

Humane Society of Portage County

March 2014 Board Information Package

Next Board Meeting March 12, 2014

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

5:00 PM optional pre-meeting Foster Care Orientation– Amanda Tucker

5:30 PM Board Meeting

This package contains the following information

- Board Agenda
- Minutes from February meeting
- Executive Director Report
- Operations Committee Report
 - Board Member Committee Assignments
- Finance Committee Report (no meeting)
 - Financial Statements (Final January Statements)
- Fund Raising Committee Report
 - Meeting held on Saturday March 1st
- Education Committee Report
 - Meeting held on Friday March 7th – no minutes provided
- Facilities Status Report
- Information Technology Status Report
- Volunteer time report
- Volunteer Newsletter- March 2014
- DonorPerfect report
- Significant Contributions to HSPC
- Animal Control Report
- Animal Activity Report
- Foster Care Orientation Presentation



Board of Directors Meeting Agenda

March 12, 2014 5:30 pm

5:30 p.m.	Call to Order of Board Meeting	L. Redfield	
5:33 p.m.	Approval of Minutes – February 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	
	b. Finance Committee	B. Schenk	(No Meeting)
	c. Fundraising Committee	L. Kawleski	
	d. Education Committee	J. Redfield	
	f. Governance Committee	A. Barrett	
	g. Nominating Committee	L. Redfield	
6:25 p.m.	Old Business	L. Redfield	
6:30 p.m.	New Business	L. Redfield	
6:40 p.m.	Adjourn	L. Redfield	



Humane Society of Portage County Board of Directors

Meeting Minutes

February, 15th 2015

1. Call to order – L. Redfield

Meeting was called to order at 5:47 pm

2. Roll Call – L. Redfield

Present: Ken Higgins, Brett Jarman, Lynne Kawleski, Tom Kelble, Lisa Kunst, Eugene Mancl, Laura McPartland, Jared Redfield, Linda Redfield, Dennis Schenk and Ron Blaha, (Executive Director)

Absent: Bruce Schenk, Ann Barrett, Kelly Higgins, Sheila Kessler

3. Approval of Minutes

Several corrections to minutes. Date of last minutes should have been January not October. Several names were misspelled. Date of next meeting was incorrect.

Motion: To approve minutes from January 15th, 2013 meeting (L. Kawleski/L Kunst) motion carries.

4. Executive Committee Report

5. Committee Reports

a. Executive Director's report Ron Blaha

2nd interview of vet in progress

Adams country shelter fire started in dryer from lint. We offered to help and are sending surplus supplies.

HSPC staff will get additional training on dryer lint and a demonstration of how flammable lint is.

b. Operations Committee

Jarman reported on Shelter Track software. Testing and training are being developed. Funding source has been secured for first year's cost of shelter track.

Motion: To authorize executive director to sign Shelter Track contract. (B Jarman/J Redfield) motion carries.

c. Finance Committee –

Discussed responsibilities of this committee. Analyze the financial data and report their findings to the board.

The year 2013 ended \$21,599 positive. (Revenue exceeding expenses)

d. Fundraising Committee -

Discussed fundraising events and provided additional details for the Canine mayoral caninedates fundraiser. Next meeting scheduled for February 22, 29014 at 9AM

e. Education Committee

No meeting

f. Governance Committee –

Discussed IRS requirement for clause in our bylaws to describe how the assets of HSPC would be disposed of if HSPC ceased to exist.

Motion: To add the following clause to the HSPC bylaws.. (B Jarman/J Redfield) motion carries

The Humane Society of Portage County 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 the Humane Society of Portage County shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and The Humane Society of Portage County 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 The Humane Society of Portage County is irrevocably dedicated to charitable purposes and no part of the net income or assets of The Humane Society of Portage County 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 The Humane Society of Portage County, its assets remaining after payment, or provision for payment of all debts and liabilities of The Humane Society of Portage County 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.

g. Nominating Committee – L. Redfield

Discussed needs of the board

6. New Business

No new business

7. Old Business

No old business

8. Adjournment - Motion to adjourn Next meeting of the Board will March 12th2014 at 5:30.
Submitted

Brett Jarman
Vice President, HSPC

Staff – All annual performance appraisals have been completed.

Office/Animal Care Manager Report (from Jaime Jones)

Animal Population as of 02/28/14: Cats: 42 / Dogs: 16 Rabbits: 0

- 2/12/2014 Attended Essential Skills for the First-Time Manager or Supervisor. (Fred Pryor's Seminars)
- 2/19/2014 Attended Dealing with Difficult People. (Fred Pryor's Seminars) – I put together PowerPoints for our lead team and one for our team in general.
- Finished 11 Employee Reviews.
- Video taped lint removal in our dryers and showed the importance of doing it on a regular basis. Also, the video shows how fast lint can burn and at a very hot temperature.
- Assisted in the update of our wish list.
- Pulled and scanned in copies of invoices paid for fundraising activities to aid in compilation of Ron's fundraising summary binders.
- With Connie's help we are updating the Animal Care Manual.
- Connie created an Inventory/Grocery list in which we have implemented and will be reviewed on Thursdays, and, purchase needed items on Fridays to eliminate multiple shopping days during the week.
- Created a graph for Amanda showing our animal population this past year to show our highs and lows. See graph on page 7.
- 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 and 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 and agenda production for Monthly "All Employee" meeting.

Medical Staff Progress Report (from Khryse Flugaur)

- February spay/neuter/dental/other surgery numbers include: Canine: 6 Feline: 34 Rabbit: 0
- I have been working in conjunction with Amanda regarding the implementation of the Foster Manual and the medical concerns. I will be at the presentation for kitten foster care Volunteers to answer any medical based questions. Once this program gets going it will greatly impact our shelter in reducing stress amongst our youngest patients and stress on the staff attempting to bottle feed neonates multiple times a day. The medical staff has started ordering KMR and other supplies necessary to be ready for the impending kitten season.
- We have had a tip break on our dental machine and experienced a two week down time while waiting for the new tip. We now have two scaler tips and dental prophylaxes have restarted.
- A rabies clinic for the Town of Stockton and Town of Hull will be held at the shelter on March 8, 2014 from 8-12. Dog licensing will be available. Microchips will be available for purchase that day also for \$30. This will be the only rabies clinic offered until a veterinarian has been hired full time due to staffing issues.
- Contact has been made with St Michael's hospital (Ministry Health) OB department about the possibility of them donating left over erythromycin (used on newborns in human medicine but the ointment is used once and then thrown away). This is the number one eye medication we use so we could see substantial savings if I can convince them to donate the excess.
- I have been working with the **UC Davis Virtual Consultant** program and have been assessing our medical practices to their assessment characteristics which include the following:

Canine and Feline Vaccine surveys:

There is an art to shelter vaccine use in each species: the right kind of vaccine, stored and handled the right way, given at the right time, to the right animals, makes all the difference between an effective program and one that provides little benefit. A successful vaccine program can virtually eliminate some severe diseases while reducing the frequency and severity of others. Cats and kittens present some unique challenges for vaccination in shelter environments.

Vaccine Handling survey:

The way vaccines are handled can be just as important to animal health as how the vaccines are administered.

Monitoring and Response survey:

Monitoring helps identify needs or problems early, as they begin to develop, so interventions can happen while things are still manageable. Using careful systems to watch for potential problems protects animal health and behavioral well-being.

Based on these assessed characteristics, my performance self-ratings have been the following:

Assessed Characteristic	Good Practice	Risk Alert	N/A
Feline Vaccine	7	1	0
Canine Vaccine	7	1	0
Vaccine Handling	5	0	0
Monitoring and Response	15	2	0

The four “risk alerts” that needed to be addressed included:

Canine vaccine survey:

Risk: Vaccination occurs within 24 hours generally after admission. UC Davis recommends vaccinations occur at admission. Due to after hours (Humane Officer) and weekend hours, we do not reach this recommendation.

Feline vaccine survey:

Risk: Vaccination occurs within 24 hours generally after admission. UC Davis recommends vaccinations occur at admission. Due to after hours (Humane Officer) and weekend hours, we do not reach this recommendation.

Vaccine handling survey:

No **risks** identified

Monitoring and Response survey:

Risk: Daily observations of health and behavioral well-being are not being recorded for all animals while in the shelter.

Risk: Animals’ weights are not monitored weekly for the first month after admission.

**I am currently working on a form to remedy these two risks.*

Humane Officers Progress Report (from Emily Carlson)

- As of 3/4/14 we have inspected/completed 15 commercial animal establishments. One is remaining because the owner of the facility is on vacation. Commercial Animal Inspections have been reorganized by year in the filing cabinet in humane officers/medical staff office for easier access and a spread sheet has been developed to highlight the historical inspections that we have been doing.
- Renae has been involved in an on-going investigation involving a puppy mill. The involved operatives of the puppy mill are breeding dogs and operating without a license. Renae has been in close contact with our liaison with the sheriff's office and the Deputy Corporate Council of Portage County.
- With the extreme weather we have been having, the increase in complaints about animals being left outside have increased. The humane officers have done a great job in ensuring the animals have adequate shelter for the weather. Follow-ups have been made with the complainants if we have received their information!
- We still receive barking dog complaints. With these calls it is difficult at times to "decipher" the complainant's information due to neighbor to neighbor disputes, ex-girlfriends and/or boyfriends, and so on. The humane officers have established a barking dog letter and barking dog log for both the dog owners and complainants. As a result of the letter, we have noticed a decrease in these calls which in turn allows the humane officers to concentrate on other duties!
- Renae has been involved in a case regarding a pitbull puppy who was a victim of abuse. The dog has officially been surrendered to the HSPC!!! A lot of effort has been invested by Renae not only with her report writing but communicating with proper officials!!!!

Adoption Coordinator Progress Report (from Amanda Tucker)

- Our cat population is down dramatically in preparation for kitten season. We have transferred a total of 65 animals during the month of February and a total of 84 animals this year. The animals were guinea pigs, rabbits and cats. The cats that were transferred had been at the shelter more than a month and were not moving at the HSPC. Most of the cats transferred were adopted within a few days of arriving at their new temporary homes. The shelters that we transferred to were Wisconsin Humane in Milwaukee, Langlade County, Fox Valley and Lincoln County. A couple of these shelters are contracted with Petsmart and required to keep the cages at their facilities full or they will lose their contract. The larger shelters like Milwaukee and Fox Valley have a larger demand because of the population contract.

Transferring these cats out of our facility has helped us to better serve the public by taking in surrenders. When the weather gets warmer and people are outside more they begin to notice the stray cats that have taken up residency in their neighborhoods. Typically around spring, not only are we flooded with kittens, but adult cats that have been wandering outside and surrendered.

