (Director Blaha)

11. Save the date for the next meeting: Tuesday, October 28, 2012, 6:00 p.m. to 8:00 p.m., Portage County Annex, Conference Rooms 1 & 2, 1462 Strongs Avenue, Stevens Point.



Presentation given to the Portage County municipalities at the annual Portage County Animal Control meeting October 22, 2013. Ron updated the municipalities on our Humane Society activities and answered questions.

Animal Control Breakdown, Contracted Areas vs. Non-contracted Areas

Animal Control Duties	County Animal Control			Municipal Animal Control		
	Humane Society	Municipal Officials	Sheriff's Office	Humane Society	Municipal Officials	Sheriff's Office
General Animal Control Complaints	X				X	
Animal Bite Investigations	X					X
Animals Running at Large, Strays, Complaints/Pick-up	X				X	
Animal Impound/Sheltering Strays	X			\$	X	
Barking Dog Complaints	X		*			X
Issuance of Citations for County Ordinance Violations	X		*			Limited
Issuance of Citations for Municipal Ordinance Violations		X			X	
Animal Abuse Complaints	X		*	\$	X	*
Animal Licensing	*	X			X	
Adoption	X				X	
Education	X				X	
Quarantine, Individual Animals	X			\$	X	
Quarantine, District Wide	X	*	*	\$	X	*

X = Primary Responsibility

* = Assist Where Necessary

\$ = Charge Back to Municipality



This document highlights some of the major activities that have been addressed and achieved over the past seventeen months thanks to our staff, donors, volunteers, suppliers, and board members.

Humane Society of Portage County October 2013 Update

By Ron Blaha – Executive Director



Policy/Protocols

Protocols have been developed for each departmental area which includes: Adoption, Animal Control, Animal Care, Assess-A-Pet, Medical, and Customer Service. Foster Care, Office, and Manager on Duty protocols are still in-process.

Animal Control

One van replaced; insides of both vans reorganized with compartments, holders, and necessary stocked supplies with a checklist to ensure restocking is done.

Our vans have received new, top mounted security lights.

Our vans have a maintenance schedule and inspection checklist to ensure proper vehicle maintenance.

Humane Officers received uniform tops and jackets.

Numerous meetings have been held with Chief Deputy Dan Kontos and our liaison Nicki Lukas relating to our Animal Control protocols.

Previously, we were issuing separate citations involving Portage County, Stevens Point, and Plover ordinances – we now give citations based on Portage County ordinances and only issue to municipality ordinances if there is an ordinance that is not included in the Portage County ordinances.

With new Humane Officers, training has been a top priority:

- New Humane Officers attend the week long state certification for Humane Officers – passing the certification test is required to continue as a Humane Officer. All of our full-time HO's are certified.
- Humane Officers received training to help relieve animal suffering.
- Ron Carlson (a retired police officer) has agreed to monitor training sessions which to date have included effective communications presented by Ron Carlson, relationships with the District Attorney's office presented by Assistant D. A. Dave Knaapen, and liability issues presented by attorney Sheila Kessler. Additional training also included a visit to the County Dispatch Center and a review of writing citations with Nicki and Mike Lukas.
- All chapters (tabs) of the Animal Control Manual will have training sessions given to supplement the hard copy in each of the chapters (tabs). Upcoming training sessions include effective report writing, gathering information (via interviewing, observation, questioning, and photographic evidence) and usage of abatement orders.
- Humane Officers have been tested on the four state statutes that they have responsibility to uphold.



Adoption

Adoption Guidelines have been established to provide HSPC representatives and customers with the guiding principles that are followed for successful adoptions.

Pictures and videos of our sheltered animals are updated regularly by professional photographers and placed on Petfinder and advertised on Facebook.

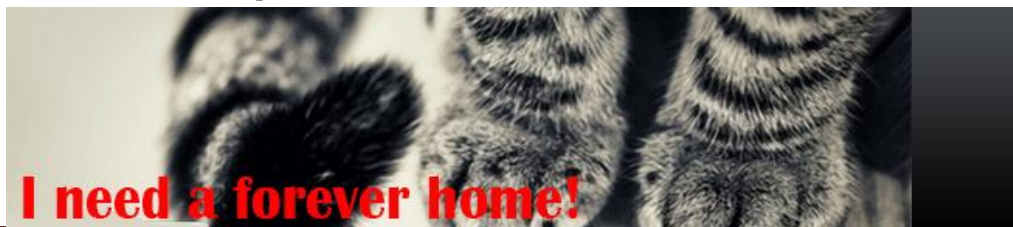
Signs placed on kennels have been improved so potential adopters can review information about the animal.

Improved temperament testing has allowed questionable dog characteristics and behavior to be checked a second time with new observers and a different temperament test.

Improved collaboration with volunteers who are helping to enrich our animals during the socializing process has been established.

Developed an animal transfer policy and contract for transferring animals to shelters and rescues

Our adoption contract has been updated.



Animal Care

From a review of the “Standards of Care in Animal Shelters” by The Association of Shelter Veterinarians (2010) and an audit conducted based on the review, the Animal Care Manual was developed and initiated to ensure we were following the Shelter Veterinarians’ guidelines.

Act 90 is a State of Wisconsin regulation of people who sell dogs or operate animal shelters or animal control facilities. We passed a recent Act 90 audit meeting audited guidelines, however upgrades were made to ensure daily compliance is continuously met under all circumstances.

With the development of the Animal Care protocols, diligent training has been implemented to ensure all animal care staff members are following the same procedures. The effectiveness of the training is monitored. Volunteers and community service have been utilized to help reduce labor dollars.



Medical

Hired three, part-time Certified Veterinarian Technicians.

Developed a relationship with Dr. Newbury, a recognized national/international Veterinarian, who helped us establish medical treatments, diagnostic protocols, and population management.

Updated the “Control Substance Usage Agreement” and the security of controlled substances.

Switched to a new Microchip supplier that provided a universal verification system at a reduced cost and provides an automatic lifetime registration that is included with each adoption.

Obtained an agreement with an established Veterinarian to be a mentor/advisor to our medical staff and participate in weekly rounds to review the status of the animals in our care.

Initiated improved medical testing, exams, records, charting, and vaccine schedules for our animals.

Several Veterinarians have mentioned that our medical records have provided them with the necessary information to help with their diagnosis when treating their customers’ animals.

Information on Zoonotic Diseases has been compiled and reviewed with our staff members; it has also been placed on our website for customers and volunteers to view.

Office/Customer Service

Research done to clarify and update the necessary protocols for customers to obtain individual dog licenses and better understanding of multiple dogs licensing which cannot be issued at our shelter.

Updated and improved internal phone service

Updated from a punch clock time collection system to a computer generated time collection system which tied into paychecks being electronically and directly deposited into employees’ accounts

Manually created employee schedules were changed to an electronically generated “When to Work” online scheduling system for easy employee access

A CompanyWeb (an Intranet system called SharePoint) has been added to our Internet system which is a regulated computer system where we can store and track document usage. It also has the capability to utilize an organizational wide calendar to enhance communication.

Our sales tax payments are now being done in-house which has eliminated previous accounting fees.

Computer back-ups are now done daily and stored off-site for security purposes.

Our receptionist service is now normally staffed by a humane officer who can help with animal control issues with callers, which provides a quick response to the majority of calls we receive.



Informational Technology

Website design improved with increased content, quality of content and frequent updates.

Facebook content and quality of content has been improved.

Volgistics, a volunteer software package has been added to help organize our volunteer service.

DonorPerfect, a donation/contribution software package, has been acquired to help organize the contributions from our loyal supporters.

“Event Support” has been upgraded to include computer automated processes for our events.

Newly donated computer equipment and electronic communication devices have been added to help modernize our technological processes.

A software package called “Animal Shelter Management” has been investigated and will soon be implemented to advance our reporting system.

Internet access has been upgraded for faster service and all peripheral electronic processes have been modernized.

Ability for staff members to work remotely from home providing access to emails and shelter documents.

Education

Dog Training has been added to our offered services.

Our educational room has been modernized with donated computers and technical equipment that provides us with electronic presentations; white boards also have been added for brainstorming sessions and collection of ideas.

Numerous presentations have been given to school classes, scout groups, service/non-profit organizations and volunteers.

Training modules have been developed for safety and medical sessions, animal behavior and safety.

In-house and mobile training have been conducted for our staff members.

Building/Grounds/Equipment

A roof has been added to our outdoor kennels.

Our back woods received a “face lift” by volunteers with dead trees and branches being removed and put through a chipper; the chips were then placed on the established path which has made a beautiful dog walking trail for our shelter; a scout project added benches.

An extension to our parking lot has been added thanks to a donation.

Numerous electrical, plumbing, air handling and repair projects have been completed

A facility committee is being developed to review and prioritize the numerous projects that are necessary to maintain our building/grounds/equipment.

Surgery room was given a face lift and dental equipment and a microscope have been donated.

Our vehicles now have a maintenance schedule with an inspection checklist and through our insurance company we now have 24-hour roadside assistance.

Selected supplies and kennel equipment are being stored off-site to access in the event of a regional disaster.

Safety

A Safety team has been initiated.

Hazardous Communication (HazCom) training has been implemented and OSHA compliance addressed.

Numerous safety initiatives have been completed such as fire extinguisher training, updating electrical sockets which had overloaded plug-ins and safety templates for shut-off valves in an emergency; fire and tornado procedures have been developed.

Volunteers

A web based computer system has been added for volunteers to schedule their volunteer time.

A PowerPoint guide was developed to provide an orientation program for volunteers.

A Volunteer Coordinator helps to strengthen the relationships and duties of our volunteers.

Additional time has been added to the available service hours to make nighttime and longer hours more conducive to the schedules of our volunteers.

Grants

Obtained a \$5,000 grant from the Central Wisconsin Community Foundation to put a roof over our outdoor kennels; \$10,000 worth of labor was donated by the construction company; \$5,000 from a family foundation. Obtained a \$500 grant from the Plover Area Business Association to purchase safety equipment for our Humane Officers.

We have been approved by Zoetis, the world's largest producer of medicine and vaccinations for pets and livestock to purchase medical supplies at a reduced rate.

A grant has been submitted to the Community Foundation of Central Wisconsin to obtain monies to upgrade our heat and air flow system that has old and unserviceable computer software.

Financial

Switched accounting firms – we'll be saving over \$12,000 per year in 2014.

Utilizing QuickBooks to handle our financial information is providing us with quick access to information.

Insurance company has been changed to have service from a local agent.

Review of monthly financial statements is more timely with the use of QuickBooks.

Developed an income and expense projection worksheet to assist in making sound financial decisions.

Board of Directors

Was 7 to 9; now 14 – 15 all assigned to various working committees to help with the needs of our animals and shelter facility.

Organized committees have been added with monthly scheduled meetings to discuss priorities and process changes needed to help care for the animals we serve and the people who help with services.

All board meeting notes and committee activities are available on our website (www.hspcwi.org) since January 2013.

BOARD MEMBERS

Linda Redfield – President	Lyne Kawleski
Brett Jarman – Vice President	Tom Kelble
Bruce Schenk – Treasurer	Lisa Kunst
Sheila Kessler – Secretary	Eugene Mancl
Ann Barrett	Laura McPartland
Kelly Higgins	Jared Redfield
Ken Higgins	Dennis Schenk

Locate Us

Contact Us

Meet our Staff

Board of Directors

Newsletters

Education

Dog Training

Available Pets

Donate

Lost & Found





Operations Committee Report – October 31, 2013

Present: Brett Jarman (Chair), Bruce Schenk, Dennis Schenk, Ron Blaha

Absent: Lyne Kawleski, Ann Barrett, Shelia Kessler

This meeting was to discuss:

- **HSPC suveryys**
- **How to use the surveys to improve quality of our service**
- **How to ensure surveys are not used only for complaints**

We reviewed a document supplied before the meeting that was written by a local law enforcement agency that was implementing surveys to determine the quality of law enforcement and community involvement.

Ron provided a sample adoption and a sample humane officer survey.

