



Hamilton/Burlington SPCA  
*Board Meeting Minutes*  
Tuesday, April 18, 2017. 6:00 pm.  
HBSPCA, 245 Dartnall Road

Present: J. Gledhill, Chair; D. Brown; M. Moore; J. Mullen, J. Nemet; M. Strecker; J. Stephenson, M. Emo (CEO)  
Regrets: A. Johnson, C. Turner, K. Uggenti

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### Welcome

**J. Gledhill** called the meeting to order at 6:14 pm with quorum in place.

### 2.0 Approval of Agenda

**D. Brown moved** to approve the agenda as presented. **J. Stephenson seconded. Motion carried.**

### 3.0 Declarations of Interest

None reported.

### 4.0 Approval of Minutes

**M. Moore moved** to approve the Board meeting minutes of Tuesday March 14, 2017. **M. Strecker seconded. Motion carried.**

### 5.0 Business Arising

#### 5.1 Strategic Planning

Following discussion on Board members' comments on session process (March 25) and outcomes, next steps were determined as follow: the Chair will contact the facilitator; the documented outcomes will be more fully reviewed at the Governance meeting on April 26; and M. Emo will follow up on the request for stakeholder interview outcomes.

#### 5.2 CFHS National Welfare Conference

Four Board Members (D. Brown, J. Gledhill, M. Strecker and K. Uggenti) and the CEO attended the conference in Ottawa April 8-11, 2017. Highlights for HBSPCA participants included capacity for care practice, shelter build, first responder experience during the Fort McMurray fires in 2016, the human animal bond, the intersection between violence against humans and violence against animals, the changing role of animal shelters, Ottawa Humane Society shelter tour, and capital fund campaigns, among others. Board members will be linked with the CFHS website for all posted presentations.

## 6.0 Consent Agenda

**J. Nemet moved** to receive 6.1 (Report of the Chair), 6.2 (CEO Report) 6.3 (Program Reports) in the consent agenda. **J. Stephenson seconded. Motion carried.**

### 6.1 Chairs Report

J. Gledhill thanked the Board members for attending the National Animal Welfare Conference in Ottawa and sharing their learnings and insights with the Board. She thanked too, the staff for the preparatory work for the April 1<sup>st</sup> celebration of 130 years of HBSPCA service to community and, Deb Brown for the gift of birthday cupcakes.

### 6.2 CEO Report

M. Emo updated the previously circulated CEO Report, noting that a) the Building Committee has shortlisted 2 candidates for interviews subsequent to the RFP for building renovations; b) activities related to National Cupcake Day are estimated to have netted \$23,500; and c) Michelle Lem, co founder and Chair of Community Veterinary Outreach, has agreed to be a guest speaker at the Annual General Meeting on June 13.

## 7.0 Committee Reports

### 7.1 Finance Committee

J. Mullen, Chair, Finance Committee, summarised the outcomes of the Finance Committee's deliberations on the 2016 Audit with the auditors, SB Partners on April 4<sup>th</sup>:

- the auditors identified no concerns with accounting processes and controls and the Committee fully endorsed the clean audit;
- cash at year end was down slightly over 2015 largely as a result of investing in and strengthening organizational functions;
- deferred government assistance (Companion Animal Hospital construction) represents amortization of the assistance over time;
- change in overall revenue is largely attributed to reduced bequest revenue over 2015
- expenses are largely consistent year over year; and
- the cash deficit (56K) is relatively small.

**M. Strecker moved** that the 2016 Audit be approved. **J. Nemet seconded. Motion carried.**

### 7.2 Governance Committee

M. Strecker reported that 12 applications for the Board of Directors were received, 4 candidates were shortlisted for interviews, and the Governance Committee is recommending two candidates.

