



Hamilton/Burlington SPCA
Board Meeting Minutes
Tuesday August 14, 2018. 6:30 p.m.
245 Dartnall Road, Hamilton

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

1.0 Welcome

J. Gledhill called the meeting to order at 6:37 pm with quorum in place.

2.0 Approval of Agenda

K. Ciavarella moved to approve the agenda. **Seconded by M. Strecker. 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 June 12, 2018. **Seconded by M. Moore. Motion carried.**

5.0 Business Arising

5.1 Board Nomination

M. Moore moved that the unanimous decision taken by email polling of the Board members that Emily Vis stand as a candidate for election to the HBSPCA Board of Directors be ratified. **Seconded by M. Strecker. Motion carried.**

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 K. Ciavarella. Motion carried.**

6.1 Chair's Report.

The Chair invited D. Duke to update the Board on Board Member Wiggle Waggle Walk registration and fundraising. He congratulated those who have registered, set fundraising targets and are reaching those goals. Both the Chair and D. Duke encouraged full participation.

6.2 CEO Report

M. Emo added to the CEO Report, previously circulated, that a PetSmart Charities of Canada grant application to provide health support for owned pets fostered by Zachary's PAWS for Healing (ZPFH) has been approved. Fostered pets belong to generally older persons being hospitalized and without options for interim pet care.

Discussion on the pending Annual General Meeting (AGM) on Monday September 17th confirmed that the start time will be 6:30 pm. The Board meeting prior the AGM will commence at 5:45 pm.

7.0 Committee Reports

7.1 Development Committee

D. Brown summarised the Development Committee Report, noting that the budget gap of \$175,000 for the current year has been closed with the both refreshed fundraising initiatives and new initiatives, and a confirmed grant to support the work of the Protection Team.

7.2 Finance Committee

7.2.1 Financial Statements 2017-2018

J. Mullen, Chair, Finance Committee summarised the deliberations of the Finance Committee together with SB Partners (auditors) and the HBSPCA financial reporting and accounting team.

J. Mullen moved that the 2017-2018 fifteen (15) month audit be approved for presentation to the Members at the Annual General Meeting in September. **Seconded by K. Ciavarella. Motion Approved.**

7.2.2 First Quarter Report

J. Mullen moved that the 1st Quarter Report (April - June 2018) be received. **M. Moore seconded. Motion carried.**

7.2.3 Portfolio Status

J. Mullen reported on the Financial Committee's meeting with CIBC Wood Gundy, reserve manager. J. Mullen advised the Board that the balance of equities and fixed income investment strategies will be changed. Equity holdings will be decreased and fixed income holdings increased; the new balance remains consistent with the parameters outlined in current policy. J. Mullen advised too that this change will increase cash holdings and that this increase requires the approval of the Board.

J. Mullen moved that the Board approve an increase of cash holdings to a maximum of 35% on an interim basis through to the end of December 2018. **Seconded by K. Ciavarella. Motion carried.**

7.3 Governance Committee

7.3.1 HBSPCA By-laws

The revised bylaws in draft were reviewed by the Board alongside comments submitted by Members. Discussion outcomes included a) that nominations to the Board would include those submitted by a Member together the signed endorsement of not less than five (5) voting Members not later than 28 days prior to the Annual General Meeting, and b) that Membership includes individuals, not corporations.

D. Duke moved that the draft bylaws be approved with clarifications noted in discussion for presentation to the Members at the Annual General Meeting in September. **M. Strecker seconded. Motion carried.**

7.3.2 Food Statement

M. Strecker reported on the discussions at the Governance Committee regarding an HBSPCA approach to animal friendly menus. The Committee is not recommending a formal policy at this time.

The Governance Committee recommends that the Board continue with the practice of having only vegetarian and vegan offerings at all donor events, and volunteer and staff gatherings. Staff and volunteers are asked to comply with this practice when using donor money to purchase food for such events.

The Governance Committee recommends that Animal Husbandry be addressed by the Board over the next year.

The Board was in agreement.

8.0 New Business

8.1 Jean Rumney Award

The annual Dr. Jean Rumney Award honours those who have shown outstanding commitment and dedication to the animals and community served by the Hamilton/Burlington SPCA.

Donna Jenkins is founder of Zachary's PAWS for Healing (ZPFH) in Hamilton <https://www.zacharyspawsforhealing.com> The volunteer based program provides hospital patients visits with their own pet companions, fosters pets for patients – generally older, alone, and with few resources – until both pet parent and pet can be reunited at home, and provides therapy dog visits at the Regional Rehab Centre (Hamilton General Hospital Campus).

Donna has knit together community partners to make a difference for people and their pets, and, the healing process. Through her work in hospitals, Donna has developed standards of practice and conduct for volunteers and accompanying pets that are becoming community wide practice standards. Donna continues to be an outstanding ambassador for the human animal bond in our community. Zachary's PAWS for Healing puts into action the aspiration of keeping people and pets together for mutual health and well being, and, the therapeutic benefits of animals for people

M. Strecker moved that Donna Jenkins, founder of Zachary's PAWS for Healing be nominated for the 2018 Dr. Jean Rumney Award. **Seconded by J. Nemet. Motion carried.**

8.2 Member Application

M. Strecker moved that Samantha MacKinnon be approved as Member, HBSPCA. **D. Brown seconded. Motion carried.**

8.0 In Camera

D. Duke moved the meeting go in camera at 8:00 pm. **M. Moore seconded. Motion carried.**
K. Ciavarella moved the meeting go out of camera at 8:45 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 8:00 p.m. to discuss 1 legal and 1 personnel matter. The Board returned to an open session at 8:45 p.m.

