

Humane Society of Portage County

February 2014 Board Information Package

Next Board Meeting February 12, 2014

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

5:00 PM optional pre-meeting Dog Temperment Testing – Amanda Tucker

5:30 PM Board Meeting

This package contains the following information

- Board Agenda
- Minutes from January meeting
- Executive Director Report
- Operations Committee Report
 - Board Member Committee Assignments
 - CEO Evaluatiion form
 - Low Income statistics provided by CAP services
- Finance Committee Report (no meeting)
 - Financial Statements (Final December Statements)
- Fund Raising Committee Report
- Education Committee Report (no meeting)
- Reuest for Bylaw changes
- Facilities Status Report
- Information Technology Status Report
- Volunteer time report
- Volunteer Newsletter- February 2014
- DonorPerfect report
- Significant Contributions to HSPC
- Animal Control Report
- Animal Activity Report
- Animal Assessment Training Class



Board of Directors Meeting Agenda

February 12, 2014 5:30 pm

5:30 p.m.	Call to Order of Board Meeting	L. Redfield
5:33 p.m.	Approval of Minutes – January 15, 2014	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
	iii. Discuss 2014 committee structure – are changes needed?	
	iv. Discuss Board member needs (types of members that would help us meet our goals)	
	v. Approve contract with Rescue Connection for Shelter Track software	
	b. Finance Committee	B. Schenk
	c. Fundraising Committee	L. Kunst
	d. Education Committee	J. Redfield (No Meeting)
	f. Governance Committee	A. Barrett
	i. Discuss bylaw change for dissolution clause requested by our insurance company	
	g. Nominating Committee	L. Redfield
6:25 p.m.	Old Business	L. Redfield
6:30 p.m.	New Business	L. Redfield
6:40 p.m.	Adjourn	L. Redfield



Humane Society of Portage County Board of Directors

Meeting Minutes

January, 15th 2015

1. Call to order – L. Redfield

Meeting was called to order at 5:34 pm

2. Roll Call – L. Redfield

Present: Jared Redfield, Bruce Schenk, Brett Jarman, Linda Redfield, Sheila Kessler, Lynne Kawleski, Lisa Higgins, Eugene Mancl, Tom Kelble, Laura McPartland, Ann Barrett, Ron Blaha, (Executive Director), Lisa Kuntz

3. Approval of Minutes

Motion: To approve minutes from October 9th, 2013 meeting (B. Jarman/ B. Schenk) motion carries.

4. Executive Committee Report

Ron Blaha reports on dog license

Meeting with municipalities to ensure geography boundaries are consistent with address zones for calls.

Discussed animal track for use with animal control officers.

Joan is now exclusively working with training

New staff hired for adoptions.

Working with volunteers on dog walking program and increased training for volunteers.

Winter appeal letter successful 80% increase in number of donors contributing to HSPC

Sill working on Alpha Dog

5. Committee Reports

a. Operations Committee -

i. Executive Director's report

Bret Jarman reports on proposal received from Wausau for taking their stray and surrendered cats. Discussed space problems and decision to reject the proposal.

Discussed pending legal matters.

Reports on shelter vet hiring progress.

Committee assignments and appointment of chairs.

b. Finance Committee –

No report, waiting for year-end figures.

c. Fundraising Committee -

Lynn reports on programs for fundraising issues

Canine mayoral caninedates fundraiser program in being developed

d. Education Committee

No meeting in January

e. Governance Committee – No report

f. Nominating Committee – L. Redfield

i. no new applications

6. New Business

Discussed review of shelter management software.

Shelter track program

Linda reports on the charity program from Sentry and HSPC was awarded \$2500.00

8. Old Business

No old business

8. Adjournment - Motion to adjourn Next meeting of the Board will December 18th 2013 at 5:00
with plans to meet until 8:00 pm

Submitted

Sheila Kessler
Secretary, HSPC

Staff – Employee evaluations are being given during the months of January and February.

Office/Animal Care Manager Report (from Jaime Jones)

Animal Population as of 01/31/14: Cats: 104 / Dogs: 18 Rabbits: 7

- Acted as Manager on Duty for January 4th-11 during Ron's Vacation
- Covered 4 Animal Care Shifts and 1 Reception Shift in lieu of Vacations and Time Off.
- Year End Completion of the following:
 - Completed December Financials & Compiled a Binder with supporting documentation handed off to Ligman & Willie for Year End Tax Return
 - Completed 1099's reformatted QuickBooks to expedite the process in 2014
 - Printed & Reviewed Year end Payroll Reports-W-2's Distributed.
 - Completed Online Payroll Audit for Travelers Insurance
 - Compiled Spreadsheet which documented all employee absences, tardiness, and meeting attendance as well as availability of sick & health for employees who qualify for year end reviews.
- Compiled 11 Employee Reviews, 4 have been completed as of 2/5/2014
- 1/9/2014-Attended \$10K for a Cause Promotional luncheon
- 1/16/2014 Attended Criticism & Discipline Skills for Managers and Supervisors. Course focused a lot on "Coaching Employees to meet Expectations and the roles of Employee Reviews"
- Assisted in the organization of Staff Christmas Party
- Implemented Rotational Scheduling with H.O.'s, researched and resolved issues that came along with the new rotation.
- Currently working on development of a more efficient way to process Dog Licenses at the Shelter for 2014. Hopes are that it will also streamline the communication between the municipalities and the shelter.
- Maintained schedule and changes utilizing Volunteers & Community service
- Bi-Weekly Payroll, Accounts Payable, Accounts Receivable.
- Ongoing management of Animal Care Staff/Reception
- Ongoing upkeep of off site back-ups
- Monthly update of intake reports-By reception and office assistant Janice
- Scheduling & Agenda Production for Monthly "All Employee" meeting

Medical Staff Progress Report (from Khryse Flugaur)

January spay/neuter/dental/other surgery numbers include: Canine: 11 Feline: 76 Rabbit: 0

- Hand washing guidelines and handout posted from World Health Organization.
- Hand sanitizer guidelines and handout posted from World Health Organization.
- We have seen a decline in URI with the improved handling processes we have implemented.
- Dixie's heartworm treatment is completed! Many thanks to our wonderful staff and donors that have helped through out her treatment. She has been made available for adoption.

Adoption Coordinator Progress Report (from Amanda Tucker)

- The Behavior Manual and protocols are in the final stages of being done. With this protocol in place deciding what animals are safe for adoption is outlined. The protocol includes both cats and dogs.
- The Foster Manual is almost complete as well. This manual will include how to care for our pets while being fostered, our rules and guidelines along with the expectation of the foster family. Better communication between staff and fosters will allow better care for our animals and a better experience for those who wish to participate in our foster program.
- Amanda is working towards having a foster orientation that will be geared towards people that can help us once kitten season is upon us. The goal is to have qualified fosters in place and trained before the kittens arrive by the box!
- Amanda has put together a Behavior Modification Request form along with a Canine Behavior Log. The purpose of the request is to notify our dog trainer about which behaviors a particular dog needs work on. The behavior logs are then filled out by the dog trainer on every dog that is worked with to help place the dog in the best fit home, alert staff to any behavioral issues, and overall protect the animal and staff from possible bites or acts of aggression. Having logs on the dogs will also help us prepare potential adopters and individuals that adopt adjusting to their new pet.
- On January 24th 8 cats and 3 Guinea Pigs were transferred to Wisconsin Humane in Milwaukee.
- On February 3rd another 10 cats were transferred to Fox Valley.
- On February 7th another 10 cats were transferred to Wisconsin Humane.
- Amanda is working with Langlade County to possibly transfer cats to them during the month of February.
- It is now mandatory that people adopting dogs that live in Portage County must purchase a dog license at the time of adoption. The adoption team is making the dog license certificate and adding the cost to the adoption. In the past we have given the adopter the option to get the license with us or their town clerk.
- Dixie the Basset Hound that was treated for Heartworm is now on the adoptable side! After a very long treatment Ms. Dixie is waiting for her new forever home.
- Boomer won the Kong picture challenge on Facebook. He will be receiving a care package along with other gifts for his furry friends at the shelter. The valued amount is \$100.
- 47 cats were adopted last month.
- 13 dogs were adopted last month including long time resident Dolce!

Humane Officers Progress Report (from Emily Carlson)

- Quarantine Admission Form has been revised.
- 5 Commercial Animal Inspections have been completed, 4 during December 2013 and 1 during January 2014.
- Lance has passed the four state statute tests (Chs. 95 Animal Health, 173 Animals, Humane Officers, 174 Dogs, 951 Crimes Against Animals) which were given and completed in-house.
- An animal mistreatment case is presently taking place (the dog was killed by the owner.)
- We have a “new” animal abuse case involving a 4 month old pitbull puppy. He sustained stab wounds, a gun shot, displaced rib bones and was choked. He is currently on medication and spends his nights with Renae. We are waiting to hear of any charges this suspect will face.
- Barking dog and running at large letters have really made an impact on day to day operations!!!!
- Due to the extremely cold weather, there has been an increase of calls regarding pets with inadequate shelter.

Executive Director (from Ron Blaha)Education

- 01/17/14: Class presentation at Rosholt to two first grade classes.
- 01/18/14: Presentation given to an Amherst Girl Scout group
- 01/22/14: Class presentation at Rosholt to two 2nd grade classes.
- 01/23/14: Class presentation at Rosholt to Kindergarteners

Grants

- Received a \$200 grant from the Stevens Point Area Retired Teacher’s Association (SPARTA) to purchase educational supplies for our educational classes.

Fundraising/Events/Donations

- Laura Polum’s family donated a flat screen TV and DVR that will be able to be used in our cat transition room for cat stimulation. Laura’s comments: “...it could be a nice addition to the cat room at the back of the shelter where the cats don’t have any windows. I have a DVD for cats that we could donate, as well. The DVD is called “video catnip” with lots of video of birds for the cats to watch...”
- Received notification and a check that the Sentry “\$10K for a Cause” donated us \$2,500.
- Stevens Point Women’s Club donated approximately \$100 worth of animal food and supplies.
- Amanda and Carole established an opportunity for contributors to donate monies for animal beds which has been very successful.
- Email from the KONG Photo Contest Rep: Thanks so much for entering Boomer in this week’s KONG Photo Contest. I am happy to tell you, that you’ve won! I would love to get a \$100 prize package sent out to Boomer right away. Could you let me know the best shipping address, as well as Boomer’s approximate size and weight? Once you do, I’ll get an order placed right away! A second response: Perfect! I’ve put in an order for Boomer’s prize package. Since I don’t want the other dogs and cats at the shelter to get jealous, I also added in some extra KONGs, treats, and cat toys for the rest of the shelter animals to enjoy!

Activities

- Insurance: Email from our insurance agent: The underwriter brought up an interesting point as she was reviewing the D&O coverage that it did not contain a “dissolution clause.”
- Insurance: we added the auto plus pak to our auto insurance policy which includes towing and labor with a \$100 limit and it applies to the light duty vehicles. Adding plus pak to the vehicle insurance increases our annual auto premium from \$661 to \$811 but ensures our van driver’s will have proper roadside assistance if necessary.
- Town of Amherst: Requested a summary of the number of calls we answered relating to animal complaints and dog bites. Data for 2012 and 2013 were sent to the Town of Amherst.
- Village of Whiting: Notification given that the Village of Whiting would be pulling out of the county contract in 2015. Ron sent information to the County Executive Patty Dreier relating to points about the benefits of being a member of the county contract.
- 01/19/14: Had a holiday bowling party for our employees.
- On-line Surveys: On-line surveys have been or soon to be added to our website for adoption and animal control customers and employees. We also have one available for our employees. These projects were handled by Brett.
- HSPC Employee Evaluations: Employee appraisal evaluations have been given during the month of January and will continue through the first week of February.
- Veterinarian Letter: A letter was sent to the veterinary clinics in Portage County informing the vets that the HSPC would be hiring a veterinarian.

Services

- From a Wisconsin Federated email: “Due to lack of funding and difficult economic times, the organization’s intra-state transport program, Project Share, has been indefinitely suspended. WFHS’ Board of Directors has made the decision to end the program as of January 31st, 2014. The last available date to transport animals will be Friday, January 24th.”

Safety

- See safety report at the end of this report. Our insurance agent provided a summary report of the type of injuries that were reported in 2013 and what departments generated the claims. This tool provides us on what can be improved relating to loss prevention and what is part of our Risk Management program.
- A dog bite occurred with one of our HSPC employees.

Building/Grounds/Equipment

- The '05 van was serviced for a brake problem.
- Upgrades to our air handling unit have been working very well. During the month of January the room temperatures have been slowly adjusted to find the right temperature control for office rooms.

Meetings

- 01/03/14: Education Committee Meeting – Presented the lesson plans for Pre/K through 5th grade and the PowerPoints that we have created.
- 01/08/14: HSPC Board Meeting
- 01/16/14: Met with representatives from the Langlade Humane Society who wanted to see our operation and discuss their efforts to remain open.
- 01/27/14: Met with insurance agent who helped with completing our OSHA log report.
- 01/29/14: Interviewed a veterinarian candidate for our in-house HSPC veterinarian.
- 01/30/14: Operations Committee Meeting
- 01/30/14: Finance Committee Meeting



OSHA Recordable Incident Analysis

Portage County Humane Society

Brought to you by:

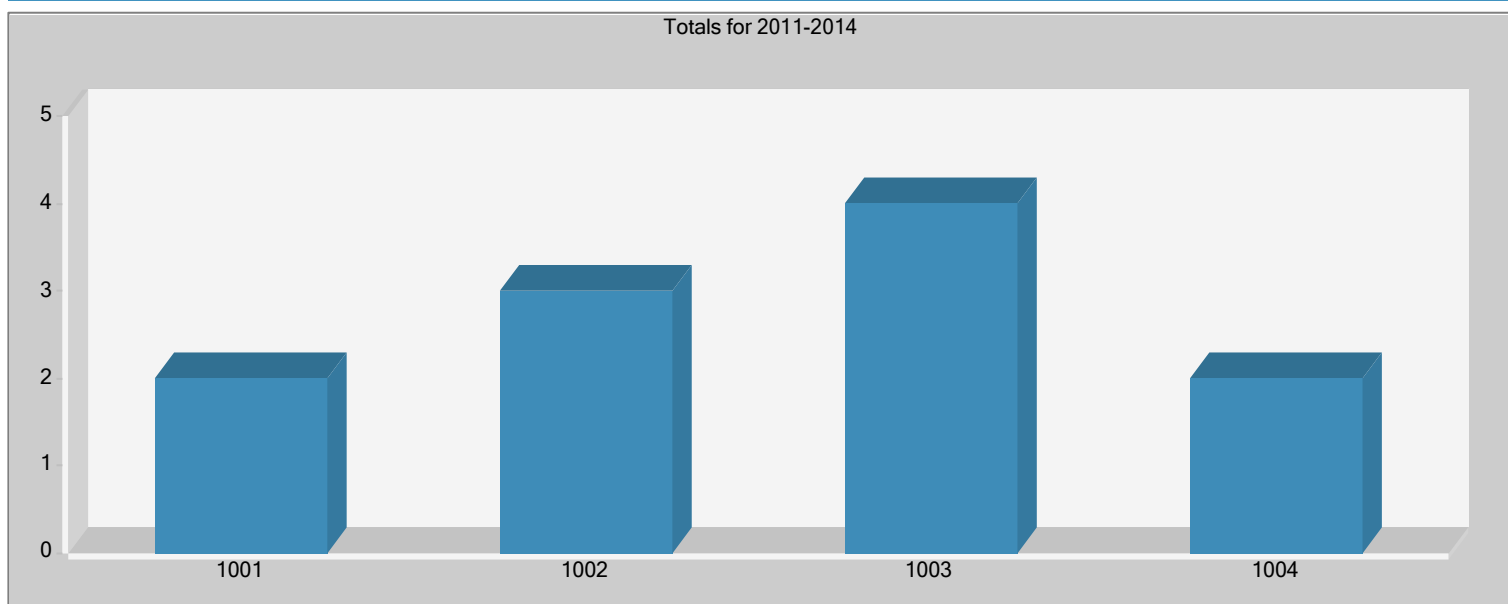
Compass Insurance Services
1205 Cedar Rd
Kronenwetter, WI 54455
(715) 693-0100