- Our “Foster Care Manual” is now complete. A foster orientation will be held on March 19th for people specifically interested in fostering kittens. This training will be put on by Amanda along with Khryse to answer any medical questions. Our hope in the foster orientation is to have trained foster caregivers ready when kittens start to come into the shelter, but are still too young to be put up for adoption. Amanda would like to assemble several plastic totes as starter kits for new fosters. These kits would be given to foster caregivers when they pick up their first litter of kittens. Forms have been created to better communicate to foster caregivers such as vaccination schedules, feeding schedules and forms to track feeding and weight.
- February Adoptions: 8 Dogs / 25 Cats

Executive Director (from Ron Blaha)

Education

- Dolores gave an educational session to students at Kennedy Elementary School.
- 02/25/14: Kiwanis Club Presentation given by Ron
- 03/03/14: Ron and Janet gave an educational session to students at Bancroft Elementary.
- 03/04/14: Janet and Sharon (Baumer) gave an educational session to students at Bancroft Elementary.

Fundraising/Events/Donations

- The Sports Medicine Club at University of Wisconsin - Stevens Point will be hosting their annual Spring Thaw 5k Run/Walk and donating proceeds to our Humane Society.
- In the process of creating an event summary system to highlight the inputs and outputs taken to plan, organize, and lead/chair the event.
- Chili's to provide another percentage of proceeds from customers meals to be donated to the Humane Society.
- First Merit Bank in Amherst is doing a month long fundraiser for our Humane Society starting March 15th being the outlet to drop off food and supply items and providing a cash donation.
- Kennedy Elementary students donated food and supplies before Dolores' presentation.
- UWSP Facilities Services is doing a food/supplies fund raiser for our HSPC during March.

Activities

- 03/03/14: HSPC newsletter submitted to Spectra Print. Mailings will almost be doubled from the 3,000 range to a little over 6,200. Spectra Print will now be printing our newsletter in color.
- Spectra Print is helping to finalizing the design of a remittance envelope that can be inserted into our newsletters or be used as an independent resource for donors to contribute without a separate letter and return envelope.
- Interviewing veterinarian candidates is still in-process.

Building/Grounds/Equipment

- The boiler malfunctioned and required Ron's Refrigeration to order parts and make repairs to parts not related to the upgraded computer system.
- 02/24/14: Electrical work done to replace ballast type fixtures to LED lights at the front receptionist area, upgrade outlets in surgery, rearranging several lights on the side of our building, and electrical outlets in several locations.

Safety Issues

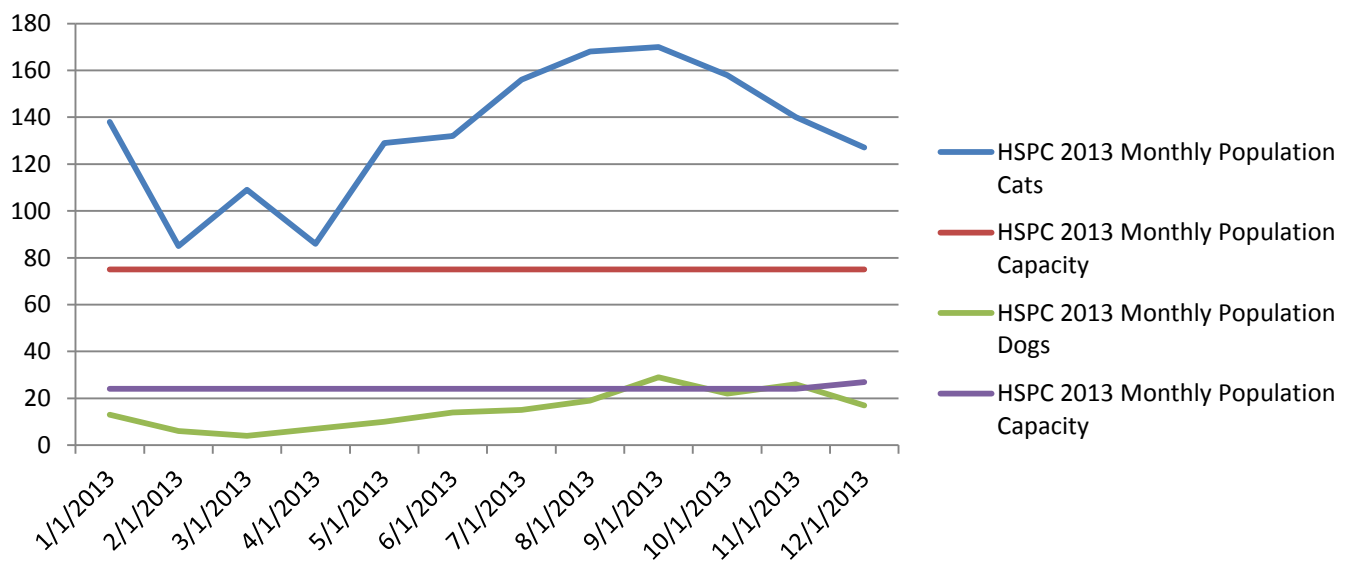
- We made a video of how to remove lint from our dryers and the importance of doing it on a regular basis. The video also shows how fast lint can burn and at a very hot temperature.

Meetings

- 02/12/14: HSPC Board meeting – Animal Handling and Temperament Testing presentation given to Board members.
- 02/13/14: HSPC Staff meeting – Animal Handling and Temperament Testing presentation given to Staff members.
- 02/18/14: Event Planning meeting to discuss summary reports.
- 02/20/14: Met with Mikhail Salienko our insurance agent to review the renewed insurance policies.
- 02/21/14: Team Schierl meeting to discuss HSPC annual review and event sponsorships.
- 02/27/14: Operations Committee meeting (discussed "Employee Manual" changes.
- 03/01/14: Fundraising Committee meeting.

HSPC 2013 Monthly Population

Month	Cats	Capacity	Dogs	Capacity
1/1/2013	138	75	13	24
2/1/2013	85	75	6	24
3/1/2013	109	75	4	24
4/1/2013	86	75	7	24
5/1/2013	129	75	10	24
6/1/2013	132	75	14	24
7/1/2013	156	75	15	24
8/1/2013	168	75	19	24
9/1/2013	170	75	29	24
10/1/2013	158	75	22	24
11/1/2013	140	75	26	24
12/1/2013	127	75	17	27



*This depicts the population at the beginning of the month. This does not reflect our weekly highs and lows that occur. For example, in August we were at a high of 200 cats in the middle of the month.



Operations Committee Report – February 27th 2014

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

Absent:

Meeting Topics included:

- Reviewed employee manual. Long discussion on changes to vacation, sick days, and holidays. Changes were passed back to executive director and staff for review.
- A status report on the hiring of a Veterinarian was given. We will advertise for additional candidates.
- Executive Director evaluation forms were collected.

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			C					1
Higgins	Kelly	Director			X					1
Higgins	Ken	Director			X			X		2
Kawleski	Lyne	Director		X	C		C			3
Kelble	Tom	Director			X				X	2
Kunst	Lisa	Director			X		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	5	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

HUMANE SOCIETY OF PORTAGE COUNTY INC

Balance Sheet

As of January 31, 2014

	Jan 31, 14
ASSETS	
Current Assets	
Checking/Savings	
1005 · Petty cash	100.00
1032 · Associated Bank checking	4,647.47
1034 · US Bank checking	7,566.90
1042 · Associated Bank money market	126,667.40
1043 · Pay Pal account	2,397.99
1047 · Stevens Point Post Office	383.82
Total Checking/Savings	141,763.58
Accounts Receivable	
11000 · Accounts Receivable	1,971.98
Total Accounts Receivable	1,971.98
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	566,946.58
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	1,847,116.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2011 · Associated Bank-Visa	634.03
2014 · Kwik Trip Card	302.60
Total Credit Cards	936.63
Other Current Liabilities	
2000 · Accounts payable	620.00
2010 · Unearned contract income	41,330.13
2015 · Specific use Funds	7,650.00
2030 · Dog licenses payable	738.00
2300 · Accrued wages	6,696.17
Total Other Current Liabilities	57,034.30
Total Current Liabilities	57,970.93
Total Liabilities	57,970.93
Equity	
3000 · Opening Balance Equity	-26.40
3040 · Retained earnings	1,802,748.16

8:14 AM

03/06/14

Accrual Basis

HUMANE SOCIETY OF PORTAGE COUNTY INC

Balance Sheet

As of January 31, 2014

	<u>Jan 31, 14</u>
32000 - Unrestricted Net Assets	-10,901.83
Net Income	-2,674.83
Total Equity	<u>1,789,145.10</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,847,116.03</u></u>

HUMANE SOCIETY OF PORTAGE COUNTY INC

Profit & Loss Budget Performance

January 2014

	Jan 14	Jan 13	Budget	Annual Budget
Ordinary Income/Expense				
Income				
4000 · Dog adoption income	2,003.00	1,215.00	2,500.00	30,000.00
4010 · Cat adoption income	1,985.00	1,590.00	1,916.65	23,000.00
4030 · Surrender income	310.00	150.00	291.65	3,500.00
4040 · Dog redemption income	150.00	370.00	500.00	6,000.00
4050 · Cat redemption income	0.00	0.00	58.35	700.00
4080 · Quarantine income	167.00	125.00	100.00	1,200.00
4085 · Dog Training Income	750.00	0.00	216.65	2,600.00
4116 · Rabies fee income	25.00	0.00	125.00	1,500.00
4120 · Miscellaneous shelter income	81.00	426.21		
4130 · Boarding fee income	225.00	90.00	250.00	3,000.00
4135 · Vaccination fee income	0.00	0.00	125.00	1,500.00
4210 · County contract income	20,665.08	20,271.69	20,660.00	247,900.00
4300 · MERCHANDISE SALES				
4310 · Merchandise Sales	29.22	0.00	133.35	1,600.00
Total 4300 · MERCHANDISE SALES	29.22	0.00	133.35	1,600.00
Total Income	26,390.30	24,237.90	26,876.65	322,500.00
Expense				
50000 · SHELTER EXPENSES				
5000 · Shelter payroll expense	25,272.89	23,095.11	27,500.00	330,000.00
5005 · Shelter payroll tax expense	1,933.38	1,766.80	2,000.00	24,000.00
5010 · Shelter unemployment expense	550.97	1,101.64	1,000.00	12,000.00
5012 · Medical Reimbursement	0.00	0.00		3,000.00
5015 · Shelter supply expense	1,349.96	1,840.15	1,708.35	20,500.00
5020 · Shelter equipment expense	0.00	0.00	100.00	1,200.00
5021 · Animal control equipment	0.00	0.00	58.35	700.00
5025 · Shelter equip repair and mainte	0.00	0.00	250.00	3,000.00
5035 · Shelter vet expense	167.00	958.70	1,250.00	15,000.00
5037 · Medical supply expense	389.17	3,848.45	2,000.00	24,000.00
5050 · Shelter uniform expense	0.00	0.00	83.35	1,000.00
5051 · Office uniform expense	0.00	0.00	0.00	0.00
5052 · Humane Officer uniform expense	0.00	309.87	83.35	1,000.00
5055 · Shelter conference expense	0.00	0.00	0.00	0.00
5060 · Shelter conference travel	12.64	0.00	208.35	2,500.00
5065 · Shelter staff training	0.00	0.00	83.35	1,000.00
5067 · Shelter Humane Officer training	0.00	0.00	100.00	1,200.00
5096 · Rabies tag expense	70.41	0.00	100.00	100.00
5097 · Microchip expense	0.00	0.00	916.65	11,000.00
5099 · Miscellaneous shelter expense	151.00	433.40	166.65	2,000.00
Total 50000 · SHELTER EXPENSES	29,897.42	33,354.12	37,608.40	453,200.00