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

10.0 Next Meeting: Monday September 17, 2018 5:45 pm.

11.0 **D. Brown moved that** the meeting be adjourned at 8:50 pm.

Minutes Approved: Date: Monday August 17, 2018.
Signature: Maureen Moore, Secretary



Maureen A Moore

MEMO

To: Board Members
From: M. Emo. CEO
Date: August 7, 2018
Re: 6.2 Consent Agenda. CEO Report August 2018

Kirsty Woodhead has joined the Development Team as Events Coordinator alongside Kayla Fitzsimmons and Lori Muzak-McComb. Most recently, Kirsty worked at the Oakville Humane Society in a fundraising role and brings with her the experience of a donor based animal welfare organization.

The HBSPCA has applied for a Volunteer Program Assessment (VPA) opportunity introduced at the annual conference of the Humane Society of the United States (HSUS) in May. D. Rowse, Volunteer Coordinator, learned about the program and its pro bono assessment offer through the perspective of volunteers using a comprehensive and validated volunteer attitudes and engagement survey. The VPA was developed together by the University of North Carolina at Charlotte and the HSUS.

The HBSPCA is humbled and delighted to have received a 2018 Dundas News Diamond Reader's Choice Award in the category Animal Hospital and Rescue <https://readerschoice.hamiltonnews.com/2017/11/best-business-service/animal-hospital-rescue>. Other honorees include Briarwood Animal Hospital (Platinum), Animal Hospital of Stoney Creek and Beattie Animal Hospital (Gold), Spencer Creek Animal Hospital (Silver) and Stone Church Animal Clinic (Bronze).

The shelter data for June 2018 indicate that in the first quarter, adoptions are down about 40% over last year; intake overall is down about 30%. This is largely attributable to fewer transfers from Hamilton Animal Services (down ~60%) as HAS promotes its adoption program and transfers animals to other rescue groups. A decrease in adoption fees means a decrease in a portion of fees to the hospital to support S/N and, high intensity care for animals in care. An analysis of impact will continue in the 2nd quarter.

The HBSPCA together with Cat Healthy™ and Royal Canin are developing a CE session for the Hamilton veterinary community in early October. Royal Canin is sponsoring the session; the theme is healthy, safe and wanted cats and the opportunities for collaboration among the stakeholders to keep people and pets together, support and advance long term feline health, and ensure available options for pets and pet families in need guided by the Five Freedoms.

Consistent with the HBSPCA commitment to keeping people and pets together, a grant application has been submitted to PetSmart Charities of Canada for \$13K to support the veterinary care the HBSPCA provides pets in foster care with Zachary's PAWS while pet parents - mostly elderly and alone - are in hospital care. A grant application will be submitted in August for continued support for subsidized spay

S/N (cats); it is estimated that the 3100 subsidies (by December 2018) provided by PetSmart Charities of Canada has prevented between 35,000 – 54,000 unplanned/unwanted kittens in Hamilton. The PetSmart Charities of Canada grant for \$20,000 to assist with kennel modifications for thriving animals in care has been received.

There are several recent developments in the area of communications: a) the HBSPCA e-newsletter is again published every 2 weeks. The e-version format is easier to read, links are clear, and, readers are being asked to take a short survey, the outcomes of which will inform future content, frequency and medium(s) e.g. hard copy, electronic; b) the Annual Report is underway; the Report will be a tabloid format and a distribution plan is being developed to broaden reach among partners and stakeholders and new audiences; c) a small project is underway to develop a logo and brochure for the Hamilton Community Cat Network; the brochure will build on common language about TNVR (trap, neuter, vaccinate, return) developed by Network partners.

The HBSPCA No Hot Pets campaign <http://hbspca.com/protect/no-hot-pets> was officially launched at the end of June. The campaign is supported by social media, a banner on the HBSPCA website (one of 5), and a page on the website; posters are available and are being distributed.

The 2019 National Animal Welfare Conference sponsored by Humane Canada will be in Montreal April 14-15; this coincides with the 150th anniversary of the Montreal SPCA.

The Annual General Meeting (2017-2018) is scheduled for Monday September 17th, 6:00 pm at the shelter. Members were invited to hold the date in recent correspondence. The planning schedule for the AGM is attached.

The contract with the OSPCA to help sustain Protection Services in Hamilton and Burlington (2018-2019) has been signed and 50% of the grant funds received. The OSPCA advised the HBSPCA that they have received the first portion of TPA (Transfer Payment Agreement) funding from the Ministry for the period of April 1, 2018 to March 31, 2019 and expect to receive the second half of the funding in late January of 2019.

Space alterations in the north end of the building are underway and progress to date includes: the Development Team and the Financial Reporting and Accounting teams have moved offices; kitchen improvements are complete and the space now doubles as a meeting space; and accessible doors are on order for the Administration Entrance, to be installed early September.