Portage County Humane Society

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OSHA Recordable Incidents by Division by Department

Department	2011	2012	2013	2014	Total
Medical (1001)	0	2	0	0	2
Adoption (1002)	0	3	0	0	3
Humane (1003)	0	1	3	0	4
Animal Care (1004)	0	1	1	0	2
Total	0	7	4	0	11





Portage County Humane Society

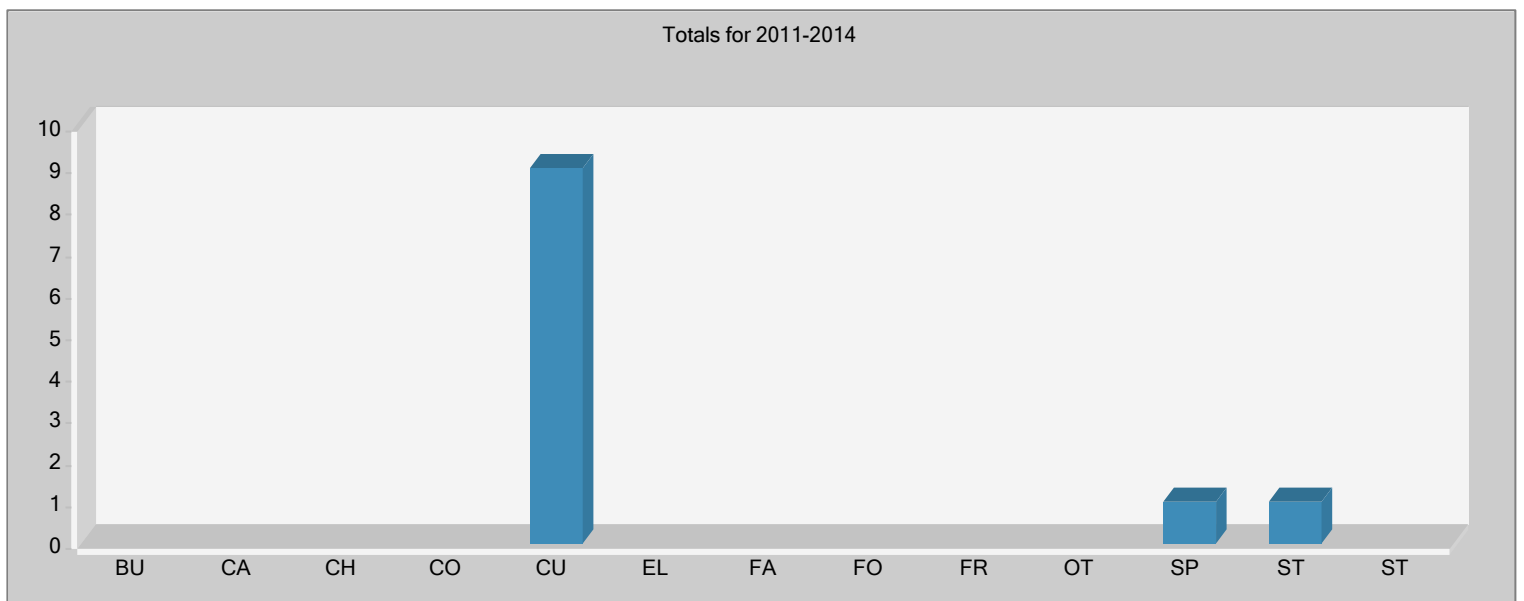
Humane Society of Portage County

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OSHA Recordable Incidents by Division by Injury Type

Department	2011	2012	2013	2014	Total
Burn (BU)	0	0	0	0	0
Caught in-between (CA)	0	0	0	0	0
Chemical (CH)	0	0	0	0	0
Contusion (CO)	0	0	0	0	0
Cut (CU)	0	6	3	0	9
Electric Shock (EL)	0	0	0	0	0
Fall (FA)	0	0	0	0	0
Foreign (FO)	0	0	0	0	0
Fracture (FR)	0	0	0	0	0
Other (OT)	0	0	0	0	0
Sprain (SP)	0	1	0	0	1
Strain (ST)	0	0	1	0	1
Struck by (ST)	0	0	0	0	0
Total	0	7	4	0	11

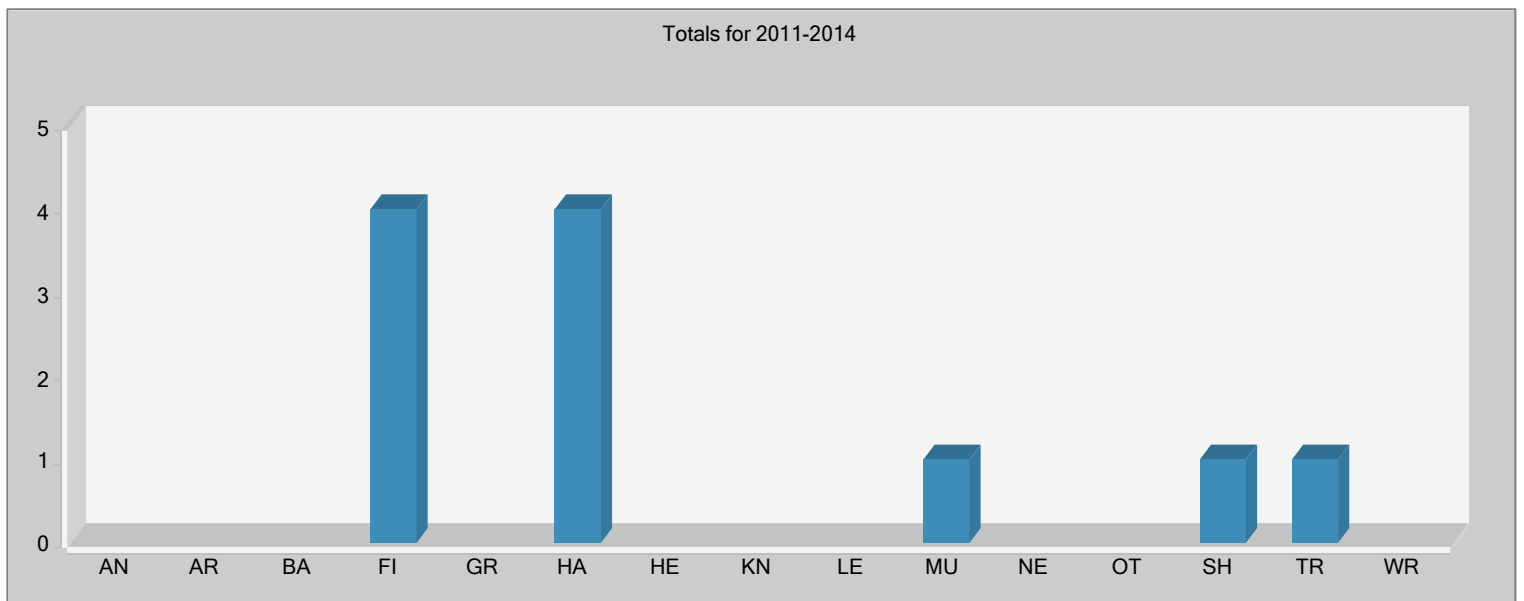


Portage County Humane Society

Humane Society of Portage County

OSHA Recordable Incidents by Division by Body Part

Department	2011	2012	2013	2014	Total
Ankle/Foot (AN)	0	0	0	0	0
Arm (AR)	0	0	0	0	0
Back (BA)	0	0	0	0	0
Finger (FI)	0	3	1	0	4
Groin (GR)	0	0	0	0	0
Hand (HA)	0	3	1	0	4
Head/Eye (HE)	0	0	0	0	0
Knee (KN)	0	0	0	0	0
Leg (LE)	0	0	0	0	0
Multiple (MU)	0	0	1	0	1
Neck (NE)	0	0	0	0	0
Other (OT)	0	0	0	0	0
Shoulder (SH)	0	0	1	0	1
Trunk (TR)	0	1	0	0	1
Wrist (WR)	0	0	0	0	0
Total	0	7	4	0	11

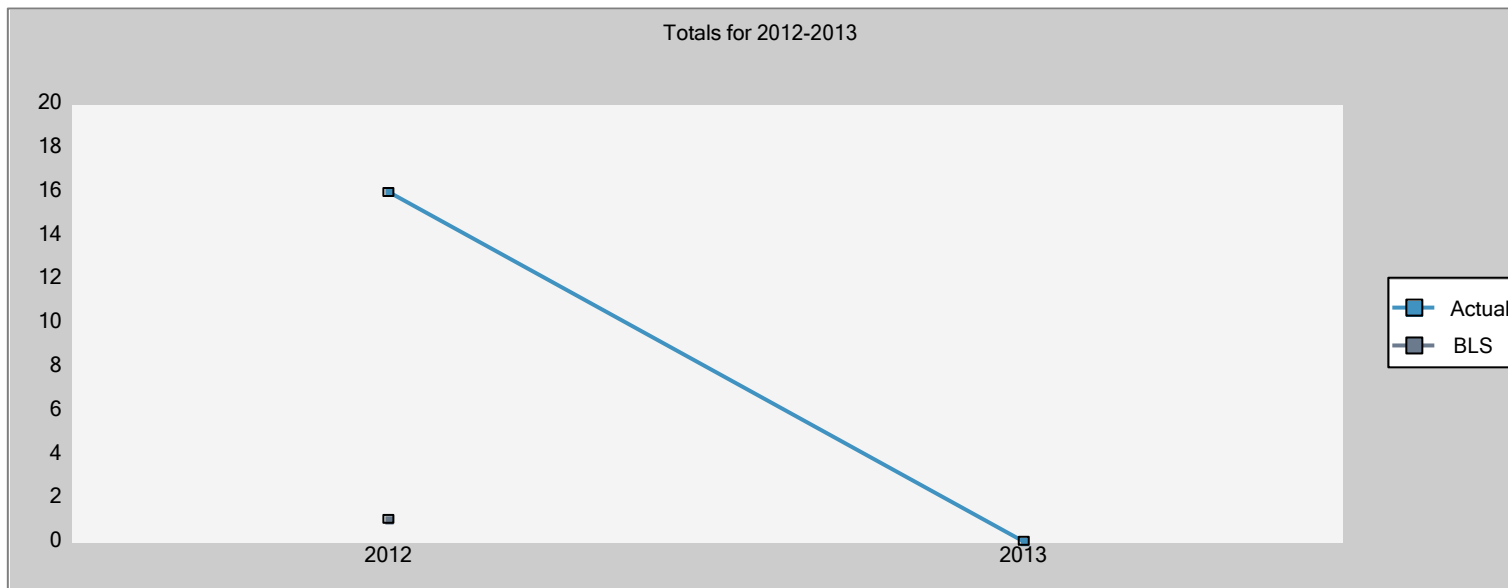


Portage County Humane Society

Humane Society of Portage County

OSHA Days Away From Work Cases by Division (2012-2013)

Calendar Year	Days Away From Work Cases	Total Work Hours	Incident Rate
2012	1	12,500	16
2013	0	12,500	0.00



SIC Code #075 - Animal services, except veterinary

NAICS Code #812910 - Pet care (except veterinary) services

Bureau of Labor Statistics National Averages

Year	Average
2012	1.00 * (812900)
2013	(No BLS Data Available)

Incident Rate = $(N \times 200,000) / \text{Workhours}$

* Parent NAICS code was used because no BLS data was available for the original code.

Parent Codes:

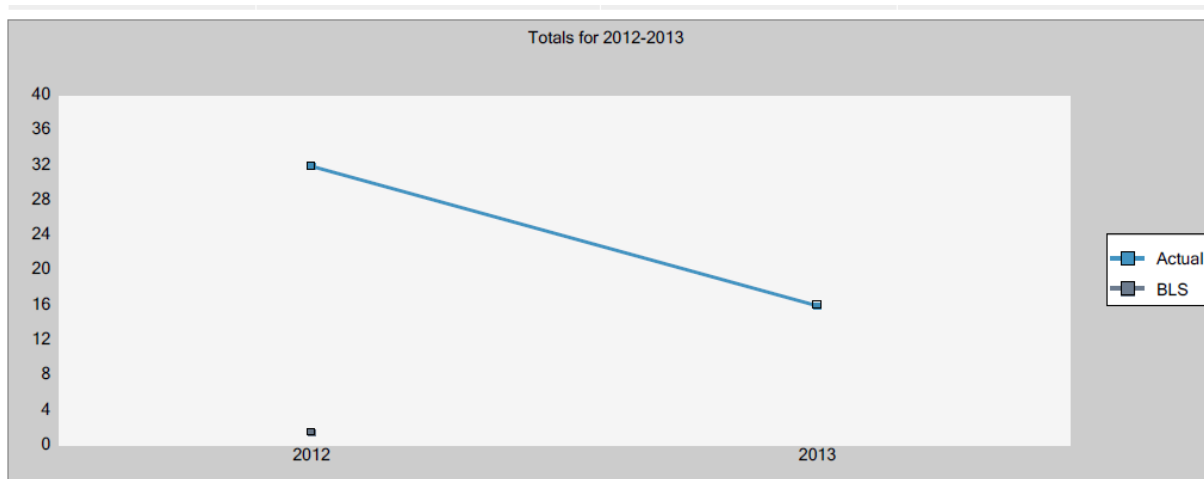
812900 Other personal services

Portage County Humane Society

Humane Society of Portage County

OSHA (DART) Days Away/Restricted/Transfer Cases by Division (2012-2013)

Calendar Year	DART Cases	Total Work Hours	Incident Rate
2012	2	12,500	32
2013	1	12,500	16



SIC Code #075 - Animal services, except veterinary

NAICS Code #812910 - Pet care (except veterinary) services

Bureau of Labor Statistics National Averages

Year	Average
2012	1.50 * (812900)
2013	(No BLS Data Available)

Incident Rate = $(N \times 200,000) / \text{Workhours}$

* Parent NAICS code was used because no BLS data was available for the original code.