After discussions our collective advice was:

- HSPC needs to be careful before taking any action on surveys that have no verifiable information are anonymous. They are similar to anonymous letters in that the writer can provide very critical comments that can be out of context or incorrect. Both adoption and humane officer groups have times where their decisions may be the best for the animals but have people upset. A survey can be used to vent frustration unfairly or attempt to get revenge..
- If the surveys are used as part of a random telephone survey where we know who the responder is and how they relate to the HSPC then they are a very good way to solicit information.
- The sample surveys are a good starting place and based on results could be modified.
- Brett accepted the assignment to determine if these surveys could be completed over the internet and require some form of identifying information.

-
-

CUSTOMER ADOPTION SATISFACTION

5 = Highest Level 1 = Lowest Level

Comments: Please use the back of the sheet if necessary

Who serviced your adoption?	
Humane Society of Portage County Survey	RATING
1. Was the Adoption Team Member who met with you professional? Comments:	
2. How did the Adoption Team Member handle your adoption? Comments:	
3. Were you satisfied with the information you received? Comments:	
4. Were you treated with respect and courtesy? Comments:	
5. Were you satisfied with the time frame of the adoption process? Comments:	
6. Any comments on how to serve you better?	
Customer Name (optional):	

CUSTOMER CONTACT SATISFACTION

5 = Highest Level 1 = Lowest Level

Comments: Please use the back of the sheet if necessary

Who serviced your call?	
Humane Society of Portage County Survey	RATING
1. Was the person answering your call at the shelter professional? Comments:	
2. Was the Humane Officer who met with you professional? Comments:	
3. How did the Humane Officer handle your problem? Comments:	
4. Were you given suggestions to help solve the problem? Comments:	
5. Were you treated with respect and courtesy? Comments:	
6. Any comments on how to serve you better? Comments:	
Customer Name (optional):	

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	Prosar to become adhoc committee
Facilities	no meetings yet - ready to start
Education	Various lunch meetings



Humane Society of Portage County

Finance Committee Report – October 4, 2013

October 29, 2013

Attendees: Bruce Schenk, Dennis Schenk, Linda Reidfield, Ron Blaha, Jaime Jones, Brett Jarman

Items to Discuss:

1. Financial Statement
 - a. Reviewed the financials that were presented
 - i. Bruce and Jaime to present 2014 Budget
 - ii. Actual Budget
 - iii. 2013 Cost Projection
 - b. Joan Simon was discussed the question was raised “Are we meeting contract specifications”
 - i. Due to illness we are not at this time-suggestion to extend contract
 - ii. This decision was passed onto the Educational Committee
2. Upgrade on Heating & Cooling Unit
 - a. Reviewed the change on the Heating/Cooling System
 - i. Discussed the zones within the shelter
 - ii. Discussed the history of the system with relation to the question “Are we going to be in the same spot in 5-6 years?”
 - iii. Called Ron’s Refrigeration to discuss future upgrades, potential for an annual maintenance contract to alleviate this problem in the future.
 - b. A vote from the board will be emailed to proceed. They will scan in the information for the board to review
3. Raise Proposal
 - a. Jaime put together an eagle eye view of what it costs us per month for payroll per person and how much the different perspectives on raises would affect the bottom line
 - i. It was requested to add payroll taxes to proposal
 - b. Discussion was tabled and a separate meeting was scheduled on 10/31/2013 to review in more detail

2:47 PM

11/11/13

Accrual Basis

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

	<u>Sep 30, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
1005 · Petty cash	100.00
1032 · Associated Bank checking	20,023.96
1034 · US Bank checking	5,565.76
1042 · Associated Bank money market	8,075.17
1043 · Pay Pal account	600.98
1047 · Stevens Point Post Office	595.09
Total Checking/Savings	<u>34,960.96</u>
Accounts Receivable	
11000 · Accounts Receivable	62,182.33
Total Accounts Receivable	<u>62,182.33</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	504,865.95
Fixed Assets	
1500 · Land	109,061.00
1502 · Land improvements	114,058.70
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>1,327,011.91</u>
TOTAL ASSETS	<u><u>1,831,877.86</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · *Accounts Payable	40.00

2:47 PM

11/11/13

Accrual Basis

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

	<u>Sep 30, 13</u>
Total Accounts Payable	40.00
Credit Cards	
2011 · Associated Bank-Visa	1,704.12
2014 · Kwik Trip Card	723.49
Total Credit Cards	2,427.61
Other Current Liabilities	
2010 · Unearned contract income	60,815.03
2030 · Dog licenses payable	280.00
2040 · Wisconsin sales tax payable	346.10
Total Other Current Liabilities	61,441.13
Total Current Liabilities	63,908.74
Total Liabilities	63,908.74
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	21,452.73
Total Equity	1,767,969.12
TOTAL LIABILITIES & EQUITY	<u>1,831,877.86</u>

2:46 PM

11/11/13

Accrual Basis

HUMANE SOCIETY OF PORTAGE COUNTY INC

Profit & Loss Budget Performance

September 2013

	Sep 13	Budget	Jan - Sep 13	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · Dog adoption income	2,540.00	2,666.67	18,450.00	24,000.03	32,000.00
4010 · Cat adoption income	2,865.00	1,766.67	16,790.00	15,900.03	21,200.00
4030 · Surrender income	90.00	508.33	2,460.00	4,574.97	6,100.00
4040 · Dog redemption income	530.00	541.67	4,358.36	4,875.03	6,500.00
4050 · Cat redemption income	20.00	66.67	410.00	600.03	800.00
4060 · Other redemption income	0.00		0.00	20.00	20.00
4080 · Quarantine income	250.00	83.33	1,450.00	749.97	1,000.00
4085 · Dog Training Income	30.00		1,465.00		
4116 · Rabies fee income	25.00	250.00	1,447.00	2,250.00	3,000.00
4120 · Miscellaneous shelter income	0.00	166.67	0.00	1,500.03	2,000.00
4130 · Boarding fee income	405.00	350.00	2,643.44	3,150.00	4,200.00
4135 · Vaccination fee income	25.00	166.67	115.00	1,500.03	2,000.00
4210 · County contract income	20,271.69	20,250.00	182,445.21	182,250.00	243,000.00
4300 · MERCHANDISE SALES					
4310 · Merchandise Sales	114.62		220.16		
Total 4300 · MERCHANDISE SALES	114.62		220.16		
Total Income	27,166.31	26,816.68	232,254.17	241,370.12	321,820.00
Expense					
50000 · SHELTER EXPENSES					
5000 · Shelter payroll expense	23,586.45	23,833.33	218,412.41	214,499.97	286,000.00
5001 · UWSP work study	0.00	83.33	0.00	749.97	1,000.00
5002 · Contract labor	500.00		500.00		
5005 · Shelter payroll tax expense	1,809.76	2,000.00	16,090.88	18,000.00	24,000.00
5010 · Shelter unemployment expense	760.44	750.00	9,144.90	6,750.00	9,000.00
5012 · Medical Reimbursement	0.00	1,000.00	2,020.00	3,000.00	3,000.00
5015 · Shelter supply expense	2,781.72	1,041.67	14,060.96	9,375.03	12,500.00
5020 · Shelter equipment expense	0.00	100.00	363.00	900.00	1,200.00
5021 · Animal control equipment	0.00	58.33	178.25	524.97	700.00
5025 · Shelter equip repair and mainte	0.00	250.00	222.00	2,250.00	3,000.00
5035 · Shelter vet expense	995.42	1,750.00	9,655.50	15,750.00	21,000.00
5037 · Medical supply expense	1,521.24	1,416.67	17,029.75	12,750.03	17,000.00
5050 · Shelter uniform expense	0.00	33.33	44.94	299.97	400.00
5051 · Office uniform expense	0.00		42.96		
5052 · Humane Officer uniform expense	0.00	25.00	387.81	225.00	300.00
5060 · Shelter conference travel	1,596.47		1,720.16		
5065 · Shelter staff training	0.00	41.67	554.00	375.03	500.00
5067 · Shelter Humane Officer training	0.00	166.67	830.00	1,500.03	2,000.00
5096 · Rabies tag expense	0.00	33.33	83.53	299.97	400.00
5097 · Microchip expense	0.00	358.33	10,765.39	3,224.97	4,300.00
5099 · Miscellaneous shelter expense	0.00	291.67	711.15	2,625.03	3,500.00
Total 50000 · SHELTER EXPENSES	33,551.50	33,233.33	302,817.59	293,099.97	389,800.00
5018 · MERCHANDISE-COGS	0.00		2,913.13		

2:46 PM

11/11/13

Accrual Basis

HUMANE SOCIETY OF PORTAGE COUNTY INC

Profit & Loss Budget Performance

September 2013

	Sep 13	Budget	Jan - Sep 13	YTD Budget	Annual Budget
52000 · SPAY/NEUTER EXPENSES					
5215 · Spay/neuter supplies	176.00	16.67	1,338.12	150.03	200.00
5235 · Spay/neuter vet expense	2,684.75	1,833.33	20,862.87	16,499.97	22,000.00
5237 · Spay/neuter medical supplies	83.97	250.00	412.75	2,250.00	3,000.00
Total 52000 · SPAY/NEUTER EXPENSES	2,944.72	2,100.00	22,613.74	18,900.00	25,200.00
55000 · VEHICLE EXPENSES					
5510 · Vehicle maintenance & repair e	70.15	83.33	2,243.59	749.97	1,000.00
5520 · Vehicle insurance expense	387.20	175.00	2,300.20	1,575.00	2,100.00
5530 · Vehicle gas	723.49	500.00	6,623.53	4,500.00	6,000.00
5535 · Mileage reimbursement	0.00	16.67	730.39	150.03	200.00
5550 · Cellular phone expense	154.61	133.33	1,189.38	1,199.97	1,600.00
Total 55000 · VEHICLE EXPENSES	1,335.45	908.33	13,087.09	8,174.97	10,900.00
65000 · EDUCATION EXPENSES					
6560 · Education newsletter expense	0.00	50.00	0.00	450.00	600.00
6610 · Video expense	0.00	125.00	540.00	1,125.00	1,500.00
Total 65000 · EDUCATION EXPENSES	0.00	175.00	540.00	1,575.00	2,100.00
70000 · ADMINISTRATIVE EXPENSES					
7000 · Office supply expense	354.84	50.00	2,720.75	450.00	600.00
7001 · Humane Officer supplies	0.00	12.50	99.50	112.50	150.00
7020 · Office equipment repair & maint	0.00	58.33	863.30	524.97	700.00
7030 · Advertising expense	135.00		344.00		
7050 · Dues and membership expense	0.00	43.75	430.00	393.75	525.00
7060 · Subscriptions expense	0.00	32.50	0.00	292.50	390.00
7070 · License and application fees	131.50	27.08	205.50	243.72	325.00
7080 · Accounting - in house	73.99	291.67	4,616.14	2,625.03	3,500.00
7110 · Postage expense	95.96	83.33	2,047.27	749.97	1,000.00
7120 · Telephone expense	201.89	166.67	2,029.68	1,500.03	2,000.00
7125 · Internet expense	49.23	116.67	863.80	1,050.03	1,400.00
7140 · Outside services	1,000.00	166.67	3,442.47	1,500.03	2,000.00
7150 · Bank charges	192.54	208.33	1,311.00	1,874.97	2,500.00
7160 · Insurance - workers compensatio	0.00	500.00	1,199.00	4,500.00	6,000.00
7165 · Insurance directors & officers	75.29	133.33	372.69	1,199.97	1,600.00
Total 70000 · ADMINISTRATIVE EXPENSES	2,310.24	1,890.83	20,545.10	17,017.47	22,690.00
7090 · Accounting - audit	0.00	1,335.80	0.00	7,295.80	7,615.00
75000 · HOUSING EXPENSES					
7500 · Building repair & maint expense	1,655.58	291.67	8,668.16	2,625.03	3,500.00
7505 · Security monitoring expense	0.00	91.67	546.83	825.03	1,100.00
7510 · Heat and electricity expense	1,833.72	2,145.83	19,576.80	19,312.47	25,750.00
7515 · Trash removal	216.05	166.67	1,916.10	1,500.03	2,000.00
7517 · Snowplowing	0.00	83.33	1,200.00	749.97	1,000.00
7520 · Water and sewer expense	0.00	416.67	4,274.40	3,750.03	5,000.00
7540 · Insurance property & casualty	75.29	208.33	809.71	1,874.97	2,500.00

