



Hamilton/Burlington SPCA
Board Meeting Minutes
Tuesday June 12, 2018. 6:30 p.m.
1288 Osprey Drive, Hamilton

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

1.0 Welcome

J. Gledhill called the meeting to order at 7.06 p.m. with quorum in place.

2.0 Approval of Agenda

M. Strecker moved to approve the agenda with the addition of 9.2 In Camera – HR. **Seconded by P. Wolfe. Motion carried.**

3.0 Declarations of Interest

None reported.

4.0 Approval of Minutes

D. Duke moved to approve the Board meeting minutes of Tuesday May 8, 2018. **Seconded by M. Moore. Motion carried.**

5.0 Business Arising

5.1 Humane Canada Correspondence

The Board received correspondence from Humane Canada summarising a recent decision by the membership on stakeholder relations.

6.0 Consent Agenda

M. Strecker moved to receive the Consent Agenda including 6.1 Chair's Report, 6.2 CEO Report and 6.3 Program Reports. **Seconded by D. Brown. Motion carried.**

6.1 Chair's Report.

The Chair encouraged Board members to join the annual Volunteer Celebration on Monday June 18. In addition, the Chair reported that she had emailed the Chair of PetSmart Charities of Canada and thanked him for their extraordinary support for the outreach work of the HBSPCA for healthy, safe and wanted pets. Bruce Roney, Executive Director of the Ottawa Humane Society has accepted an invitation to facilitate the Board's working session early in July.

6.2 CEO Report

In response to questions on the CEO report, M. Emo confirmed that a) the custodian position at the HBSPCA is new but replaces contracted cleaning services; b) a second hire filled a vacancy, and c) the recent grant (\$20,000) from PetSmart Charities of Canada is a contribution to kennel improvements. Following discussion on logging of volunteer hours, proposed options to capture the range of Board members' volunteer roles will be shared with the Volunteer Coordinator for follow up. In addition, M. Emo reported that the HBSPCA will join the launch of the YWCA's annual *Walk a Mile in Her Shoes. A Walk to End Violence Against Women* on Tuesday June 19th commencing 10:30 am at City Hall. HBSPCA Staff including Protection Agents will be present to underscore the relationship between violence against women and animal cruelty, and shared values in both causes. An HBSPCA Staff will join the walk with a rescue dog.

7.0 Committee Reports

7.1 Governance Committee

M. Strecker moved to approve the proposed slate of candidates for pending vacancies. **M. Moore seconded. Motion carried.**

7.2 Development Committee

P. Wolfe, Chair, reported that the Committee met in May. The meeting focused on a preliminary report on net revenues over four years across a range of donor activities; further analysis will reflect gross and net revenues, and identify cost centres including soft inputs. Staff are developing an approach to close the revenue gap for review in July at Committee; and a session for the full Board on revenue streams will be set for August or September. P. Wolfe proposed that the Board consider ways to get involved with the Wiggle Waggle Walk fundraiser in September either as team or as individual team leads.

8.0 New Business

8.1 HBSPCA By-law Review

The working group refreshing the by-laws highlighted proposed changes and edits. Discussion focused on Membership classes, Board size, and clarity of language. Next steps include legal review, opportunity for Members to review and offer comment in July, and final review at the August Board meeting prior to ratification at the Annual General Meeting in September.

8.2 Shelter Renovation Options

K. Innocente, Director Operations, summarised priorities for renovations: dog and cat kennels, adoption centre, and flooring. The proposed immediate kennel renovations are consistent with Standards of Care, the Five Freedoms, and Capacity 4 Care guidelines. Adoption Centre changes will improve customer experience and people flow. Flooring is worn.

8.3 Food Policy

M. Strecker proposed that the Board discuss food policy for the HBSPCA as an organization that would support meatless menus at HBSPCA sponsored events. The Chair suggested that time be allocated at a future Board meeting.