Parent Codes:

812900 Other personal services

Date: 01/28/2014

Run



Operations Committee Report – January 30th 2014

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

Absent: Ann Barrett), Lyne Kawleski

Meeting Topics included:

- A review of the letter sent to Portage County Veterinarians.
- A status report from Bruce and Ron about the Veterinarian interviews that had been completed and those that were upcoming. Bruce, Ron and Dr. Tom are the interviewers.
- Reviewed material supplied by CAP services about poverty levels in Portage County. CAP also supplied information about the different methods available to qualify low income participants.
- We began discussions about setting animal population limits for the shelter. Limits would help us make the best use of the space we have. Staff would need time to help balance the population to our space limits.
- Staff has contacted several shelters around that state and have found a couple of shelters that need young cats for adoption. Transfers will help us reduce our population, reduce costs and get a good outcome for the cats.
- The ShelterTrack software was discussed as our long term solution. The January board package had information about the program. About fifty percent of the configuration has been completed. A donor will fund the first year of the program's license fee. The operations committee approved the acquisition and it will be a board level item at the February meeting.
- We discussed a form that we will use to evaluate the executive director. A copy of the form will be sent to the members of the operations committee. The committee's input will be consolidated,

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
14 board members	Total		4	6	9	3	3	4	4	

Committee

Meets

Operations	Last Thursday of month
Finance	Last Wednesday of the month
Fund Raising	Various Saturday Mornings & before board meeting
Volunteer / HR	Prosals to become adhoc committee
Facilities	Eugene, Ron & Brett meet as required
Education	Various lunch meetings



3200 Iber Lane • Plover, Wisconsin 54467 • 715-344-6012

Dear

The Humane Society of Portage County has put forth a considerable amount of time and effort into restructuring our medical services during the past 18 months due in part from the concerns voiced by our veterinary community. Initially, we performed a self-audit of our shelter, using the “Guidelines for Standards of Care in Animal Shelters,” to determine what specific areas of our medical processes needed attention. From this audit, we began to develop a plan to address the immediate issues. We hired two Certified Veterinary Technicians to address the professional, medical, and liability issues identified in our audit. Recently, we hired a third CVT to assist with medical and animal care duties.

Progressive written protocols have been implemented and comprehensive medical records are maintained for every patient that enters HSPC. Dr. Elizabeth Wysocki has assisted us as our advisor and does medical rounds with our CVT’s on a weekly basis. Currently, we have three Veterinarians helping us with our surgical needs, each coming in one morning a week.

At this time, we want to advise you that our HSPC Board of Directors have approved the hiring of a full-time Veterinarian for our shelter to help advance our medical program and better serve the needs of the animals under our care. This position is meant to provide our animals with better accessibility, continuity of care, and quicker availability for adoption.

Once an animal is adopted, the new owner’s packet will include a list of the area veterinarians to serve their animal needs. Your business will also be listed on our website.

Our plans for the later part of this year are to offer low cost spay/neutering services and rabies vaccinations to carefully screened, low income families. The development of this program is not meant to take established veterinary clients from your practice, but to address the clientele who would not otherwise seek veterinary care due to their financial limitations and hardships. We have no plans to be involved in any clinical veterinary practices.

To give you an overview of our advances, our “2013 Progress Report” accompanies this letter which highlights some of our activities in all areas of our operations.

We look forward to the benefits of having a Veterinarian on staff to assist us with offering the necessary medical attention for the animals we serve.

Sincerely,

Ronald S. Blaha
HSPC Executive Director

Information provided by CAP services.

eligibility for getting utility bill payment assistance. Income is counted for the past 3 months (recognizing earnings may vary for people). The threshold to get energy assistance is 60% of the State of WI median income (which equates to approximately 200%+ of the federal poverty guidelines and the most generous for eligibility).

Household Size & 60% of State Median Income

1 - \$6,173 (3 month) - annualized \$24,692

2 - \$8,073 - annualized \$32,292

3 - \$9,972 - annualized \$39,880

4 - \$11,871 - annualized \$47,484

5 - \$13,771 - etc.

6 - \$15,670

7 - \$16,026

8 - \$16,382

The income eligibility for Food Stamps is a little more complex (see below):

* If your family's gross income is at or below 200% of the Federal Poverty Level (FPL) your family will pass the "Gross Income Test". You will be given certain credits which will be subtracted from your Gross Income. (By gross income, we mean before any taxes and deductions have been taken.)

** If your family's net income is at or below 100% of the FPL after your credits have been subtracted, you may be able to get FoodShare benefits. For more information about the credits you may be able to get, please see the [ForwardHealth Enrollment and Benefits handbook](#).

****In a very small percent of cases, 165% of the FPL is used to see if you are able to get FoodShare benefits. This income limit is used if you and your spouse (if married) are living and eating with others and you need to apply separately. You may do this only if:

1. You are age 60 or older.
2. You cannot purchase and prepare your own meals because:
 - You are considered by the Social Security Administration to be permanently disabled, or
 - You have a permanent physical or mental non disease-related disability.
3. The gross monthly income of the persons with whom you and your spouse (if married) live with does not go over 165% of the FPL for the number of others in the household.

And we wonder why people get confused about these...

Wisconsin Community Action Program Association



2013 Federal Poverty Guidelines

Household Size	100% of FPG	125% of FPG	150% of FPG	185% of FPG	200% of FPG
1	\$11,490	\$14,363	\$17,235	\$21,257	\$22,980
2	\$15,510	\$19,388	\$23,265	\$28,694	\$31,020
3	\$19,530	\$24,413	\$29,295	\$36,131	\$39,060
4	\$23,550	\$29,438	\$35,325	\$43,568	\$47,100
5	\$27,570	\$34,463	\$41,355	\$51,005	\$55,140
6	\$31,590	\$39,488	\$47,385	\$58,442	\$63,180
7	\$35,610	\$44,513	\$53,415	\$65,879	\$71,220
8	\$39,630	\$49,538	\$59,445	\$73,316	\$79,260
* For families / households with more than 8 persons, add the following for each additional person:	\$4,020	\$5,025	\$6,030	\$7,437	\$8,040

As of January 28, 2013

1310 Mendota Street, Suite 107 • Madison, Wisconsin 53714-1039
608.244.4422 fax 608.244.4064 www.wiscap.org

**County Median Income Guidelines / HUD Estimated
2012**

Effective December 11,

Portage County								
HH Size	1	2	3	4	5	6	7	8
30%	14,250	16,250	18,300	20,300	21,950	23,550	25,200	26,800
50%	23,700	27,050	30,450	33,800	36,550	39,250	41,950	44,650
60%	28,500	32,500	36,600	40,600	43,900	47,100	50,400	53,600
80%	37,900	43,300	48,700	54,100	58,450	62,800	67,100	71,450
100%	47,400	54,100	60,900	67,600	73,100	78,500	83,900	89,300

2013 Federal Poverty Income Guidelines				Feb. 1, 2013
(100% of Poverty)				
Household Size	Annual	Quarterly	Monthly	Hourly*
1	\$11,490.00	\$2,872.50	\$957.50	\$5.52
2	\$15,510.00	\$3,877.50	\$1,292.50	\$7.46
3	\$19,530.00	\$4,882.50	\$1,627.50	\$9.39
4	\$23,550.00	\$5,887.50	\$1,962.50	\$11.32
5	\$27,570.00	\$6,892.50	\$2,297.50	\$13.25
6	\$31,590.00	\$7,897.50	\$2,632.50	\$15.19
7	\$35,610.00	\$8,902.50	\$2,967.50	\$17.12
8	\$39,630.00	\$9,907.50	\$3,302.50	\$19.05
For each additional member, add	\$4,020.00		\$335.00	
(125% of Poverty)				
Household Size	Annual	Quarterly	Monthly	Hourly*
1	\$14,363.00	\$3,590.75	\$1,196.92	\$6.91
2	\$19,388.00	\$4,847.00	\$1,615.67	\$9.32
3	\$24,413.00	\$6,103.25	\$2,034.42	\$11.74
4	\$29,438.00	\$7,359.50	\$2,453.17	\$14.15
5	\$34,463.00	\$8,615.75	\$2,871.92	\$16.57
6	\$39,488.00	\$9,872.00	\$3,290.67	\$18.98
7	\$44,513.00	\$11,128.25	\$3,709.42	\$21.40
8	\$49,538.00	\$12,384.50	\$4,128.17	\$23.82
For each additional member, add	\$5,025.00		\$418.75	

Executive Director Evaluation OPERATIONS COMMITTEE FORM

Period Covered: January, 2013 through December, 2013

Instructions: Please circle the rating number which you feel best identifies the performance of the Executive Director. Please use the space allotted to make comments and/or recommendations. The rating numbers range of 1 to 5 is defined below.

5 = Exceptional. Consistently exceeds performance norms and expectations.

4 = Exceeds Expectations. Consistently meets and often exceeds performance norms and expectations.

3 = Meets expectation. Satisfactorily meets the norms and performance norms and expectations.

2 = Below Expectations. Sometimes meets norms and expectations of the job but occasionally falls short of the desired performance.

1 = Needs Improvement. Consistently falls short of performance norms and expectations.

Board Communications

- | | | | | | |
|--|---|---|---|---|---|
| • Initiates contacts with Board members | 1 | 2 | 3 | 4 | 5 |
| • Responds in a timely manner to Board member inquiries. | 1 | 2 | 3 | 4 | 5 |
| • Provides clear and thorough information to the Board.
which helps facilitate their decision making. | 1 | 2 | 3 | 4 | 5 |
| • Interacts freely and openly with members during Board
and committee meetings | 1 | 2 | 3 | 4 | 5 |

Comments _____

Leadership/Vision

- | | | | | | |
|--|---|---|---|---|---|
| • Does not just respond to current situations, but anticipates
future issues. | 1 | 2 | 3 | 4 | 5 |
| • Encourages the Board to look to future possibilities. | 1 | 2 | 3 | 4 | 5 |
| • Sees the bigger picture and is able to articulate it. | 1 | 2 | 3 | 4 | 5 |
| • Is an effective advocate regarding poverty in Wisconsin. | 1 | 2 | 3 | 4 | 5 |

Comments _____

Management

- Has established a supportive workplace culture that values teamwork and a clear understanding of mission. 1 2 3 4 5
- Ensures that adequate resources are available to enable staff to do their work 1 2 3 4 5
- Ensures that required reports are submitted when due and other state and federal requirements are met. 1 2 3 4 5

Comments _____

Financial Management

- Develops and maintains a clear, comprehensive budget 1 2 3 4 5
- Provides clear, thorough financial reports to the Board. 1 2 3 4 5
- Is able to adequately respond to Board questions concerning the budget. 1 2 3 4 5
- Ensures agency expenditures are spent appropriately and within the budget. 1 2 3 4 5

Comments _____

Networking/Collaboration

- Works well with various funders and donors 1 2 3 4 5
- Is actively involved with other organizations that work on poverty in Wisconsin 1 2 3 4 5

Comments _____

Planning

- Facilitated a process which involved staff and partners in setting goals 1 2 3 4 5
- Work with Board and appropriate committees to Prioritize workplan strategies. 1 2 3 4 5

Comments _____

Job Knowledge

- Quick learner. Clearly understands the scope of his duties. 1 2 3 4 5
- Is knowledgeable of agency policies and procedures and implements them in a consistent manner. 1 2 3 4 5
- Asks advice from Executive Committee and others when seeking clarification and direction. 1 2 3 4 5

Comments_____

Judgment/Decision Making

- Decisions well thought out. Considers various options when appropriate. 1 2 3 4 5
- Understands the difference between critical issues and those less important. 1 2 3 4 5
- Uses good judgment in decision making and in relationships with people. 1 2 3 4 5

Comments_____

Initiative/Creativity

- Self-starter. Works independently with minimal oversight. 1 2 3 4
5
- Not hesitant to recommend new ideas or ways of doing things. 1 2 3 4
5
- Anticipates needed actions. Is proactive when appropriate. 1 2 3 4
5
- Continues to seek out ideas and information from members. 1 2 3 4
5

Comments_____

Quality of Work

- Maintains a high quality of work in performing responsibilities. 1 2 3 4 5
- Makes clear expectations of high quality work among agency employees. 1 2 3 4 5

Comments_____

Closing Comments: *Please make any closing comments you might have concerning the performance of the Executive Director.*

Name of Evaluator (optional)_____



Finance Committee Report - January 30, 2014

Present: Bruce Schenk, Dennis Schenk (via phone), Ron Blaha, Jaime Jones

Reviewed 2013 YTD Financials –These financials **do not** reflect Year End adjustments the Committee was just looking at them from an Operating Standpoint

Items Discussed:

In 2013 we had

\$45,000 more in expenses than Budgeted

\$10,000 less in Income than Budgeted

What put the bottom line positive was fundraising, the two highest contributing factors;

1. Our Summer Appeal Letter
2. Death Benefit in Gifts & Donations

In 2014 we are projecting a \$64,000 deficit.

We did make \$35,000 in our Funds which is currently in the Money Market account-We are going to leave in this account due to market speculation.

Bruce asked what the Finance Committee's Obligations is.

1. Gather Information, Forecast, and Report to Board
2. Or Hold organization to Budget?

Where is the accountability come from, who's job is it to mandate, what are the Boards Expectations?

Accountability will come from the Operations committee; the Finance Committee's responsibility is to Gather Information, forecast and Report to the board.