2:46 PM

11/11/13

Accrual Basis

HUMANE SOCIETY OF PORTAGE COUNTY INC

Profit & Loss Budget Performance

September 2013

	Sep 13	Budget	Jan - Sep 13	YTD Budget	Annual Budget
Total 75000 · HOUSING EXPENSES	3,780.64	3,404.17	36,992.00	30,637.53	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	43,922.55	43,047.46	372,909.65	376,700.74	499,155.00
Net Ordinary Income	-16,756.24	-16,230.78	-140,655.48	-135,330.62	-177,335.00
Other Income/Expense					
Other Income					
85000 · FUNDRAISING INCOME					
8500 · Membership income	0.00		90.00		
8520 · Gifts and donations income	15,076.49	5,166.67	88,209.79	46,500.03	62,000.00
8530 · Honorarium income	70.00	166.67	240.00	1,500.03	2,000.00
8900 · Interest income	0.70	583.33	33.18	5,249.97	7,000.00
8901 · Dividend income	0.00	166.67	0.00	1,500.03	2,000.00
9000 · Neuter sponsor income	0.00	458.33	2,505.00	4,124.97	5,500.00
9001 · Memorial income	586.00	1,041.67	8,201.00	9,375.03	12,500.00
9002 · Can donation income	788.85	625.00	5,105.48	5,625.00	7,500.00
9003 · Paws income	0.00		978.00	3,500.00	3,500.00
9004 · Spay/neuter clinic income	0.00	750.00	241.61	6,750.00	9,000.00
9005 · Kevin Ford golf outing income	0.00		11,685.20	9,000.00	9,000.00
9006 · Microchip clinic income	0.00	66.67	380.00	600.03	800.00
9013 · Fur ball income	105.00		3,432.00		30,000.00
9017 · Girls night out income	0.00		0.00		3,000.00
9023 · Walk for Wags income	0.00		11,545.11	11,000.00	11,000.00
9032 · Aluminum can recycling income	0.00	416.67	3,280.55	3,750.03	5,000.00
9300 · In-house fundraising income	0.00	416.67	900.00	3,750.03	5,000.00
9400 · Miscellaneous fund raising inco	6,562.31	416.67	17,311.31	3,750.03	5,000.00
9410 · Appeal income	15,145.00		25,291.80		30,000.00
9415 · Christmas Ornament Income	0.00		0.00		50.00
9450 · Miscellaneous other income	175.10	208.33	1,395.41	1,874.97	2,500.00
Total 85000 · FUNDRAISING INCOME	38,509.45	10,483.35	180,825.44	117,850.15	212,350.00
9499 · Sales tax discount	10.00		108.40		
Total Other Income	38,519.45	10,483.35	180,933.84	117,850.15	212,350.00
Other Expense					
8909 · Investment fees expense	0.00	416.67	0.00	3,750.03	5,000.00
8920 · Capital gain/loss on investment	0.00	666.67	0.00	6,000.03	8,000.00

2:46 PM

11/11/13

Accrual Basis

HUMANE SOCIETY OF PORTAGE COUNTY INC

Profit & Loss Budget Performance

September 2013

	Sep 13	Budget	Jan - Sep 13	YTD Budget	Annual Budget
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	78.10		78.10		5,000.00
9517 · Girls night out expense	0.00		0.00		1,200.00
9523 · Walk for the Wags expense	0.00		3,750.50	3,000.00	3,000.00
9535 · Kevin Ford golf outing expense	0.00		4,191.34	4,000.00	4,000.00
9900 · Miscellaneous fund raising expe	0.00	100.00	682.26	900.00	1,200.00
9910 · Appeal expense	6,731.89		10,022.89		4,100.00
Total 9500 · FUNDRAISING EXPENSES	6,809.99	100.00	18,744.92	7,965.00	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	74.97	100.00
9995 · Miscellaneous other expense	-25.00		-28.58		
Total Other Expense	6,784.99	1,191.67	18,825.63	17,790.03	31,665.00
Net Other Income	31,734.46	9,291.68	162,108.21	100,060.12	180,685.00
Net Income	14,978.22	-6,939.10	21,452.73	-35,270.50	3,350.00

HSPC Budget

						Formula=2012	Formula=2013	Final YE Budget based off Sep #'s
						YE*2013 YTD/2012 YTD	YTD/8*12	
Ordinary Income/Expense	Sept 13	Jan - Sept 13	Jan - Sept 12	2012 Year End	Annual Budget	9/13 Cost Projection	9/13 Cost Projection	
Income								
4000 · Dog adoption income	2,540.00	18,450.00	26,490.66	30,490.66	32,000.00	21,235.89	27,675.00	23,000.00
4010 · Cat adoption income	2,865.00	16,790.00	15,357.49	19,753.07	21,200.00	21,595.59	25,185.00	21,500.00
4020 · Other adoption income	0.00	0.00	165.00	195.00	0.00	0.00	0.00	0.00
4030 · Surrender income	90.00	2,460.00	4,945.00	6,125.00	6,100.00	3,047.02	3,690.00	3,500.00
4040 · Dog redemption income	530.00	4,358.36	4,407.88	6,139.20	6,500.00	6,070.23	6,537.54	6,000.00
4050 · Cat redemption income	20.00	410.00	688.25	777.21	800.00	462.99	615.00	500.00
4060 · Other redemption income	0.00	0.00	20.00	20.00	20.00	0.00	0.00	0.00
4080 · Quarantine income	250.00	1,450.00	913.33	1,213.33	1,000.00	1,926.28	2,175.00	2,000.00
4090 · Crematorium income	0.00	0.00	374.00	374.00	0.00	0.00	0.00	0.00
4085 · Dog Training Income	30.00	1,465.00	0.00	0.00	0.00	0.00	2,197.50	1,500.00
4116 · Rabies fee income	25.00	1,447.00	2,342.00	2,412.00	3,000.00	1,490.25	2,170.50	1,500.00
4120 · Miscellaneous shelter income	0.00	0.00	528.42	547.62	2,000.00	0.00	0.00	0.00
4130 · Boarding fee income	405.00	2,643.44	3,452.18	4,017.18	4,200.00	3,076.08	3,965.16	3,000.00
4135 · Vaccination fee income	25.00	115.00	1,106.00	1,126.00	2,000.00	117.08	172.50	100.00
4210 · County contract income	20,271.69	182,445.21	179,037.00	238,716.00	243,000.00	243,260.28	273,667.82	243,000.00
4210 · Spay/Neuter Clinic income		0.00	5,540.00	6,435.00		0.00	0.00	0.00
4310 · Merchandise Sales	114.62	220.16	0.00	0.00		0.00	330.24	300.00
							0.00	
Total Income	27,166.31	232,254.17	245,367.21	318,341.27	321,820.00	302,281.68	348,381.26	305,900.00
Expense								
50000 · SHELTER EXPENSES								
5000 · Shelter payroll expense	23,586.45	218,412.41	205,559.52	282,368.55	286,000.00	300,024.03	327,618.62	300,000.00
5001 · UWSP work study	0.00	0.00	955.16	1,062.89	1,000.00	0.00	0.00	0.00
5005 · Shelter payroll tax expense	1,809.76	16,090.88	15,524.74	21,571.08	24,000.00	22,357.71	24,136.32	22,000.00
5010 · Shelter unemployment expense	760.44	9,144.90	8,847.14	11,076.06	9,000.00	11,448.84	13,717.35	12,000.00
5012 · Medical Reimbursement	0.00	2,020.00	0.00	3,000.00	3,000.00	0.00	3,030.00	3,000.00
5015 · Shelter supply expense	2,781.72	14,060.96	9,795.40	14,633.99	12,500.00	21,006.59	21,091.44	19,000.00
5017 · Shelter supply expense-Food	0.00	0.00	0.00	527.42		0.00	0.00	0.00
5020 · Shelter equipment expense	0.00	363.00	1,263.78	1,263.78	1,200.00	363.00	544.50	500.00
5021 · Animal control equipment	0.00	178.25	715.33	715.33	700.00	178.25	267.38	200.00
5025 · Shelter equip repair and mainte	0.00	222.00	2,815.93	3,446.33	3,000.00	271.70	333.00	1,000.00
5028 · Animal Control Expense	0.00	0.00	0.00	14.36		0.00	0.00	0.00
5035 · Shelter vet expense	995.42	9,655.50	12,740.34	21,877.65	21,000.00	16,580.38	14,483.25	13,000.00
5037 · Medical supply expense	1,521.24	17,029.75	17,335.71	15,834.00	17,000.00	15,554.54	25,544.63	23,000.00
5040 · Shelter Equipment Depreciation	0.00	0.00	10,359.27	13,812.36		0.00	0.00	0.00
5050 · Shelter uniform expense	0.00	87.90	839.64	839.64	400.00	87.90	131.85	1,000.00
5052 · Humane Officer uniform expense	0.00	387.81	428.00	437.99	300.00	396.86	581.72	500.00
5055 · Shelter conference expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5060 · Shelter conference travel	1,596.47	1,720.16	0.00	0.00	0.00	0.00	2,580.24	1,800.00
5065 · Shelter staff training	0.00	554.00	480.00	734.00	500.00	0.00	831.00	1,500.00
5067 · Shelter Humane Officer training	0.00	830.00	0.00	2,194.12	2,000.00	0.00	1,245.00	5,000.00

