



Hamilton/Burlington SPCA  
*Board Meeting Minutes*  
Tuesday, February 9, 2016. 6:00 p.m.  
Stanley Avenue Baptist Church. Locke Street. Hamilton

Present: M. Strecker, Chair; B. Dowd; J. Gledhill; B. Holton; A. Johnson; M. Moore; J. Nemet; K. Ugenti; M. Emo (CEO)  
Regrets: J. Junaid

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1.0 Welcome

**M. Strecker** called the meeting to order at 6:05 p.m. with quorum in place.

2.0 Approval of Agenda

**M. Moore moved** to approve the agenda. **J. Gledhill seconded. Motion carried.**

3.0 Declarations of Interest

None declared.

4.0 Approval of Minutes

**J. Gledhill moved** to approve the minutes of January 12, 2016, and the minutes of January 21, 2016 as amended. **K. Ugenti seconded. Motion carried.**

5.0 Business Arising

5.1 2016 Directors and Officers (D and O) Insurance

The Board reviewed the costs associated with raising D and O Insurance coverage to 3MM and determined that 3MM coverage should be the level of insurance purchased. Consistent with the commitment to periodically review and tender all suppliers and vendors, the Board determined that an RFP for insurance coverage, 2016-2017, be issued.

6.0 Consent Agenda

**J. Gledhill moved** to receive the consent agenda. **J. Nemet seconded. Motion carried.**

6.1 Chair's Report

The Chair reminded Board members to confirm their interest in attending one of two conferences: Canadian Federation of Humane Societies' annual conference in April and the OSPCA Conference in June. J. Gledhill, Vice-Chair, confirmed she will attend the OSPCA Conference.

6.2 CEO Report

M. Emo updated the CEO Report, previously circulated, as follows: demand for the Community Assistance Program is high with bookings being made 4-5 weeks in advance of surgery; number of procedures a day is increasing; and having RVTs working to full scope of practice is being assessed.

6.3 Program Reports

J. Nemet asked that a status summary of animal cruelty charges be presented with the Protection monthly activity.

## 7.0 Committee Reports

### 7.1 Finance Committee

S. Porcellato, Controller, presented the December Financial Statement noting highlights as follow: the fiscal year closed with a positive variance; revenues overall were on target; bequests totalled \$610,478 of which \$85,777 were directed bequests; investment fees are associated with the equity portfolio.

**M. Johnson moved** to receive the December 2015 Financial Statements. **J. Gledhill seconded.**  
**Motion carried.**

### 7.2 Portfolio Review

**B. Holton moved** to receive the year end Portfolio Review prepared by the Reserve Manager, CIBC Wood Gundy. **M. Moore seconded. Motion carried.**

## 8.0 New Business

### 8.1 Board Member Appointment

**B. Holton moved** to approve Barry Dowd as Board Member, effective Tuesday February 9, 2016. **M. Moore seconded. Motion carried.**

### 8.2 Development Program

M. Gellatly, Director Development made a presentation on HBSPCA Fund Development. The presentation highlighted current revenue sources that support HBSPCA programs and services, giving trends among demographic groups in Canada and characteristics of donor centered fundraising. Current work underway includes understanding the donor base and what is important to HBSPCA donors. Future discussion will focus on the role of Board members in fund development.

## 9.0 In Camera: Personnel

**J. Gledhill moved** the meeting go "in camera". **K. Ugenti seconded. Motion carried.**

**J. Nemet moved** the "in camera" meeting go "out of camera". **B. Holton seconded. Motion carried.**

## 10.0 Next Meeting

Tuesday March 8, 2016. 6:00 pm. Stanley Avenue Baptist Church.

11.0 **J. Gledhill moved** to adjourn the meeting at 7:55 pm.

## MEMO

To: HBSPCA Board of Directors  
From: M. Emo, CEO  
Date: February 3, 2016  
Re: 6.2 CEO Report. Consent Agenda

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Recruitment for a Coordinator Resource Development (Development Program) and a Coordinator Volunteer Services is underway. Applications close February 5 (Resource Development), and February 17 (Volunteer Services). An interim position has been filled to support current Development program activities.

January and February 2016 are two of four spay neuter blitz months this year wherein 700 alters over four months are subsidized by PetSmart charities (\$20 owner co pay); the program subsidized male cats in January and females are registered for February. Registrations for the program are being targeted in inner city neighbourhoods. Staff and volunteers are working with neighbourhood groups who in turn are marketing the program and providing space at scheduled times in the neighbourhood to register applicants. Volunteers in the neighbourhood have offered transportation assistance to registrants if required on the day of scheduled surgery at the shelter. Demand for the subsidized spay/neuters outstrips available spaces.

The HBSPCA will host a forum in early March to begin the development of a community wide cat strategy. Two planning meetings will have taken place by February 5<sup>th</sup>. The goal of the session is to foster and advance collaboration and strategies among diverse stakeholders to improve the immediate and long term welfare of cats in Hamilton.

The HBSPCA is renewing its contract with Royal Canin Canada Company Shelter Privilege Program for 2016. HBSPCA has partnered with Royal Canin for two years. Benefits of the partnership include: a) complimentary Royal Canin adoption kits for adopted pet companions provided the shelter registers 80% of the adoption kits with Royal Canin; b) access to Royal Canin continuing education, webinars and e-learning modules for staff and volunteers; c) loyalty points earned by the shelter to be exchanged for food coupons; d) access to shelter exclusive pricing on Royal Canin Health Nutrition products. Royal Canin nutrition products will be available for purchase at the shelter commencing February 4.

Both the CEO and the Chair were invited by the OSPCA to complete an affiliate survey, to be followed up by a telephone interview. The overall purpose of the outreach initiative is to inform future OSPCA directions and partnership with affiliates. The survey information will be shared at the OSPCA board and the OSPCA will be sharing the findings in a report to the affiliates prepared by consultants.

The Board directed in September 2015 that a) the CEO and the Board be advised when HBSPCA is at court; b) that the CEO review, prior court date, HBSPCA documents prepared for court e.g. Provincial Prosecutor Brief; c) that a 3<sup>rd</sup> party on behalf of the HBSPCA be present to

observe/lend an ear to the proceedings; and d) that the CEO be advised of outcomes daily. With respect to a Protection investigation and subsequent charges: a) the CEO was advised on Monday February 1<sup>st</sup> of a pending trial date on Friday February 5<sup>th</sup>; b) the CEO reviewed the Prosecutor's Brief on Feb 1<sup>st</sup>; c) Joe Nemet agreed (on Feb 2) to attend and observe proceedings on Friday Feb 5<sup>th</sup> at 1:30; and d) the CEO will be advised on Feb 5<sup>th</sup> by the attending Officers of outcomes.

The Wiggle Wagon, purchased in Spring 2012, was appraised in December 2015 and based on appraisal/advice to the HBSPCA, was sold for \$65,000.00. The revenue will go towards the purchase of two (2) vehicles that will be appropriately branded and have a range of practical uses e.g. transferring companion animals to adoption sites, attending community events.

A refreshed and comprehensive Fire Safety Plan has been approved by the Hamilton Fire Department, Fire Prevention Division, and implementation is underway: fire plan posting, all staff orientation, lead staff orientation and training including assigned designated responsibilities, enhanced signage, and a designated call roster to meet first responders on site in the event they are called. The Plan was prepared by Nutech Fire Protection Company Ltd and submitted by them to the Fire Department for approval.