HUMANE SOCIETY OF PORTAGE COUNTY INC

Balance Sheet

As of December 31, 2013

	Dec 31, 13
ASSETS	
Current Assets	
Checking/Savings	
1005 · Petty cash	100.00
1032 · Associated Bank checking	28,338.08
1034 · US Bank checking	7,566.58
1042 · Associated Bank money market	64,655.78
1043 · Pay Pal account	2,086.53
1047 · Stevens Point Post Office	383.82
Total Checking/Savings	103,130.79
Accounts Receivable	
11000 · Accounts Receivable	63,565.38
Total Accounts Receivable	63,565.38
Other Current Assets	
1045 · Capital Expenditure Fund	115,444.83
1046 · Schlieper Fund	195,197.66
1048 · Community Foundation Endowment	105,722.13
1210 · Prepaid insurance	6,846.40
Total Other Current Assets	423,211.02
Total Current Assets	589,907.19
Fixed Assets	
1500 · Land	109,061.00
1502 · Land improvements	114,058.70
1503 · A/D - land improvements	-80,434.78
1512 · Building	1,256,437.17
1514 · A/D - building	-190,550.49
1520 · Building improvements	20,319.80
1530 · Shelter equipment	141,974.51
1531 · A/D - shelter equipment	-112,051.77
1540 · Office equipment	32,185.89
1541 · A/D - office equipment	-16,247.97
1545 · Spay/neuter equipment	16,923.34
1546 · A/D - spay/neuter equipment	-15,122.47
1550 · Vehicles	28,965.59
1551 · A/D - vehicles	-25,349.07
Total Fixed Assets	1,280,169.45
TOTAL ASSETS	1,870,076.64
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2011 · Associated Bank-Visa	411.37
2014 · Kwik Trip Card	369.11
Total Credit Cards	780.48
Other Current Liabilities	
2000 · Accounts payable	620.00
2010 · Unearned contract income	61,995.21
2015 · Specific use Funds	7,500.00
2030 · Dog licenses payable	434.00
2040 · Wisconsin sales tax payable	204.45
2300 · Accrued wages	6,696.17
Total Other Current Liabilities	77,449.83
Total Current Liabilities	78,230.31
Total Liabilities	78,230.31
Equity	
3040 · Retained earnings	1,802,748.16

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02/07/14

Accrual Basis

HUMANE SOCIETY OF PORTAGE COUNTY INC

Balance Sheet

As of December 31, 2013

	<u>Dec 31, 13</u>
32000 · Unrestricted Net Assets	-59,930.25
Net Income	<u>49,028.42</u>
Total Equity	<u>1,791,846.33</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,870,076.64</u></u>

December 2013 Financial Review

	Dec 13	Jan - Dec 13	2012 Year End	Annual Budget	Proposed 2014 Budget
Ordinary Income/Expense					
Income					
4000 · Dog adoption income	1,475.00	24,470.00	30,490.66	32,000.00	30,000.00
4010 · Cat adoption income	2,000.00	24,490.00	19,753.07	21,200.00	23,000.00
4020 · Other adoption income	0.00	0.00	195.00	0.00	0.00
4030 · Surrender income	40.00	3,005.00	6,125.00	6,100.00	3,500.00
4040 · Dog redemption income	120.00	5,206.71	6,139.20	6,500.00	6,000.00
4050 · Cat redemption income	30.00	660.00	777.21	800.00	700.00
4060 · Other redemption income	0.00	0.00	20.00	20.00	0.00
4080 · Quarantine income	0.00	1,825.00	1,213.33	1,000.00	1,200.00
4090 · Crematorium income	0.00	0.00	374.00	0.00	0.00
4085 · Dog Training Income	75.00	1,765.00	0.00	0.00	2,600.00
4116 · Rabies fee income	0.00	1,522.00	2,412.00	3,000.00	1,500.00
4120 · Miscellaneous shelter income	0.00	0.00	547.62	2,000.00	0.00
4130 · Boarding fee income	30.00	3,388.44	4,017.18	4,200.00	3,000.00
4135 · Vaccination fee income	0.00	115.00	1,126.00	2,000.00	1,500.00
4210 · County contract income	20,271.69	243,260.28	238,716.00	243,000.00	247,900.00
4210 · Spay/Neuter Clinic income	0.00	1,651.33	6,435.00		0.00
4310 · Merchandise Sales	244.01		0.00		1,600.00
Total Income	24,285.70	311,358.76	318,341.27	321,820.00	322,500.00
Expense					
50000 · SHELTER EXPENSES					
5000 · Shelter payroll expense	22,312.00	297,195.26	282,368.55	286,000.00	330,000.00
5001 · UWSP work study	0.00	0.00	1,062.89	1,000.00	0.00
5005 · Shelter payroll tax expense	1,706.87	22,117.07	21,571.08	24,000.00	24,000.00
5010 · Shelter unemployment expense	537.37	11,097.14	11,076.06	9,000.00	12,000.00
5012 · Medical Reimbursement	1,000.00	3,020.00	3,000.00	3,000.00	3,000.00
5015 · Shelter supply expense	1,738.78	20,408.31	14,633.99	12,500.00	20,500.00
5017 · Shelter supply expense-Food	0.00	0.00	527.42		0.00
5020 · Shelter equipment expense	0.00	363.00	1,263.78	1,200.00	1,200.00
5021 · Animal control equipment	0.00	178.25	715.33	700.00	700.00
5025 · Shelter equip repair and mainte	0.00	222.00	3,446.33	3,000.00	3,000.00
5028 · Animal Control Expense	0.00	0.00	14.36		0.00
5035 · Shelter vet expense	261.00	12,078.03	21,877.65	21,000.00	15,000.00
5037 · Medical supply expense	2,706.84	24,962.93	15,834.00	17,000.00	24,000.00
5040 · Shelter Equipment Depreciation	0.00	0.00	13,812.36		0.00
5050 · Shelter uniform expense	0.00	44.94	839.64	400.00	1,000.00
5052 · Humane Officer uniform expense	0.00	757.77	437.99	300.00	1,000.00
5055 · Shelter conference expense	0.00	0.00	0.00	0.00	0.00
5060 · Shelter conference travel	0.00	2,548.61	0.00	0.00	2,500.00
5065 · Shelter staff training	120.90	1,375.75	734.00	500.00	1,000.00
5067 · Shelter Humane Officer training	0.00	1,950.00	2,194.12	2,000.00	1,200.00
5096 · Rabies tag expense	0.00	83.53	0.00	400.00	100.00
5097 · Microchip expense	0.00	10,765.39	4,293.75	4,300.00	11,000.00
5099 · Miscellaneous shelter expense	50.00	761.15	3,551.18	3,500.00	2,000.00
5018 · Merchandise-COGS	276.00	3,189.13	0.00	0.00	3,000.00
Total 50000 · SHELTER EXPENSES	30,709.76	413,118.26	403,254.48	389,800.00	456,200.00
52000 · SPAY/NEUTER EXPENSES					
5200 · Spay/neuter payroll	0.00	0.00	5,449.60		0.00
5215 · Spay/neuter supplies	899.35	2,255.95	101.56	200.00	1,500.00
5235 · Spay/neuter vet expense	460.00	27,037.55	22,505.50	22,000.00	28,000.00
5236 · Spay/neuter assistant expense	0.00	0.00	2,554.68		0.00
5237 · Spay/neuter medical supplies	0.00	412.75	1,152.06	3,000.00	0.00
5240 · Spay/neuter equipment depreciation	0.00	0.00	1,855.50		0.00

December 2013 Financial Review

	Dec 13	Jan - Dec 13	2012 Year End	Annual Budget	Proposed 2014 Budget
Total 52000 · SPAY/NEUTER EXPENSES	1,359.35	29,706.25	33,618.90	25,200.00	29,500.00
55000 · VEHICLE EXPENSES					
5500 · Vehicle depreciation	0.00	0.00	1,423.04		0.00
5510 · Vehicle maintenance & repair e	10.46	2,291.71	644.49	1,000.00	3,000.00
5520 · Vehicle insurance expense	392.70	3,467.30	1,936.57	2,100.00	4,700.00
5530 · Vehicle gas	369.11	7,806.29	6,653.32	6,000.00	7,000.00
5535 · Mileage reimbursement	0.00	730.39	294.60	200.00	1,000.00
5540 · Vehicle License Expense	0.00	0.00	159.00		0.00
5550 · Cellular phone expense	147.37	1,631.36	1,586.20	1,600.00	1,800.00
Total 55000 · VEHICLE EXPENSES	919.64	15,927.05	12,697.22	10,900.00	17,500.00
65000 · EDUCATION EXPENSES					
6530 · Education supply expense	148.90	177.46			200.00
6560 · Education newsletter expense	0.00	0.00	458.06	600.00	0.00
6610 · Video expense	0.00	945.00	1,624.00	1,500.00	1,200.00
Total 65000 · EDUCATION EXPENSES	148.90	1,122.46	2,082.06	2,100.00	1,200.00
70000 · ADMINISTRATIVE EXPENSES					
7000 · Office supply expense	15.75	3,331.27	1,204.47	600.00	3,500.00
7001 · Humane Officer supplies	0.00	99.50	191.30	150.00	150.00
70100 · Office equipment depreciation	0.00	0.00	1,380.84		0.00
7020 · Office equipment repair & maint	0.00	1,185.50	1,955.90	700.00	1,200.00
7030 · Advertising Expense	0.00	98.00			100.00
7050 · Dues and membership expense	241.00	666.00	525.00	525.00	500.00
7060 · Subscriptions expense	251.00	502.00	390.13	390.00	250.00
7070 · License and application fees	0.00	685.50	324.00	325.00	700.00
7080 · Accounting - in house	69.49	4,832.11	13,410.00	3,500.00	3,500.00
7090 · Accounting - audit	0.00	0.00	0.00	7,615.00	0.00
7080 · Payroll Processing fees	0.00	0.00	41.13		0.00
7110 · Postage expense	99.12	2,465.39	931.55	1,000.00	3,000.00
7120 · Telephone expense	136.93	2,734.90	1,986.75	2,000.00	3,000.00
7125 · Internet expense	72.54	1,046.34	1,318.45	1,400.00	700.00
7140 · Outside services	1,750.00	9,192.47	5,278.91	2,000.00	20,000.00
7150 · Bank charges	209.31	2,115.52	2,455.35	2,500.00	2,500.00
7160 · Insurance - workers compensatio	367.00	8,130.00	6,011.00	6,000.00	8,000.00
7165 · Insurance directors & officers	75.29	598.56	1,551.70	1,600.00	900.00
Total 70000 · ADMINISTRATIVE EXPENSES	3,287.43	37,683.06	38,956.48	30,305.00	48,000.00
75000 · HOUSING EXPENSES					
7500 · Building repair & maint expense	72.50	10,880.03	4,538.10	3,500.00	5,000.00
7505 · Security monitoring expense	0.00	546.83	1,065.81	1,100.00	600.00
7510 · Heat and electricity expense	2,280.41	25,569.89	24,931.60	25,750.00	26,000.00
7515 · Trash removal	216.05	2,564.25	2,330.70	2,000.00	2,500.00
7517 · Snowplowing	0.00	1,200.00	410.00	1,000.00	1,200.00
7520 · Water and sewer expense	0.00	6,035.20	5,161.60	5,000.00	7,000.00
7525 · Building depreciation	0.00	0.00	32,216.34		0.00
7530 · Building Improvement depreciation	0.00	0.00	355.86		0.00
7535 · Land Improvement Depreciation	0.00	0.00	6,324.18		0.00
7540 · Insurance property & casualty	75.29	1,035.58	2,337.68	2,500.00	1,000.00
Total 75000 · HOUSING EXPENSES	2,644.25	47,831.78	79,671.87	40,850.00	43,300.00
Total Expense	39,069.33	545,388.86	570,281.01	499,155.00	595,700.00
Net Ordinary Income	-14,783.63	-234,030.10	-251,939.74	-177,335.00	-273,200.00
Other Income/Expense					
Other Income					
8000 · IN-KIND DONATIONS					
8010 · IN KIND DONATIONS	0.00	-40,534.00			
8015 · In-Kind Shelter Supplies	0.00	3,500.00			

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December 2013 Financial Review

	Dec 13	Jan - Dec 13	2012 Year End	Annual Budget	Proposed 2014 Budget
8055 · In Kind Donations-Shelter Conference	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			
85000 · FUNDRAISING INCOME					
8500 · Membership income	0.00	140.00	850.00		0.00
8520 · Gifts and donations income	11,099.89	107,349.77	65,297.79	62,000.00	65,000.00
8530 · Honorarium income	1,205.00	2,705.00	1,970.04	2,000.00	2,000.00
8900 · Interest income	4,236.86	4,277.93	6,586.22	7,000.00	5,000.00
8901 · Dividend income	0.00	0.00	3,465.84	2,000.00	5,000.00
9000 · Neuter sponsor income	260.00	3,120.00	9,541.10	5,500.00	3,500.00
9001 · Memorial income	5,435.00	16,718.85	11,580.05	12,500.00	12,000.00
9002 · Can donation income	473.85	6,376.53	6,311.08	7,500.00	6,500.00
9003 · Paws income	0.00	1,035.00	3,014.95	3,500.00	2,000.00
9004 · Spay/neuter clinic income	0.00	241.61	0.00	9,000.00	0.00
9005 · Kevin Ford golf outing income	0.00	11,935.20	0.00	9,000.00	14,000.00
9006 · Microchip clinic income	0.00	390.00	600.00	800.00	500.00
9013 · Fur ball income	0.00	24,458.42	27,615.70	30,000.00	25,000.00
9017 · Girls night out income	0.00	0.00	2,590.00	3,000.00	0.00
9023 · Walk for Wags income	0.00	11,545.11	10,931.00	11,000.00	12,000.00
9032 · Aluminum can recycling income	449.20	4,735.35	3,568.00	5,000.00	4,500.00
9300 · In-house fundraising income	200.00	1,100.00	4,588.80	5,000.00	1,000.00
9400 · Miscellaneous fund raising inco	1,798.96	22,391.01	4,554.23	5,000.00	6,000.00
9410 · Appeal income	30,836.00	62,623.80	30,366.10	30,000.00	80,000.00
9415 · Christmas Ornament Income	0.00	0.00	50.00	50.00	0.00
9425 · Project Share Income	0.00	0.00	747.86		0.00
9450 · Miscellaneous other income	40.00	1,601.41	2,199.90	2,500.00	1,600.00
Total 85000 · FUNDRAISING INCOME	56,034.76	282,744.99	196,428.66	212,350.00	245,600.00
9499 · Sales tax discount	11.17	139.80	120.00	0.00	150.00
Total Sales Tax Discount	11.17	139.80	120.00	0.00	150.00
Total Other Income	56,045.93	282,884.79	196,548.66	212,350.00	245,750.00
Other Expense					
8902 · Unrealized gain/loss on investments	0.00	0.00	-30,555.29		0.00
8909 · Investment fees expense	0.00	0.00	5,627.94	5,000.00	5,000.00
8915 · Gain/loss on asset disposal	0.00	0.00	-500.00		0.00
8920 · Capital gain/loss on investment	4,228.59	0.00	-8,556.51	-8,000.00	0.00
	4,228.59	0.00	-33,983.86	-3,000.00	5,000.00
9500 · FUNDRAISING EXPENSES					
· In House Fundraising expense	0.00	0.00	1,292.17		0.00
9501 · Memorial expense	0.00	19.83	0.00		0.00
9503 · Paws campaign expense	0.00	0.00	66.48	65.00	100.00
9513 · Fur ball expense	0.00	1,745.31	6,971.59	5,000.00	2,000.00
9517 · Girls night out expense	0.00	0.00	1,247.50	1,200.00	0.00
9523 · Walk for the Wags expense	0.00	3,750.50	2,782.71	3,000.00	3,800.00
9535 · Kevin Ford golf outing expense	0.00	4,282.34	0.00	4,000.00	4,500.00
9895 · Project share expense	0.00	0.00	799.36		0.00
9900 · Miscellaneous fund raising expe	179.35	894.24		1,200.00	1,200.00
9910 · Appeal expense	2,835.00	16,382.07	4,043.88	4,100.00	20,000.00
Total 9500 · FUNDRAISING EXPENSES	3,014.35	27,074.29	17,203.69	18,565.00	31,600.00
9970 · Bad debt expense	0.00	-23.00			0.00
9980 · Interest expense	0.00	12.64			0.00
9990 · NSF checks	100.00	219.65	2,817.47	100.00	300.00
9995 · Miscellaneous other expense	0.00	-28.58			0.00

December 2013 Financial Review

	Dec 13	Jan - Dec 13	2012 Year End	Annual Budget	Proposed 2014 Budget
Total Other Expense	100.00	180.71	2,817.47	100.00	300.00
Net Other Income	48,702.99	282,228.79	210,511.36	196,685.00	208,850.00
Net Income	33,919.36	48,198.69	-41,428.38	19,350.00	-64,350.00
Net Income Less In Kind Donations		21,599.69			



Fundraising Committee Report - January 22, 2014

Present: Ron Baha, Eugene Mail, Lisa Kunst, Brett Jarman, Ann Barrett, Tom Kelble, Laura McPartland, Lyne Kawleski, Kelly Higgins

Discussion about Portage County Canine Mayoral Election 2014:

Timeline set March 1st teaser advertising
 April 1st registration opens
 April 30 registration closes
 May offer photo op... newspaper release
 June 1st Voting begins
 June 22 Walk for Wags.... Campaigning opportunities
 June 30 voting done

Registration fee set: \$25.00.....\$1.00 per vote

Prize for dogs and owners: Plaque for winner & one for display at shelter, appearance in the July 4th parade, ???Mayor photo op???, appearance at Fur Ball, HSPC swag

Need help with sponsors: For booklet

Discussion about golf outing

Date: July 19
Location: Wisconsin River Golf Course
Fee: \$75.00 per golfer
18 holes with cart and dinner
Sponsorship opportunities: advertise to local leagues, PCBC, PABA
Consider using Dixon Golf for logo golf items

Next meeting February 22 @ 9:30am

Suggested Change to HSPC Bylaws

Our insurance underwriter noticed we did not have a “dissolution clause” in our bylaws.

