



Hamilton/Burlington SPCA  
*Board Meeting Minutes*  
Tuesday November 14, 2017. 6:30 p.m.  
245 Dartnall Road, Hamilton, ON

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

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1.0 Welcome

J. Gledhill called the meeting to order at 6:35 p.m. with quorum in place. The Chair welcomed 5 business students from McMaster University who were present to observe a Board meeting as part of a course initiative.

2.0 Approval of Agenda

**M. Strecker moved** to approve the agenda as circulated. **Seconded by C. Turner. Motion carried.**

3.0 Declarations of Interest

None reported.

4.0 Approval of Minutes

**M. Moore moved** to approve the Board meeting minutes of October 10, 2017. **Seconded by J. Nemet. Motion carried.**

5.0 Business Arising

5.1 Bark to the Future Event October 26

J. Stephenson updated the Board on the outcomes of the event at Ancaster Toyota, inclusive of live music, beverage options, and silent auction. The event was the unveiling of design concepts to members, supporters and donors for the renovation of the shelter kennels at 245 Dartnall.

Both J. Stephenson and the Chair enthusiastically thanked the event sponsors Boehringer Ingelheim, Meridian Credit Union (Burlington), MCC Group Inc., Deborah Brown, LiUNA!, Centennial Law Group LLP, and the site sponsor Ancaster Toyota, and Jaime L. Stephenson & Associate.

6.0 Consent Agenda

**P. Wolfe moved** to receive the Consent Agenda including 6.1 Chair's Report, 6.2 CEO Report, and 6.3 Program Reports. **J. Stephenson seconded. Motion carried.**

6.1 Chair's Report.

The Chair advised the Board that Jaime Stephenson was resigning effective January 10, 2018, and that Cathy Turner would complete her term in June 2018 and not stand for renewal. Both Jaime and Cathy  
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were applauded by the Board for their support, due diligence and their contributions to advance animal welfare in Hamilton.

The Chair confirmed that Board meetings will commence at 6:30 pm the second Tuesday of the month. Following discussion on meeting location, it was confirmed meetings will be held at 245 Dartnall Road.

The Chair reported to the Board that the CEO had advised the Chair of a recent customer complaint, that the complainants' letter to the CEO had been shared with the Chair, and that subsequent to two meetings with the complainant, the issue had been resolved. The complaint revolved around the experience new cat adopters had with HBSPCA staff regarding the health of their newly adopted cat post adoption.

## 6.2 CEO Report

The CEO made the following additions to the CEO Report distributed in advance of the meeting:

- An abstract submitted to the Canadian Federation of Humane Societies has been accepted for presentation at the annual National Animal Welfare Conference in April 2018. The presentation will focus on program success linking new pet parents at the point of adoption with a veterinarian in the community for preventative care.
- The HBSPCA has been awarded a grant of \$70,000 by PetSmart Charities of Canada to subsidize 1200 pet spay neuter surgeries in 2018. This generous grant, now for three years in a row, will help the HBSPCA continue to deliver affordable S/N for pets in families in most need.
- The HBSPCA was awarded a Hamilton Spectator Readers' Choice Award for Best Non Profit Charity - Diamond Level. This generous award is a tribute to our volunteers, supporters, donors and sponsors whose collaborative gifts are making a difference for homeless, neglected and abused animals every day.
- PetSmart and PetSmart Charities of Canada together donated and delivered 40,000 pounds of pet food to the Hamilton/Burlington SPCA, to help ensure that no animal goes hungry in our community.

## 7.0 Committee Reports

### 7.1 Finance Committee

#### 7.1.1 Quarter Report

J. Mullen summarised key features in the 2<sup>nd</sup> Quarter Report (July-September 2017): long term and short term investments in reserves are more than \$5M; the draw down on the annual grant reserve transfer (this year at \$246,000) will begin between now and end of December; expenses are underbudget and under control; the deficit is greater than planned with targets not being consistently met in Development.