HUMANE SOCIETY OF PORTAGE COUNTY INC

Profit & Loss Budget Performance

January 2014

	Jan 14	Jan 13	Budget	Annual Budget
5018 · MERCHANDISE-COGS	0.00	0.00	250.00	3,000.00
52000 · SPAY/NEUTER EXPENSES				
5215 · Spay/neuter supplies	556.35	0.00	125.00	1,500.00
5235 · Spay/neuter vet expense	590.00	2,750.00	2,333.35	28,000.00
Total 52000 · SPAY/NEUTER EXPENSES	1,146.35	2,750.00	2,458.35	29,500.00
55000 · VEHICLE EXPENSES				
5510 · Vehicle maintenance & repair e	578.73	182.08	250.00	3,000.00
5520 · Vehicle insurance expense	387.20	371.80	391.70	4,700.00
5530 · Vehicle gas	302.60	1,614.75	583.35	7,000.00
5535 · Mileage reimbursement	169.68	124.85	83.35	1,000.00
5550 · Cellular phone expense	301.98	143.83	150.00	1,800.00
Total 55000 · VEHICLE EXPENSES	1,740.19	2,437.31	1,458.40	17,500.00
65000 · EDUCATION EXPENSES				
6530 · Education supply expense	0.00	0.00	16.65	200.00
6610 · Video expense	180.00	0.00	100.00	1,200.00
Total 65000 · EDUCATION EXPENSES	180.00	0.00	116.65	1,400.00
70000 · ADMINISTRATIVE EXPENSES				
7000 · Office supply expense	0.00	229.59	291.65	3,500.00
7001 · Humane Officer supplies	0.00	99.50	12.50	150.00
7020 · Office equipment repair & maint	0.00	0.00	100.00	1,200.00
7030 · Advertising expense	0.00	0.00	8.35	100.00
7050 · Dues and membership expense	110.00	320.00	41.70	500.00
7060 · Subscriptions expense	281.00	0.00	20.85	250.00
7070 · License and application fees	0.00	10.00	58.35	700.00
7080 · Accounting - in house	117.97	465.72	291.70	3,500.00
7110 · Postage expense	197.14	176.05	250.00	3,000.00
7120 · Telephone expense	193.87	193.60	250.00	3,000.00
7125 · Internet expense	95.95	84.39	58.35	700.00
7140 · Outside services	1,500.00	0.00	1,666.65	20,000.00
7150 · Bank charges	287.42	166.34	208.35	2,500.00
7160 · Insurance - workers compensatio	0.00	0.00	666.65	8,000.00
7165 · Insurance directors & officers	75.29	0.00	75.00	900.00
Total 70000 · ADMINISTRATIVE EXPENSES	2,858.64	1,745.19	4,000.10	48,000.00
75000 · HOUSING EXPENSES				
7500 · Building repair & maint expense	1,741.37	0.00	416.65	5,000.00
7505 · Security monitoring expense	0.00	0.00	50.00	600.00
7510 · Heat and electricity expense	2,905.67	2,415.22	2,166.65	26,000.00
7515 · Trash removal	216.05	212.00	208.35	2,500.00
7517 · Snowplowing	150.00	340.00	100.00	1,200.00

HUMANE SOCIETY OF PORTAGE COUNTY INC

Profit & Loss Budget Performance

January 2014

	Jan 14	Jan 13	Budget	Annual Budget
7520 · Water and sewer expense	1,693.60	1,559.20	583.35	7,000.00
7540 · Insurance property & casualty	75.29	491.60	83.35	1,000.00
Total 75000 · HOUSING EXPENSES	6,781.98	5,018.02	3,608.35	43,300.00
8000 · IN-KIND DONATIONS				
8010 · IN KIND DONATIONS	-1,715.71	0.00		
8015 · In-Kind Shelter Supplies	1,651.71	0.00		
8060 · In Kind Donations-Office Supply	0.00	0.00		
8065 · In Kind Donations-Office R & M	64.00	0.00		
Total 8000 · IN-KIND DONATIONS	0.00	0.00		
Total Expense	42,604.58	45,304.64	49,500.25	595,900.00
Net Ordinary Income	-16,214.28	-21,066.74	-22,623.60	-273,400.00
Other Income/Expense				
Other Income				
85000 · FUNDRAISING INCOME				
8520 · Gifts and donations income	8,049.11	4,554.87	5,416.65	65,000.00
8530 · Honorarium income	250.00	0.00	166.65	2,000.00
8900 · Interest income	16.69	0.27	416.65	5,000.00
8901 · Dividend income	0.00	0.00	416.65	5,000.00
9000 · Neuter sponsor income	100.00	205.00	291.65	3,500.00
9001 · Memorial income	1,660.00	1,060.00	1,000.00	12,000.00
9002 · Can donation income	373.82	1,011.99	541.65	6,500.00
9003 · Paws income	0.00	35.00		2,000.00
9004 · Spay/neuter clinic income	0.00	65.00		
9005 · Kevin Ford golf outing income	0.00	0.00		14,000.00
9006 · Microchip clinic income	0.00	0.00		500.00
9013 · Fur ball income	0.00	0.00		25,000.00
9023 · Walk for Wags income	0.00	0.00		12,000.00
9032 · Aluminum can recycling income	202.80	0.00	375.00	4,500.00
9300 · In-house fundraising income	0.00	100.00	83.35	1,000.00
9400 · Miscellaneous fund raising inco	100.00	0.00	500.00	6,000.00
9410 · Appeal income	2,750.00	9,361.80	10,000.00	80,000.00
9450 · Miscellaneous other income	27.03	5.00	133.35	1,600.00
Total 85000 · FUNDRAISING INCOME	13,529.45	16,398.93	19,341.60	245,600.00
9499 · Sales tax discount	10.00	10.00	10.00	120.00
Total Other Income	13,539.45	16,408.93	19,351.60	245,720.00
Other Expense				
8909 · Investment fees expense	0.00	0.00		5,000.00
9500 · FUNDRAISING EXPENSES				

HUMANE SOCIETY OF PORTAGE COUNTY INC

Profit & Loss Budget Performance

January 2014

	Jan 14	Jan 13	Budget	Annual Budget
9503 · Paws campaign expense	0.00	0.00		100.00
9513 · Fur ball expense	0.00	0.00		2,000.00
9523 · Walk for the Wags expense	0.00	0.00		3,800.00
9535 · Kevin Ford golf outing expense	0.00	0.00		4,500.00
9900 · Miscellaneous fund raising expe	0.00	200.00	100.00	1,200.00
9910 · Appeal expense	0.00	3,291.00		20,000.00
Total 9500 · FUNDRAISING EXPENSES	0.00	3,491.00	100.00	31,600.00
9990 · NSF checks	0.00	31.65	25.00	300.00
9995 · Miscellaneous other expense		-3.58	0.00	0.00
Total Other Expense	0.00	3,519.07	125.00	36,900.00
Net Other Income	13,539.45	12,889.86	19,226.60	208,820.00
Net Income	-2,674.83	-8,176.88	-3,397.00	-64,580.00



Fundraising Committee Report – March 1st 2014

Present: Ron Blaha, Brett Jarman, Ann Barrett, Laura McPartland, Lyne Kawleski, Carole Jeske, Garrett Ryan, Eugene Mancel and Dolores Glytas

Update on Team Schierl Meeting- Met with Kathy Ostrowski and Fritz Schierl

Discussed sponsorship opportunities: this year we are opening up the Fur Ball for corporate sponsorship, discussed what they would get for their sponsorship, we proposed a dollar amount of \$10K to sponsor W4W and Fur Ball. They have agreed to continue with \$4500.00 for W4W and are considering the additional funding for Fur Ball and opportunity to sponsor some of the golf outing(hole sponsorship, goodies for bags, 4some and dinner) etc....

Introduced two new members to the fundraising committee: Garrett Ryan(designed and keeps HSPC website updated) and Carole Jeske (Volunteer Coordinator and FaceBook coordinator)

Garrett and Carole will be updating and adding events to website and FaceBook

Carole has agreed to contact local businesses asking if they will add our events to their outdoor advertising such as: SPFD, Checks Muffler, DQ etc....

Garrett suggested and has agreed to work on “brand recognition” for the HSPC logo and create guidelines.

Mayoral Caninedate update-

Laura is working with 2 people from Sentry and Brad (Designers II).

Press releases start on March 7th to include FB and Website

Posters are ready

Need to start selling Ad's for booklet,

Winner to receive a plaque for home and one for shelter (start a Canine mayoral wall) etc....

Additional Info to give out at board meeting

W4W-

Registration online via PayPal, meet day before event do a run through for registration.

Decided to not do 5k

Working on letter to vendors/rescue groups for t-shirt sponsorship or table (mayoral caninedates will have table)

Add additional events, fly-ball, coursing, etc.

Caninedates lead walk.

Rummage sale update- will be held second weekend of June. Organized by Amanda Tucker and volunteers.

HSPC OPEN- golf outing update

Eugene has secured Dixon golf (from Arizona), high end golf product co.

They will have two people at the outing, have contest on the hole, donate merchandise for raffle.

Garrett is designing the save the date postcards and poster.

Fur Ball update- no discussion at this time

Garrett made a suggestion: he currently organizes a "beer festival" with a friend. He suggested that we may want to consider this.....using local micro brews

Additional discussion: Jonathon Pickos organizer of 2014 Spring Thaw Run, emailed saying that they have chosen us as their charity to benefit from their event.

Next meeting April 5



Humane Society of Portage County

Facilities Status Report – March 1, 2014

By Eugene Mancl

The new control system is working great and we have learned quite a bit about heating our building. There are a couple of improvements being made to the exterior offices to improve the comfort levels during the cold months.

