



Hamilton/Burlington SPCA
Board Meeting Minutes
Tuesday April 10, 2018. 6:30 p.m.
245 Dartnall Road, Hamilton

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

1.0 Welcome

J. Gledhill called the meeting to order at 6:35 p.m. with quorum in place.

The meeting opened with an overview of the HBSPCA pet visiting program. The discussion highlighted the communities/clients served, role of volunteer pet handlers and their pet companions, changing demand for pet visits and evolving partnerships for program design and delivery.

2.0 Approval of Agenda

P. Wolfe moved to approve the agenda as circulated. **Seconded by J. Mullen. Motion carried.**

3.0 Declarations of Interest

None reported.

4.0 Approval of Minutes

M. Strecker moved to approve the Board meeting minutes of March 13, 2018, with the addition of a statement of an in camera approved motion. **Seconded by D. Duke. Motion carried.**

5.0 Business Arising

Moved to in camera.

6.0 Consent Agenda

J. Nemet moved to receive the Consent Agenda including 6.1 Chair's Report, and 6.3 Program Reports. **J. Mullen seconded. Motion carried.**

6.1 Chair's Report.

The Chair indicated that recruitment for new Board members is underway and encouraged Board members to distribute the posting among networks and affiliations.

6.2 CEO Report

M. Emo reported that Josh Evans, Manager Facilities, is leaving the HBSPCA and moving to British Columbia.

7.0 Committee Reports

7.1 Finance Committee

J. Mullen, Chair Finance Committee, reported that the 2018-2019 operations budget and capital expenditures have the support of the Finance Committee to bring forward to the Board. He highlighted that the budget overall reflects investment in staff to realize fundraising goals and includes an additional Development revenue target of \$175,000 strategies for which are due at the end of the 1st Quarter.

7.2 Operating Budget

J. Mullen moved that the 2018-2019 operating budget of \$2,486,984.00 be approved. **Seconded by M. Strecker. Motion carried.**

7.3 Capital Expenditures

J. Mullen summarised the capital expenditure envelope to fund two Protection vehicles, retrofit two vehicles, a new admin entrance door, a monitor for the clinic, and an improved heating and cooling system (HVAC) for the clinic. A revised HVAC estimate for the clinic HVAC was tabled at the meeting.

J. Mullen moved that the 2018-2019 capital expenditure envelope at \$122,800 be approved. **Seconded by M. Strecker. Motion carried.**

8.0 New Business

8.1 None

9.0 In Camera:

M. Strecker moved the meeting go in camera. **J. Nemet seconded. Motion carried.**

P. Wolfe moved the meeting go out of camera. **D. Duke seconded. Motion carried.**

Report of the Chair on the Closed Session

The Chair reported that the Board meeting moved to a closed session at 7:20 p.m. to discuss a legal matter, and returned to an open session at 8:15 p.m.

The Chair moved that the report on the closed session be approved. **Seconded by J. Nemet. Motion carried.**

10:0 Next Meeting: Tuesday May 8, 2018

11:0 **K. Ciavarella moved** the meeting be adjourned at 8:10 pm.

Minutes Approved: Tuesday May 8, 2018.

Signature: Maureen Moore, Secretary

Maureen A Moore