HSPC Budget

						Formula=2012 YE*2013 YTD/2012 YTD	Formula=2013 YTD/8*12	Final YE Budget based off Sep #'s
	Sept 13	Jan - Sept 13	Jan - Sept 12	2012 Year End	Annual Budget	9/13 Cost Projection	9/13 Cost Projection	
5096 · Rabies tag expense	0.00	83.53	0.00	0.00	400.00	0.00	125.30	100.00
5097 · Microchip expense	0.00	10,765.39	3,375.00	4,293.75	4,300.00	13,695.97	16,148.09	11,000.00
5099 · Miscellaneous shelter expense	0.00	711.15	3,299.20	3,551.18	3,500.00	765.46	1,066.73	1,000.00
5018 · Merchandise-COGS	0.00	2,913.13	0.00	0.00	0.00	0.00	4,369.70	3,500.00
Total 50000 · SHELTER EXPENSES	33,051.50	305,230.72	294,334.16	403,254.48	389,800.00	402,731.23	457,846.08	419,100.00
52000 · SPAY/NEUTER EXPENSES								
5200 · Spay/neuter payroll	0.00	0.00	5,449.60	5,449.60		0.00	0.00	0.00
5215 · Spay/neuter supplies	176.00	1,338.12	101.56	101.56	200.00	1,338.12	2,007.18	2,000.00
5235 · Spay/neuter vet expense	2,684.75	20,862.87	18,715.50	22,505.50	22,000.00	25,087.73	31,294.31	27,000.00
5236 · Spay/neuter assistant expense	0.00	0.00	2,554.68	2,554.68		0.00	0.00	0.00
5237 · Spay/neuter medical supplies	83.97	412.75	1,398.95	1,152.06	3,000.00	339.91	619.13	500.00
5240 · Spay/neuter equipment depreciation	0.00	0.00	1,391.63	1,855.50		0.00	0.00	0.00
Total 52000 · SPAY/NEUTER EXPENSES	2,944.72	22,613.74	29,611.92	33,618.90	25,200.00	26,765.75	33,920.61	29,500.00
55000 · VEHICLE EXPENSES								
5500 · Vehicle depreciation	0.00	0.00	1,067.28	1,423.04		0.00	0.00	0.00
5510 · Vehicle maintenance & repair e	70.15	2,243.59	603.85	644.49	1,000.00	2,394.59	3,365.39	3,200.00
5520 · Vehicle insurance expense	387.20	2,300.20	1,507.78	1,936.57	2,100.00	2,954.34	3,450.30	2,800.00
5530 · Vehicle gas	723.49	6,623.53	5,141.93	6,653.32	6,000.00	8,570.41	9,935.30	10,000.00
5535 · Mileage reimbursement	0.00	730.39	100.08	294.60	200.00	2,150.01	1,095.59	1,500.00
5540 · Vehicle License Expense	0.00	0.00	159.00	159.00		0.00	0.00	200.00
5550 · Cellular phone expense	154.61	1,189.38	1,274.32	1,586.20	1,600.00	1,480.47	1,784.07	1,700.00
Total 55000 · VEHICLE EXPENSES	1,335.45	13,087.09	9,854.24	12,697.22	10,900.00	17,549.82	19,630.64	19,400.00
65000 · EDUCATION EXPENSES								
6560 · Education newsletter expense	0.00	0.00	458.06	458.06	600.00	0.00	0.00	0.00
6610 · Video expense	0.00	540.00	1,035.00	1,624.00	1,500.00	847.30	810.00	1,200.00
Total 65000 · EDUCATION EXPENSES	0.00	540.00	1,493.06	2,082.06	2,100.00	847.30	810.00	1,200.00
70000 · ADMINISTRATIVE EXPENSES								
7000 · Office supply expense	354.84	2,720.75	589.04	1,204.47	600.00	5,563.39	4,081.13	3,500.00
7001 · Humane Officer supplies	0.00	99.50	0.00	191.30	150.00	0.00	149.25	150.00
70100 · Office equipment depreciation	0.00	0.00	1,035.63	1,380.84		0.00	0.00	0.00
7020 · Office equipment repair & maint	0.00	863.30	1,601.08	1,955.90	700.00	1,054.62	1,294.95	1,600.00
7030 · Advertising Expense	135.00	344.00	0.00			0.00	516.00	400.00
7050 · Dues and membership expense	0.00	430.00	475.00	525.00	525.00	475.26	645.00	500.00
7060 · Subscriptions expense	0.00	0.00	317.68	390.13	390.00	0.00	0.00	400.00
7070 · License and application fees	131.50	205.50	239.00	324.00	325.00	278.59	308.25	325.00
7080 · Accounting - in house	73.99	4,616.14	11,890.00	13,410.00	3,500.00	5,206.26	6,924.21	5,000.00
7090 · Accounting - audit	0.00	0.00	0.00	0.00	7,615.00	0.00	0.00	0.00
7080 · Payroll Processing fees	0.00	0.00	0.00	41.13		0.00	0.00	0.00

HSPC Budget

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	Sept 13	Jan - Sept 13	Jan - Sept 12	2012 Year End	Annual Budget	9/13 Cost Projection	9/13 Cost Projection	
7110 · Postage expense	95.96	2,047.27	724.75	931.55	1,000.00	2,631.44	3,070.91	3,000.00
7120 · Telephone expense	201.89	2,029.68	1,971.76	1,986.75	2,000.00	2,045.11	3,044.52	2,500.00
7125 · Internet expense	49.23	863.80	562.61	1,318.45	1,400.00	2,024.27	1,295.70	1,500.00
7140 · Outside services	1,500.00	3,942.47	4,511.21	5,278.91	2,000.00	4,613.38	5,913.71	8,500.00
7150 · Bank charges	192.54	1,311.00	1,480.76	2,455.35	2,500.00	2,173.86	1,966.50	1,700.00
7160 · Insurance - workers compensatio	0.00	1,199.00	4,281.41	6,011.00	6,000.00	1,683.37	1,798.50	6,000.00
7165 · Insurance directors & officers	75.29	372.69	1,039.45	1,551.70	1,600.00	556.35	559.04	1,600.00
Total 70000 · ADMINISTRATIVE EXPENSES	2,810.24	21,045.10	30,719.38	38,956.48	30,305.00	28,305.91	31,567.65	36,675.00
75000 · HOUSING EXPENSES								
7500 · Building repair & maint expense	1,655.58	8,668.16	4,376.51	4,538.10	3,500.00	8,988.21	13,002.24	17,000.00
7505 · Security monitoring expense	0.00	546.83	1,007.31	1,065.81	1,100.00	578.59	820.25	1,100.00
7510 · Heat and electricity expense	1,833.72	19,576.80	19,173.35	24,931.60	25,750.00	25,456.22	29,365.20	26,000.00
7515 · Trash removal	216.05	1,916.10	1,694.70	2,330.70	2,000.00	2,635.19	2,874.15	2,500.00
7517 · Snowplowing	0.00	1,200.00	410.00	410.00	1,000.00	1,200.00	1,800.00	1,200.00
7520 · Water and sewer expense	0.00	4,274.40	3,736.80	5,161.60	5,000.00	5,904.18	6,411.60	6,000.00
7525 · Building depreciation	0.00	0.00	24,162.28	32,216.34		0.00	0.00	0.00
7530 · Building Improvement depreciation	0.00	0.00	0.00	355.86		0.00	0.00	0.00
7535 · Land Improvement Depreciation	0.00	0.00	4,743.14	6,324.18		0.00	0.00	0.00
7540 · Insurance property & casualty	75.29	809.71	1,763.45	2,337.68	2,500.00	1,073.37	1,214.57	2,300.00
Total 75000 · HOUSING EXPENSES	3,780.64	36,992.00	61,067.54	79,671.87	40,850.00	45,835.76	55,488.00	56,100.00
Total Expense	43,922.55	399,508.65	427,080.30	570,281.01	499,155.00	522,035.78	599,262.98	561,975.00
Net Ordinary Income	-16,756.24	-167,254.48	-181,713.09	-251,939.74	-177,335.00	-219,754.09	-250,881.72	-256,075.00
Other Income/Expense								
Other Income								
8000 · IN-KIND DONATIONS								
8010 · IN KIND DONATIONS	0.00	-40,534.00	0.00					
8015 · In-Kind Shelter Supplies	0.00	3,500.00	0.00					
8055 · In Kind Donations-Shelter Conference	0.00	4,935.00	0.00					
8060 · In Kind Donations-Office Supply	0.00	3,300.00	0.00					
8065 · In Kind Donations-Office R & M	0.00	1,000.00	0.00					
8080 · In Kind Donation-Building R & M	0.00	1,200.00	0.00					
Total 8000 · IN-KIND DONATIONS	0.00	-26,599.00	0.00					
85000 · FUNDRAISING INCOME								
8500 · Membership income	0.00	90.00	825.00	850.00		92.73	135.00	90.00
8520 · Gifts and donations income	15,076.49	88,209.79	49,387.71	65,297.79	62,000.00	116,626.27	132,314.69	110,000.00
8530 · Honorarium income	70.00	240.00	1,129.00	1,970.04	2,000.00	418.79	360.00	200.00
8900 · Interest income	0.70	33.18	40.58	6,586.22	7,000.00	5,385.18	49.77	7,000.00
8901 · Dividend income	0.00	0.00	0.00	3,465.84	2,000.00	0.00	0.00	1,500.00
9000 · Neuter sponsor income	0.00	2,505.00	9,091.10	9,541.10	5,500.00	2,628.99	3,757.50	3,200.00
9001 · Memorial income	586.00	8,201.00	10,470.05	11,580.05	12,500.00	9,070.44	12,301.50	10,000.00

HSPC Budget

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	Sept 13	Jan - Sept 13	Jan - Sept 12	2012 Year End	Annual Budget	9/13 Cost Projection	9/13 Cost Projection	Final YE Budget based off Sep #'s
9002 · Can donation income	788.85	5,105.48	4,742.29	6,311.08	7,500.00	6,794.42	7,658.22	6,500.00
9003 · Paws income	0.00	978.00	2,942.45	3,014.95	3,500.00	1,002.10	1,467.00	1,000.00
9004 · Spay/neuter clinic income	0.00	241.61	0.00	0.00	9,000.00	0.00	362.42	300.00
9005 · Kevin Ford golf outing income	0.00	11,685.20	0.00	0.00	9,000.00	0.00	17,527.80	11,700.00
9006 · Microchip clinic income	0.00	380.00	460.00	600.00	800.00	495.65	570.00	500.00
9013 · Fur ball income	105.00	3,432.00	2,924.00	27,615.70	30,000.00	32,413.50	5,148.00	21,000.00
9017 · Girls night out income	0.00	0.00	0.00	2,590.00	3,000.00	0.00	0.00	0.00
9023 · Walk for Wags income	0.00	11,545.11	10,931.00	10,931.00	11,000.00	11,545.11	17,317.67	11,600.00
9032 · Aluminum can recycling income	0.00	3,280.55	3,182.40	3,568.00	5,000.00	3,678.04	4,920.83	4,500.00
9300 · In-house fundraising income	0.00	900.00	4,537.85	4,588.80	5,000.00	910.11	1,350.00	1,000.00
9400 · Miscellaneous fund raising inco	6,562.31	17,311.31	3,704.57	4,554.23	5,000.00	21,281.74	25,966.97	18,000.00
9410 · Appeal income	15,145.00	25,291.80	3,565.00	30,366.10	30,000.00	215,431.51	37,937.70	44,000.00
9415 · Christmas Ornament Income	0.00	0.00	0.00	50.00	50.00	0.00	0.00	0.00
9425 · Project Share Income	0.00	0.00	747.86	747.86		0.00	0.00	0.00
9450 · Miscellaneous other income	175.10	1,395.41	1,925.66	2,199.90	2,500.00	1,594.14	2,093.12	2,500.00
Total 85000 · FUNDRAISING INCOME	38,509.45	180,825.44	110,606.52	196,428.66	212,350.00	429,368.71	271,238.16	254,590.00
9499 · Sales tax discount	10.00	108.40	90.00	120.00	0.00	144.53	162.60	135.00
Total Sales Tax Discount	10.00	108.40	90.00	120.00	0.00	144.53	162.60	135.00
Total Other Income	0.00	180,933.84	110,696.52	196,548.66	212,350.00	429,513.25	271,400.76	254,725.00
Other Expense								
8902 · Unrealized gain/loss on investments	0.00	0.00	0.00	-30,555.29		0.00	0.00	0.00
8909 · Investment fees expense	0.00	0.00	0.00	5,627.94	5,000.00	0.00	0.00	5,000.00
8915 · Gain/loss on asset disposal	0.00	0.00	500.00	-500.00		0.00	0.00	750.00
8920 · Capital gain/loss on investment	0.00	0.00	0.00	-8,556.51	8,000.00	0.00	0.00	0.00
	0.00	0.00	500.00	-33,983.86	13,000.00	0.00	0.00	5,750.00
9500 · FUNDRAISING EXPENSES								
· In House Fundraising expense		0.00	1,292.17	1,292.17		0.00	0.00	0.00
9501 · Memorial expense	0.00	19.83	0.00	0.00		0.00	29.75	0.00
9503 · Paws campaign expense	0.00	0.00	66.48	66.48	65.00	0.00	0.00	99.72
9513 · Fur ball expense	78.10	78.10	821.73	6,971.59	5,000.00	0.00	117.15	2,800.00
9517 · Girls night out expense	0.00	0.00	0.00	1,247.50	1,200.00	0.00	0.00	0.00
9523 · Walk for the Wags expense	0.00	3,750.50	2,782.71	2,782.71	3,000.00	3,750.50	5,625.75	3,800.00
9535 · Kevin Ford golf outing expense	0.00	4,191.34	0.00	0.00	4,000.00	0.00	6,287.01	4,200.00
9895 · Project share expense	0.00	0.00	799.36	799.36		0.00	0.00	0.00
9900 · Miscellaneous fund raising expe	0.00	682.26	0.00		1,200.00	0.00	1,023.39	1,200.00
9910 · Appeal expense	6,731.89	10,022.89	43.88	4,043.88	4,100.00	5,000.00	15,034.34	8,200.00
Total 9500 · FUNDRAISING EXPENSES	6,809.99	18,744.92	5,806.33	17,203.69	18,565.00	8,750.50	28,117.38	26,049.72
9970 · Bad debt expense	0.00	-23.00	0.00			0.00	-34.50	0.00

