



Hamilton/Burlington SPCA
Board Meeting Minutes
Tuesday, December 13, 2016. 6:00 pm.
Hamilton, Ontario

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

1.0 Welcome

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

2.0 Approval of Agenda

M. Moore moved to approve the agenda as amended: 6.1 verbal Chair's report, 7.2.1 Strategic Plan facilitation; and 8.1 Member Application deferred. **C. Turner seconded. Motion carried.**

3.0 Declarations of Interest

None reported.

4.0 Approval of Minutes

J. Nemet moved to approve the Board meeting minutes of Tuesday November 8, 2016. **D. Brown seconded. Motion carried.**

5.0 Business Arising

None

6.0 Consent Agenda

M. Strecker moved to receive 6.1 (Chair's Report), 6.2 (CEO Report) 6.3 (Program Reports) and 6.4 Friend Raising Report of the consent agenda. **K. Ugenti seconded. Motion carried.**

The Chair summarised the OSPCA AGM held on November 24th in Newmarket, noting that 4 new Board members were elected to the Board and proposed By-law 12 was approved as the governing set of bylaws of the OSPCA. Affiliates are no longer voting members of the OSPCA.

M. Emo noted that \$20 owner co-pay spay/neuters in the Companion Animal Hospital reported for November and December were actually scheduled for October and November, and that 4,000 S/Ns for the year would be reached in December. A. Johnson summarised the deliberation processes of the City of Hamilton Planning Committee and at Council on cat licensing. A subsequent suggestion was made that Board members visit City Councillors to profile the work of the HBSPCA in the community for healthy, safe and wanted pet companions.

K. Ugenti, Chair Friend Raising Committee, reported on the Committee's activity status and workplan organization: there are two sets of activities including a) stewardship, relationship building and anniversary celebrations and b) kennel renovation planning. The anniversary celebrations provide a unique and focused opportunity to expand outreach and grow relationships all for the animals; a working session will be held in early January to identify opportunities to engage the community in marking 130 years of service to community. M. Emo and D. Brown are leading inquiries to inform a critical path for kennel renovation.

At the suggestion of the board, a placeholder will be sent to stakeholders mid January for April 1, 2017.

7.0 Committee Reports

7.1 Finance Committee

J. Mullen presented the 2017 Operating Budget for approval to the Board highlighting a) a projected 11% growth in revenue overall, half of which is attributed to program fees; b) revenue assumptions that include a grant from the OSPCA to help sustain Protection services (\$126,000); and c) a grant reserve transfer of \$246,866 as per HBSPCA policy.

J. Mullen moved to approve the 2017 Operating Budget at \$2,416,042 with appreciation that the OSPCA Protection grant may be at risk. **M. Strecker seconded. Motion carried.**

J. Mullen presented the 2017 Capital Envelope, noting that proposed expenditures have been developed by Staff based on the program requirements to meet optimal outcomes.

D. Brown moved to approve the 2017 Capital Budget at \$78,121, not inclusive of kennel renovation requirements. **A. Johnson seconded. Motion carried.**

7.2 Governance Committee

C. Turner moved to approve in principle the Governance Committee's approach to Member Engagement by means of a telephone survey in early 2017. **M. Moore seconded. Motion carried.**

7.2.1 Strategic Plan Facilitation.

J. Gledhill, on behalf of the Governance Committee, advised the Board that two candidates have submitted proposal for strategic plan facilitation and proposed that the Governance Committee review the proposals and select a candidate before the end of December.

D. Brown moved that the Board approve in principle the Governance Committee process and delegate the final selection to the Governance Committee. **J. Mullen seconded. Motion carried.**

8.0 New Business

8.1 Member Application. Deferred.

8.2 OSPCA Grant

M. Emo reported that the funding agreement contract was signed and sent to the OSPCA. A subsequent response from the OSPCA indicated that in the view of the OSPCA, the Hamilton/Burlington SPCA is unable to comply with the terms of the funding agreement.