The drywall repairs have been made in the circle room and is ready for paint. We will work on finding a volunteer to that can help with this part of the project. Mike Nicholson completed this for us for the cost of materials approximately \$85.00.



The repair panels for the bottoms of the doors are complete and I'll get some of my installers to help out one night to get these installed.



The new window shelves are made and waiting for the corners to be welded before we install them. I hope to have these ready for next Saturday.



We had some on the lighting and electrical issues resolved and plan to continue working on this in stages. We will address outdoor lighting issues when the weather improves. From the looks of it around July J.



Tom's Paint in Wisconsin Rapids has donated the materials needed to repaint the floor in the laundry area and we plan on doing this when we can open some doors for ventilation.

Tom's has also donated the material and assistance we will need to fill the cracks in the concrete in the kennel area. We need to get some heat into the concrete so the material makes a good bond. Again it's looking like July for this project also.

We will be looking at a solution for our excessive ice buildup on the roof this spring to avoid the same issues as this winter. My thoughts are we will be installing a heat tape system on the east end of the building.

I'll be looking at installing a simple lighting system in the covered walk area this summer to make it a little safer for the employees/volunteers to be in the area at night.



Humane Society of Portage County

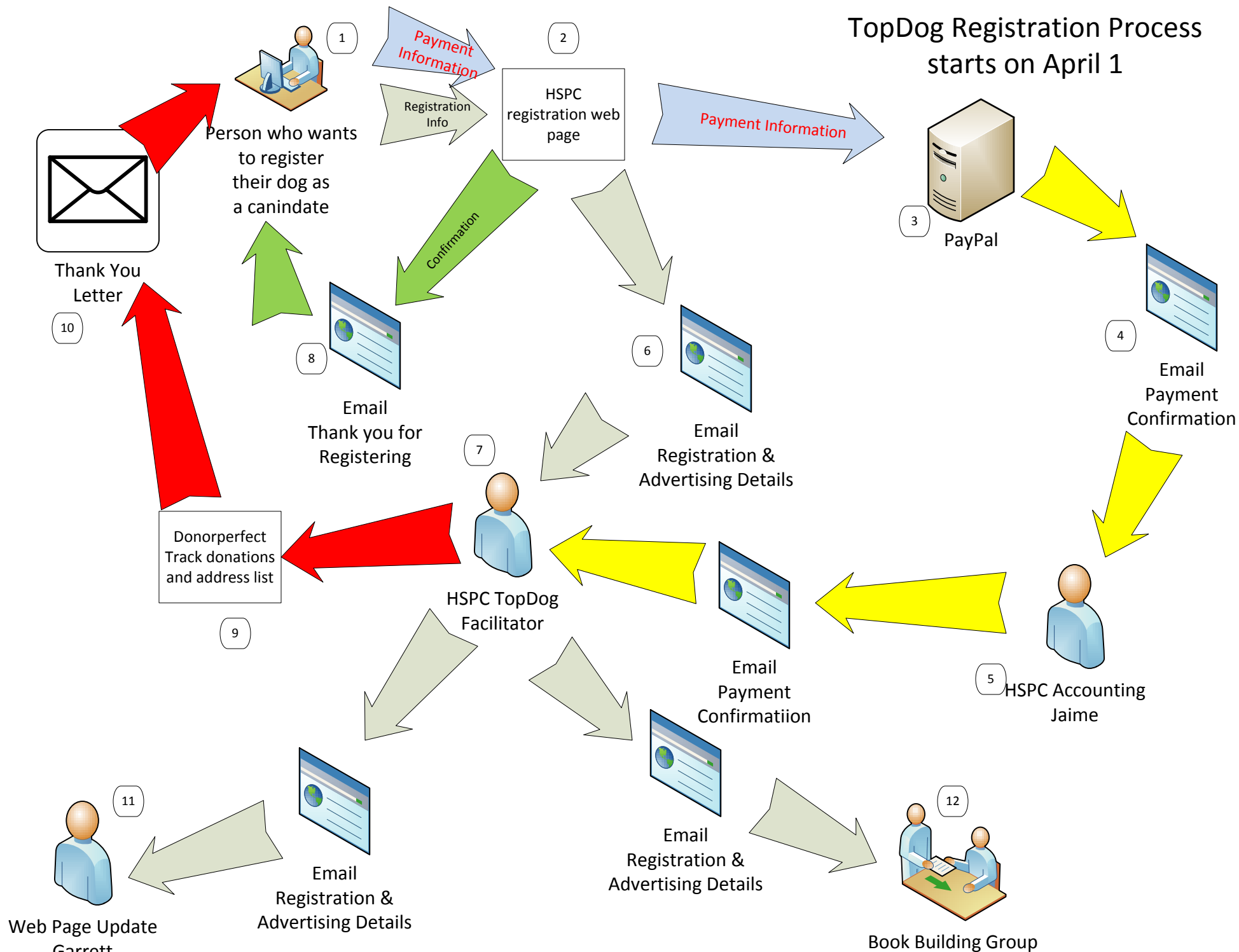
IT Status Report – March 10, 2014

Active Projects:

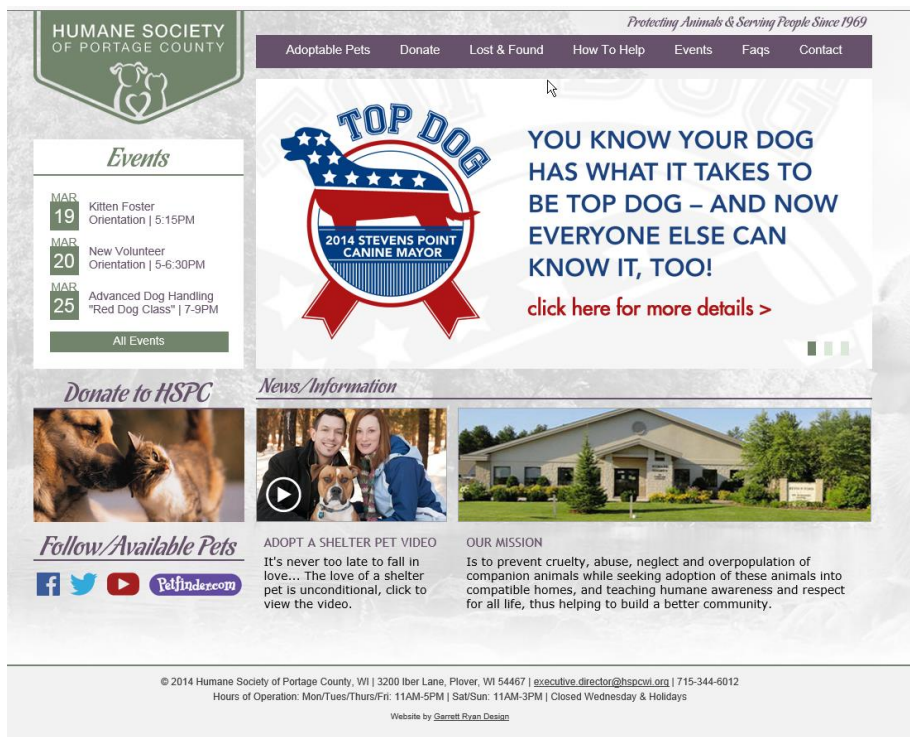
- Shelter Track Software – Configuring the system for our use is a considerable effort. Each area that gets configured makes the system more useable for HSPC. The following areas have been configured .
 - Dog License issuing – More than 400 dogs and 300 owners have been loaded into the system. These 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.
 - Address database has been created, loaded and tested.
- 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 February 2014

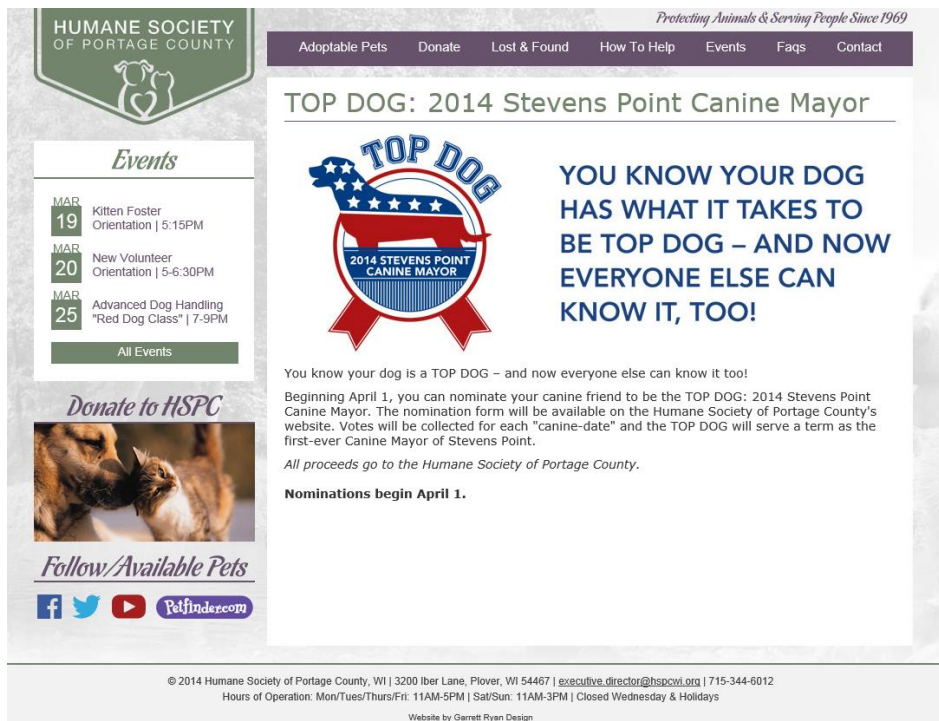
- The newsletter format has been moved into Adobe Design. A new process was implemented to gather and format content which reduced the time and effort to create the newsletter. An automated process was used to create the donations and memorial data. The production of the mailing list was automated. This newsletter will go to more than 6,000 recipients and it will be in color!
- With help from Garrett Ryan, the canine mayoral contest registration process was automated.
- A geographic data base that has all of the addresses in Portage County has been developed. This database is the consolidation of information from the county's GIS system and information from the US Postal Service. The database properly identifies the jurisdiction for each address. This database has been uploaded into shelter track and it reduces the effort required when a new name and address is entered.