IRS requires exempt organizations to have a dissolution clause in their bylaws.

The suggested wording below is from from Linda Redfield. It is based on the IRS suggested wording:

The blanks would be filled in with our name Humane Society of Portage County.

LIMITATIONS

_____ is organized and operated exclusively for the charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. No substantial part of the activities of _____ shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and ABMR shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

The property of _____ is irrevocably dedicated to charitable purposes and no part of the net income or assets of _____ shall ever inure to the benefit of any director, officer or member thereof, or to the benefit of any private person. Upon the dissolution or winding up of _____, its assets remaining after payment, or provision for payment of all debts and liabilities of _____ shall be contributed to a nonprofit fund, foundation or corporation, which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.



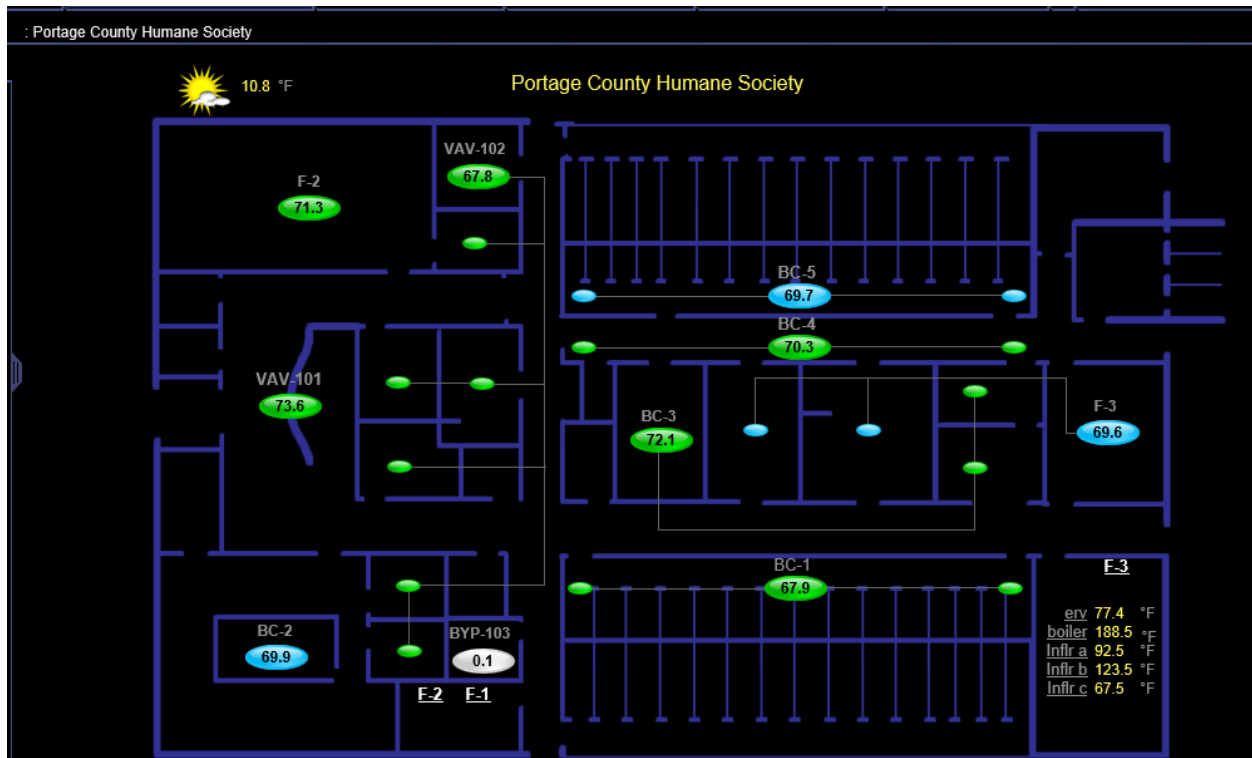
Humane Society of Portage County

Facilities Status Report – February 10, 2014

Eugene Mancel, Ron Blaha and Brett Jarman collaborate on facilities issues on a regular basis. This report provides information on items that we are working on or have recently resolved.

Completed Projects:

- The heating control system has been upgraded. We have a warm building that responds to the changes in outdoor temperatures.



- The medical cart has been improved by adding a longer handle



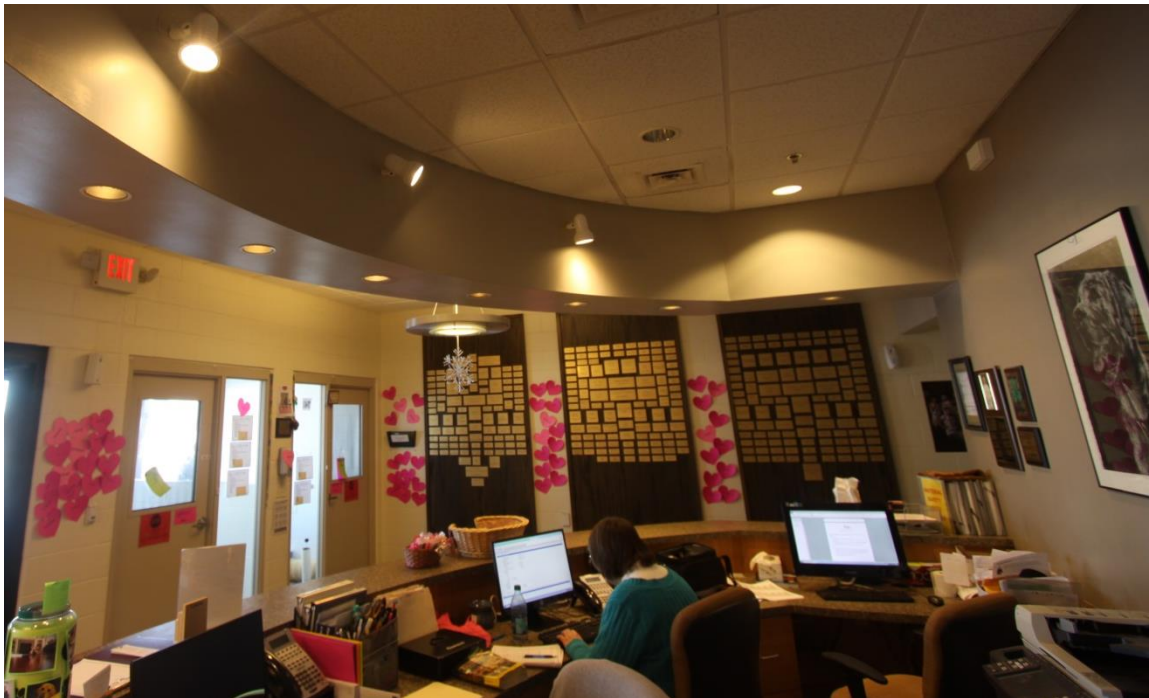
- The vacuum break on the water line to flush the outdoor though has been upgraded so it will not leak in the surgery room



- A couple of years ago ventilation panels were installed in the circle. The vents did not connect to anything and did not provide any additional ventilation. These “phantom” vents will be left alone. These vents provide no benefit and they do not cause any harm.



- The hot and energy hungry flood lights in the lobby have been replaced with LED lights.



- The hot water boiler for the in-floor heating failed and was repaired

Active Projects:

- Rusting door panels will have stainless steel covers added



- Particle board window sills that have damage from room cleaning will be replaced with stainless steel sills



- Additional electrical plugs will be added to the surgery room
- Many of the fluorescent ceiling can lights have been failing. The failure is the ballast. These will begin a phased replacement with LED lights.
- Lights will be installed in the outdoor dog runs
- The energy recovery unit which exchanges indoor air and outdoor air had an electrical motor failure. The replacement motor is on order and will be installed as soon as it arrives.
- The computer system that controls the heat will be modified to have some temperature and equipment failure alerts added. When an alert condition is sensed a light outside the equipment room will come on. When the light is on staff will be trained to call for help.

- The electrical connection for the refrigerator in the critter kitchen will be upgraded.



- A light switch that controls a garage light on a photo sensor will be removed. The light has accidentally been turned off which turns the light off even when it is dark outside.
- A brighter LED light will be installed at the back of the building
- Several outdoor lights have failed. These will be repaired or replaced with LED lights.
- Gutters will be considered to reduce the slippery walks created by run off from our roof.

- About two years ago large holes were cut in the walls of the car circle. The holes were intended to be a solution to improve air flow. The holes on the public side will be repaired and returned to their original appearance and painted. The interior side will be converted to open storage. The ceiling portions will be closed so that animals can not gain access to ceiling area.



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Humane Society of Portage County

IT Status Report – February 10, 2014

Active Projects:

- Shelter Track Software – Configuring the system for our use is a considerable effort. Each area that gets configured makes the system more useable for HSPC. The following areas have been configured .
 - Dog License issuing – More than 400 dogs and 300 owners have been loaded into the system. These are the folks that purchased licenses from us in 2013 and are likely to purchase from us again in 2014. The County has been added as the vendor for license tags and the 600 2014 license tags have been loaded into the system. The rates and surcharges for each municipality have been entered into the system and the dog license receipt has been designed.
 - A couple of demonstrations of the interface that supports Humane Officers have been given. Tailoring to support trap rental / loans has started.
 - Tailoring of financial accounting codes has begun.
 - Meetings with the Portage County Zoning staff have been held with the hope that an improved file with addresses and jurisdiction information can be obtained. This will allow the system to mark each address with the correct jurisdiction.
 - Self service posting of lost and found animals has been configured.
- Web based Survey Software (SoGoSurvey.com)
 - We have developed and issued an employee survey that should be completed by the end of January.
 - We have an adoption team survey in review status
 - We have a humane officer survey under development

Completed in January 2014

- No significant items were implemented in January.



Volunteer Statistics

More than 100 inactive volunteers were removed from the system in January. Inactive volunteers were volunteers that had completed the orientation program and then returned to perform volunteer service, applicants that had not completed the orientation class within 90 days of applying and volunteers with less than 2 hours of service that had not volunteered for more than 60 days.

On February 10, 2014 there were

413 volunteers in the system

94 are in applicant status

319 active and trained

108 adults performed some service to HSPC in December – 1,004 hours

18 youth performed some service to HSPC in October – 58 hours

21 performed more than 10 hours in December



All Service By Assignment

Humane Society of Portage County

Assignment	Jan 2014 Hours	Total Hours
A Dorsey	261:18	261:18
Administrative Assistant	24:33	24:33
Adoptions Counselor	0:00	0:00
Building Maintenance	0:00	0:00
Cat Cage Crew	0:00	0:00
Cat Socialization	158:45	158:45
Coin Can Agent	0:00	0:00
Community Service	46:18	46:18
Dog Kennel Crew	0:00	0:00
Dog Walker (Red Badge required for Red Dogs)	296:23	296:23
Education / Presenter	0:00	0:00
Evening Animal Care	0:00	0:00
Fill The Van - Jay-Mar	0:00	0:00
Fill The Van - Petco	0:00	0:00
Fill The Van - Trigs	0:00	0:00
Fur Ball at the Holiday Inn	0:00	0:00
Fur Ball preparation tasks	0:00	0:00
Housekeeping	0:28	0:28

Assignment	Jan 2014 Hours	Total Hours
IT Technician	215:01	215:01
Medical Assistant	0:00	0:00
Photographer	1:00	1:00
Reception / Greeter	0:00	0:00
Videographer	0:00	0:00
Youth Assistant	58:20	58:20
Grand total	1,062:06	1,062:06



Monthly Service By Type

January 2014

Type	Jan 2014 Hours	Jan 2014 Volunteer Count	Total Hours	Total Volunteer Count
Adult	1,003:46	108	1,003:46	108
Minor	58:20	18	58:20	18
(None)	0:00	0	0:00	0
Grand total	1,062:06	126	1,062:06	126

Humane Society of Portage County Volunteer News!

Inside this issue are a few short articles

- Kuranda Bed program a huge success
- Adoption Successes
- Mary gets a forever home
- Keep our animals safe and healthy
- Volunteer Statistics
- Volunteer Profiles
- Changes to Volunteer System implemented
- Carole's Corner
- Help our Adoption Team

Kuranda Bed program a huge success!



Many of our volunteers and supporters have seen and responded to our requests for Kuranda Beds. **Thank You!** We are assembling and installing the beds as fast as they are arriving



Humane Society of Portage County Volunteer News!



Adoption Successes for January

The following animals have been adopted to their forever homes:

Cats Amiga, Bella, Bianca, Cheryl, Cicero, Collette, Dexter, Diana, Ella, Farra, Franklin, Frito, Gaby, Geezey, Genevieve, Grady, Grits, Harvey, Hazel, Hendrix, Horace, John, Kennedy, Maesen (Maisen), Missy, Monk, Nubbins, Paisley, Paisley, Panther, Phillip,

Pinky, Quaker, River, Robbie, Rowan, Rowan, Roxanne, Ryder, Sid, Sushi, Titus, Tweak, Venus, Verley, Whisper and Wilson.

Dogs Baby, Black Jack, Browning, Chloe, Dolce, Free, Hercules, Hershey, Jeff, Moose, Piper, Stella and Taz.