HSPC Budget

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	Sept 13	Jan - Sept 13	Jan - Sept 12	2012 Year End	Annual Budget	9/13 Cost Projection	9/13 Cost Projection	Final YE Budget based off Sep #’s
9980 · Interest expense	0.00	12.64	0.00			0.00	18.96	0.00
9990 · NSF checks	0.00	119.65	2,772.84	2,817.47	100.00	200.00	179.48	300.00
9995 · Miscellaneous other expense	-25.00	-28.58	0.00			0.00	-42.87	0.00
Total Other Expense	-25.00	80.71	2,772.84	2,817.47	100.00	200.00	121.07	300.00
Net Other Income	31,734.46	188,707.21	102,617.35	210,511.36	180,685.00	420,562.75	243,103.91	228,375.28
Net Income	14,978.22	21,452.73	-79,095.74	-41,428.38	3,350.00	200,808.65	-7,777.81	-27,699.72
Net Income Less In Kind Donations		-5,146.27	-79,095.74					



Humane Society of Portage County

Fundraising Committee Report – October 26, 2013

October 26, 2013

Present: Ann Barrett, Lyne Kawleski, Dolores Glytas, Laura McPartland, Linda Redfield, Brett Jarman

1. Recap of 2013 Fur Ball

Great turnout of people, excellent advertising with Dolores on TV, ads, articles and coverage(!) in newspapers and great announcements on radio

- a. Logistics/layout/location – good. May tweak location of vendors and donation table.
- b. Activities – music, kids games, food, other – all good.
- c. Raffles; basket, Fur Ball raffle yellow ticket, 50-50 raffle. We were short on Best Buy folks. Need more volunteers next year for this.
- d. HSPC store/vendors – store was great! It should be located closer to bank for credit card purchases to be more convenient or have a manual cc machine. Ran out of small & medium t-shirts and hoodies. Need bags for multiple purchases, perhaps a plastic one with our logo on it. Suggested to do inventory of merchandise before event. Vendors did not see much traffic in corner near bar and Team Schierl wheel. TSC had good traffic.
- e. Suggestion to encourage people to bring donations of food or money (via Dolores)
- f. Suggestion to do dry run for bank plan next year and have someone with a list of all silent auction winners and/or post.
- g. Consider using barcode stickers for both silent auction and basket raffle
- h. Basket statistics – most popular baskets were:
 - i. For the Guys (full = 460 tickets in bucket)
 - ii. Kong (full)
 - iii. Coffee (3/4 full)
 - iv. For the Dog Owner (3/4 full)
 - v. Chocolate Lovers (1/2 full)
 - vi. Christmas Home (1/2 full)
 - vii. Harvest Home (1/2 full)
 - viii. Star Wars (1/2 full)
 - ix. Badgers (1/2 full)
 - x. Brewers (1/2 full)
 - xi. Packers (1/2 full)
 - xii. Garden (1/2 full)
 - xiii. Soups on (1/2 full)
 - xiv. Peace (1/2 full)
 - xv. Need basket guards.
- i. Reconsider ticket prices – sell an “arm’s length” amount or 36 tickets for \$20. Have raffle ticket prices be consistent for all fundraising events.
- j. Yellow raffle tickets: Printed 2,950 and sold 1,350 that were returned.

- k. DOGS! Jack and Holly were VERY popular who came with permission of hotel. Hotel management seemed very pleased with event and turnout. Upon asking for a contract, they sent one immediately. They used to wait until six months out.
- l. Would like volunteers to be more easily identifiable.
- m. Emcee Doug was great. Need better way to communicate new announcements to him.

2. 2014 HPSC Fundraising Events - tentative list

February – HSPC Gala – considering a wine tasting evening (similar to Wines of the World done by PCBC) at Country Club – Dolores to check availability. More fun than a sit down black tie event. Thomas Dailing is interested in exclusive jeweler presence at event with a donation of a \$2,500 piece of jewelry. Would like to see a presentation on the shelter and then a reverse auction asking for \$10,000 for something, \$5,000 for something else etc. Suggested fee of \$75 per person. Idea to have a car raffle with \$100 tickets.

June - Walk for Wags – would like to add a 5K to this

July - Kevin P. Ford Golf Outing – okay with Fords per Dolores to rename to HSPC Open Golf Outing

July - Summer Appeal letter

October 18, 2014 - Fur Ball - Ann & Ron confirmed at Holiday Inn Stevens Point

November- Holiday Appeal

Year round - Fill the Van

Rummage Sale?

PAWS Campaign?

3. Discussed more grants for less pressure on fundraising events.

4. Discussed more advertising for “outside” fundraising events



Humane Society of Portage County

Education Committee Report – October 25, 2013

Attendees: Jared Redfield (chair), Ron Blaha, Joan Simon and Linda Redfield. Guests Carole Jeske and Brett Jarman

(Note: Minutes were supplied by Linda and Brett added additional comments based on his notes. These may be different than the official minutes taken by Jared)

The discussion centered on classes. Joan will start a new 5-week session on November 11.

Carole Jeske joined us and we discussed promotional efforts, including more FaceBook exposure with Joan possibly doing some training tips. Carole explained that FaceBook is not an advertising forum but more of an interactive experience with the folks that want to keep up with HSPC. The number of our followers has increased as we have increased the quality and variety of our content. Cute photos and stories that touch a reader's heart are shared. In the same way that an advertisement in a newspaper gets some attention, a front page story (like we had after Fur Ball) or a story with photos (like the one we had of a dog training class) create a lot of exposure and many phone calls. Carole will start a weekly dog training tip posted to FaceBook. Joan will supply the content of the tip. Joan could arrange short videos (30 seconds to 1 minute max) taken in a training class that can be posted. The video needs to be of an animal in a learning environment.

Linda will get the ad in the Gazette want ad section again. We also talked about flyers and their content. Joan will get together an information sheet so that the front desk knows what to tell people when they call as opposed to giving Joan the message. Joan was asked what things she has done in other communities to promote training classes. Joan has done newspaper stories and columns and worked with radio stations. Joan will pursue similar contacts here in Portage County.

We also discussed a "speakers bureau" for lack of a better term. It would be nice to have various people trained and ready to give Power Points on the shelter, our programs and anything else that the public may request. We had a couple of volunteers and hope to get more.

Notes from activity after the meeting:

Ron solicited for speaking volunteers at the volunteer appreciation event. Ron is working to develop a series of presentations that cover a variety of topics. Presenters will be scheduled to give the presentations in the HSPC education room on a regular schedule. Requests for presentations can then be aligned with our offerings and tours of our building. Multiple groups and individuals will be able to attend.

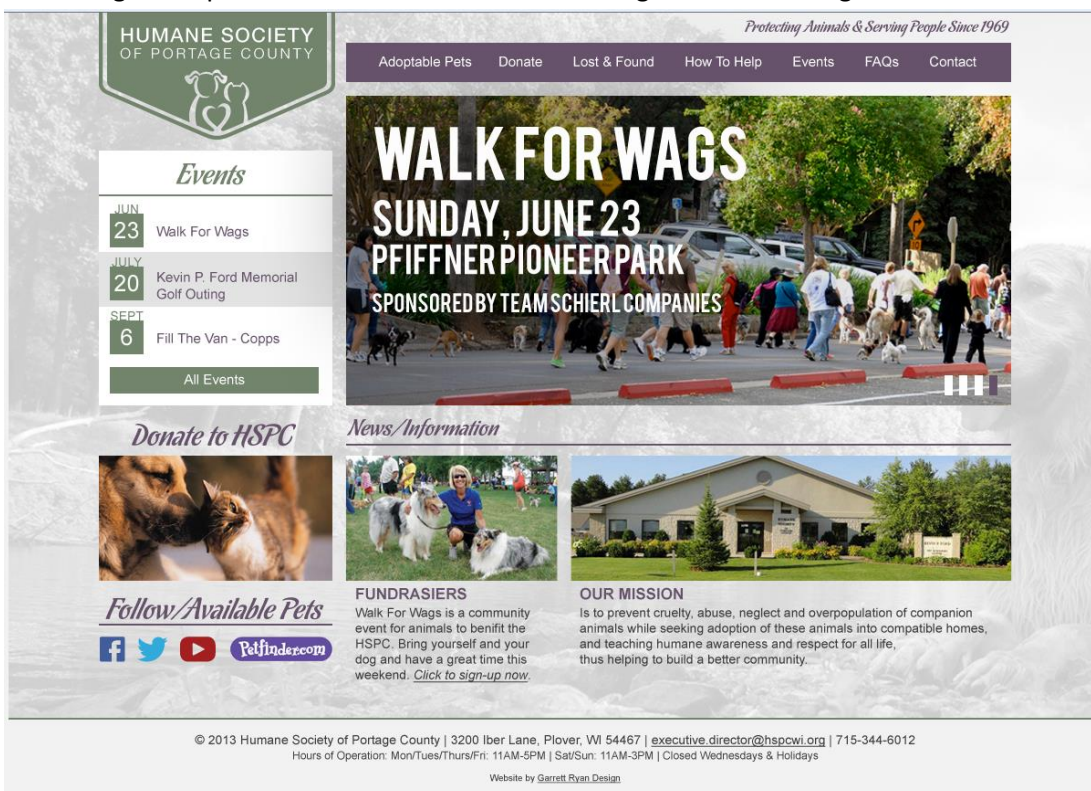


Humane Society of Portage County

IT Status Report – November 11, 2013

Active Projects:

- Donor Perfect – is our primary tool used to track donors and donations. It 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
 - All of the fall appeal donations have been entered into DonorPerfect. Additional historical data is will be loaded. This data will include donations from organizations and non cash donations. Donor Perfect will become our mailing list. Names and addresses from our manually maintained mailing list will be added to Donor Peerfect.
 - All volunteers have been added
 - All Fur Ball raffle ticket urchases have been added
 - All in-kind donations for Fur Ball have been added
- 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. Garrett has demonstrated the new web site and has volunteered to maintain the site for us. We have requested several small changes to allow us to better track the web site usage and a few changes to update the new site with recent changes to the existing site.



- **Animal Shelter Manager 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.
 - 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.

Completed in November 2013

- DonorPerfect is now the system of record for all mailings. Business data, fur ball donations and volunteers have been added to our database.
- Implement enhancements to the 2012 version of Fur Ball software and provide support for 2013 Fur Ball
 - Raffle tickets printed in-house
 - Save the date postcard printed in-house
 - Enhancements to the silent auction program allowed the silent auction system to have all the receipts printed 20 minutes after the auction closed. A problem in the system that caused some of the 2012 auction material to print will be corrected before the 2014 Fur Ball.
 - Large monitors will be used at FurBall to display the countdown to closing of the Silent Auction and to provide HSPC shelter and FurBall information. The count down timer showcased all of the items that were in the silent auction, on the major raffle, in the HSPC Store and many of the items in the donation area



479 volunteers in the system

83 are in applicant status

396 active and trained

122 adults performed some service to HSPC in October – 1,252 hours

15 youth performed some service to HSPC in October – 51 hours

27 performed more than 10 hours in October (5 more were at the 8 to 9 hour mark)

1,353 volunteer hours were performed in October

In November we will begin to remove inactive volunteers and those that have not performed any service after completing their training.