Our current web page with event teaser



Teaser links to extra information page (future registration starting point)



Future registration page looks like this (this is a print – screen version looks much better)

 **TOP DOG Canine Mayor Form**
Please fill out the form below to sign your dog up.

Canine Name 

Age 

Breed 

Hometown 

Human Guardians 

Email 

Phone Number 
 - -
####

Attached Vaccination Records
Rabies, Bordetella and Distemper Combination

Attach an Image of your Canine

Mayoral Platform

^

v

Special Talents or Tricks

^

v

Would you like to sign up for advertising in the Top Dog booklet? 
☐ No
☒ Yes

Booklet Ad Sizes & Costs –
All ads must be received no later than May 17, 2014.
Click on the PDF above for specific specs.
☒ 1/3 Page | 3.5" x 2" | PRICE: \$15
☐ 1/2 Page | 5.5" x 4.25" | PRICE: \$40
☐ Full Page | 5.5" x 8.5" | PRICE: \$65
☐ Two Full Page Spread | 11" x 8.5" | PRICE: \$165

Total

\$40.00

Base Price

\$25.00

1/3 Page | 3.5" x 2" | PRICE: \$15

\$15.00

The screen is dynamic. The dollar amount grows as the booklet option is added.

The checkout process gathers credit card or PayPal information

Process

1. A person decides to enter their dog as a Caninedate
2. Using the HSPC web page they enter registration and payment information. The total requested dynamically changes from \$25 to a higher value if advertising is purchased
3. Payment details are sent to PayPal (The user never sees a PayPal screen they remain on the HSPC site)
4. PayPal validates the payment and sends a payment confirmation to HSPC Accounting. The accountant receives PayPal emails for many different things (Not just TopDog). The TopDog email has registration information on it
5. HSPC Accounting forwards the email to TopDog Facilitator.
6. The registration form sends the registration and book details to the TopDog facilitator
7. The TopDog facilitator waits for a payment confirmation before forwarding the registration e-mail to the web developer and the book building group
8. The registration process sends a thank you to the human (closes loop with the person)
9. The TopDog facilitator enters the receipt of money into DonorPerfect and ensures the person is on our mailing list
10. DonorPerfect creates a thank you letter that is mailed (second time loop is closed.) Letter is the IRS receipt
11. The registration form has the photo and details for the web creation process. Garrett adds the person to the ballot of caninedates
12. The registration form has the photo and details needed for the book. The book building group is able to create the advertisement.

Samples that follow are:

- The payment confirmation email
- The registration confirmation email
- The thank you email
- The thank you letter

Brett Jarman

From: Jaime Jones
Sent: Thursday, March 06, 2014 4:14 PM
To: Brett Jarman
Subject: FW: Notification of payment received

From: Brett Jarman [<mailto:service@paypal.com>]
Sent: Thursday, March 06, 2014 4:13 PM
To: Office.Manager
Subject: Notification of payment received



You've Got Cash!

Hello Humane Society of Portage County,

This email confirms that you have received a payment for \$40.00 USD from Brett Jarman.

Receipt ID: 0300-8503-2452-9903

The number above is the buyer's receipt ID for this transaction. Please retain it for your records so that you will be able to reference this transaction for customer service.

[View the details of this transaction online](#)

PayPal Shopping Cart Contents

Item Name: 1/3 Page | 3.5" x 2" |
PRICE: \$15
Quantity: 1
Total: \$15.00 USD

Item Name: Base Price
Quantity: 1
Total: \$25.00 USD

Cart Subtotal: \$40.00 USD
Sales Tax:
Cart Total: \$40.00 USD

Payment details

Total amount: \$40.00 USD
Currency: U.S. Dollars
Transaction ID: 4US6125546732151N
Invoice ID: 1_2_238134
Buyer: Brett Jarman

Have you lifted your withdrawal and receiving limits? Just log in to your PayPal account and click **View Limits** on the **Account Overview** page.

Sincerely,
PayPal

PayPal Email ID PP345 - e5bded29d9e7d

Brett Jarman

From: Wufoo <no-reply@wufoo.com>
Sent: Thursday, March 06, 2014 4:09 PM
To: topdog@hspcwi.org
Subject: TOP DOG Canine Mayor Form [#2]

Caninedate Name *	Test Dog
-------------------	----------

Age *	5
-------	---

Breed *	Beagle
---------	--------

Hometown *	Plover
------------	--------

Human Guardians *	Brett & Darcy
-------------------	---------------

Email *	bjarman@charter.net
---------	--

Phone Number *	(715) 341-4818
----------------	----------------

Attach an Image of your Caninedate



[hershey__02.jpeg.jpg](#) 25.20 KB · JPG

Would you like to sign up for advertising in the	Yes
--	-----

Top Dog booklet? *	
--------------------	--

Booklet Ad Sizes & Costs – 1/3 Page | 3.5" x 2" | PRICE: \$15

All ads must be received no later than May 17, 2014.

Click on the PDF above for specific specs.

Brett Jarman

From: no-reply@wufoo.com
Sent: Thursday, March 06, 2014 4:12 PM
To: Brett Jarman
Subject: Receipt for TOP DOG Canine Mayor Form - 4US6125546732151N



Mar 6, 2014
4:11pm

Transaction ID
4US6125546732151N

Receipt for TOP DOG Canine Mayor Form - 4US6125546732151N

Billing Address

Brett Jarman
423 Acorn St
Styecvens Point,WI 54481
US

Description	Price
Total \$40.00	
Base Price	\$25.00
Booklet Ad Sizes & Costs - All ads must be received no later than May 17, 2014. Click on the PDF above for specific specs. <i>1/3 Page 3.5" x 2" PRICE: \$15</i>	\$15.00

Credit Card : **3199**

Amount Paid : \$40.00

From: Humane Society of Portage County [<mailto:no-reply@wufoo.com>]
Sent: Thursday, March 06, 2014 4:09 PM
To: bjarman@charter.net
Subject: TOP DOG Canine Mayor Form

Thank you for signing your favorite furry canine friend up for the Top Dog:
2014 Stevens Point Canine Race for Mayor.

Votes will be collected for each “canine–date” and the Top Dog will serve a term
as the first–ever Canine Mayor of Stevens Point.

All proceeds go to the Humane Society of Portage County.

If you have any questions please email the Humane Society of Portage County at
topdog@hspcwi.org or call with questions 715–344–6012

Please remember to submit your photo and vaccination records (rabies,
bordetella and distemper combination) if you did not provide them when you
filled out the sign–up form.



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

February 28, 2014

Alliant Energy Foundataion
PO Box 2325
Princeton NJ 08543-2325

Thank you for your recent contribution of \$1,250.00 to the Humane Society of Portage County.

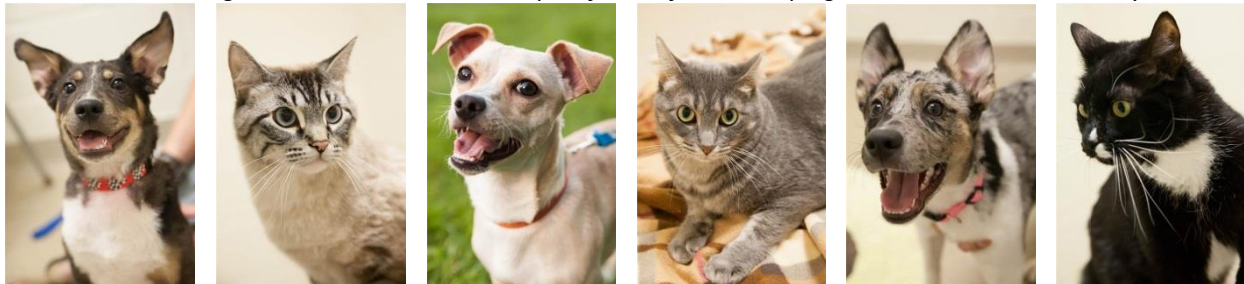
At any given time, we are responsible for the health and well-being of over 200 homeless animals. Your support helps us fulfill our mission to provide the proper and necessary care of our sheltered animals with food, comfort, and veterinary care. Your gift also advances our goal of finding each and every one of the animals we serve a loving home.

Our animal care efforts are mainly supported from the donations we receive so you and your contribution are very important to our Humane Society. Thank you for your heartfelt and generous commitment to our sheltered animals.

Sincerely,

Ronald S. Blaha
Executive Director

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



Our current residents appreciate your support!

The Humane Society of Portage County is a private, not-for-profit 501(C)(3). Each year, operational costs are met through fundraising events, contractual agreements, and private donations. The welfare of our animals depends upon your support. Please retain this letter as your receipt for tax purposes. As per IRS requirements no goods or services were received for this donation.

**3200 Iber Lane, Plover, WI 54467 ~ 715-344-6012 ~ Fax 715-344-5954 ~ www.hspcwi.org
Visit us on facebook at www.facebook.com/HSPCWI**



Volunteer Statistics

More than 50 inactive volunteers were removed from the system in March. 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 0 hours of service that had not volunteered for more than 60 days since attending orientation class..

On March 10 2014 there were

444 volunteers in the system

82 are in applicant status

362 active and trained

103 adults performed some service to HSPC in February – 951 hours

11 youth performed some service to HSPC in February – 31 hours



Monthly Service By Assignment

February 2014

Assignment	Feb 2014 Hours	Feb 2014 Volunteer Count	Total Hours	Total Volunteer Count
A Dorsey	230:02	14	230:02	14
Administrative Assistant	27:50	2	27:50	2
Adoptions Counselor	0:00	0	0:00	0
Building Maintenance	0:00	0	0:00	0
Cat Cage Crew	0:00	0	0:00	0
Cat Socialization	169:56	42	169:56	42
Coin Can Agent	0:00	0	0:00	0
Community Service	49:10	5	49:10	5
Dog - Front Desk	0:00	0	0:00	0
Dog - Kennels	0:00	0	0:00	0
Dog - Walk	0:00	0	0:00	0
Dog Kennel Crew	0:00	0	0:00	0
Dog Walker (Red Badge required for Red Dogs)	257:05	56	257:05	56
Education / Presenter	0:00	0	0:00	0
Evening Animal Care	0:00	0	0:00	0
Fill The Van - Jay-Mar	0:00	0	0:00	0
Fill The Van - Petco	0:00	0	0:00	0

Assignment	Feb 2014 Hours	Feb 2014 Volunteer Count	Total Hours	Total Volunteer Count
Fill The Van - Trigs	0:00	0	0:00	0
Fur Ball at the Holiday Inn	0:00	0	0:00	0
Fur Ball preparation tasks	0:00	0	0:00	0
Housekeeping	0:56	1	0:56	1
IT Technician	179:44	1	179:44	1
Medical Assistant	0:00	0	0:00	0
Photographer	2:17	1	2:17	1
Reception / Greeter	0:00	0	0:00	0
Videographer	2:09	1	2:09	1
Youth Assistant	32:45	11	32:45	11
Grand total	951:54	114	951:54	114



Monthly Service By Type

February 2014

Type	Feb 2014 Hours	Feb 2014 Volunteer Count	Total Hours	Total Volunteer Count
Adult	919:09	103	919:09	103
Minor	32:45	11	32:45	11
(None)	0:00	0	0:00	0
Grand total	951:54	114	951:54	114

Humane Society of Portage County Volunteer News!