**M. Moore moved** that recommended candidates, Doug Duke and Pearl Wolfe, for election to the Board of Directors be approved. **J. Nemet seconded. Motion carried**

### 7.3 Friend Raising Committee

J. Gledhill highlighted key points in K. Uggenti's report to the Board: the Building Committee is separate from the Friend Raising Committee which enables the Friend Raising Committee to focus on activities related to the 130<sup>th</sup> year of service to community – namely monthly open houses, and hosted Board member salons. Jaime Stephenson and Brittney Holton (former Board member) will work with Staff on a Fall 2017 signature event.

## 8.0 New Business

### 8.1 Jean Rumney Award

The Dr. Jean Rumney Award honours those who have shown outstanding commitment and dedication to the animals and community served by the Hamilton/Burlington SPCA. The HBSPCA nominee for Board approval was presented to the Board.

Cindy Suffoletta is co founder of Hamilton Street Cats, primarily focused on ensuring that as many street cats as possible get altered through trap-neuter-return programs. Cindy has been fundraising for various rescue groups for about 6 years. She tirelessly trains caregivers to appropriately feed and shelter street cats, humanely trap cats and transport them to area vets, and recover the cats. Since early 2016, Cindy has given generously of her time as well to the HBSPCA, working with staff and volunteers to register cats for PetSmart subsidized spay neuter programs, assisting at rabies and micro chip clinics, and transporting cats to the Companion Animal Hospital eligible for the Community Assistance Program. Cindy's commitment to the health and safety of cats, and collaboration with community caregivers, rescue groups and organizations, is a prime example of "it takes a village" to make a difference.

**M. Strecker moved** to approve Cindy Suffoletta as the HBSPCA recipient of the Dr. Jean Rumney Award. **D. Brown seconded. Motion carried.**

### 9.0 In Camera:

None

### 10.0 Next Meeting

The next meeting of the Board is Tuesday May 9, 2017. 6:00 pm. at the HBSPCA

11.0 **J. Nemet moved** that the meeting be adjourned at 7:30 pm.

## MEMO

To: HBSPCA Board of Directors  
From: M. Emo, CEO  
Date: April 13, 2017  
Re: 6.2 Consent Agenda. CEO Report

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Elise Ritter, Registered Vet Technician, will be joining the Companion Animal Hospital (CAH) team on Monday April 17<sup>th</sup>. Most recently, Elise has been working with a local emergency veterinary clinic since 2013. Elise is a former volunteer with the HBSPCA and was active in the CAH preparation for the 5 year accreditation review.

Rabies vaccination is underway for staff working directly with animals, either in the hospital, kennels or protection services.

Overall intake of animals is down about 50% over last year; this trend is consistent with shelter experience across Ontario and the country. At the same time owner surrenders are up about 50%. Adoption numbers are about par with last year as length of stay on adoptable animals (puppies) is short. March spay neuter numbers are up about 33% over last March 2016.

Collaborative discussions between HBSPCA (Protection, Animal Care, TNR program) and City of Hamilton (Animal Control, Animal Services, Public Health) are taking place to identify how respective resources can best strengthen a city wide approach to street cats. Current discussion foci include common language, bylaw review as applicable to street cats and colonies, support to caretakers, enforcement, and, shared data bases, educational materials and progress mapping.

The HBSPCA had a strong presence at the annual National Animal Welfare Conference of the Canadian Federation of Humane Societies in Ottawa with 4 Board members and 2 staff participating. The HBSPCA nominated and presented PetSmart and PetSmart Charities of Canada with an award – the CFHS Animal Welfare Leadership and Innovation Award for Corporate Social Responsibility.

A grant application has been submitted to the CanFel Foundation. The application is \$10,000 to develop a suite of integrated learning materials, locally branded, that can be available in print media, on social media, and video format, and used in orientation and training sessions for TNR and street cat programs.

A request for proposals was issued on March 29, 2017 for professional services to scope, design and cost shelter renovations. The RFP closes Thursday April 13<sup>th</sup>; a committee will meet the following week to review the submissions.