



Hamilton/Burlington SPCA
Board Meeting Minutes
Tuesday, January 12, 2016. 6:00 p.m.
Stanley Avenue Baptist Church. Locke Street. Hamilton

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

1.0 Welcome

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

2.0 Approval of Agenda

A. Johnson moved to approve the agenda. **J. Nemet seconded. Motion carried.**

3.0 Declarations of Interest

None declared.

4.0 Approval of Minutes

A. Johnson moved to approve the minutes of December 8, 2015. **B. Holton seconded. Motion carried.**

5.0 Business Arising

5.1 2016 Operating Budget

A Green moved to approve the 2016 Operating Budget. **A Johnson seconded. Motion carried.**

6.0 Consent Agenda

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

The Chair reported that Greg Huss resigned from the Board.

M. Emo updated the CEO Report as follows: Kirsty Coxon has been hired in the part time position – Coordinator Community Cats – and will be joining the HBSPCA Team on January 18. K. Reichheld, Manager Animal Care and Adoptions, and Dr. Liz O'Brien will be presenting at the annual conference of the Canadian Federation of Humane Societies in April in Toronto. The presentation and workshop is titled "Using the Cat Healthy Adoption Checklist to Improve the Lives of Adopted Cats".

7.0 Committee Reports

7.1 Finance Committee

A Green, on behalf of the Finance Committee, reported on the 2016 meeting schedule of the Finance Committee which is organized around quarterly financial reports, audit, investment reviews, current budget year forecasts, and, development of annual budget assumptions and budget, and, summarised the notes accompanying the November financial statements.

M. Moore moved to receive the November 2015 Financial Statements. **K. Ugenti seconded. Motion carried.**

7.2 Development Committee

A Green moved to receive the Report of the Development Committee. **K. Ugenti seconded. Motion carried.**

The Development Committee tabled several items for review and discussion. Discussion outcomes include:

- a) Board members support a proposed time frame for the recruitment of Board members to fill current and pending vacancies with a view to the Committee proposing a slate of candidates at the April Board meeting;
- b) Board members support the recommendation of the Committee that the 3rd in a series of workshops scheduled for January be rescheduled following a couple of working sessions to review HBSPCA programs in depth;
- c) Board members support the proposed Development Committee outreach to current members to inform any recommended changes to HBSPCA membership. Conversations with members will focus on what is important to them about the HBSPCA and how they would like to be engaged with the mission of the HBSPCA; and
- d) Board members will receive a Board evaluation survey, to be completed within two weeks of distribution on January 13.

8.0 New Business

8.1 Conference Opportunities

M. Strecker invited Board members to identify their interest within two weeks in attending one of three animal welfare conferences available to help support the knowledge, awareness and skills development of volunteers and staff.

8.2 Protection Funds

M. Emo summarised the changes in the allocation strategy of funds (Ministry of Community Safety and Correctional Services) distributed to animal welfare enforcement services via the OSPCA. Allocation in the first two years of funds available (2013-14, 2014-15) was informed by number of investigated calls and number of orders (workload), FTE's (resources), and population served. In the subsequent round (2015-16, 2016-17), 50% of funds available are distributed equally among 44 enforcement entities (OSPCA branches and societies), and, population served by the enforcement entities informs the distribution of the remaining 50%. Total funds available to support enforcement of the OSPCA Act are approximately 3.2 million dollars across Ontario.

9.0 In Camera: Personnel and Legal

A Johnson moved the meeting go "in camera". **A Green seconded. Motion carried.**

K. Ugenti moved the "in camera" meeting go "out of camera". **A Green seconded. Motion carried.**

10.0 Next Meeting

Tuesday February 9, 2016. 6:00 pm. Stanley Avenue Baptist Church.

11.0 **A Green moved** to adjourn the meeting at 7:35 pm.

MEMO

To: HBSPCA Board of Directors
From: M. Emo, CEO
Date: January 5, 2016
Re: 6.2 CEO Report January 2016

Year end data for Companion Animal Hospital activity and rehomed pet companions show increased numbers for three years running. The increase in companion animal procedures is the outcome of process improvements – timely scheduling, advance payments, and consistent step wise procedures in the clinic.

| | 2013 | 2014 | 2015 | Notes |
|------------------------------|------|------|------|------------------------|
| Spay neuter - community pets | 954 | 1203 | 1457 | 53% increase over 2013 |
| Spay neuter total | 2552 | 3134 | 3329 | 30% increase over 2013 |
| Adoptions processed | 1758 | 2051 | 2111 | 20% increase over 2013 |

Picture Your Pet (PYP) was organized at 5 host locations over 8 sessions (four weekends) in November and December 2015. In addition, two sites hosted PYP as 3rd party events. The goal was to bring PYP closer to people and their pets where they live and reduce the people and pet crowding at the shelter where PYP has been hosted in the past. Preliminary analyses indicates that there were about the same number of PYP customers in 2014 and 2015 (~610), gross revenue was about 10% less, and expenses were slightly higher due to staff travel. Overall, the volunteer support at each of the sites was comprehensive and consistent, and customer satisfaction was high. Staging PYP at multiple sites was more labour intensive given the need to transport equipment and props. Suggestions to enhance event and customer experience include, among others, earlier marketing, product consistency and quality, and volunteer leaders to supervise sites.

A summary of how the capital expense envelope (approved February 2015) was used will be included in the year end financials to be tabled in February.

- An unplanned expenditure (accommodated within the original envelope) was the replacement of the Companion Animal Hospital washer and dryer. The dryer failed, and given repairs having already been made to both the washer and dryer in 2014 (\$645.00), the decision was made to replace both for a cost of \$1,580.00.

There were unanticipated costs related to IT hardware, software and equipment maintenance in December: router replacement, desktop realignments with central printer, replacement printer and hook up, refreshed administrator assignments, internet access problem solving and, associated labour costs for a total expenditure of \$2,948. Staff will work with Audcomp and develop a multi-year strategy for IT sustainability.