Monthly Service By Assignment

October 2013

Assignment	Oct 2013 Hours	Oct 2013 Volunteer Count	Total Hours	Total Volunteer Count
A Dorsey	261:11	9	261:11	9
Administrative Assistant	31:44	2	31:44	2
Adoptions Counselor	0:00	0	0:00	0
Building Maintenance	4:01	1	4:01	1
Cat Cage Crew	13:00	1	13:00	1
Cat Socialization	258:17	53	258:17	53
Community Service	119:52	4	119:52	4
Dog Kennel Crew	0:00	0	0:00	0
Dog Walker	320:09	72	320:09	72
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
Fur Ball at the Holiday Inn	0:00	0	0:00	0
Fur Ball preparation tasks	0:00	0	0:00	0
Housekeeping	2:16	1	2:16	1
IT Technician	223:18	1	223:18	1

Assignment	Oct 2013 Hours	Oct 2013 Volunteer Count	Total Hours	Total Volunteer Count
Medical Assistant	0:00	0	0:00	0
Photographer	13:24	3	13:24	3
Reception / Greeter	0:00	0	0:00	0
Videographer	0:00	0	0:00	0
Youth Assistant	51:40	15	51:40	15
(None)	5:34	2	5:34	2
Grand total	1,304:26	138	1,304:26	138



DonorPerfect Statistics

DonorPerfect is software that helps HSPC record information about our donors and patrons. It has been active since the end of August. Individual monetary donations have been extracted from our old system and loaded. Business and organization data has begun to be loaded. All Fur Ball contributions have been loaded (cash and non-cash gifts) Volunteer data has been loaded into DonorPerfect and each person that purchased a Fur Ball raffle ticket has been added to the DonorPerfect system.

DonorPerfect is now our mailing list for the Paws magazine. There are 4,375 constituent records in our database.

The following reports from DonorPerfect will provide interesting trend data but until additional data is entered they should not be used for data points prior to September 2013.

Calendar Year Income Analysis with Gift Splits By GL_CODE for period ending 11/12/2013

Code	Description	Splits	November Gifts	November Amount	NUMBER OF GIFTS			AMOUNT			AVERAGE GIFT		
					YTD	Last Year	%Change	YTD	Last Year	%Change	YTD	Last Year	%Change
9410	Appeal Income												
		\$1.00-9.99	0	\$0.00	8	0	--.--%	\$40.00	\$0.00	--.--%	\$5.00	\$0.00	100.00%
		\$10.00-24.99	2	\$25.00	42	0	--.--%	\$570.00	\$0.00	--.--%	\$13.57	\$0.00	100.00%
		\$25.00-49.99	2	\$50.00	154	13	1,084.62%	\$3,984.41	\$330.00	1,107.40%	\$25.87	\$25.38	1.92%
		\$50.00-99.99	2	\$100.00	119	15	693.33%	\$5,990.00	\$800.00	648.75%	\$50.34	\$53.33	-5.62%
		\$100.00-199.99	0	\$0.00	79	8	887.50%	\$8,075.00	\$800.00	909.38%	\$102.22	\$100.00	2.22%
		\$200.00-499.99	2	\$450.00	19	0	--.--%	\$4,855.00	\$0.00	--.--%	\$255.53	\$0.00	100.00%
		\$500.00-999.99	0	\$0.00	2	0	--.--%	\$1,000.00	\$0.00	--.--%	\$500.00	\$0.00	100.00%
		\$1,000.00-9999.99	0	\$0.00	4	1	300.00%	\$4,500.00	\$1,500.00	200.00%	\$1,125.00	\$1,500.00	-25.00%
		Total:	8	\$625.00	427	37	1,054.05%	\$29,014.41	\$3,430.00	745.90%	\$67.95	\$92.70	-26.70%
4085	Dog Training Income												
		\$50.00-99.99	0	\$0.00	4	0	--.--%	\$300.00	\$0.00	--.--%	\$75.00	\$0.00	100.00%
		\$100.00-199.99	0	\$0.00	1	0	--.--%	\$120.00	\$0.00	--.--%	\$120.00	\$0.00	100.00%
		Total:	0	\$0.00	5	0	--.--%	\$420.00	\$0.00	--.--%	\$84.00	\$0.00	100.00%
9013	Fur Ball Income												
		\$10.00-24.99	0	\$0.00	1	0	--.--%	\$20.00	\$0.00	--.--%	\$20.00	\$0.00	100.00%
		\$25.00-49.99	0	\$0.00	1	15	-93.33%	\$25.00	\$486.00	-94.86%	\$25.00	\$32.40	-22.84%
		\$50.00-99.99	0	\$0.00	3	8	-62.50%	\$180.00	\$569.00	-68.37%	\$60.00	\$71.13	-15.64%
		\$100.00-199.99	0	\$0.00	4	8	-50.00%	\$185.00	\$1,055.00	-56.87%	\$113.75	\$131.88	-13.74%
		\$200.00-499.99	0	\$0.00	2	6	-66.67%	\$475.00	\$1,624.00	-70.75%	\$237.50	\$270.67	-12.25%
		\$1,000.00-9999.99	0	\$0.00	0	1	-100.00%	\$0.00	\$1,800.00	-100.00%	\$0.00	\$1,800.00	0%
		Total:	0	\$0.00	11	38	-71.05%	\$1,155.00	\$5,534.00	-79.13%	\$105.00	\$145.63	-27.90%
8520	Gifts and Donations Income												
		\$10.00-24.99	1	\$15.00	28	60	-53.33%	\$559.37	\$1,213.92	-53.92%	\$19.98	\$20.23	-1.26%
		\$25.00-49.99	4	\$111.75	87	78	11.54%	\$2,495.67	\$2,312.29	7.93%	\$28.69	\$29.64	-3.23%
		\$50.00-99.99	1	\$60.00	60	69	-13.04%	\$3,275.70	\$3,734.15	-12.28%	\$54.60	\$54.12	0.88%
		\$100.00-199.99	0	\$0.00	45	32	40.63%	\$4,822.79	\$3,546.40	35.99%	\$107.17	\$110.83	-3.30%
		\$200.00-499.99	0	\$0.00	13	15	-13.33%	\$3,912.00	\$3,602.52	8.59%	\$300.92	\$240.17	25.30%
		\$500.00-999.99	0	\$0.00	5	1	400.00%	\$2,600.00	\$500.00	420.00%	\$520.00	\$500.00	4.00%
		\$1,000.00-9999.99	0	\$0.00	3	2	50.00%	\$9,275.00	\$3,300.00	181.06%	\$3,091.67	\$1,650.00	87.37%
		\$10,000.00+	0	\$0.00	1	0	--.--%	\$10,000.00	\$0.00	--.--%	\$10,000.00	\$0.00	100.00%
		Total:	6	\$186.75	242	257	-5.84%	\$36,940.53	\$18,209.28	102.87%	\$152.65	\$70.85	115.44%
9005	Golf Outing Income												
		\$25.00-49.99	0	\$0.00	1	0	--.--%	\$40.00	\$0.00	--.--%	\$40.00	\$0.00	100.00%
		\$50.00-99.99	0	\$0.00	6	0	--.--%	\$480.00	\$0.00	--.--%	\$80.00	\$0.00	100.00%
		\$100.00-199.99	0	\$0.00	3	0	--.--%	\$360.00	\$0.00	--.--%	\$120.00	\$0.00	100.00%
		\$200.00-499.99	0	\$0.00	9	0	--.--%	\$2,450.00	\$0.00	--.--%	\$272.22	\$0.00	100.00%
		\$500.00-999.99	0	\$0.00	1	0	--.--%	\$560.00	\$0.00	--.--%	\$560.00	\$0.00	100.00%
		Total:	0	\$0.00	20	0	--.--%	\$3,890.00	\$0.00	--.--%	\$194.50	\$0.00	100.00%
8530	Honorarium Income												
		\$10.00-24.99	0	\$0.00	0	1	-100.00%	\$0.00	\$20.00	-100.00%	\$0.00	\$20.00	0%
		\$25.00-49.99	0	\$0.00	1	3	-66.67%	\$40.00	\$75.00	-46.67%	\$40.00	\$25.00	60.00%
		\$50.00-99.99	0	\$0.00	2	2	0.00%	\$120.00	\$100.00	20.00%	\$60.00	\$50.00	20.00%
		\$100.00-199.99	0	\$0.00	0	3	-100.00%	\$0.00	\$300.00	-100.00%	\$0.00	\$100.00	0%
		\$200.00-499.99	0	\$0.00	0	2	-100.00%	\$0.00	\$500.00	-100.00%	\$0.00	\$250.00	0%
		\$500.00-999.99	0	\$0.00	0	1	-100.00%	\$0.00	\$500.00	-100.00%	\$0.00	\$500.00	0%
		Total:	0	\$0.00	3	12	-75.00%	\$160.00	\$1,495.00	-89.30%	\$53.33	\$124.58	-57.19%
8500	Membership Income												
		\$25.00-49.99	0	\$0.00	0	3	-100.00%	\$0.00	\$75.00	-100.00%	\$0.00	\$25.00	0%
		\$50.00-99.99	0	\$0.00	0	1	-100.00%	\$0.00	\$50.00	-100.00%	\$0.00	\$50.00	0%
		Total:	0	\$0.00	0	4	-100.00%	\$0.00	\$125.00	-100.00%	\$0.00	\$31.25	0%
9001	Memorial Income												
		\$10.00-24.99	0	\$0.00	10	8	25.00%	\$200.00	\$160.00	25.00%	\$20.00	\$20.00	0.00%
		\$25.00-49.99	0	\$0.00	28	16	75.00%	\$821.00	\$430.05	90.91%	\$29.32	\$26.88	9.09%
		\$50.00-99.99	4	\$245.00	28	16	75.00%	\$1,515.00	\$825.00	83.64%	\$54.11	\$51.56	4.94%
		\$100.00-199.99	0	\$0.00	6	8	-25.00%	\$645.00	\$975.00	-33.85%	\$107.50	\$121.88	-11.79%

		\$200.00-499.99	1	\$290.00	4	6	-33.33%	\$1,090.00	\$1,970.00	-44.67%	\$272.50	\$328.33	-17.01%
		\$500.00-999.99	1	\$800.00	5	3	66.67%	\$3,020.00	\$1,500.00	101.33%	\$604.00	\$500.00	20.80%
		\$1,000.00-9999.99	0	\$0.00	1	2	-50.00%	\$1,000.00	\$3,000.00	-66.67%	\$1,000.00	\$1,500.00	-33.33%
		Total:	6	\$1,335.00	82	59	38.98%	\$8,291.00	\$8,860.05	-6.42%	\$101.11	\$150.17	-32.67%
9400	Miscellaneous Income												
		\$10.00-24.99	0	\$0.00	0	7	-100.00%	\$0.00	\$143.00	-100.00%	\$0.00	\$20.43	0%
		\$25.00-49.99	0	\$0.00	2	5	-60.00%	\$75.00	\$125.00	-40.00%	\$37.50	\$25.00	50.00%
		\$50.00-99.99	0	\$0.00	4	5	-20.00%	\$265.00	\$285.00	-7.02%	\$66.25	\$57.00	16.23%
		\$100.00-199.99	0	\$0.00	7	9	-22.22%	\$725.00	\$900.00	-19.44%	\$103.57	\$100.00	3.57%
		\$200.00-499.99	0	\$0.00	1	1	0.00%	\$400.00	\$200.00	100.00%	\$400.00	\$200.00	100.00%
		\$1,000.00-9999.99	0	\$0.00	2	1	100.00%	\$7,000.00	\$1,108.00	531.77%	\$3,500.00	\$1,108.00	215.88%
		Total:	0	\$0.00	16	28	-42.86%	\$8,465.00	\$2,761.00	206.59%	\$529.06	\$98.61	436.54%
9003	PAWS Income												
		\$50.00-99.99	0	\$0.00	1	0	--.-%	\$57.00	\$0.00	--.-%	\$57.00	\$0.00	100.00%
		\$500.00-999.99	0	\$0.00	0	1	-100.00%	\$0.00	\$500.00	-100.00%	\$0.00	\$500.00	0%
		Total:	0	\$0.00	1	1	0.00%	\$57.00	\$500.00	-88.60%	\$57.00	\$500.00	-88.60%
9004	Spay & Neuter Income												
		\$10.00-24.99	0	\$0.00	0	1	-100.00%	\$0.00	\$20.00	-100.00%	\$0.00	\$20.00	0%
		\$25.00-49.99	1	\$30.00	10	4	150.00%	\$305.00	\$137.80	121.34%	\$30.50	\$34.45	-11.47%
		\$50.00-99.99	0	\$0.00	15	12	25.00%	\$850.00	\$650.00	30.77%	\$56.67	\$54.17	4.62%
		\$100.00-199.99	1	\$100.00	11	5	120.00%	\$1,175.00	\$510.00	130.39%	\$106.82	\$102.00	4.72%
		\$200.00-499.99	0	\$0.00	0	4	-100.00%	\$0.00	\$900.00	-100.00%	\$0.00	\$225.00	0%
		\$500.00-999.99	0	\$0.00	0	1	-100.00%	\$0.00	\$600.00	-100.00%	\$0.00	\$600.00	0%
		Total:	2	\$130.00	36	27	33.33%	\$2,330.00	\$2,817.80	-17.31%	\$64.72	\$104.36	-37.98%
9023	Walk for Wags												
		\$25.00-49.99	0	\$0.00	47	34	38.24%	\$1,485.00	\$965.00	53.89%	\$31.60	\$28.38	11.32%
		\$50.00-99.99	0	\$0.00	24	16	50.00%	\$1,510.00	\$920.00	64.13%	\$62.92	\$57.50	9.42%
		\$100.00-199.99	0	\$0.00	5	3	66.67%	\$500.00	\$300.00	66.67%	\$100.00	\$100.00	0.00%
		\$200.00-499.99	0	\$0.00	3	1	200.00%	\$700.00	\$250.00	180.00%	\$233.33	\$250.00	-6.67%
		\$500.00-999.99	0	\$0.00	1	0	--.-%	\$500.00	\$0.00	--.-%	\$500.00	\$0.00	100.00%
		Total:	0	\$0.00	80	54	48.15%	\$4,695.00	\$2,435.00	92.81%	\$58.69	\$45.09	30.15%
		GRAND TOTAL:	22	\$2,276.75	923	517	78.53%	\$95,417.94	\$46,167.13	106.68%	\$103.38	\$89.30	15.77%

