



Hamilton/Burlington SPCA
Board Meeting Minutes
Tuesday, August 9, 2016. 6:00 pm.
Home of Deborah Brown, Dundas ON.

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

1.0 Welcome

J. Gledhill called the meeting to order at 6:30 with quorum in place.

2.0 Approval of Agenda

A. Johnson moved to approve the agenda. **M. Strecker seconded. Motion carried.**

3.0 Declarations of Interest

None reported.

4.0 Approval of Minutes

A. Johnson moved to approve the pre AGM Board meeting minutes of June 14, 2016. **B. Holton seconded. Motion carried.**

M. Moore moved to approve the post AGM Board meeting minutes of June 14, 2016. **K. Uggenti seconded. Motion carried.**

5.0 Business Arising

5.1 Strategic Plan Status Report

M. Emo provided an overview of HBSPCA Directions for 2015 – 2017. The directions are guided by commitment to being proactive, active partnerships for optimal program outcomes and sustainability. Achievements to date include increased access to affordable and accessible spay neuter surgeries, more surgeries performed annually, progress on standards of care, compliance with Hamilton living wage standard, and neighbourhood partnerships. Works in progress include report card templates, robust data analyses, Imagine Canada designation, and building improvement plans.

B. Holton moved to accept the report. **M. Strecker seconded. Motion carried.**

6.0 Consent Agenda

M. Emo updated program reports as follows: a) the Protection Team investigated 123 calls in July 2016, a number second only to July 2014 (124 calls) in the last three years; the Companion Animal Hospital

(CAH) performed 367 S/N surgeries in June 2016 as well as 2 amputations and 18 dentals, for a significantly busy month.

K. Uggenti moved to receive the consent agenda. **J. Lefebvre seconded. Motion carried.**

7.0 Committee Reports

7.1 Finance Committee – 2nd Quarter

J. Mullen, Treasurer, presented the 2nd Quarter Financial Statements as reviewed by the Finance Committee on August 2, 2016. The Treasurer summarised revenue and expenditure variances, a year end forecast and, investments. Key points included a) a drop in adoption fees as a result of fewer pet companions available for adoption in the first quarter and a drop in overall giving of approximately 10%; b) timing of new hires resulting in expenditure variances; c) planned contracted professional services pending; and d) there is an unrealized gain of \$204,000 in investments.

The Finance Committee will be assessing requirements and costs associated with changing the fiscal year, and reviewing cheque signing authority limits with the goal of bringing recommendations to the Board in the Fall.

J. Lefebvre moved to approve the report. **K. Uggenti seconded. Motion carried.**

8.0 New Business

8.1 Committee Membership

J. Gledhill led a discussion about board committee membership. Discussion outcomes follow.

J. Lefebvre moved that the Development Committee be re-named the Governance Committee. **M. Strecker seconded. Motion carried.**

Finance Committee

M. Moore moved that K. Uggenti and J. Lefebvre join the Finance Committee and that Juanita Gledhill be ex-officio to the Committee, chaired by J. Mullen, Treasurer. **D. Brown seconded. Motion carried.**

Governance Committee

A. Johnson moved that M. Strecker and J. Nemet join the Governance Committee chaired by B. Holton, Vice Chair. **J. Stephenson seconded. Motion carried.**

Working groups of the Governance Committee (formerly Development Committee) include Bylaw Review and Governance Policies (pursuing Imagine Canada designation). It was agreed that J. Nemet and J. Stephenson would lead by-law review. M. Strecker and M. Moore offered to continue to work on the accreditation working group.

Standards of Care Committee

B. Holton moved that D. Brown, M. Moore, J. Nemet, and J. Stephenson join this committee. **A. Johnson seconded. Motion carried.**

It was agreed that the Committee would consider a name change for the Committee whose focus is quality care for optimal outcomes.

Friend Raising Committee

J. Stephenson moved that D. Brown, J. Gledhill, M. Moore and K. Uggenti join this committee. **J. Lefebvre seconded. Motion carried.**

9.0 In Camera:

No business.

10.0 Next Meeting

The next meeting of the Board is Tuesday Sept. 13th, 6:00 pm. Location to be confirmed.

11.0 **K. Uggenti moved** that the meeting be adjourned at 7:20 pm.

MEMO

To: Board of Directors
From: M. Emo
Date: July 25, 2016
Re: 6.2 CEO Report. Consent Agenda. August 9th, 2016.

There are voluntary staff changes underway at the HBSPCA. Viva Chan, Veterinary Technician, will be leaving in August to take up residence and employment in Toronto. Kirsty Coxen, is leaving to take a full time marketing job, and Vivian Laflamme, Program Manager Animal Protection and Advocacy, is joining the Welland and District Humane Society in August. Several applications from Vet Techs are being reviewed, and the TNR/spay neuter programs are being revamped given the recent grant from the Hamilton Community Foundation.

August is the 4th and final PetSmart blitz month in 2016, wherein 175 subsidized feline spay neuters were available to family owned pets each month for a \$20 co-pay. The program has been a resounding success; demand is higher than available spots and registration sites were made readily available to HBSPCA volunteers and staff in inner city neighbourhoods. K. Reichheld and M. Emo have met with PetSmart to share the program experience and explore future opportunities with PetSmart.

Hamilton Community Foundation's press release on Friday July 22, 2016, announced an annual grant of more than \$65,000 in perpetuity due to the very generous gift of George Seliga. The funds will help advance the availability of spay neuter programs to rescue groups and families in need, and education about the requirements for healthy, safe and wanted pets.

<http://hamiltoncommunityfoundation.ca/about/news/>

Following on the high demand for affordable spay neuter services in city neighbourhoods, the \$20 co-pay program will be extended this year with the support of the Seliga grant.

HBSPCA is working together with greeningmarketing to develop a series of short videos to tell the story of the HBSPCA, engage volunteers and donors and provide a flow of video content to HBSPCA social media channels. Six to eight videos will likely provide ready content for additional videos. Feature subjects include Enrichment (a day in the life of a dog), the Clinic, "Cat Healthy", Who We Are – distinguishing Protection and Enforcement/Hamilton Animal Services, Why Donate?, and 130 years of service to community. The project began at the end of July and a ready to post video is anticipated every two weeks commencing mid August. www.greeningmarketing.ca works with the Leggat Auto Group (LAG) helping them advance strategic partnerships with charitable and community services organizations through the Leggat Care Foundation www.leggatcare.ca which generously supported the HBSPCA Community Profile in July 2015; a second profile is scheduled for early 2017 – the HBSPCA 130th anniversary year.

A writer has been engaged to refresh all program and customer support materials. All materials will be reviewed for relevance and currency; the overall goal is to enhance customer service and reduce the amount of print material, ensure compliance with accessibility standards, promote consistency of key messages, and ensure format requirements for social media, web and print formats.

The 26th Annual Wiggle Waggle Walk <http://hbspca.com/donate/join-our-events/wiggle-waggle> is scheduled for Sunday September 11th. The 5km walk takes place at Confederation Beach Park and the beach party will truly be a romp on the beach and in the lake this year. Net revenue last year for the animals was close to \$50,000.