Mary gets a forever home

Many of our volunteers had grown fond of Mary since her arrival in August. Mary was a favorite of our volunteer, volunteer coordinator, Carol Jeske. Mary was a frequent participant in the volunteer orientation classes and loved by many volunteers and staff. A small celebration was held and a few tears were shed when Mary went to her forever home in February. Here we can see Mary with her new parents!

This is what we are all working towards!
Forever homes for all the animals.

Help us keep our animals safe and healthy!

Many of our cats have minor medical problems or upper respiratory infections (URI). If they were people it would be called a cold. These cats need to remain quiet and a bit isolated from the healthy cats. Cats with fluorescent green cards on their cages **should not** be exercised by volunteers. Please allow them to rest and get better.

Humane Society of Portage County Volunteer News!



Volunteer Statistics

In January 108 adults volunteered 1,004 hours and 18 youth volunteered 58 hours. We are extremely grateful for all of the help you provide. The animals that pass through our doors are even more grateful because the majority of the volunteered hours were dedicated to direct animal contact.

Volunteer Profiles

Beth Gardner (Seen at the shelter working with Price) began volunteering in January 2014. Beth's connection to HSPC and her passion for animals goes back many years. In May of 2011, Beth and Bill adopted the runt of a litter of harlequin Great Danes. Hennessy (also known as Hennie) was almost completely white, with only a paw shaped black spot on her butt. As is the case with harlequin Great Danes, when there is no color around the eyes or in the ears, Hennie was born totally deaf and almost completely blind.



Hennie quickly learned her way around the house. She enjoys riding in the car especially if there is a Dairy Queen stop along the way. Her favorite game is "tug" preferably while standing on you so she knows where you are. When adopted, Hennie was extremely thin. In her first year, she added nearly 30% of her body weight. Now weighing a healthy 90 pounds, Hennie is considered small for a 'Dane.

Since Hennie became a "Gardner" Beth and Bill have needed to upgrade to a king size bed (you know where she sleeps!), a larger vehicle, and their vacation plans are based around hotels that will allow a dog of her size. They can't imagine going anywhere without her. Hennie has the sweetest personality, loves meeting new people, and is a world-class "snuggler". What seemed like a tough decision at first, is now considered by Beth to be one of their best decisions. Beth says "It's the best decision we have ever made and we have never regretted a moment of the time she shares with us"

The story does not end here. HSPC recently received a special needs mixed breed hound dog. Named after Helen Keller, our Helen is deaf and very limited vision. Beth and Bill, with their unique set of qualifications, have welcomed Helen into their home as her foster parents.

Fostering cats and dogs of all ages and needs is one of the many ways volunteers help HSPC. If you have an interest in becoming a foster please contact Amanada Tucker, our adoption coordinator.

Humane Society of Portage County Volunteer News!



Jan Konkol (Above) began volunteering in August 2013. In addition to Cat Socialization, Jan brings her unique skills to the aid of the shelter. One of Jan's many talents is her ability to convert old wool sweaters into warm and durable mittens. Jan donates the mittens to HSPC where they are made available for purchase. Jan is done for this season, but she is collecting wool sweaters for next year. If you have a sweater to donate, please drop it off at the shelter.

Changes to our volunteer system are being implemented

Approximately 130 volunteer records were removed in January. Only one volunteer has been reinstated. **Please remember to sign in when you visit.** We have several volunteers who take a winter vacation or are college students that are away from the shelter. If you have a regular history of volunteering, we will not remove you. The majority of the volunteers that have been removed had zero to 1 hour of service.

Humane Society of Portage County Volunteer News!



Carole's Corner

Hello fellow dog walking volunteers!

With our first **Advanced Dog Handling** or “Red Dog Class” underway you will notice some red badges in the mix. Effective Thursday, January 9th, if you have not completed this class **DO** **NOT** walk red dogs. “Red dogs” can only be walked by volunteers who have completed advanced dog handling training. These

volunteers can be identified by their red name badge.

Twenty nine volunteers have completed the Advanced Dog Handling class and earned their red badge. If you are interested in becoming part of the “Red Dog Team” please contact me we will be holding another class as soon as we have enough folks to fill a class. In order to become “Red Dog Certified” you must have 15 hours of dog walking service, but all are encouraged to come to the class.

As always if you have any questions or would like some extra training please give me a call! Carole Jeske Lead - Volunteer/Volunteer Coordinator 715-340-2194

Help our adoption team

The HSPC adoption team is on duty every day we are open and they are working behind the scenes when the shelter is closed. They know the personalities and quirks of the animals that are waiting for their forever homes. They have experience in matching prospective adopters to animals and in determining if a potential adopter should have their adoption request granted.

Adoption staff need an opportunity to learn about potential adopters and interact with them. These interactions help produce forever homes.

Many of us who are volunteering only get to learn a small amount about each animal. We don't always get to see them at meal time or see how they interact with people of different ages or sexes. When potential adopters ask a volunteer about a specific animal we can help the Adoption Team by redirecting the question and inviting one of the adoption team members into the conversation.



DonorPerfect Statistics

DonorPerfect is software that helps HSPC record information about our donors and patrons. It has been active since the end of August.

- All Individual monetary donations has been extracted from our old system and loaded.
- All Business and organization monetary donations has been extracted from our old system and loaded.
- All Fur Ball contributions have been loaded (cash and non-cash gifts)
- All Volunteers have been added to DonorPerfect (current as of Mid November)
- Any person that purchased a Fur Ball raffle ticket, Fur Ball silent auction item or a sticker set for basket raffles have been added to Donor Perfect
- All people who make in-kind donations and sign our gift registry have been loaded into Donor Perfect.
- All mailing lists have been consolidated into Donor Perfect
- All people who have adopted a pet from HSPC in the past 5 years have been loaded into Donor Perfect
- Donor Perfect has been the system of record for all donations since August 2013.

There are 6,351 constituent records in our Donor Perfect database. An increase of 61 in January

The following repots from DonorPerfect will provide additional details.

Calendar Year Income Analysis with Gift Splits By GL_CODE for period ending 01/31/2014

Code	Description	Splits	January Gifts	January Amount	NUMBER OF GIFTS			AMOUNT			AVERAGE GIFT		
					YTD	Last Year	%Change	YTD	Last Year	%Change	YTD	Last Year	%Change
8060	Angel Gift Office Supplies												
		\$50.00-99.99	1	<u>\$64.00</u>	1	0	--.-%	<u>\$64.00</u>	<u>\$0.00</u>	--.-%	\$64.00	\$0.00	100.00%
		Total:	1	<u>\$64.00</u>	1	0	--.-%	<u>\$64.00</u>	<u>\$0.00</u>	--.-%	\$64.00	\$0.00	100.00%
8015	Angel Gift Supplies												
		\$50.00-99.99	7	<u>\$447.00</u>	7	0	--.-%	<u>\$447.00</u>	<u>\$0.00</u>	--.-%	\$63.86	\$0.00	100.00%
		\$100.00-199.99	5	<u>\$621.00</u>	5	0	--.-%	<u>\$621.00</u>	<u>\$0.00</u>	--.-%	\$124.20	\$0.00	100.00%
		\$500.00-999.99	1	<u>\$583.71</u>	1	0	--.-%	<u>\$583.71</u>	<u>\$0.00</u>	--.-%	\$583.71	\$0.00	100.00%
		Total:	13	<u>\$1,651.71</u>	13	0	--.-%	<u>\$1,651.71</u>	<u>\$0.00</u>	--.-%	\$127.05	\$0.00	100.00%
9410	Appeal Income												
		\$1.00-9.99	3	<u>\$15.00</u>	3	0	--.-%	<u>\$15.00</u>	<u>\$0.00</u>	--.-%	\$5.00	\$0.00	100.00%
		\$10.00-24.99	4	<u>\$60.00</u>	4	0	--.-%	<u>\$60.00</u>	<u>\$0.00</u>	--.-%	\$15.00	\$0.00	100.00%
		\$25.00-49.99	13	<u>\$330.00</u>	13	40	-67.50%	<u>\$330.00</u>	<u>\$1,044.41</u>	-68.40%	\$25.38	\$26.11	-2.78%
		\$50.00-99.99	7	<u>\$350.00</u>	7	34	-79.41%	<u>\$350.00</u>	<u>\$1,710.00</u>	-79.53%	\$50.00	\$50.29	-0.58%
		\$100.00-199.99	2	<u>\$200.00</u>	2	23	-91.30%	<u>\$200.00</u>	<u>\$2,400.00</u>	-91.67%	\$100.00	\$104.35	-4.17%
		\$200.00-499.99	0	<u>\$0.00</u>	0	3	-100.00%	<u>\$0.00</u>	<u>\$805.00</u>	-100.00%	\$0.00	\$268.33	0%
		\$1,000.00-9999.99	0	<u>\$0.00</u>	0	1	-100.00%	<u>\$0.00</u>	<u>\$1,500.00</u>	-100.00%	\$0.00	\$1,500.00	0%
		Total:	29	<u>\$955.00</u>	29	101	-71.29%	<u>\$955.00</u>	<u>\$7,459.41</u>	-87.20%	\$32.93	\$73.86	-55.41%
4085	Dog Training Income												
9013	Fur Ball Income												
8520	Gifts and Donations Income												
		\$10.00-24.99	3	<u>\$55.00</u>	3	27	-88.89%	<u>\$55.00</u>	<u>\$440.00</u>	-87.50%	\$18.33	\$16.30	12.50%
		\$25.00-49.99	4	<u>\$114.43</u>	4	19	-78.95%	<u>\$114.43</u>	<u>\$554.13</u>	-79.35%	\$28.61	\$29.16	-1.91%
		\$50.00-99.99	5	<u>\$293.00</u>	5	8	-37.50%	<u>\$293.00</u>	<u>\$455.00</u>	-35.60%	\$58.60	\$56.88	3.03%
		\$100.00-199.99	6	<u>\$621.01</u>	6	13	-53.85%	<u>\$621.01</u>	<u>\$1,412.98</u>	-56.05%	\$103.50	\$108.69	-4.77%
		\$200.00-499.99	6	<u>\$1,719.33</u>	6	2	200.00%	<u>\$1,719.33</u>	<u>\$562.39</u>	205.72%	\$286.56	\$281.20	1.91%
		\$500.00-999.99	0	<u>\$0.00</u>	0	3	-100.00%	<u>\$0.00</u>	<u>\$1,500.00</u>	-100.00%	\$0.00	\$500.00	0%
		\$1,000.00-9999.99	1	<u>\$2,500.00</u>	1	0	--.-%	<u>\$2,500.00</u>	<u>\$0.00</u>	--.-%	\$2,500.00	\$0.00	100.00%
		Total:	25	<u>\$5,302.77</u>	25	72	-65.28%	<u>\$5,302.77</u>	<u>\$4,924.50</u>	7.68%	\$212.11	\$68.40	210.12%
9005	Golf Outing Income												
8530	Honorarium Income												
		\$200.00-499.99	1	<u>\$250.00</u>	1	0	--.-%	<u>\$250.00</u>	<u>\$0.00</u>	--.-%	\$250.00	\$0.00	100.00%
		Total:	1	<u>\$250.00</u>	1	0	--.-%	<u>\$250.00</u>	<u>\$0.00</u>	--.-%	\$250.00	\$0.00	100.00%
9001	Memorial Income												
		\$10.00-24.99	4	<u>\$70.00</u>	4	1	300.00%	<u>\$70.00</u>	<u>\$20.00</u>	250.00%	\$17.50	\$20.00	-12.50%
		\$25.00-49.99	4	<u>\$115.00</u>	4	0	--.-%	<u>\$115.00</u>	<u>\$0.00</u>	--.-%	\$28.75	\$0.00	100.00%
		\$50.00-99.99	4	<u>\$200.00</u>	4	2	100.00%	<u>\$200.00</u>	<u>\$110.00</u>	81.82%	\$50.00	\$55.00	-9.09%
		\$100.00-199.99	2	<u>\$200.00</u>	2	1	100.00%	<u>\$200.00</u>	<u>\$100.00</u>	100.00%	\$100.00	\$100.00	0.00%
		\$200.00-499.99	0	<u>\$0.00</u>	0	1	-100.00%	<u>\$0.00</u>	<u>\$250.00</u>	-100.00%	\$0.00	\$250.00	0%
		\$500.00-999.99	0	<u>\$0.00</u>	0	1	-100.00%	<u>\$0.00</u>	<u>\$570.00</u>	-100.00%	\$0.00	\$570.00	0%
		\$1,000.00-9999.99	1	<u>\$1,000.00</u>	1	0	--.-%	<u>\$1,000.00</u>	<u>\$0.00</u>	--.-%	\$1,000.00	\$0.00	100.00%
		Total:	15	<u>\$1,585.00</u>	15	6	150.00%	<u>\$1,585.00</u>	<u>\$1,050.00</u>	50.95%	\$105.67	\$175.00	-39.62%
9403	MISC - Commemorative Brick												
9404	Misc - Extra Gift from thank you												
		\$25.00-49.99	1	<u>\$40.00</u>	1	0	--.-%	<u>\$40.00</u>	<u>\$0.00</u>	--.-%	\$40.00	\$0.00	100.00%
		\$50.00-99.99	1	<u>\$50.00</u>	1	0	--.-%	<u>\$50.00</u>	<u>\$0.00</u>	--.-%	\$50.00	\$0.00	100.00%
		Total:	2	<u>\$90.00</u>	2	0	--.-%	<u>\$90.00</u>	<u>\$0.00</u>	--.-%	\$45.00	\$0.00	100.00%
9401	MISC - Fill the Van												
9402	MISC - Sentry Cares												
9400	Miscellaneous Income												
		\$100.00-199.99	1	<u>\$150.00</u>	1	2	-50.00%	<u>\$150.00</u>	<u>\$225.00</u>	-33.33%	\$150.00	\$112.50	33.33%
		Total:	1	<u>\$150.00</u>	1	2	-50.00%	<u>\$150.00</u>	<u>\$225.00</u>	-33.33%	\$150.00	\$112.50	33.33%
9003	PAWS Income												
9004	Spay & Neuter Income												
		\$25.00-49.99	1	<u>\$25.00</u>	1	2	-50.00%	<u>\$25.00</u>	<u>\$55.00</u>	-54.55%	\$25.00	\$27.50	-9.09%
		\$50.00-99.99	1	<u>\$75.00</u>	1	1	0.00%	<u>\$75.00</u>	<u>\$50.00</u>	50.00%	\$75.00	\$50.00	50.00%

		\$100.00-199.99	0	\$0.00	0	1	-100.00%	\$0.00	\$100.00	-100.00%	\$0.00	\$100.00	0%
		Total:	2	\$100.00	2	4	-50.00%	\$100.00	\$205.00	-51.22%	\$50.00	\$51.25	-2.44%
9020	Wags to Wishes												
9023	Walk for Wags												
		GRAND TOTAL:	89	\$10,148.48	89	185	-51.89%	\$10,148.48	\$13,863.91	-26.80%	\$114.03	\$74.94	52.16%