Inside this issue are a few short articles

- Calendar
- Top Dog – Stevens Point Canine Mayor
- Adoption Successes
- Volunteer Statistics
- Shelter Population
- Kittens are coming
- Kitten Foster Training Class
- Volunteer Profiles
- Carole's Corner

Calendar

Wednesday March 19 5:15 PM –

Learn about becoming a foster care giver for cats and kittens. Class is in the education room at the shelter.

Thursday March 20 5:00 PM to -6:30PM –

New volunteer orientation and training. Class is in the education room at the shelter.

Tuesday March 20 5:00PM to 6:30PM –

Red Dog training 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.



**YOU KNOW YOUR DOG
HAS WHAT IT TAKES TO
BE TOP DOG – AND NOW
EVERYONE ELSE CAN
KNOW IT, TOO!**

You know your dog is a TOP DOG – and now everyone else can know it too!

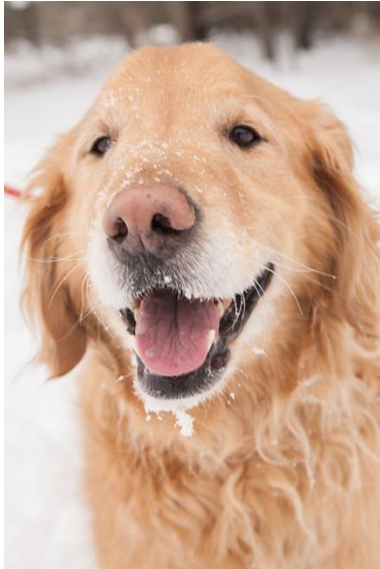
Beginning April 1, you can nominate your canine friend to be the TOP DOG: 2014 Stevens Point Canine Mayor. The nomination form will be available on the Humane Society of Portage County's website. Votes will be collected for each "canine-date" and the TOP DOG will serve a term as the first-ever Canine Mayor of Stevens Point.

All proceeds go to the Humane Society of Portage County.

Nominations begin April 1.

Humane Society of Portage County Volunteer News!

Adoption Successes for February



The following animals have been adopted to their forever homes:

Cats Addy, Barnaby, Baxter, Belle, Cade, Carson, Carter, Casey, Chip, Crystal Gayle, Dale, Hailey, Handsome Bob, Hazel, Kaboodle, Legend, Manson, Milo, Raven, Rhone, Rory, Sophie, Starla, Stephanie and Wilderness Kitty.

Dogs Bubba, Buck, Charles, Dixie, Jack, Lucille, Mary and Tracker

Rabbits Bandit and Isis.



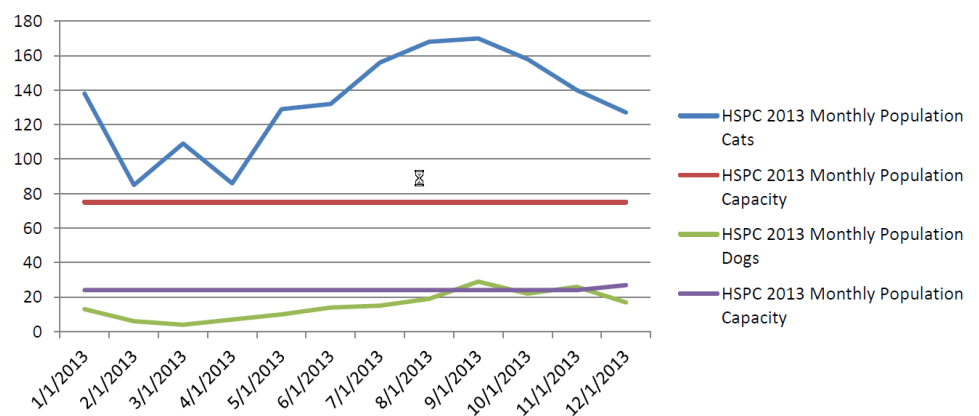
Volunteer Statistics

In February 103 adults volunteered 951 hours and 11 youth volunteered 32 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.

Shelter Population

If you have visited the shelter recently you will see that our cat and kitten population is down. The adoption staff is preparing for kitten season. We have completed several transfers of cats and kittens to other shelters around the state that had adoption opportunities.

Our goal is to get our animals a good forever home. Transferring animals to other shelters helps them get adopted sooner.



The kittens are coming



The coming warm weather means "kitten season" is around the corner. That's when cats begin having litters on litters, causing the population to spike.

The massive number of kittens that come to us is a challenge in terms of shelter and care, and it's also a challenge in terms of the capacity. Adoption specials, transferring cats to other shelters and development of a foster care program will help us meet the challenges of increased population. Before you know it, we will have many different kittens available, each cuter and sweeter than the next! Long haired, short haired and any color you can think of.

Kitten Foster Training Class

Becoming a foster caregiver is such a rewarding program because you are saving lives of animals that otherwise might not stand a chance of survival.

Sometimes kittens are brought to the shelter very under socialized. Even at 6 weeks, feral kittens can act like little tiger cubs. Shy or feral kittens need to be worked with for short periods of time and frequently to help them learn that humans are good. Foster care givers are able to give these kittens the extra attention they need.

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.

A foster care class is scheduled for Wednesday March 19th at 5:15 PM. We hope to see you there!



Humane Society of Portage County Volunteer News!



Volunteer Profiles

Ginny Ellingson (Seen here at the shelter with Dude aka Dudems) began volunteering 4 years ago. Ginny is one of our lead volunteers working with cats. Ginny takes photos of the shelter cats and maintains their profiles in www.petfinder.com. Ginny helps organize other volunteers into a group that regularly meets to trim the nails of our feline residents.

At home, Ginny has pet cats and enjoys acting as a surrogate mom for kittens as a foster care provider.

Ginny is a retired elementary school teacher and her past experiences provide the shelter with many good ideas.

Ginny is the matriarch of three generations of HSPC volunteers. Ginny's daughter Lara and her two granddaughters are all regular volunteers at the shelter.

Carole's Corner

Hello fellow dog walking volunteers!

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 attend the next class which will be held on Tuesday March 20th at 5:00 PM. 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



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 6,386 constituent records in our Donor Perfect database. An increase of 35 in January

The following repots from DonorPerfect will provide additional details.

Calendar Year Income Analysis with Gift Splits By GL_CODE for period ending 2/28/2014

Code	Description	Splits	February Gifts	February 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	0	<u>\$0.00</u>	1	0	--.-%	<u>\$64.00</u>	<u>\$0.00</u>	--.-%	\$64.00	\$0.00	100.00%
		Total:	0	<u>\$0.00</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	9	<u>\$581.50</u>	16	0	--.-%	<u>\$1,028.50</u>	<u>\$0.00</u>	--.-%	\$64.28	\$0.00	100.00%
		\$100.00-199.99	4	<u>\$535.81</u>	9	0	--.-%	<u>\$1,156.81</u>	<u>\$0.00</u>	--.-%	\$128.53	\$0.00	100.00%
		\$500.00-999.99	0	<u>\$0.00</u>	1	0	--.-%	<u>\$583.71</u>	<u>\$0.00</u>	--.-%	\$583.71	\$0.00	100.00%
		Total:	13	<u>\$1,117.31</u>	26	0	--.-%	<u>\$2,769.02</u>	<u>\$0.00</u>	--.-%	\$106.50	\$0.00	100.00%
9410	Appeal Income												
		\$1.00-9.99	0	<u>\$0.00</u>	3	0	--.-%	<u>\$15.00</u>	<u>\$0.00</u>	--.-%	\$5.00	\$0.00	100.00%
		\$10.00-24.99	1	<u>\$20.00</u>	5	0	--.-%	<u>\$80.00</u>	<u>\$0.00</u>	--.-%	\$16.00	\$0.00	100.00%
		\$25.00-49.99	2	<u>\$60.00</u>	15	41	-63.41%	<u>\$390.00</u>	<u>\$1,084.41</u>	-64.04%	\$26.00	\$26.45	-1.70%
		\$50.00-99.99	3	<u>\$150.00</u>	9	36	-75.00%	<u>\$450.00</u>	<u>\$1,840.00</u>	-75.54%	\$50.00	\$51.11	-2.17%
		\$100.00-199.99	0	<u>\$0.00</u>	2	25	-92.00%	<u>\$200.00</u>	<u>\$2,600.00</u>	-92.31%	\$100.00	\$104.00	-3.85%
		\$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:	6	<u>\$230.00</u>	34	106	-67.92%	<u>\$1,135.00</u>	<u>\$7,829.41</u>	-85.50%	\$33.38	\$73.86	-54.80%
4085	Dog Training Income												
9013	Fur Ball Income												
8520	Gifts and Donations Income												
		\$10.00-24.99	5	<u>\$85.00</u>	8	35	-77.14%	<u>\$140.00</u>	<u>\$593.40</u>	-76.41%	\$17.50	\$16.95	3.22%
		\$25.00-49.99	4	<u>\$120.00</u>	8	30	-73.33%	<u>\$234.43</u>	<u>\$877.13</u>	-73.27%	\$29.30	\$29.24	0.23%
		\$50.00-99.99	4	<u>\$232.25</u>	9	18	-50.00%	<u>\$525.25</u>	<u>\$992.00</u>	-47.05%	\$58.36	\$55.11	5.90%
		\$100.00-199.99	3	<u>\$350.00</u>	9	22	-59.09%	<u>\$971.01</u>	<u>\$2,399.62</u>	-59.53%	\$107.89	\$109.07	-1.09%
		\$200.00-499.99	3	<u>\$660.00</u>	9	3	200.00%	<u>\$2,379.33</u>	<u>\$762.39</u>	212.09%	\$264.37	\$254.13	4.03%
		\$500.00-999.99	1	<u>\$500.00</u>	1	3	-66.67%	<u>\$500.00</u>	<u>\$1,500.00</u>	-66.67%	\$500.00	\$500.00	0.00%
		\$1,000.00-9999.99	1	<u>\$1,250.00</u>	2	0	--.-%	<u>\$3,750.00</u>	<u>\$0.00</u>	--.-%	\$1,875.00	\$0.00	100.00%
		Total:	21	<u>\$3,197.25</u>	46	111	-58.56%	<u>\$8,500.02</u>	<u>\$7,124.54</u>	19.31%	\$184.78	\$64.19	187.89%
9005	Golf Outing Income												
8530	Honorarium Income												
		\$200.00-499.99	0	<u>\$0.00</u>	1	0	--.-%	<u>\$250.00</u>	<u>\$0.00</u>	--.-%	\$250.00	\$0.00	100.00%
		Total:	0	<u>\$0.00</u>	1	0	--.-%	<u>\$250.00</u>	<u>\$0.00</u>	--.-%	\$250.00	\$0.00	100.00%
9001	Memorial Income												
		\$10.00-24.99	1	<u>\$20.00</u>	5	1	400.00%	<u>\$90.00</u>	<u>\$20.00</u>	350.00%	\$18.00	\$20.00	-10.00%
		\$25.00-49.99	6	<u>\$180.00</u>	10	2	400.00%	<u>\$295.00</u>	<u>\$60.00</u>	391.67%	\$29.50	\$30.00	-1.67%
		\$50.00-99.99	1	<u>\$50.00</u>	5	2	150.00%	<u>\$250.00</u>	<u>\$110.00</u>	127.27%	\$50.00	\$55.00	-9.09%
		\$100.00-199.99	0	<u>\$0.00</u>	2	1	100.00%	<u>\$100.00</u>	<u>\$100.00</u>	100.00%	\$100.00	\$100.00	0.00%
		\$200.00-499.99	1	<u>\$250.00</u>	1	1	0.00%	<u>\$250.00</u>	<u>\$250.00</u>	0.00%	\$250.00	\$250.00	0.00%
		\$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	0	<u>\$0.00</u>	1	0	--.-%	<u>\$1,000.00</u>	<u>\$0.00</u>	--.-%	\$1,000.00	\$0.00	100.00%
		Total:	9	<u>\$500.00</u>	24	8	200.00%	<u>\$2,085.00</u>	<u>\$1,110.00</u>	87.84%	\$86.88	\$138.75	-37.39%
9403	MISC - Commemorative Brick												
9404	Misc - Extra Gift from thank you												
		\$25.00-49.99	2	<u>\$50.00</u>	3	0	--.-%	<u>\$90.00</u>	<u>\$0.00</u>	--.-%	\$30.00	\$0.00	100.00%
		\$50.00-99.99	3	<u>\$150.00</u>	5	0	--.-%	<u>\$250.00</u>	<u>\$0.00</u>	--.-%	\$50.00	\$0.00	100.00%
		\$100.00-199.99	1	<u>\$100.00</u>	1	0	--.-%	<u>\$100.00</u>	<u>\$0.00</u>	--.-%	\$100.00	\$0.00	100.00%
		Total:	6	<u>\$300.00</u>	9	0	--.-%	<u>\$440.00</u>	<u>\$0.00</u>	--.-%	\$48.89	\$0.00	100.00%
9401	MISC - Fill the Van												
9402	MISC - Sentry Cares												
9400	Miscellaneous Income												
		\$100.00-199.99	0	<u>\$0.00</u>	1	2	-50.00%	<u>\$150.00</u>	<u>\$225.00</u>	-33.33%	\$150.00	\$112.50	33.33%
		Total:	0	<u>\$0.00</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	0	<u>\$0.00</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	\$50.00	2	3	-33.33%	\$125.00	\$175.00	-28.57%	\$62.50	\$58.33	7.14%
		\$100.00-199.99	0	\$0.00	0	2	-100.00%	\$0.00	\$200.00	-100.00%	\$0.00	\$100.00	0%
		Total:	1	\$50.00	3	7	-57.14%	\$150.00	\$430.00	-65.12%	\$50.00	\$61.43	-18.60%
9020	Wags to Wishes												
9023	Walk for Wags												
		GRAND TOTAL:	56	\$5,394.56	145	234	-38.03%	\$15,543.04	\$16,718.95	-7.03%	\$107.19	\$71.45	50.03%

