



 SINCE 1887 

Hamilton/Burlington SPCA
Board Meeting Minutes
Tuesday, March 21, 2017. 6:00 pm.
HBSPCA, 245 Dartnall Road

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

Welcome

J. Gledhill called the meeting to order at 6:05 pm with quorum in place.

2.0 Approval of Agenda

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

3.0 Declarations of Interest

None reported.

4.0 Approval of Minutes

K. Ugenti moved to approve the Board meeting minutes of Tuesday February 14, 2017, as amended.
M. Strecker seconded. Motion carried.

5.0 Business Arising

None

6.0 Consent Agenda

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

6.1 CEO Report

J. Gledhill updated Board members on the strategic planning session scheduled for Saturday March 25th, noting it will commence at 9:00 am at the McMaster Innovation Park.

6.2 CEO Report

M. Emo updated the previously circulated CEO Report, noting a pending staff change in the Companion Animal Hospital and preparations being finalised for the HBSPCA birthday open house on Saturday April 1st commemorating 130 years of service to community.

7.0 Committee Reports

7.1 Governance Committee

M. Strecker noted key points in the previously circulated report that a short list of candidates for appointment to the Board will be interviewed shortly and member telephone surveys are underway.

7.2 Friend Raising Committee

K. Ugenti referenced the previously circulated report, citing key learnings in a session with a local fundraiser about friend raising for fundraising and the importance of pre-planning, relationship building with potential donors, and timing. Deb Brown highlighted the importance of parallel activities to sustain momentum for shelter renovations. M. Emo proposed that a tender be issued for project scope and design.

M. Strecker moved that an RFP be issued to secure a firm to assist the HBSPCA scope, design and cost shelter renovations. **J. Stephenson seconded. Motion carried.**

7.3 Standards Committee

Deb Brown introduced a discussion on proposed performance measures by HBSPCA directions to measure how well objectives are being achieved. The measures are organized around outcomes which in turn are the result of a range of activities and practices (guided by standards) at the operational level. Metrics are designed to be SMART:

- *Specific* – target a specific area for improvement
- *Measurable* – quantify or at least suggest an indicator of progress
- *Agreed upon* – specify who will do it
- *Realistic* – state what results can realistically be achieved, given available resources.
- *Time-related*

The measures are being implemented where not already in place, and will be refined consistent with the directions of the organization.

8.0 New Business

8.1 Membership

J. Mullen moved to approve Laura Calvert as a new member. **K. Ugenti seconded. Motion carried.**

9.0 In Camera:

None

10.0 Next Meeting

The next meeting of the Board is Tuesday April 18. 6:00 pm. at HBSPCA

11.0 **D. Brown moved** that the meeting be adjourned at 7:10 pm.

MEMO

To: Board of Directors
From: M. Emo, CEO
Date: March 7, 2017
Re: 6.2 Consent Agenda. CEO Report

All staff in direct contact with animals on intake, in the Companion Animal Hospital and in the field will be vaccinated against rabies. A report on scope of the initiative underway and impact on the current operating budget will be prepared for the Finance Committee for its next meeting early in April.

Year round initiatives to celebrate 130 years of HBSPCA service to community continue to evolve. For instance, the Hamilton Philharmonic Orchestra (HPO) and the HBSPCA will together celebrate the HPO new season and the HBSPCA anniversary on Saturday September 23. A pre concert event is planned, inclusive of a special music performance. An update on the April 1st event at the shelter will be made at the Board meeting.

The building roof is being assessed for renewal by the City. This follows on communication at different levels with the City given the frequency of required repairs and the danger posed for the public, staff, volunteers, and the animals.