Calendar — Multi-Year Trend Analysis
2/10/2014

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
2009	Gifts: 33 \$3,305.00 \$100.15	Gifts: 45 \$2,673.42 \$59.41	Gifts: 41 \$4,012.29 \$97.86	Gifts: 47 \$4,120.55 \$87.67	Gifts: 47 \$10,418.13 \$221.66	Gifts: 51 \$4,895.16 \$95.98	Gifts: 41 \$4,801.59 \$117.11	Gifts: 44 \$4,342.20 \$98.69	Gifts: 52 \$13,620.64 \$261.94	Gifts: 59 \$5,615.64 \$95.18	Gifts: 41 \$13,369.36 \$326.08	Gifts: 487 \$29,593.62 \$60.77	Gifts: 988 \$100,767.60 \$101.99
2010	Gifts: 111 \$16,790.77 \$151.27	Gifts: 81 \$6,906.10 \$85.26	Gifts: 52 \$3,595.36 \$69.14	Gifts: 37 \$4,086.13 \$110.44	Gifts: 41 \$3,546.20 \$86.49	Gifts: 52 \$21,216.05 \$408.00	Gifts: 47 \$3,597.40 \$76.54	Gifts: 69 \$6,831.80 \$99.01	Gifts: 107 \$18,977.40 \$177.36	Gifts: 52 \$4,288.77 \$82.48	Gifts: 126 \$8,987.26 \$71.33	Gifts: 378 \$24,733.74 \$65.43	Gifts: 1153 \$123,556.98 \$107.16
2011	Gifts: 95 \$17,292.84 \$182.03	Gifts: 63 \$5,276.25 \$83.75	Gifts: 45 \$11,517.62 \$255.95	Gifts: 51 \$14,401.69 \$282.39	Gifts: 52 \$4,057.00 \$78.02	Gifts: 43 \$7,893.05 \$183.56	Gifts: 44 \$3,883.57 \$88.26	Gifts: 71 \$6,898.86 \$97.17	Gifts: 51 \$13,668.14 \$268.00	Gifts: 64 \$7,528.19 \$117.63	Gifts: 243 \$15,703.20 \$64.62	Gifts: 355 \$24,142.56 \$68.01	Gifts: 1177 \$132,262.97 \$112.37
2012	Gifts: 72 \$7,136.74 \$99.12	Gifts: 44 \$3,302.80 \$75.06	Gifts: 39 \$2,432.30 \$62.37	Gifts: 46 \$12,273.64 \$266.82	Gifts: 34 \$4,582.25 \$134.77	Gifts: 108 \$14,502.75 \$134.28	Gifts: 62 \$4,951.61 \$79.86	Gifts: 62 \$9,341.35 \$150.67	Gifts: 52 \$15,169.00 \$291.71	Gifts: 84 \$14,584.48 \$173.62	Gifts: 49 \$3,719.67 \$75.91	Gifts: 354 \$29,062.51 \$82.10	Gifts: 1006 \$121,059.10 \$120.34
2013	Gifts: 185 \$13,863.91 \$74.94	Gifts: 49 \$2,855.04 \$58.27	Gifts: 62 \$5,200.92 \$83.89	Gifts: 64 \$8,312.40 \$129.88	Gifts: 58 \$12,833.50 \$221.27	Gifts: 180 \$12,393.37 \$68.85	Gifts: 86 \$17,597.78 \$204.63	Gifts: 54 \$12,741.90 \$235.96	Gifts: 283 \$33,889.20 \$119.75	Gifts: 137 \$10,396.59 \$75.89	Gifts: 291 \$13,745.29 \$47.23	Gifts: 428 \$54,205.84 \$126.65	Gifts: 1877 \$198,035.74 \$105.51
2014	Gifts: 89 \$10,148.48 \$114.03	Gifts: 27 \$1,647.31 \$61.01											Gifts: 116 \$11,795.79 \$101.69

Summary	
Total Donors	3,235
Total Gifts	6,317
Total Amount	\$687,478.18
Avg Amount	\$108.83

Gifts \$100 and Greater received in January 2014

Amount	Description	Date
\$ 100.00	Gifts and Donations Income	1/3/2014
\$ 369.33	Gifts and Donations Income	1/11/2014
\$ 100.00	Appeal Income	1/11/2014
\$ 300.00	Gifts and Donations Income	1/11/2014
\$ 100.00	Gifts and Donations Income	1/11/2014
\$ 350.00	Gifts and Donations Income	1/11/2014
\$ 113.01	Gifts and Donations Income	1/11/2014
\$ 100.00	Memorial Income	1/16/2014
\$ 1,000.00	Memorial Income	1/16/2014
\$ 300.00	Gifts and Donations Income	1/16/2014
\$ 2,500.00	Gifts and Donations Income	1/16/2014
\$ 100.00	Memorial Income	1/23/2014
\$ 200.00	Gifts and Donations Income	1/23/2014
\$ 100.00	Gifts and Donations Income	1/23/2014
\$ 200.00	Gifts and Donations Income	1/23/2014
\$ 100.00	Gifts and Donations Income	1/23/2014
\$ 583.71	Angel Gift Supplies	1/31/2014
\$ 108.00	Gifts and Donations Income	1/31/2014
\$ 250.00	Honorarium Income	1/31/2014
\$ 136.00	Angel Gift Supplies	1/31/2014
\$ 128.00	Angel Gift Supplies	1/31/2014
\$ 125.00	Angel Gift Supplies	1/31/2014
\$ 125.00	Angel Gift Supplies	1/31/2014
\$ 107.00	Angel Gift Supplies	1/31/2014
\$ 150.00	Miscellaneous Income	1/31/2014
\$ 100.00	Appeal Income	1/31/2014
\$ 7,845.05		

Humane Society of Portage County Animal Control Report
01/01/2014-01/31/2014

Municipality	# Complaints	# Bites	# RAL	Barking Dog	Mistreat	Rescue	Stray (HO Pick Up)	Vicious Dog
Other								
Stevens Point	9	2	1		1		9	
T. Alban								
T. Almond	3							
T. Amherst							1	
T. Belmont								
T. Buena Vista								
T. Carson	1							
T. Dewey							1	
T. Eau Pleine								
T. Grant	3	1	1				1	
T. Hull	3		1					
T. Lanark		1					2	
T. Lindwood								
T. New Hope								
T. Pine Grove	2						2	
T. Plover	1							
T. Sharon	1							
T. Stockton	6	1	5				1	
V. Almond								
V. Amherst							2	
V. Amherst Junction								
V. Junction City								
V. Nelsonville								
V. Park Ridge								
V. Rosholt								
V. Whiting								
T. Bevent								
V. Plover	8	4	2	1			4	
Total	37	9	10	1	1	0	23	0

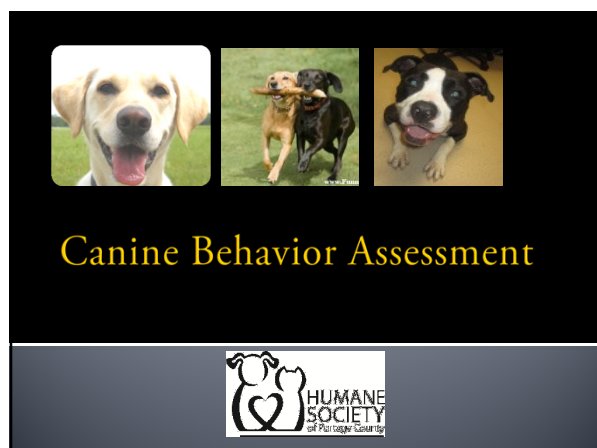
DOG AND CAT REPORT

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.

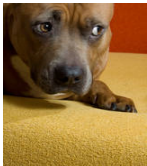
During January 1 Canines had medical/health problems and 3 behavioral concerns. 3 Felines had medical/health problems and 2 had behavioral/ferel concerns.

CATS	INCOMING							Incoming Total		
	Surrendered	Stray	Euthanasia	Impounded	Quarantined	Transfers	Abandoned			
January '14	14	31	0	1	0	0	3	49		
February '14								0		
March '14								0		
April '14								0		
May '14								0		
June '14								0		
July '14								0		
August '14								0		
September '14								0		
October '14								0		
November '14								0		
December '14								0		
Total	14	31	0	1	0	0	3	49		
DOGS	INCOMING							Incoming Total		
	Surrendered	Stray	Euthanasia	Impounded	Quarantined	Transferred	Abandoned			
January '14	9	13	0	1	0	5	0	28		
February '14								0		
March '14								0		
April '14								0		
May '14								0		
June '14								0		
July '14								0		
August '14								0		
September '14								0		
October '14								0		
November '14								0		
December '14								0		
Total	9	13	0	1	0	5	0	28		
CATS	OUTGOING									Outgoing Total
	Adopted	Breed Rescue	Fostered	Reclaimed	Euthanized	Released	Transferred	Escaped	Died	
January '14	47		2	1	5	0	8	0	0	63
February '14										0
March '14										0
April '14										0
May '14										0
June '14										0
July '14										0
August '14										0
September '14										0
October '14										0
November '14										0
December '14										0
Total	47		2	1	5	0	8	0	0	63
DOGS	OUTGOING									Outgoing Total
	Adopted	Breed Rescue	Fostered	Reclaimed	Euthanized	Released	Transferred	Escaped	Died	
January '14	15	0	1	9	4	0	0	1	0	30
February '14										0
March '14										0
April '14										0
May '14										0
June '14										0
July '14										0
August '14										0
September '14										0
October '14										0
November '14										0
December '14										0
Total	15	0	1	9	4	0	0	1	0	30



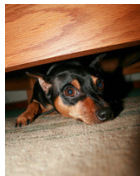
Eyes

- When a dog is feeling tense, his eyes may appear rounder than normal, or they may show a lot of white around the outside (sometimes known as a "whale eye".)


 A close-up image of a dog's face, showing its eyes are wide open and looking directly at the camera, illustrating the "whale eye" sign of tension.

Eyes

- Dilated pupils can also be a sign of fear or arousal—these can make the eyes look "glassy." Signs indicate that a dog is feeling threatened, stressed or frightened.


 A dog is lying under a wooden table, looking out from under the edge. This image illustrates a dog's behavior when it is feeling threatened or stressed.

Eyes

- A relaxed dog will often squint, so that his eyes become almond-shaped with no white showing at all.


 A black dog is shown in profile, looking slightly to the side with its mouth open and eyes squinted, indicating a relaxed state.

Mouth

- A relaxed dog will likely have his mouth open and may be panting, with no facial or mouth tension. The corners of his mouth may be turned upward slightly.


 A black dog is shown in profile, looking slightly to the side with its mouth open and eyes squinted, indicating a relaxed state.

Mouth

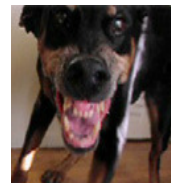
- A fearful or tense dog will generally keep his mouth closed, and may pull his lips back at the corners (also known as a "long lip".)
- Drooling when no food is present can also be a sign of extreme fear or stress.



The threat is more serious now. Her muzzle extends forward and she's giving a low growl.

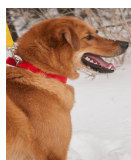
Mouth

- A dog displaying a physical warning may wrinkle the top of his muzzle, often next pulling his lips up vertically to display his front teeth.



Mouth

- Some dogs display a "submissive grin" or "smile". This is also a gesture where a dog shows his front teeth. The dog usually shows a lowered head, wagging tail, flattened ears, a soft body posture and soft, squinty eyes along with those teeth.



Mouth

- Yawning and lip licking may be an early sign of stress, particularly when accompanied by a tight mouth and often a whining sound.



Note the [redacted] hunched body, lowered head, flattened ears and tucked tail. The [redacted] leans slightly and looks off to the side.



Here the [redacted] licks her lips nervously.



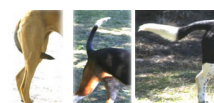
Now the dog yawns in an exaggerated way to release tension, much as a person would.

Ears

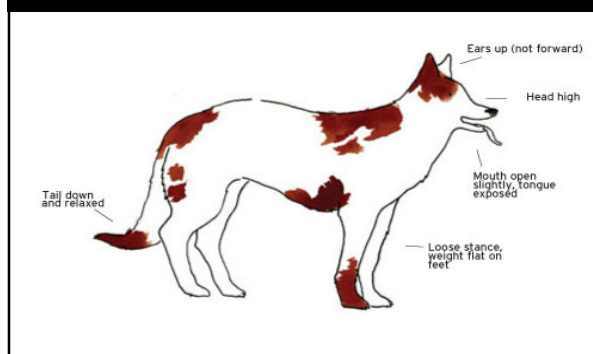
- Relaxed and Comfortable- Hold their ears naturally.
- Alert- Raise them higher on their head and they'll direct them toward whatever's holding their interest.
- Dogs will also raise their ears up and forward when they're feeling aggressive.
- Ears pulled back slightly- Signaling their intention to be friendly.
- Ears are completely flattened or stuck out to the sides of his head- Signaling that they're frightened or feeling submissive.

Tails

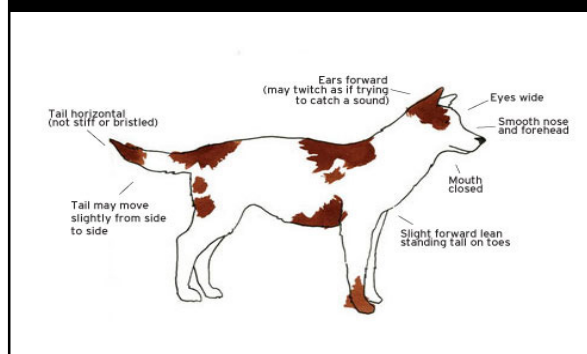
- Relaxed- The dog will hold their tail in it's natural position.
- Aroused- Tail will be held high
- Defensive or standing ground- May hold tail high and stiff.
- Submissive- Hold tail low or even tuck it under their body.