Calendar — Multi-Year Trend Analysis 3/10/2014

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
2009	Gifts: 33 \$3,305.00 \$100.15	Gifts: 44 \$2,573.42 \$58.49	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: 987 \$100,667.60 \$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: 355 \$31,180.99 \$87.83	Gifts: 1007 \$123,177.58 \$122.32
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: 429 \$56,130.73 \$130.84	Gifts: 1878 \$199,960.63 \$106.48
2014	Gifts: 89 \$10,148.48 \$114.03	Gifts: 56 \$5,394.56 \$96.33	Gifts: 12 \$5,663.00 \$471.92										Gifts: 157 \$21,206.04 \$135.07

Summary	
Total Donors	3,247
Total Gifts	6,359
Total Amount	\$700,831.80
Avg Amount	\$110.21

**Gifts \$100 or more
02/01/2014 to 2/28/2014**

Date	Description	Amount
2/9/2014	Angel Gift Supplies	\$125.00
2/9/2014	Angel Gift Supplies	\$167.81
2/9/2014	Gifts and Donations Income	\$150.00
2/9/2014	Angel Gift Supplies	\$136.00
2/9/2014	Angel Gift Supplies	\$107.00
2/13/2014	Gifts and Donations Income	\$500.00
2/13/2014	Gifts and Donations Income	\$200.00
2/13/2014	Memorial Income	\$250.00
2/20/2014	Gifts and Donations Income	\$210.00
2/20/2014	Gifts and Donations Income	\$100.00
2/27/2014	Gifts and Donations Income	\$100.00
2/27/2014	Misc - Extra Gift from thank you	\$100.00
2/28/2014	Gifts and Donations Income	\$1,250.00
2/28/2014	Gifts and Donations Income	\$250.00
		\$3,645.81

Humane Society of Portage County Animal Control Report
01/01/2014 -12/31/2014 YTD (thru February 2014)

Municipality	# Complaints	# Bites	# RAL	Barking Dog	Mistreat	Rescue	Stray (HO Pick Up)	Vicious Dog
Other	0	0	0	0	0	0	0	0
Stevens Point	11	3	6	3	1	0	12	0
T. Alban	0	0	1	0	0	0	0	0
T. Almond	4	0	0	0	0	0	0	0
T. Amherst	1	0	1	0	0	0	1	0
T. Belmont	0	1	0	0	0	0	1	0
T. Buena Vista	0	0	0	0	0	0	0	0
T. Carson	1	0	0	0	0	0	0	0
T. Dewey	1	0	0	0	0	0	2	0
T. Eau Pleine	0	1	1	0	0	0	0	0
T. Grant	3	1	1	0	0	0	1	0
T. Hull	4	0	1	0	0	0	1	0
T. Lanark	3	1	2	0	1	0	3	0
T. Lindwood	0	0	1	0	0	0	0	0
T. New Hope	0	0	0	0	0	0	0	0
T. Pine Grove	2	0	0	0	0	0	2	0
T. Plover	1	0	3	0	0	0	1	0
T. Sharon	1	0	0	0	0	0	1	0
T. Stockton	7	1	5	0	0	0	1	0
V. Almond	0	0	0	0	0	0	0	0
V. Amherst	0	0	0	0	0	0	2	0
V. Amherst Junction	0	0	0	0	0	0	0	0
V. Junction City	0	0	0	0	0	0	0	0
V. Nelsonville	0	0	0	0	0	0	0	0
V. Park Ridge	0	0	0	0	0	0	0	0
V. Rosholt	0	0	1	0	0	0	0	0
V. Whiting	0	0	0	0	0	0	0	0
T. Bevent	0	0	0	0	0	0	0	0
V. Plover	8	6	2	1	0	0	8	0
Total	47	14	25	4	2	0	36	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 February 0 Canines had medical/health problems and 2 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	14	17	0	0	0	0	0	31		
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	28	48	0	1	0	0	3	80		
DOGS	INCOMING							Incoming Total		
	Surrendered	Stray	Euthanasia	Impounded	Quarantined	Transferred	Abandoned			
January '14	9	13	0	1	0	5	0	28		
February '14	4	9		2	2	1		18		
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	13	22	0	3	2	6	0	46		
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	25		0	0	4	0	57	0	0	86
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	72		2	1	9	0	65	0	0	149
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	8	1		6	2		1			18
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	23	1	1	15	6	0	1	1	0	48



HSPC Foster Caregiver Program

Fostering Queens with Litters and Orphaned Kittens

Welcome Fosters!

- Becoming a foster caregiver is such a rewarding program because you are saving lives of animals that otherwise might not stand a chance of survival.
- Our primary focus in this meeting is to discuss kittens too young to be in the shelter environment and how to care for them.



Shelter Staff Contact Person

- The Adoption Coordinator is your primary contact while fostering.
- The Adoption Coordinator can be reached during the week at 715-344-6012 ext. 308 or by email at adoption@hspcwi.org.
- Using email for general questions, advice or appointment scheduling is a very quick way to communicate with the Adoption Coordinator.
- Emergencies should always be communicated over the phone.
- For a current list of the shelter's hours please visit our website at www.hspcwi.org or call 715-344-6012.

When There's a Concern During Shelter Hours

- First try to contact the Adoption Coordinator at 715-344-6012 ext. 308.
- If there is no answer please leave a message. If you need immediate assistance hang up and redial 715-344-6012 and press "0" to speak with reception.

When There's an Emergency Outside Shelter Hours

- If you have an emergency please call the emergency cell number 715-570-7244.
- **Under no circumstances should this number be used when the shelter is open.**
- The on-call staff will either arrange for you to bring the animal to the shelter where appropriate care will be administered, or they will direct you to the appropriate person.

What if the On-Call Staff is Unavailable?

- The emergency contact is on call 24 hours a day so if they are unable to answer your call and the animal is experiencing any of the following:
 - Seizures
 - Difficulty breathing
 - Anaphylaxis (a serious allergic reaction that is rapid in onset and may cause death)
 - Unexplained collapse and unconsciousness
- You have the option to call the Central Wisconsin Animal Emergency Clinic in Mosinee, however the shelter will not reimburse you for any costs incurred during that visit if the call is not an emergency.
- Please use your best judgment.

How Animals are Selected for a Foster Home

- The Adoption Coordinator and Medical Team determine which animals are sent to foster and which foster home they will go to.
- As a foster caregiver, if you chose to foster for another shelter or rescue, you must notify the Adoption Coordinator and return any foster animals to the HSPC.
- Kittens under the age of 8 weeks old need a mother – either a cat or a human surrogate.
- Pregnant queens should not be housed at the shelter due to stress and exposure to illnesses.

Becoming a Foster Caregiver

- Interested participants will fill out a Foster Caregiver Application. Applications can be picked up at the HSPC or online at www.hspcwi.org.
- The Adoption Coordinator does a background check on all applicants and adults living in the household.
- When an animal(s) needs to be fostered the Adoption Coordinator will contact you and schedule a pick up time.
- It is urgent that we place kittens in foster homes as soon as we can so if we can not reach you we will continue to call other foster caregivers. Please call before you stop by the shelter to make sure that we haven't found another foster caregiver.
- The first litter that you are selected to foster you will be asked to sign a HSPC Foster Caregiver Agreement and a Release of Liability.