9.0 In Camera:

A. Johnson moved the meeting go in camera at 7:19 pm. **M. Strecker seconded. Motion carried**
M. Strecker moved the meeting go out of camera at 7:40 pm. **M. Moore seconded. Motion carried.**

10.0 Next Meeting

The next meeting of the Board is Tuesday January 10, 6:00 pm. at Stanley Avenue Baptist Church.

11.0 **M. Strecker moved** that the meeting be adjourned at 7:45 pm.

MEMO

To: Board of Directors
From: M. Emo, CEO
Date: December 8, 2016
Re: 6.2 Consent Agenda. CEO Report

Heather Ashcroft has been hired as Adoption Associate effective December 27, 2016. Heather has 12 years' experience working in veterinary clinics in a variety of roles including Animal Care Assistant. In addition Heather was an Adoption Counsellor at the Burlington Humane Society.

Natalia Hanson has been hired as Program Assistant effective January 3, 2017. Natalie currently works with a veterinary clinic in Ottawa; she interned with CHFS (public relations) and has been a long time volunteer at the Ottawa Humane Society. Natalia will provide support to the CEO office and Development Team.

The HBSPCA and the Companion Animal Hospital continue to provide \$20 owner co-pay spay neuter (S/N) and identification for owned cats in inner city neighbourhoods. One hundred subsidized S/Ns at this rate were performed in each of October and November. Partner organizations continue to provide registration space; registrations are open to cat owners by selected postal code, and are supported by 1 staff and volunteers. The Seliga grant, an annual grant to the HBSPCA via the Hamilton Community Foundation, is subsidizing the S/Ns.

A grant application was submitted to PetSmart Charities on December 8. The request is for funds to subsidize 1200 cat S/Ns in 2017 at the rate of \$35.00 for each alter, inclusive of vaccinations including rabies vaccination, microchip identification, and flea and deworming applications. The program – Hip to Snip – will be targeted to inner city neighbourhoods.

November program data indicate that the number of rehomed animals is reaching the annual goal of 2000+ adoptions, despite low numbers of available pet companions in the first quarter. S/Ns in the Companion Animal Hospital number 371 for November, and 3,749 to date (2016), setting a new record for the 4th year in a row. Sustained high demand is being met with streamlined registration, efficient and effective team work, and sound customer service for improved customer satisfaction.

A meeting was hosted by the HBSPCA on Monday November 27 for persons interested in advancing care and support for free roaming cats. About 35 persons from among rescue groups, colony caregivers, interested community members, shelter care, and public health generated ideas to strengthen a community wide TNR program. Strategies were identified in key areas including public education, volunteer training, transportation, housing, spay/neuter access and veterinary recruitment. A google

group has been established to support communication and information sharing among the group, now called the Hamilton Community Cats Network. A working group is providing leadership to sustain planning momentum. The planning for this session commenced in October.

The Planning Committee, City of Hamilton was presented with a report *Proposed Amendment to city by-law 12-031 for responsible pet ownership and the implementation of annual cat licensing fees* on Tuesday November 15th. Juanita Gledhill, Chair, attended the meeting; M. Emo presented at Committee on behalf of the HBSPCA and focused on a) HBSPCA pathways to responsible pet ownership and population control – spay neuter, identification and preventative care and b) the merits of a collaborative approach for a comprehensive strategy for healthy, safe and wanted cats. Other stakeholders presented as well; Committee received the report. Subsequently, Council turned down licensing on Wednesday November 23.

The OSPCA held its 2015 AGM on Thursday November 24th in Newmarket within the timeframe directed by the court. J. Gledhill, J. Nemet and M. Emo attended. Four new Board members were elected to the Board, and By-law 12 was passed, a key feature of which is that Affiliates no longer have voting privileges as Class A members as per the Ontario SPCA Act legislation.

Subsequent to the Board's approval in principle for a special project to renovate the kennels, preliminary inquiries on project scope, critical inputs and lessons learned elsewhere are underway, with a view to developing a Phase 1 project critical path over the next few weeks.