#### 7.1.2 Forecast

J. Mullen summarised the factors, previously circulated, underlying the Budget Forecast. The forecast introduces measures to continue to grow incoming revenues, including fund development and data base hygiene, operations oversight, and facilities management.

**M. Strecker moved** to approve the 2017-2018 Forecast Budget (October 2017 – March 2018) as presented. **D. Duke seconded. Motion carried.**

### 7.1.3 Reserve Policy

J. Mullen reported on a discussion at Finance Committee on the reserve budget, the Committee having been asked by the Board to consider the level of contribution to the renovations from reserves. As background, the Committee deliberated on a) the requirements of reserves in the event of the need for instance to wind down operations and b) the requirements of reserves to sustain the organization in the event receivables declined significantly. Key points raised in Board discussion included the need for prudent and informed approaches guided by the value in putting donor funds to work, responsible stewardship – making every donor dollar count, a robust costing of renovations, and an appraisal of community campaign readiness for the HBSPCA.

### 8.0 New Business

None

### 9.0 In Camera

None

### 10.0 Next Meeting

The next meeting of the Board is Tuesday, December 12, 6:30 pm. Location to be determined.

11.0 **M. Moore moved** that the meeting be adjourned at 8:05 pm.

## MEMO

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

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The CEO will be attending an invitational thought leadership summit on Monday December 4 in Ottawa, hosted by the Canadian Federation of Humane Societies and sponsored by PetSmart Charities of Canada. Some 35 leaders from across the animal welfare sector in Canada will focus on standards and accreditation and animal welfare indicators in Canada. This will be followed by 2 days at the Violence LINK Conference examining the link between violence against human beings and animals, and looking at the vulnerabilities in both populations and how they intermingle. <https://clc.cfhs.ca/>

Highlights in the shelter activity report in the consent agenda include:

- a) Adoptions are about 6% percent behind those in 2017, in part as a result of the growing trend in lower intake, particularly with respect to intake from Animal Services. This is likely a combination of reduced intake at Animal Services, Animal Service's piloting an adoption program at PetSmart in Stoney Creek, and longer holding times at Animal Services. At the same time, we are experiencing more Hamilton residents reporting strays to the HBSPCA and, asking Burlington Humane Society for help with strays.
- b) Intake of surrendered animals is higher by more than 30% over last year.
- c) While there are fewer animals in care treated in the Companion Animal Hospital, spay neuter surgery spots are taken up by owned pets.
- d) Spay neuter numbers are on track to out perform last year

Canadian Federation of Humane Societies has accepted an abstract submitted by the HBSPCA on behalf of HBSPCA and Dr. Liz O'Brien.. Beyond Steering – Education Pays Dividends – for presentation at the National Animal Welfare Conference in April 2018. M. Emo will be presenting

The HBSPCA will receive a PetSmart Charities grant for the 3<sup>rd</sup> year to subsidize 1200 S/N surgeries for pets in families in need.

On November 14, 40,000 pounds of pet food (cats and dogs) was donated to the HBSPCA by PetSmart and PetSmart Charities of Canada. The HBSPCA is the beneficiary of PetSmart's Buy a Bag Give a Meal program; the food will be shared with partners with whom the HBSPCA helps care for animals at risk and in need, and with food banks whose clients are caring for animals at nutritional risk.

The Hamilton/Burlington SPCA is the proud recipient of a 2017 Hamilton Spectator Readers' Choice Award for Best Non-Profit Charity – Diamond Award. This community award is a tribute to our

volunteers, supporters, donors, sponsors, and staff who together make a difference every day for homeless and neglected animals, animals at risk of homelessness, and pet owners who want to be the best pet parents they can be.

The 2017-2018 financial forecast through to March 2018 and for discussion at the Board meeting reflects investment in the Development program and outreach initiatives to both raise and deliver on fundraising targets in the short term and long term.