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Gifts \$100 or more

10/01/2013 to 10/31/2013		
Date	Description	Amount
10/1/2013	Appeal Income	\$ 100.00
10/1/2013	Fur Ball Income	\$ 100.00
10/1/2013	Appeal Income	\$ 100.00
10/1/2013	Appeal Income	\$ 100.00
10/1/2013	Appeal Income	\$ 100.00
10/1/2013	Fur Ball Income	\$ 100.00
10/1/2013	Fur Ball Income	\$ 100.00
10/1/2013	Appeal Income	\$ 100.00
10/1/2013	Memorial Income	\$ 100.00
10/1/2013	Appeal Income	\$ 125.00
10/1/2013	Miscellaneous Income	\$ 1,000.00
10/7/2013	Appeal Income	\$ 100.00
10/7/2013	Fur Ball Income	\$ 155.00
10/7/2013	Fur Ball Income	\$ 200.00
10/7/2013	Appeal Income	\$ 250.00
10/8/2013	High speed printers for Fur Ball	\$ 800.00
10/21/2013	Appeal Income	\$ 100.00
10/21/2013	Appeal Income	\$ 100.00
10/21/2013	Golf Outing Income	\$ 250.00
10/22/2013	Gifts and Donations Income	\$ 105.04
10/22/2013	Gifts and Donations Income	\$ 107.75
10/22/2013	Appeal Income	\$ 250.00
10/22/2013	Fur Ball Income	\$ 275.00
10/22/2013	Appeal Income	\$ 400.00

Gifts \$100 or more 10/01/2013 to 10/31/2013

Items Given to HSPC to be sold,		
Date raffled or given away at Fur Ball		Market Value
11/7/2013 Fur Ball In Kind	\$	100.00
11/7/2013 Fur Ball In Kind	\$	100.00
11/7/2013 Fur Ball In Kind	\$	100.00
11/7/2013 Fur Ball In Kind	\$	100.00
11/7/2013 Fur Ball In Kind	\$	100.00
11/7/2013 Fur Ball In Kind	\$	100.00
11/7/2013 Fur Ball In Kind	\$	115.00
11/7/2013 Fur Ball In Kind	\$	125.00
11/7/2013 Fur Ball In Kind	\$	125.00
11/7/2013 Fur Ball In Kind	\$	125.00
11/7/2013 Fur Ball In Kind	\$	130.00
11/7/2013 Fur Ball In Kind	\$	130.00
11/7/2013 Fur Ball In Kind	\$	139.00
11/7/2013 Fur Ball In Kind	\$	140.00
11/7/2013 Fur Ball In Kind	\$	145.00
11/7/2013 Fur Ball In Kind	\$	150.00
11/7/2013 Fur Ball In Kind	\$	150.00
11/7/2013 Fur Ball In Kind	\$	155.00
11/7/2013 Fur Ball In Kind	\$	160.00
11/7/2013 Fur Ball In Kind	\$	170.00
11/7/2013 Fur Ball In Kind	\$	175.00
11/7/2013 Fur Ball In Kind	\$	175.00
11/7/2013 Fur Ball In Kind	\$	179.00
11/7/2013 Fur Ball In Kind	\$	300.00
11/7/2013 Fur Ball In Kind	\$	300.00
11/7/2013 Fur Ball In Kind	\$	310.00
11/7/2013 Fur Ball In Kind	\$	500.00
11/7/2013 Fur Ball In Kind	\$	500.00
11/7/2013 Fur Ball In Kind	\$	500.00
11/7/2013 Fur Ball In Kind	\$	535.00
11/7/2013 Fur Ball In Kind	\$	875.00
11/7/2013 Fur Ball In Kind	\$	1,100.00
11/7/2013 Fur Ball In Kind	\$	2,000.00

Humane Society of Portage County Animal Control Report
10/01/2013-10/31/2013

Municipality	# Complaints	# Bites	# RAL	Barking Dog	Neglect	Rescue	Stray (HO Pick Up)	Vicious Dog
Other								
Stevens Point		2	1	2	2		12	
T. Alban								
T. Almond				2	2			
T. Amherst			1				1	
T. Belmont					1			
T. Buena Vista								
T. Carson							2	
T. Dewey								
T. Eau Pleine			1					
T. Grant			1					
T. Hull		1					5	
T. Lanark				1				
T. Lindwood				2			1	
T. New Hope							1	
T. Pine Grove							1	
T. Plover		1					1	
T. Sharon							1	
T. Stockton					1		2	
V. Almond							5	
V. Amherst								
V. Amherst Junction								
V. Junction City								
V. Nelsonville								
V. Park Ridge								
V. Rosholt		1						
V. Whiting	1			1			2	
T. Bevent								
V. Plover		2	1	5			9	
Total	1	7	5	13	6	0	43	0
YTD Total	612	92	145	63	89	5	540	10

DOG AND CAT REPORT OCTOBER 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.

During October 0 Canines had medical/health problems and 4 behavioral problems. 6 Felines had medical/health problems and 14 had behavioral/ferel problems.

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	16	100	0	0	2	0	1	119
September '13	19	80	0	0	0	0	0	99
October '13	11	73	0	0	0	0	0	84
November '13								0
December '13								0
Total	247	612	0	3	3	1	5	871
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	10	35	0	5	2	0	0	52
September '13	9	30	0	0	1	0	0	40
October '13	7	32	0	1	3	0	0	43
November '13								0
December '13								0
Total	78	262	0	15	16	1	0	372

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	78		9	2	17	0	0	0	5	111
October '13	67		9	4	21				1	102
November '13										0
December '13										0
Total	435		54	45	217	0	96	0	22	869

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	19	0	0	22	4	0	2	0	0	47
October '13	15	0	0	19	5	0	0	0	0	39
November '13										0
December '13										0
Total	133	9	3	185	21	0	7	0	1	359



Portage County
the heart of Wisconsin

SHERIFF'S OFFICE
Portage County, Wisconsin
8000 Michigan Ave., Stevens Point, WI 54481
(715) 846-3355 • Fax



October 22, 2013
Ron Blaha
Executive Director



HUMANE SOCIETY OF PORTAGE COUNTY

MUNICIPALITY UPDATE





PORTAGE COUNTY HUMANE SOCIETY, INC.
Post Office Box 512 715/344-5446 Stevens Point, Wisconsin 54481

THE OLD
THE NEW

LOCATION:
Berk Avenue
at Bukolt Park

Under Humane Society Management
Starting January 1972

The City of Stevens Point, with the help of the PORTAGE COUNTY HUMANE SOCIETY, has come from the OLD to the NEW Animal Shelter in just one year. We feel pretty proud of this accomplishment. The Humane Society's 1972 budget for operation of this new shelter far exceeds funds available.

Organized
1969

Incorporated
1970

Humane Society
Management
January 1972



HUMANE SOCIETY BY BUKOLT PARK

HUMANE SOCIETY OF PORTAGE COUNTY



December 2006

Our mission:

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.

SERVING THE PUBLIC

(1) FIRST PART OF MISSION STATEMENT
PREVENT CRUELTY, ABUSE, NEGLECT, AND OVERPOPULATION OF COMPANION ANIMALS

(2) SECOND PART OF MISSION STATEMENT
SEEKING ADOPTION OF THESE ANIMALS INTO COMPATIBLE HOMES

(1) PREVENT CRUELTY, ABUSE, NEGLECT, AND OVERPOPULATION OF COMPANION ANIMALS



SURGERY

- SPAY / NEUTER
- DENTAL
- AMPUTATION
- OTHER

HEALTH

- * EXAMS
- * VACCINATIONS
- * MEDICATIONS
- * RECORD KEEPING
- * BEHAVIOR ANALYSIS

Incoming	2012		
	Dogs	Cats	Total
• Surrendered	166	330	496
• Stray	343	680	1,023
• Abandoned	008	010	018

HUMANE OFFICERS



EMILY
(LEAD)



DEANN



RENAE



DEB



AMANDA

BACK-UPS

(2) SEEKING ADOPTION OF THESE ANIMALS INTO COMPATIBLE HOMES

ADOPTION TEAM



AMANDA
ADOPTION COORDINATOR



DEB



JOAN



LYNE

Outgoing	2012		
	Dogs	Cats	Total
• Adopted	243	553	796
• Reclaimed	243	660	903

ADOPTION COUNSELORS.....



Joan Simon

Announcing our Professional Dog Trainer
now at the Humane Society of Portage County

Meet the Trainer

Joan has been training dogs for 40 years. Her personal dogs (border collies, golden retrievers, and mixed breeds) have won many nationally prestigious awards that have involved obedience and agility, experiencing placements in the top 10-100. Joan has appeared with her dogs on national TV including "That's My Dog" and "Pet Star" on the Animal Planet network.

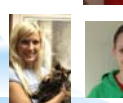
Joan comments: My passion is dogs and my goal is to have people live in "humans" with their pets.

Basic, Advanced and Tricks Classes offered!

All classes will be held at the Humane Society

DOG TRAINING

ANIMAL CARE STAFF



Veterinarians: 3
Medical Staff: 3
Animal Care Staff: 7 - 9
Humane Officers: 2 (4)
Adoption: 4
Office Manager: 1
Receptionist: 2 share time
Executive Director: 1
Board Members: up to 15

Animal Care Staff
Clean cages and kennels
Provide food and water
Observe animal behavior
On demand needs

MEDICAL STAFF



KHRYSE
(CVT)



MEGAN
(CVT)



CONNIE
Med Ass't (CVT)



JULIE
Med Ass't

- ASSIST WITH SURGERIES
- EXAMINE ANIMALS
- VACCINATE

- MEDICATE
- KEEP RECORDS
- ESTABLISH PROTOCOLS

VETERINARIANS



Elizabeth Wysocki DVM



Paul Cooper, DVM



Wayne LeVasseur, DVM

SURGERY

- * SPAY / NEUTER
- * DENTAL
- * AMPUTATION
- * OTHER

NON-SURGERY SERVICES

- * EVALUATE ANIMAL HEALTH
- * PROVIDE MEDICAL DIAGNOSIS
- * AUTHORIZE MEDICATIONS

LEAD VOLUNTEERS

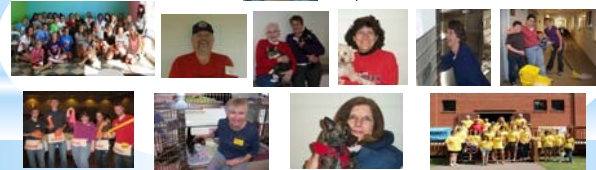
Judy



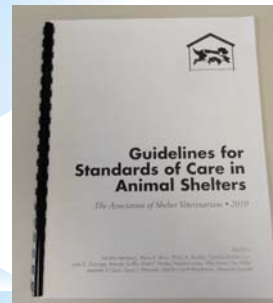
Carole



Dan



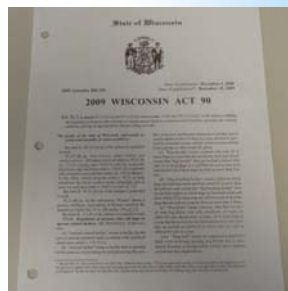
SYSTEM DEVELOPMENT



Audited Our Shelter Operations To Veterinarian Guidelines

WISCONSIN ACT 90

After passing the ACT 90 audit we looked at areas where improvements could be made to improve the care of the animals we serve.