9.0 In Camera:

M. Strecker moved the meeting go in camera at 8:36 pm. **P. Wolfe seconded. Motion carried.**

M. Strecker moved the meeting go out of camera at 8:50 pm. **K. Ciaveralla seconded. Motion carried.**

Report of the Chair on the Closed Session

The Chair reported that the Board meeting moved to a closed session at 8:36 p.m. to discuss 2 legal matters. One matter was deferred. The Board returned to an open session at 8:50 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 August 14, 2018. 6:30 pm.

11:0 **P. Wolfe moved that** the meeting be adjourned at 8:52 pm.

Minutes Approved: Tuesday August 14, 2018
Signature: Maureen Moore, Secretary

Maureen A Moore

MEMO

To: Board Members
From: M. Emo. CEO
Date: June 6, 2018
Re: 6.2 Consent Agenda. CEO Report June 2018

Ron Tischler has joined the HBSPCA as custodian effective May 28. This position replaces contracted cleaning services and provides for just in time small repairs and overall maintenance for health and safety of animals in care, customers, volunteers and staff at a cost aligned with available resources. Ron is retired from the Hamilton Wentworth District School Board where he held the position Lead Custodian.

Kaley Fitzsimmons joined the HBSPCA Development Team on May 28th in the role Annual Fund and Communications Coordinator. Most recently, Kaley was employed at Woodgreen Community Services (Toronto) in the roles Corporate Engagement, Social Media and Communications Specialist. Kaley has a range of experience including marketing, fundraising and videography, and, with animal care at the Toronto Humane Society and including as a feline animal assistant.

Natalia Hanson, Event Coordinator, submitted her resignation on May 17th. Natalia and the Development Team have been working closely to execute and wrap up the most recent successful event on June 2nd – Kitty PawLooza. Recruitment is well underway and interviews scheduled for the week of June 4th. Natalia joined the HBSPCA in January 2017 as Program Assistant to the Development Team and her role evolved over 18 months. Staff will be celebrating Natalia's passion, enthusiasm and contributions at a Staff meeting on June 7.

The HBSPCA was invited by the YWCA to participate in the walk a Mile in Her Shoes. A Walk to End Violence Against Women on Tuesday June 19th commencing 10:30 am at City Hall. HBSPCA Staff including Protection Agents will be present to underscore the relationship between violence against women and animal cruelty, and shared values in both causes. An HBSPCA Staff will walk with a rescue dog.

The Annual Volunteer Celebration dinner is Monday June 18th, 5:00 pm – 7:30 pm at the Croatian Sports and Community Centre 166 Green Mountain Road., Stoney Creek. The site is a covered outdoor location. All Board members are invited to join and meet the volunteers who advance our programs every day.

To assist Board members record their Volunteer time contributions at board meetings, committee meetings, special projects, events and community activities, all Board members will be receiving a monthly calendar outlook invitation from the Volunteer Coordinator to remind Board members to

record the previous month's hours. This approach has been proposed to more effectively prompt the recording of hours and mitigate multiple messages.

PetSmart Charities of Canada has awarded the HBSPCA a \$20,000 grant to help support kennel renovations, the goal being to expand the footprint of individual kennels to fully support thriving animals with optimal resting area and space to express natural behaviours. An application was submitted in April pending a July 31st response; the grant was presented to the HBSPCA at a PetSmart Charities of Canada reception May 30th.

The City of Hamilton posted its proposed adoption fees on Friday June 1, 2018 under "Notice to Citizens".

Dog, puppy	\$250.00
Dog Senior/Special needs	\$25.00 – \$75.00
Cat/kitten	\$150.00
Cat Senior/Special Needs	\$25.00 – \$75.00
Small Domestic Animal/Bird/Other	\$5.00 – \$10.000
Snake or reptile	\$5.00 – \$100.00

Report PED 18004(a) to amend the City of Hamilton User Fees and Charges B-Law by implementing User Fees for Animal Adoptions and other by-law matters will be available at <https://www.hamilton.ca/council-committee> on or after June 13, 2018.