



Hamilton/Burlington SPCA
Board Meeting Minutes
Tuesday, February 14, 2017. 6:00 pm.
Stanley Avenue Baptist Church, Hamilton

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

The session opened with a presentation and discussion on Governance.

Welcome

J. Gledhill called the meeting to order at 6:40 pm with quorum in place.

2.0 Approval of Agenda

M. Strecker moved to approve the agenda as amended: 6.2 CEO Report – building roof; 8.2 New Business – staff health and safety. **C. Turner seconded. Motion carried.**

3.0 Declarations of Interest

None reported.

4.0 Approval of Minutes

A. Johnson moved to approve the Board meeting minutes of January 10, 2017 as amended: **D. Brown seconded. Motion carried.**

5.0 Business Arising

5.1 CFHS National Animal Welfare Conference (NAWC)

Board members were asked to confirm their availability by Friday February 17 to attend the NAWC April 8-11, 2017 in Ottawa.

6.0 Consent Agenda

A Johnson moved to receive 6.1 (Report of the Chair), 6.2 (CEO Report) 6.3 (Program Reports) in the consent agenda. **M. Strecker seconded. Motion carried.**

6.1 CEO Report

J. Gledhill advised that K. Uggenti will Chair the March Board meeting.

6.2 CEO Report

There is an unplanned change in the complement of Agents on the road as one of our Agents is pregnant and is no longer on the road as of February 13th. An 18 month contract position will be opened up to ensure balanced coverage.

Animal intake is low this 1st quarter following on the same intake experience in early 2016. There is little effect on the Companion Animal Hospital as spay neuter surgery spots are opened up for owned pets.

On Monday February 6, Protection Team staff met with Catholic Family and Children's Services caseworkers and three (3) Police Officers who are members of COAST, a community mental health emergency response team. The goal was to orient caseworkers to the role of HBSPCA Protection functions, how to recognize animals in distress, who to call about animals in distress, grounds for removal of animals, and the role of Hamilton Animal Services.

The HBSPCA has nominated PetSmart Charities Canada for an *Animal Welfare Leadership and Innovation Award*, the awards to be presented by CFHS at their annual conference in April.

M. Emo has joined the national Cat Overpopulation Task Force of the CFHS. The CFHS will undertake a follow-up study of cat overpopulation, 5-years after the publication of the seminal *Cats in Canada* report, to see how the situation has been evolving. There is representation from each Province on the Task Force to contribute to and advise on the research and development of the report.

Given the frequency of roof leaks, the City has been contacted regarding the feasibility of a total roof repair. To date, HBSPCA has been advised that there are no capital funds at the City to support the joint repair of the roof this year; the City will retain a consultant to undertake a complete review and subsequently proceed with design/tender documents ready for next year if monies are allocated and approved for replacement.

7.0 Committee Reports

7.1 Finance

J. Mullen, Chair summarised the outcomes of a meeting of the Finance Committee February 7th: CRA has approved a change in fiscal year end; capital expenditures in 2016 were within overall budget and Committee has asked for clarification on computer/IT over expenditure; the 2016 returns on reserves are very positive as compared to 2015.

7.1.1 Year End Statements

Year end revenues and expenses are consistent with prior reviews in the 4th quarter.

7.1.2 Capital Requirements

J. Mullen summarised the capital requirements itemized and reviewed by Committee noting that these are additional to the approved 2017 capital expenditures in December, and are largely related to anniversary celebrations.

M. Strecker moved to approve the capital requirements presented as reviewed by Finance Committee.
M. Moore seconded. Motion carried.

7.1.3 Policy - Business Quotes

J. Mullen summarised the proposed policy and subsequent open discussion regarding the solicitation of product and service quotes: formal tendering required for quotes above \$10,000 inclusive of a minimum

of three quotes; CEO authorized to approve exceptions in instances where an established business relationship has demonstrated a superior ability to meet HBSPCA needs or where the number of suppliers are severely limited or limited to one viable candidate for unique or specialized services and products; and that exceptions should be reviewed every three years and the rationale for continuing or extending the business relationship be presented to the Board.

M. Strecker moved to approve the business quote policy. **K. Ugenti seconded. Motion carried.**

7.2 Friend Raising

M. Bennett, Manager Development summarised 4 themed initiatives being planned to celebrate 130th anniversary of HBSPCA April through December: monthly open house sessions targeted to discrete stakeholder groups and Board hosted in home sessions; monthly raffle and merchandise sales; Days of Caring campaign whereby \$250 donations are matched by business donations and honoured together on a donor wall; and, communication strategies. Discussion outcomes included: the importance of lining up dates for open houses and in home sessions to ensure Board members can be available and, work load manageability; raffle ticket schedule to promote eligibility for more than one raffle; promotional material available to Board members to solicit business and network engagement; value added of raffle gifts to attract ticket sales; and importance of speaking engagements at local service clubs.

8.0 New Business

8.1 Staff Health and Safety

Following on the recent diagnosis of rabies in a stray Hamilton cat, Management is reinvestigating the requirement of staff handling animals to receive pre-exposure vaccine treatment. Consistent with sister Societies, HBSPCA would cover the cost of the vaccine, titre checks if not covered elsewhere, and boosters. Exposure to rabies was in the past deemed very low risk as Staff do not handle wildlife and for the most part animals of unknown origin. However, rabies findings in cats increases risk. Staff will report to Finance Committee on the impact of these unplanned expenditures on budget.

9.0 In Camera: Legal

M. Moore moved the meeting go in camera at 8:00 pm. **K. Ugenti seconded. Motion carried**

M. Strecker moved the meeting go out of camera at 8:05pm. **D. Brown seconded. Motion carried.**

10.0 Next Meeting

The next meeting of the Board is Tuesday March 14, 6:00 pm. at Stanley Avenue Baptist Church.

11.0 **K. Ugenti moved** that the meeting be adjourned at 8:10 pm.