



Hamilton/Burlington SPCA
Board Meeting Minutes
Tuesday, October 11, 2016. 6:00 pm.
Portable, HBSPCA, 245 Dartnall Road

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

1.0 Welcome

J. Gledhill called the meeting to order at 6:30 with quorum in place following an education session about the Humane Education Program at the HBSPCA.

2.0 Approval of Agenda

A. Johnson moved to approve the agenda as amended: 5.2 OSPCA Litigation, 8.6 Upcoming Events.
C. Turner seconded. Motion carried.

3.0 Declarations of Interest

None reported.

4.0 Approval of Minutes

D. Brown moved to approve the Board meeting minutes of Tuesday September 13, 2016. **J. Nemet seconded. Motion carried.**

5.0 Business Arising

5.1 Vice-Chair Appointment / Committee Membership

A. Johnson moved to appoint K. Ugenti Vice-Chair of the HBSPCA Board. **M. Strecker seconded. Motion carried.**

K. Ugenti moved to appoint M. Strecker to the Governance Committee. **M. Moore seconded. Motion carried.**

5.2 OSPCA Litigation

M. Emo provided an overview of the current status of litigation and answered questions. The Board was advised by the Chair that should a decision on any issue be required prior Monday October 17th, Board members would be contacted regarding a special meeting of the board.

6.0 Consent Agenda

K. Ugenti moved to receive 6.1 (Chair's Report), 6.3 (Program Reports) and 6.4 (Board Oversight-Strategic Directions) of the consent agenda. **C. Turner seconded. Motion carried.**

J. Nemet moved to receive 6.2 (CEO report) with additions as follow: a) PetSmart Charity grant opportunities were posted October 5, 2016 and HBSPCA will apply for subsidized S/N funds for 2017; b) two businesses recently chose the HBSPCA as their corporate giving charity of choice - Deloitte volunteers remodelled the Life Room on October 7 wherein candidate adopters meet and greet adoptable animals, and a Mississauga based firm, *goeasy*, is building 60 outdoor shelters for free roaming cats; and c) the net proceeds from the WWW total \$43,000. **A. Johnson seconded. Motion Carried.**

7.0 Committee Reports

7.1 Finance Committee

J. Mullen reported on the Finance Committee meeting of October 7, 2016. The Committee deliberated on three decision items for which recommendations are before the Board under New Business.

M. Moore moved to accept the report of the Finance Committee Committee. **K. Uggenti seconded. Motion carried.**

7.2 Governance Committee

M. Strecker reported on the meeting of the Governance Committee. Feedback on the question about learning opportunities, suggestions included best practice governance and shelter standards. It was suggested too that creative and engaging approaches to learning be engaged.

A. Johnson moved to accept the report of the Governance Committee. **C. Turner seconded. Motion carried.**

8.0 New Business

8.1 Member Appointment

J. Gledhill led a discussion on the Member Applications before the Board. It was determined that two applications require follow up for information clarification.

C. Turner moved to accept Winnifred Zmenak as a member. **K. Uggenti seconded. Motion carried.**

K. Uggenti moved to accept Katerina Svozilkova as a member. **M. Strecker seconded. Motion carried.**

M. Strecker moved to accept Nancy Cummins as a member. **A. Johnson seconded. Motion carried.**

The Chair requested that the Governance Committee review criteria for Membership.

8.2 In Year Capital Budget

M. Strecker moved to approve the in year capital expenditures of \$101,299 for digital imaging equipment, computers, litter plans, signage, ammonia detectors and painting. **D. Brown seconded. Motion carried.**

The Chair requested that the Finance Committee consider a policy regarding thresholds for quotes and number of quotes.

8.3 Cheque Signing Authority

M. Strecker moved that one signature be required for disbursements up to \$10,000 and two signatures be required for disbursements above \$10,000. **K. Ugenti seconded. Motion carried.**

The Chair requested that the Governance Committee (bylaws) propose amendments to the current by-laws consistent with the direction of the Board on the fiancé committee recommendations and noted the changes will not go into effect until by-law amendments are approved by the board for ratification at the AGM.