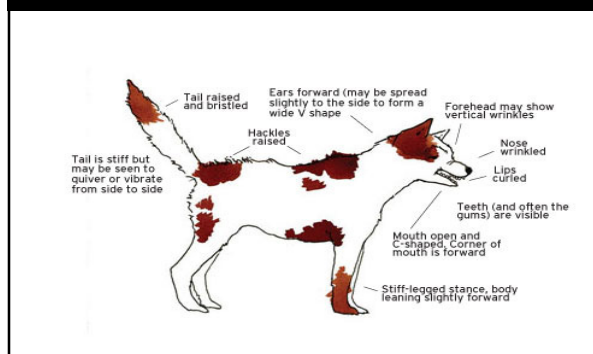
Relaxed Approachable



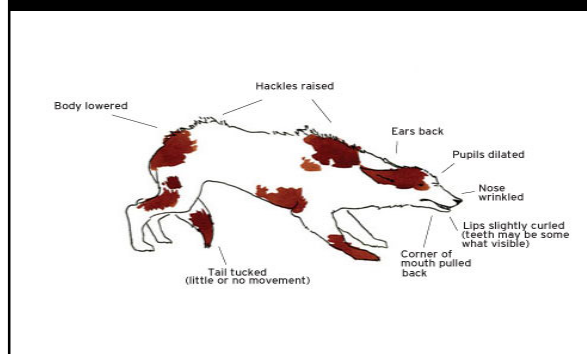
Alert- Checking Things Out



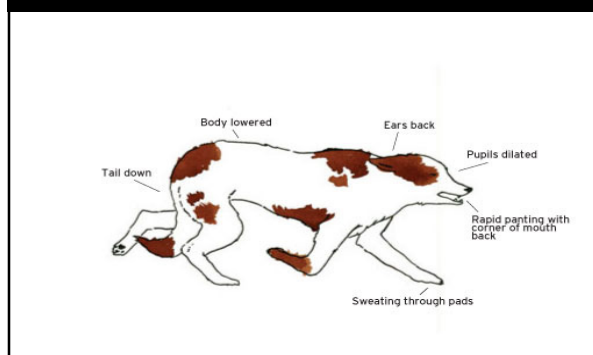
Dominant Aggressive



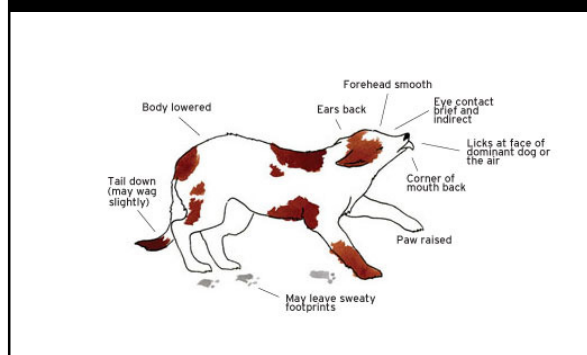
Fear Aggression



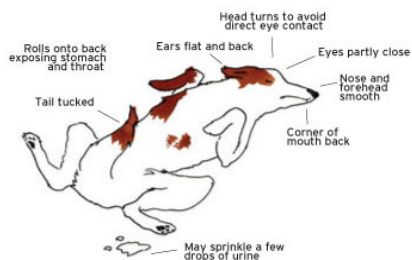
Stressed and Distressed



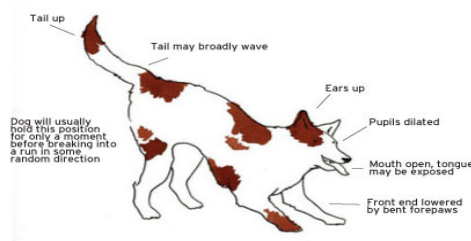
Fearful and Worried



Extreme Fear- Total Submission



Playfulness



Temperament Testing Used at the Humane Society of Portage County

- The tests used at the shelter have been designed by professionals and are used in shelters nationwide.
- There are several tests available, our shelter has chosen to use Assess-A-Pet and The Safer Test.
- The tests are objective. Objective meaning expressing or dealing with facts or conditions as perceived without distortion by personal feelings, prejudices, or interpretations (describes behavior).

Example: "This dog has an mouth open and his eyes are squinty"



Why Temperament Test Dogs?

- Because it is the prudent thing to do.
- A prudent shelter is one that employs good judgment and common sense.
- To have in place a consistent assessment procedure when determining which dogs are most likely to be a danger to staff, volunteers, potential adopters and the community at large.

What does the temperament test do?

- The temperament test is designed to help shelters determine which dogs are safe and appropriate for adoption.
- Elicit responses that are indicator of the shelter dog's behavior once placed in a home.
- Keeps the tester safe and maximizes the dog's potential for success.
- Observation and procedures mimic what might happen to the average dog in the average home.
- Reveals a lot about the dog's personality, needs and dominance.
- Tests aggression thresholds and the risks posed by the dog in a variety of situations.

What testing allows a shelter to do for the dog:

- Shelter staff and volunteers to interact more safely with dogs.
- Allows Adoption Team to describe the dog's personality and temperament to potential adopters.
- Staff at the shelter can tailor training to each dog's strengths and weaknesses.
- Shelter can counsel prospective adopters about potential behavior or training problems and ways to avert trouble.
- Determines which dogs cannot safely be offered for adoption.

What dogs should be tested and who should test them?

- All dogs should be temperament tested, even puppies.
- Testers familiar with or already emotionally attached to the dog being tested cannot be objective and therefore, should not test that dog.
- Testers who have already revealed their own level of competence and professional skill in handling with a particular dog cannot effectively test it, as the dog will then only respond as it would to a professional.

Kennel Observation

- Cage and barrier aggression behavior is rarely just a behavior seen because the dog is in a kennel.
- "Once he's out he's fine."
- This behavior can show up in real life
 - For example: as on-leash aggression toward passers-by, aggression in the car, strangers or other animals and as aggressive barking and displays in the home at windows and doors towards visitors.



Sociability Test: Part 1

Stand and Ignore for 60 Seconds

Pass responses: Within 60 seconds the dog makes social contact lasting 2 seconds or longer.

Gray responses: Within 60 seconds the dog makes no social contact.

Fail Responses: Dog freezes, stares, mounts tester, growls, snaps or bites.

Sociability Test: Part 2

Three Back Strokes

Pass responses: The dog moves closer 2 out of 3 strokes.

Gray responses: Dog moves away, freezes, jumps on tester, dog arouses.

Fail responses: Dog re-orientes itself frontally, freezes, stares, snarls, growls, snaps or bites.

Sociability Test: Part 3

Sit In a Chair

Pass responses: Dog comes to tester within 5 seconds, tail wagging, moderate physical contact.

Gray responses: Dog comes to tester, but not within 5 seconds.

Fail responses: Dog freezes, stares, highly aroused, repeatedly jumps, snarls, growls, snaps or bites.

Sociability Test: Part 4

20 Seconds of Affection

Pass responses: Dog comes to tester for social contact within 1 second and remains for full 20 seconds.

Gray responses: Makes no physical contact or strong intrusive physical contact, moves away.

Fail responses: Strong physical contact, whips head towards tester, freezes, growls, snaps, bites.

Dominance Aggression

- Most aggression towards humans appears in the form of dominance aggression.
- Dominance aggression- When a dog is made to do something it doesn't want to do, or is prevented from doing what it does want to do.



Dominance Aggression: Teeth Exam

- There are three levels to the teeth exam.
- First level: Touch with very light inexperienced touch, and pulling away immediately every time the dog offers any resistance.
- Each level the dog is handled with more confidence.

Dominance Aggression: Safe Hug

- Any dog offered for adoption must at some point pass the Safe Hug test.



Resource Guarding

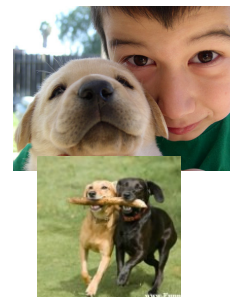
- Possession over toys, rawhides or food.
- Our shelter works with these dogs using an ASPCA approved food program.
- When a dog is adopted from the shelter with resource guarding the adopter is sent home with a work plan.
- It is shelter policy not to adopt dogs with food aggression to families with small children.

Mental Sensitivity

- Clap and "Hey"
- Looking for immediate response and what that response is.
- This plays a big role in what type of home the dog should be placed in.
- Dogs that are fearful or shy should go to quiet homes.

Other Test Areas:

- Response to Strangers
- Children
- Other Dogs
- Cats



Dogs That Pass

- Medical staff is notified so vaccinations can be done (particularly rabies vx) and scheduled for spay/neuter if not already done.
- "Best Fit" Summary completed using temperament test, surrender profile, behavior notes.
- Window card is made for public viewing.
- Dogs needing behavior modification are referred to dog trainer.
- The dog trainer keeps a log of each session to track progress.

Dogs That Fail

- A second test is done a week after the first.
- The second test is different from the first – typically the Safer Test.
- Between tests the dog are worked with to help pass the second test.
- If the dog fails the second test the reports are given to medical staff and they are notified that the dog has not passed.

Euthanasia at the Shelter

- Never a decision that staff wants to make.
- The decisions are made to protect staff, volunteers and the general public.
- The shelter can be sued if a dog is sent out with any bite history and the dog bites again.
- The shelter can be sued for damages or injuries a dog causes after being adopted out if the shelter knew the dog was capable and or committed acts of destruction or caused injury to another animal or person.

Persons Involved In Euthanasia Decision Making

Per Humane Society of Portage County Employee Handbook:

"When dealing with the possibility of having to humanely euthanize animals at the Humane Society, the following guidelines should be followed. The persons involved in the decisions-making are as follows:

- Executive Director
- Animal Care Manager (Medical Staff)
- Humane Officer
- Kennel Manager (Office Manager)
- Adoption Coordinator

Persons Involved In Euthanasia Decision Making

- *Three of the persons listed in the group must be involved in discussions regarding the validity of the process; one of those involved must be either the animal care manager or executive director. The Adoption Coordinator must be notified prior to any decision regarding an adoptable animal, to ensure that there is no pending adoption application on the animal. The final decision in regards to humanely euthanizing an animal will be made by a majority vote of the committee. If this group of persons cannot make a decision after discussion, the information will be brought to the executive director for review. Decisions are based on different criteria, some of which are listed below.*
- (For the list please review your employee handbook given to you at your time of hire.)

Adoption Guarantee Facility

- Based on these guidelines taken from the Asilomar Accords, Humane Society of Portage County is an adoption guarantee facility (previously referred to as a no-kill shelter).

Health and Behavior Categories for Shelter Animals

- **Healthy:** The term "healthy" means and includes all dogs and cats eight weeks of age or older that, at or subsequent to the time the animal is taken into possession, have manifested no sign of a behavior or temperamental characteristic that could pose a health or safety risk or otherwise make the animal unsuitable for placement as a pet, and have manifested no sign of disease, injury, or congenital or hereditary condition that adversely affects the health of the animal or that is likely to adversely affect the animal's health in the future.

Health and Behavior Categories for Shelter Animals

Treatable: The term "treatable" means and includes all dogs and cats who are **"rehabilitatable"** and all dogs and cats who are **"manageable."**

Health and Behavior Categories for Shelter Animals

Treatable: The term "treatable" means and includes all dogs and cats who are **"rehabilitatable"** and all dogs and cats who are **"manageable."**

Rehabilitatable: The term means and includes all dogs and cats who are not "healthy," but who are likely to become "healthy," if given medical, foster, behavioral, or other owners/guardians in the community. (Treatable-rehabilitatable conditions are generally considered to be curable.)

Example: Food aggression (Doogie, Marvin, Jeff)

Health and Behavior Categories for Shelter Animals

Treatable: The term "treatable" means and includes all dogs and cats who are "rehabilitatable" and all dogs and cats who are "manageable."

Manageable: The term means and includes all dogs and cats who are not "healthy" and who are not likely to become "healthy," regardless of the care provided; but who would likely to maintain a satisfactory quality of life, if given medical, foster, behavioral, or other care, including long-term care, equivalent to the care typically provided to pets by reasonable and caring pet owners/guardians in the community; provided however, that the term "manageable" does not include any dog or cat who is determined to pose a significant risk to human health or safety or to the health or safety of other animals. (Treatable-manageable conditions are generally considered to be chronic)

Example: Cat with herpes (Ella)

Health and Behavior Categories for Shelter Animals

Unhealthy & Untreatable: The term "Unhealthy & Untreatable" means and includes dogs and cats who, at or subsequent to the time they are taken into possession:

Health and Behavior Categories for Shelter Animals

Unhealthy & Untreatable: The term "Unhealthy & Untreatable" means and includes dogs and cats who, at or subsequent to the time they are taken into possession:

- Have a behavioral or temperamental characteristic that poses a health or safety risk or otherwise makes the animal unsuitable for placement as a pet, and are not likely to become "healthy" or "treatable" even if provided the care typically provided to pets by reasonable and caring pet owners/guardians in the community; or

Health and Behavior Categories for Shelter Animals

Unhealthy & Untreatable: The term "Unhealthy & Untreatable" means and includes dogs and cats who, at or subsequent to the time they are taken into possession:

- Are suffering from a disease, injury, or congenital or hereditary condition that adversely affects the animal's health or is likely to adversely affect the animal's health in the future, and are not likely to become "healthy" or "treatable" even if provided the care typically provided to pets by reasonable and caring pet owners/guardians in the community; or

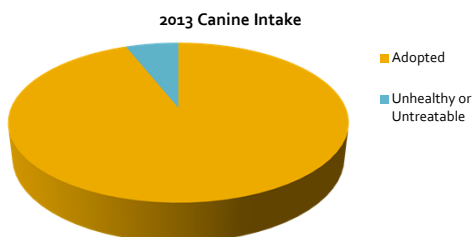
Health and Behavior Categories for Shelter Animals

Unhealthy & Untreatable: The term "Unhealthy & Untreatable" means and includes dogs and cats who, at or subsequent to the time they are taken into possession:

- Are under age of eight weeks and are not likely to become "healthy" or "treatable," even if provided the care typically provided to pets by reasonable and caring pet owners/guardians in the community.

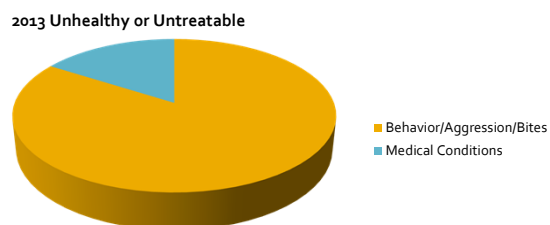
Let's Talk Numbers

- 94% of canines were placed for adoption.



Let's Talk Numbers

- Of the 6% percent that were deemed Unhealthy or Untreatable:



End of Life Process

- The term "euthanasia" is derived from Greek, meaning "good death."
- One of the most critical responsibilities of those in the animal care and sheltering field is to provide the most humane death possible for companion animals when euthanasia is necessary.

End of Life Process

- In order to be humane, every euthanasia technique must result in painless, rapid unconsciousness, followed by cardiac or respiratory arrest, and ultimately death.

End of Life Process

- Euthanasia is only performed by either Certified Veterinary Technicians or Humane Officers who have taken a state approved course related to euthanasia by injection.

End of Life Process

- All animals are given a premedication injection that contains Ketamine (a dissociative anesthetic) and Xylazine (a sedative and analgesic). This induces unconsciousness much like if we were preparing to perform surgery on an animal.

End of Life Process

- The actual death itself is caused when a medication called sodium pentobarbital (an anesthetic agent) is injected either intravenously or intra-cardiac.

End of Life Process

- This method, when performed properly, has been found to be the most humane, safest least stressful, and most professional choice by the HSUS, The American Humane Association and the American Veterinary Medical Association.

End of Life Process

- Typically after entering the euthanasia room and until the end of the procedure we dim the lights, play classical music and speak softly and gently to the animal in reassuring tones. If tolerated by the animals, we provide physical touch. We remain respectful of the loss of life.

Conclusion

Euthanasia is never the route that any staff member wants to take at the shelter. We perform euthanasia as a last resort and it is to protect the animal, the staff and the general public. Our shelter has a responsibility to those we serve to ensure we are sending healthy and safe animals into the community.