PROTOCOLS



HUMANE OFFICERS

SERVING PORTAGE COUNTY

- ANIMAL CONTROL CONTRACT
- FOLLOW STATE STATUTES
- FOLLOW COUNTY ORDINANCES

HUMANE OFFICERS

RESPONSIBILITIES

- ENFORCE STATE STATUTES (AND COUNTY/MUNICIPALITY ORDINANCES)
- INVESTIGATE BITE CASES ,COMPLAINTS, CRUELTY
- PICK UP STRAYS AND ABANDON ANIMALS
- WRITE REPORTS AND CITATIONS
- ASSIST WITH ANIMAL CARE DUTIES

ANIMAL CONTROL HUMANE OFFICER MANUAL

- 1 Position Description
- 2 Humane Officer General Information
- 3 Humane Officer Guidelines



ANIMAL CONTROL HUMANE OFFICER MANUAL

- 4 State Statutes - Chapter 95 Animal Health
- 4 State Statutes - Chapter 173 Animals: Humane Officers
- 4 State Statutes - Chapter 174 Dogs
- 4 State Statutes - Chapter 951 Crimes Against Animals
- 5 Portage County Ordinances

ANIMAL CONTROL HUMANE OFFICER MANUAL

- 6 Health & Human Services - Rabies Policy
- 7 Summary of Violations Requiring Written Reports

ANIMAL CONTROL HUMANE OFFICER MANUAL

- 8 Gathering Info - Investigating / Collecting Evidence
- 9 Gathering Info - Questioning / Interviewing
- 10 Gathering Info - Photographic Evidence

ANIMAL CONTROL HUMANE OFFICER MANUAL

- 11 Report Writing Guidelines
- 12 Report Writing - Animal Bites/Quarantine
- 13 Report Writing - Animal Complaints
- 14 Report Writing - Strays / Abandoned
- 15 Report Writing - Abatement Order
- 16 Report Writing - Citations / 7 Day Notice / Licenses
- 17 Report Writing - Monthly Activity Report
- 18 Report Writing - Animal Establishment Inspection Results

ANIMAL CONTROL HUMANE OFFICER MANUAL

- 19 Filing & Live Traps
- 20 Vehicle - Logs
- 21 Vehicle - Safety Policy
- 22 Vehicle - Accident Information
- 23 Vehicle - Maintenance Inspection
- 24 Vehicle - Equipping Van



ANIMAL CONTROL HUMANE OFFICER MANUAL

References - Municipality Ordinances

- Stevens Point
- Plover
- Park Ridge
- Rosholt
- Whiting

TRAINING

Attend the Annual Humane Officer
Training Certification Program in Madison

Course content

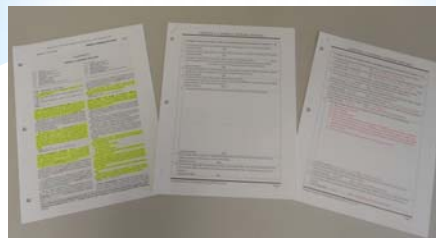
Role of the animal investigator	Body conditioning and scoring
Rules of evidence	Pet Shop Investigation
Rules of search and seizure	Photography and sketching
Civil liability	Crime scene procedure & evidence collection
Wisconsin law	Interview and interrogation
Facility standards	Report writing
Evaluation of cruelty	Courtroom testimony
Nutrition	Crisis intervention/officer safety

STATE STATUTES TRAINING

- Chapter 95 Animal Health
Chapter 173 Animals: Humane Officers
Chapter 174 Dogs
Chapter 951 Crimes Against Animals

We've developed our own tests to ensure our
Humane Officers have read the State Statutes and
are familiar with the content!

STATE STATUTE TESTS



IN-HOUSE TRAINING

Ron Carlson – Our Humane Officer Mentor
 Jim Dowling – Report Writing
 Assistant District Attorney - Dave Knaapen
 Lawyer – Sheila Kessler

Now meeting weekly to review our protocols
 and to ensure improvement with our services

MOBILE TRAINING

Visited the County Dispatch Center
 Reviewed Citation Writing with Nicki and Mike Lukas
 Visited with Plover Officials to review our protocols
 Visited with Health and Humane Service concerning rabies protocol
 Numerous meetings with Chief Deputy Dan Kontos

SOME SHELTER IMPROVEMENTS



Outdoor Kennels



←FROM THIS

Outdoor Kennels



←TO THIS

IGNITE TRAIL PROJECT

Scout Project
 8 Benches
 Picnic Table



EXTENDED PARKING LOT



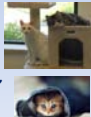


VOLUNTEERS STRENGTHEN OUR MISSION





Our mission:
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.



A Tribute to Volunteers



A Tribute to Volunteers

Valuable is the work you do.



A Tribute to Volunteers

Valuable is the work you do.
 Outstanding in how you always come through.



A Tribute to Volunteers

Valuable is the work you do.
 Outstanding in how you always come through.
 Loyal, sincere and full of good cheer.



A Tribute to Volunteers

Valuable is the work you do.
 Outstanding in how you always come through.
 Loyal, sincere and full of good cheer.
 Uniring in your efforts throughout the year.



A Tribute to Volunteers

Valuable is the work you do.
 Outstanding in how you always come through.
 Loyal, sincere and full of good cheer.
 Untiring in your efforts throughout the year.
 Notable are the contributions you make.



A Tribute to Volunteers

Valuable is the work you do.
 Outstanding in how you always come through.
 Loyal, sincere and full of good cheer.
 Untiring in your efforts throughout the year.
 Notable are the contributions you make.
 Trustworthy in every project you take.



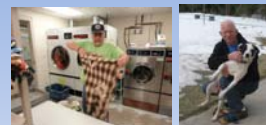
A Tribute to Volunteers

Valuable is the work you do.
 Outstanding in how you always come through.
 Loyal, sincere and full of good cheer.
 Untiring in your efforts throughout the year.
 Notable are the contributions you make.
 Trustworthy in every project you take.
 Eager to reach your every goal.



A Tribute to Volunteers

Valuable is the work you do.
 Outstanding in how you always come through.
 Loyal, sincere and full of good cheer.
 Untiring in your efforts throughout the year.
 Notable are the contributions you make.
 Trustworthy in every project you take.
 Eager to reach your every goal.
 Effective in the way you fulfill your role.



A Tribute to Volunteers

Valuable is the work you do.
 Outstanding in how you always come through.
 Loyal, sincere and full of good cheer.
 Untiring in your efforts throughout the year.
 Notable are the contributions you make.
 Trustworthy in every project you take.
 Eager to reach your every goal.
 Effective in the way you fulfill your role.
 Ready with a smile like a shining star.

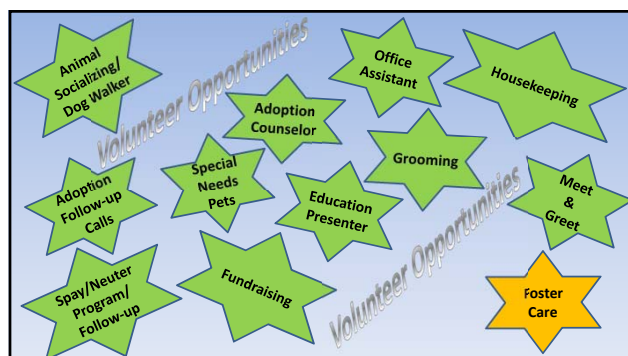


A Tribute to Volunteers

Valuable is the work you do.
 Outstanding in how you always come through.
 Loyal, sincere and full of good cheer.
 Untiring in your efforts throughout the year.
 Notable are the contributions you make.
 Trustworthy in every project you take.
 Eager to reach your every goal.
 Effective in the way you fulfill your role.
 Ready with a smile like a shining star.
 Special and wonderful – that's what you are.



WHAT DO HSPC VOLUNTEERS DO?



Volunteer Opportunities

HSPC REPEATABLE NEEDS:

EDUCATION PRESENTERS
FOSTER CARE GIVERS
MEETERS AND GREETERS
NIGHT-TIME HOUSEKEEPERS
OFFICE ASSISTANTS
FUNDRAISERS

Volunteer Opportunities

HSPC PERIODIC NEEDS:

1 OR 2 DAY EVENTS
PREPARATION OF EVENTS
MAILINGS
PREPARATION OF MAILINGS
SPECIAL COMMUNITY REQUESTS

VOLUNTEER SERVICE HOURS JULY - OCTOBER

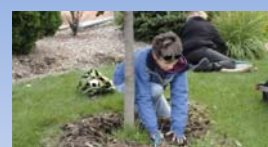
VOLUNTEER SERVICE HOURS	
JUL 2013	1,028
AUG 2013	1,337
SEP 2013	1,129
OCT 2013	1,246

VOLUNTEERS SIGNED-UP: 442
VOLUNTEERS TRAINED/ACTIVE: 371



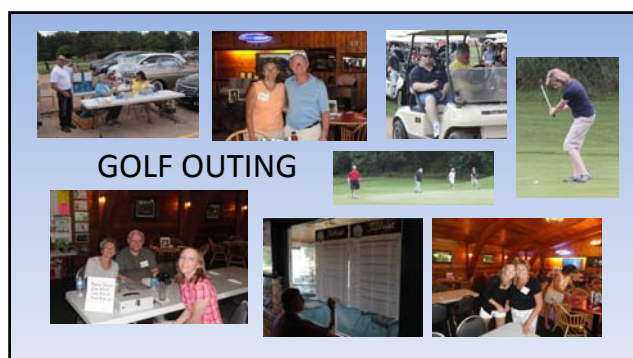
28 VOLUNTEERS OVER 50 HOURS

PAUL'S LAWN CARE



MASTER GARDENERS



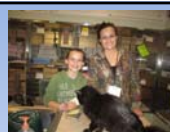




VOLUNTEER WORK IS
LOVE MADE VISIBLE!



KINDNESS LIKE A BOOMERANG
ALWAYS RETURNS



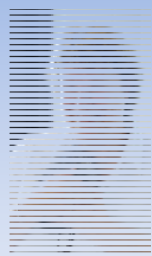
Living is the art of loving.
Loving is the art of caring.
Caring is the art of sharing.
Sharing is the art of living.



We're put on this earth not to see
through each other but to see each
other through!



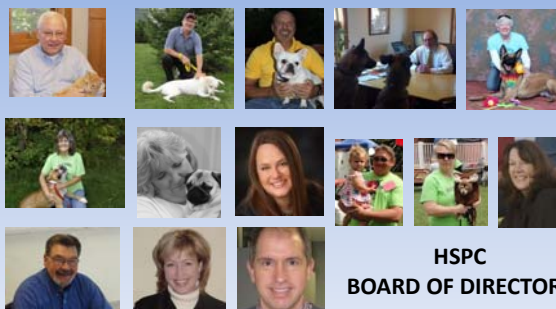
We make a living by
what we do, but we
make a life by what
we give.



Snowflakes melt
alone – but
together they can
be traffic stoppers!



Some people want it to happen,
some wish it to happen,
others make it happen!



There is nothing stronger than the heart of a volunteer!