8.4 Change in year end.

M. Strecker moved that the fiscal year end be changed from December 31 to March 31. **C. Turner seconded. Motion carried.**

The Chair requested that next steps be actioned including first, a letter to CRA (Canada Revenue Agency)

8.5 Role: City Appointee

Following a discussion on the role of the City appointee, the Board agreed that the HBSPCA and City of Hamilton hold common goals for animal health, safety and well-being and that mutual information sharing on how each can work together on achieving those goals is helpful.

8.6 Upcoming Events

M. Emo notified the Board about two new events – Discounted Tiger-Cats Tickets supporting the HBSPCA and “Just for Cats” a film festival at the Art /Gallery of Hamilton on November 4, 2016.

9.0 In Camera:

None.

10.0 Next Meeting

The next meeting of the Board is Tuesday November 8th, 6:00 pm. in the Portable, HBSPCA

11.0 **D. Brown moved** that the meeting be adjourned at 8:15 pm.

MEMO

To: Board of Directors
From: M. Emo, CEO
Date: October 11, 2016
Re: 6.2 Consent Agenda. CEO Report

Melissa Bennett has rejoined the HBSPCA as Manager Development and Outreach. Melissa previously worked with the HBSPCA Development Team October 2012 thru 2015; most recently she was Director of Advertising at bankomedia, Hamilton. Melissa holds a degree in gerontology; she has considerable experience in stakeholder relations, project management, donor development and digital marketing.

The HBSPCA Companion Animal Hospital (CAH), has applied for a mobile license. The mobile license is attached to the veterinarian; the advantage to a mobile license is that veterinary practice/oversight can be executed off site from the CAH e.g. micro chip clinics, vaccination clinics, pet wellness/health checks in the community, and, sets the stage for off site S/N service planning.

PetSmart Charity grant opportunities were posted October 5, 2016. HBSPCA will apply for subsidized S/N funds for 2017.

The HBSPCA was invited to join the launch of the *PetSmart Be the Difference Campaign* on Monday October 3. The 2 week campaign kicks off the annual employee donation program wherein Associates are encouraged to donate a portion of their pay to PetSmart Charities. The funds donated are then granted to organizations across Canada. The Hamilton/Burlington SPCA has received a cumulative \$119,000 in grants for adoptions, spay/neuter programs, and events since 2001. This was an opportunity for M. Emo to thank PetSmart Charities for the 2016 grant that subsidized 700 cat spay neuters over 4 months for pets and their families in inner city neighbourhoods, and launch a video about the Companion Animal Hospital.

The HBSPCA partnered with Ren's Pet Depot on September 27 at their new store grand opening in the Meadowlands. The Scotlund Haisley painting celebrating the life of Corporal Nathan Cirillo and donated to the HBSPCA to raise funds for the animals was raffled. More than \$8,000 was raised, to be shared between the Corporal Nathan Cirillo leash free park and the HBSPCA. The HBSPCA is truly grateful to the vendors, suppliers and individuals who made donations for the cause. The funds will be used to make improvements at the outdoor dog runs behind the shelter.

PetSmart Charity grant opportunities were posted October 5, 2016. HBSPCA will apply for subsidized S/N funds for 2017.

Two businesses recently chose the HBSPCA as their corporate giving charity of choice.

- Deloitte volunteers remodelled the Life Room on October 7 wherein prospector adopters meet and greet adoptable animals. Deloitte volunteers contributed \$300.00 for supplies to paint and decorate the space inclusive of wainscotting, a faux fireplace and new tack boards.
- A Mississauga based firm, goeasy, is building 60 outdoor shelters for free roaming cats, and donating all supplies, inclusive of plastic bins (outer shell), Styrofoam containers (inner shell), and straw.

The net proceeds from the 2016 Wiggle Waggle Walk total \$43,000; this will be posted October. Net proceeds are down \$5,000 or almost 12%. A debrief report will inform 2017 event planning.