



Hamilton/Burlington SPCA
Board Meeting Minutes
Tuesday November 13, 2018. 6:30 p.m.
245 Dartnall Road, Hamilton

Present: D. Brown, D. Duke, J. Gledhill (Chair), Chair; J. Mullen, J. Nemet, A. Papalia, A. Tran, E. Vis, P. Wolfe, M. Emo (CEO)
Regrets: K. Ciavarella, M. Moore

1.0 Welcome

J. Gledhill called the meeting to order at 6:30 p.m. with quorum in place.

2.0 Approval of Agenda

P. Wolfe moved to approve the agenda. **Seconded by D. Duke. 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 October 9, 2018. **Seconded by D. Duke. Motion carried.**

5.0 Business Arising

None.

6.0 Consent Agenda

P. Wolfe moved to receive the Consent Agenda including 6.1 Chair's Report and 6.3 Program Reports. **Seconded by J. Nemet. Motion carried.**

6.1 Chair's Report.

The Chair reported on upcoming meetings: a meeting with the OSPCA Affiliate Relations Committee on November 15th and a meeting with the Mayor at the end of November. In addition, the Chair extended an invitation to all Board Members to join the Volunteer Celebration on December 10th at the shelter, and reminded all Board members about Picture Your Pet with Santa being launched November 17th.

6.2 CEO Report

Additional inclusions in the CEO Report previously circulated included a) the HBSPCA is a recipient of a 2018 Reader's Choice Award - Top Ten Charities in Hamilton; b) the CEO participated in a 1.5 day workshop at the end of October with eight sister Societies exploring success factors for successful fundraising; and c) Staff are getting estimates for a new roof as repairs are not sufficiently preventing leaks.



6.2.1 Transition Planning

The CEO advised the Board on steps to support transition planning in the Development Program with the resignation of the Manager, Fund Development. Planned events and acquisitions are on track, the budget forecast is complete and 2019-2020 workplan and budget planning are on schedule. Contracted resources pending recruitment will support database requirements and feasibility assessment of new initiatives.

7.0 Committee Reports

7.1 Governance

The Chair facilitated a discussion on the Board evaluation survey outcomes. Overall, the Board agreed the evaluation was very positive, and confirmed both the value and importance of full participation at the Board for sound deliberation. Follow up at this time includes an exploration of stakeholder relationships and the role of the Board in advancing those relationships, aligning reports with the strategic plan and having the plan “present” at all Board meetings, and, on line surveys for Board meeting evaluation.

7.2 Finance

7.2.1 Financial Statement

J. Mullen, Treasurer, summarised the 2nd Quarter Report previously circulated with fulsome notes. J. Mullen identified a) that expenses overall are lower than budget, and that some of the variation is due to timing, and b) that a report will be tabled at the Development Committee on the outcomes of the Wiggle Waggle Walk event.

7.2.2 Budget Forecast

J. Mullen, Treasurer, summarised the budget forecast through to March 31, 2019. The budget has been informed by reviews at all program levels and is showing a positive balance.

A Tran moved to approve the 2018-2029 Budget Forecast. **D. Duke seconded. Motion carried.**

8.0 New Business

None

9.0 In Camera

P. Wolfe moved the meeting on in camera at 7:50 p.m. **Seconded by D. Brown. Motion carried.**

P. Wolfe moved that meeting go out of camera at 8:10 p.m. **Seconded by J. Nemet. Motion carried.**

Report of the Chair on the Closed Session:

The Chair reported that the Board meeting moved to a closed session at 7:50 p.m. to discuss 1 legal matter and 1 personnel matter. The Board returned to an open session at 8:10 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 December 11, 2018 6:30 pm.

11:0 **E. Vis moved** that the meeting be adjourned at 8:15 pm.

Minutes Approved: December 11, 2018

Signature:

Maurice A Moore

MEMO

To: Board of Directors
From: M. Emo, CEO
Date: December 6, 2018
Re: 6.2 Consent Agenda. CEO Report

Two sets of revenue have been received to support Companion Animal Hospital veterinary activity in 2019.

- PetSmart Charities of Canada has granted the HBSPCA \$65,000 to subsidize a minimum of 800 spay neuters for owned pets in 2019. This is the 4th year that cat owners are benefitting from PetSmart Charities of Canada's generous support for healthy safe and wanted cats in the communities served. The grant was confirmed December 5th, 2018.
- A donor has made a generous gift to support the health checks and any additional required care for pets in foster care with Zachary's Paws for Healing. The gift was confirmed November 19, 2018.

The HBSPCA and local veterinarians, on behalf of the Hamilton Community Cat Network, are developing a pilot initiative to increase capacity for street cat S/N volumes. The goal is a community based site for street cat S/N surgeries and which offers opportunities for new and recently graduated vets to gain surgery skills. The evolving model includes experienced vets lending oversight and coaching, volunteer vets, a paid (grant supported) RVT, sponsorship for supplies and medication, trained volunteers as per the HBSPCA Companion Animal Hospital model, and shared program coordination with the HBSPCA. A January-February launch is anticipated.

An update on the status of the Development Program is included in the agenda package. A robust recruitment approach is being developed for the Fund Development lead and will be shared with the Development Committee for comment. The goal is to post the position early the week of December 17th.