Fostering Supplies

- The number of foster animals the HSPC is able to support is limited by the resources available to the program.
- Foster caregivers are encouraged to donate supplies for their own foster animals in order to maximize the number of animals fostered by the HSPC each year.
- Foster caregivers that save their store receipts can be given a donation receipt for your tax records.



Recommended Fostering Supplies

- Dry food, canned food and milk replacer- HSPC recommends KMR (can be found at Fleet Farm and Petco)
- Blankets and towels
- Paper towels and rags
- Newspaper
- Ceramic or stainless steel bowls
- Crate
- Grooming supplies
- Unscented, non-clumping clay litter
- Toys that can be cleaned and sanitized
- Bleach
- Spray disinfectant (do not use ammonia types such as Lysol)
- Baby gates or pens
- Bottles
- Scale



Foster Instruction Sheet

- This sheet will give you information about the needs of your new foster kittens, when to return for vaccinations and or when to return for adoption.
- Kittens will need to return to the shelter for vaccinations, testing and wellness exams. These appointments are at the shelter during regular business hours and only during the week. Fosters are expected to be able to bring kittens for appointments when scheduled.
- To set up appointments foster caregivers need to call the Adoption Coordinator.

Bringing Your Fosters Home

- New foster animals should be isolated from your existing pets of the same species for at least 7-10 days.
- HSPC will not be responsible for costs associated with treatment of contagious diseases of other non-fostered pets in your home.
- Ideally you should set up the area your foster animal will be staying in before you bring your foster home.
- Queens with kittens or just kittens should be kept in a warm safe room with no small spaces they could get stuck in or behind.



Protecting Yourself From Animal Diseases

- Zoonotic – Diseases that can be transmitted from animals to humans.
- Foster caregivers must understand that there is a very small risk of contracting a disease from a foster animal, and that HSPC will not be responsible for the treatment of humans in the home in the case this happens.

Examples:

- Ringworm- fungal skin infection
- Leptospirosis- bacterial disease
- Bartonella- "cat scratch fever"
- Intestinal parasites such as: Giardia, Roundworm, Hookworm, Coccidia, Toxoplasmosis
- Rabies- rare fatal virus
- **This is why washing your hands and sanitizing during and after litters will reduce the risk of transmitting diseases.**

General Kitten Care

- Young kittens should be kept in a large box or cat carrier lined with a towel for easy cleaning.
- It's very important to keep the kittens warm, and a heating pad is ideal for this however heating pads can be dangerous if used incorrectly.
- Kittens fostered without their mother will need to be groomed of food or feces.
- A flea comb will get rid of dried feces in the fur. You can also use a warm damp cloth mimicking a mother's tongue.
- Kittens that are not urinating and defecating on their own (when they are less than 2 weeks old) will need to be stimulated.
- Stimulating kittens should be done every few hours (often right after feeding) by gently rubbing a warm wet paper towel on the kitten's anus and genital area.
- It is important that each kitten can be properly identified. Color descriptions along with names need to be kept on each foster. Foster families are allowed to name fosters, but keep in mind if the name is a duplicate of an animal that we currently have or is not appropriate we will rename the animal.
- The right name plays a huge role in whether or not an animal will be adopted quickly.
- Collars can be put on the kittens to identify them, but need to be monitored weekly as the kitten grows.

Foster Information Chart

- This sheet will be given to all foster caregivers to be brought to the shelter at each exam and when they are returned for adoption.
- The information chart asks basic questions:
 - Is the animal eating regularly?
 - Is the animal drinking regularly?
 - Does the animal have diarrhea?
 - Describe your foster animals activity level.
 - Litter box habits
 - Other concerns
- Charts to track eating, weight gain or loss and medications given.

Socializing Kittens

- Sometimes kittens are brought to the shelter very under socialized.
- Even at 6 weeks, feral kittens can act like little tiger cubs.
- Shy or feral kittens need to be worked with for short periods of time and frequently to help them learn that humans are good.
- It is useless to punish a "naughty" kitten. Try distracting a mischievous kitten with something else.



Maintaining Healthy Growth of Kittens

- Kitten formula should be fed at the kitten's body temperature – about 100 degrees.
- Opened cans of liquid formula should be refrigerated after opening as should powdered mixed with water and discarded after 24 hours.
- **Never give a kitten cow's milk (or anything else besides the specified formula)**



Feeding Kittens

- It is best to feed kittens one-by-one and on a counter top.
- This allows them to feed with all four feet on the counter and their head is level as if they were nursing from their mother.
- Avoid feeding a kitten while it is on its back. If the fluid goes down the wrong way, it may end up in their lungs.
- After feeding, the kitten should be burped. Hold them against your shoulder and gently massage their back or pat it lightly.
- Overfeeding is as dangerous as underfeeding kittens.
- We ask that you monitor each kittens intake on the Foster Information Chart.
- Kittens should be filled out after a meal, but not bloated.
- Nursing mothers should be fed dry kitten food and canned wet food. Because they are nursing they need to be fed more often and in larger quantities than usual.



Weight Chart

Expectations and care required at each stage of kitten hood:

WEIGHT CHART	
AGE	WEIGHT
At Birth	3.0 - 3.7 oz (90 - 110 grams)
Three - Four Weeks	11.7 - 15 oz (330 - 450 grams)
Eight Weeks	1.7 - 2.0 lbs (800 - 900 grams)
Kittens should gain 7 - 10 percent of their birth weight each day (10 - 15 grams)	
A kitten must weigh 2 pounds and be 8 weeks old before it is adoptable.	

Medical Services Provided

- The HSPC is staffed with three C.V.T.'s (Certified Veterinary Technicians) and a lead veterinarian.
- Our C.V.T.'s work Monday- Friday with access to our lead veterinarian.
- We have an in-house pharmacy and can treat and diagnose most injuries or illnesses.
- The HSPC is also equipped with a surgical suite to perform spays and neuters at the shelter.
- Because of the staff we employ and the access we have to medications we seldom outsource to vet clinics.
- We do not encourage foster caregivers to seek medical treatment outside of the shelter.
- If an animal presents with an illness or injury we are not equipped to diagnose or treat a staff member will arrange for medical treatment outside of the shelter and escort the animal to the appointment.
- Foster caregivers are welcome to make donations to pay for medical treatment outside of the shelter.

Recognizing Common Health Problems

- A healthy kitten has bright eyes, a sleek coat and a plump belly.
- Normal rectal body temperature is 100-102.5 degrees.

Abnormal signs to watch for in a kitten:

- Runny discharge from the eyes or nose
- Lack of appetite
- Lack of energy
- Diarrhea lasting more than 3 or 4 feedings or 24 hours
- Vomiting for more than 24 hours
- Weight loss
- Coughing and sneezing



Please call the Adoption Coordinator if you notice any of the above signs in your fosters.

Recognizing Common Health Problems

Emergencies requiring immediate attention:

- Continuous diarrhea for more than 24 hours
- Continuous vomiting for more than 24 hours
- Bleeding of any kind (nose, urine, stool)
- Any trauma: hit by car, dropped, limping, stepped on, unconscious
- Difficulty breathing
- A kitten that hasn't eaten for more than a day.

Fading Kittens

- It is not uncommon for kitten(s) in a litter that were healthy and vigorous at birth to begin to "fade" after a week or two of life.
- They will stop growing, begin to lose weight, stop nursing and crawling. (failure to thrive)
- They may cry continuously and lose the ability to stay upright.
- The mother may push them out of the nest where they often chill and starve to death.
- Kittens will not last 48 hours without medical care, and probably will not recover even with intensive care.
- If a kitten starts to fade contact the shelter immediately.
- If a kitten dies while in your foster care, remove them from the litter, place in a plastic bag, keep the body cool and return it to the shelter during regular business hours.

Follow-up or Recheck Exams

- Kittens will be expected to come to the shelter at certain ages for vaccines. The ages will be written on your **Foster Instruction Sheet**.
- It is the responsibility of the foster caregiver to call the Adoption Coordinator to schedule a time for kittens to come in.
- There are limited number of medical appointments available, it is critical that you keep any appointment you make.
- When you bring your animal(s) to their appointment please be sure to bring the **Foster Information Chart** with.
- Foster animals will be taken to the exam room while the caregiver waits in the lobby area.



Administering Medications

- Insert videos.....

Returning Your Fosters

- For first time fosters returning foster kittens to the shelter is a very emotional process.
- Kittens must be at least 6 to 8 weeks of age and 2 pounds before being returned to the shelter for adoption.
- If a date is not provided on your Foster Instruction Sheet, please contact the Adoption Coordinator when your litter is 6 weeks of age.



When Adoption is the Next Step

- Foster caregivers are not to promise or adopt out shelter animals.
- These animals are the property of the shelter and are not yours to rehome.
- If someone you know is interested in adopting one of your fosters, please direct them to the Adoption Coordinator to fill out an application.
- Foster families are not involved in the adoption process.
- Applicants fill out an adoption application and undergo several background checks before being approved.
- Be assured that adopting out pets to people is not taken lightly and we make every effort to make sure the animals go to good loving forever homes.
- When returning your fosters any information you can provide about their personalities or what they have been exposed to is very helpful to potential adopters. A **Feline Behavior Report** provided in your manual can be filled out and returned with your fosters.



Foster Animals That Aren't Able to be Adopted

- If a foster animal develops a significant behavior or health condition, or shows signs of serious temperament disorder, then the Adoption Coordinator or medical team may determine that the animal is not suitable for public adoption.
- The decision regarding a foster animal's adoptability is made by HSPC staff.
- The factors considered in this difficult decision include public safety, short and long-term cost of care, severity of health or behavior condition, and animal's level of pain or suffering.
- The HSPC reserves the right to euthanize a foster animal prior to contact with the foster caregiver.
- Our shelter does not euthanize to create space for incoming animals, but does euthanize for behavior issues or for medical reasons.
- The Humane Society of Portage County is not a "no-kill" shelter. We are what is referred to as an Adoption Guarantee facility.



Adopting Your Own Foster

- Foster caregivers are special volunteers with advanced training. We never seem to have enough trained foster caregivers.
- Losing even one reduces the resources available to animals in our care.
- While it is tempting to adopt your first or subsequent foster animals, you will be more valuable to the program if you continue to foster new animals rather than adopting and then ceasing to foster.
- If you are interested in adopting, please contact the Adoption Coordinator.



Sanitizing Your Home

- In order to prevent disease and parasite infestations in your home, thoroughly clean areas where the foster animal has stayed.
- We require a one week "break" in between litters to disinfect toys, bedding, dishes, vacuum and wash walls.



Thank you for joining our
program!

