

Hamilton/Burlington SPC
Board Meeting Minutes
Tuesday May 12, 2020. 5:30 p.m.
By ZOOM. Hamilton, ON

Present: D. Brown, K. Ciavarella, J. Gledhill, S. Mclean, M. Moore, A. Papalia, R. Piper, E. Vis, M. Emo (CEO)

1.0 Welcome

D. Brown, Vice-Chair, called the business meeting to order at 5:35 pm. with quorum in place.

2.0 Approval of Agenda

R. Piper moved the approval of the agenda with the addition of a motion for approval to be introduced under the Report of the Governance Committee. **Seconded by K. Ciavarella. Motion carried.**

3.0 Declarations of Interest

None reported.

4.0 Approval of Minutes

4.1 **M. Moore moved** the approval of the Board meeting minutes of Tuesday April 14th 2020 with corrections to be made to the spelling of Shannon McLean. **Seconded by K. Ciavarella. Motion carried.**

5.0 Business Arising

5.1 Business Plan

M. Emo indicated that following on the advice of the Chair, Finance, and external consultation, "Business Plan" will be a standing item under Business Arising. This will allow for regular updates on work in progress whether at the Leadership Team or at Board Committees following on the stakeholder research outcomes (March 2019) and presented at the Board in April.

6.0 Consent Agenda

M. Moore moved to receive the Consent Agenda including 6.1 Report of the Governance Committee, 6.2 CEO Report, and 6.3 Program Report. **Seconded by E. Vis. Motion carried.**

6.1 Report of the Governance Committee

D. Brown confirmed that Allan Tran had resigned from the Board for personal reasons, leaving a gap on the Finance Committee. In addition, J. Gledhill advised the Board that the Search Committee was receiving weekly updates from the Search Consultant and that queries from the Board were welcome.

K. Ciavarella moved that Deb Brown be appointed to the Finance Committee. **Seconded by R. Piper. Motion carried.**

6.2 CEO Report

M. Emo added to the report previously circulated that there are 29 Annual Members of the HBSPCA.

6.3 Program Report

The Board noted that both the change in Protection Services now uploaded to the Province and the reduction in animal transfers from Hamilton Animal Services will have implications for kennel care and adoptions. As previously discussed, these pending and now in place changes have been an impetus for service to community planning.

7.0 Committee Reports

7.1 Finance Committee

7.1.1. Unaudited year end reports

K. Ciavarella summarised the year end report that has been submitted to the auditors: the year end results are better than expected; revenues over performed and expenses under performed; in mid March program fees declined as did salaries and wages due to COVID-19.

7.1.2 Quarter Forecast

K. Ciavarella reported that the Quarter Forecast (April – June 2020) is healthier than anticipated, due in part to timely staff planning given reduced work load and amplified communication via all media channels to engage donors and supporters.

R. Piper moved that the 1st Quarter Forecast be approved. **Seconded by E. Vis. Motion carried.**

7.1.3 Wage Subsidy

K. Ciavarella summarised both the benefits to the HBSPCA of the Federal Government's Temporary Wage Subsidy (TWS), already applied for, and the options available in Phase 2 – the Canada Emergency Wage Subsidy (CEWS). The advice of the Finance and Reporting Team is robust and will be applied. See Appendix A.

K. Ciavarella thanked Management and the Finance Reporting and Accounting Team for robust fiscal planning and oversight, and nimble response in uncertain times.

8.0 New Business

None

9.0 In Camera

D. Brown moved the meeting go in camera at 6:24 pm. **Seconded by S. McLean. Motion carried.**
D. Brown moved the meeting go out of camera at 6:47 pm. **Seconded by k. Ciavarella. Motion carried.**

Report of the Vice Chair on the Closed Session:

D. Brown reported that the Board meeting moved to a closed session at 6.24 pm. to discuss a legal matter. The Board returned to an open session at 6:47 pm.

10.0 Next Meeting: **Tuesday June 9, 2020 5:30 pm.**

11:0 **S. Mclean moved** that the meeting be adjourned at 6:50 p.m.

Minutes Approved: Tuesday June 9, 2020

Signature: Maureen Moore, Board Secretary

Maureen A Moore

MEMO

To: Board of Directors
From: M. Emo, CEO
Date: May 8, 2020
Re: 6.2 Consent Agenda. CEO Report.

Staffing remains at about 50% of staffing levels prior March 16th.

- The CEO and Director Operations are rotating work days at home/on site, the Accounting Clerk is working on site and at home, the Accountant is full time at home, as is our Coordinator Outreach, working together with the CEO on communications and stakeholder relations.
- One RVT is attached to our principle vet to minimize risk.
- One RVT is assisting with standard operating procedures and will work with a second vet as scheduling requires.
- Five volunteers are active (dog waking and Development).

Schedules are finalized every two weeks. It is not known as yet how many staff will return to work when. Incremental return to work will be a function of workload, and will take into account pre-requisite planning for physical distancing. All people flows are being reviewed as are doubled up offices (not likely feasible), options for staggered shifts/schedules, public access risk mitigation requirements, availability of PPE, and timing of site improvements to comply with Provincial guidelines.

- Standard PPE is in ready supply including face shields for all Staff (allows for role flexibility) and plexiglass barriers are being installed to mitigate F2F contact with customers. All Staff have been issued 2 washable surgical grade masks.

Innovation is the priority across animal care programs, and there is no time like the present to be creative for healthy and safe service to community continuity.

- As previously shared and subsequently announced, the HBSPCA finalized processes and procedures to board pet companions belonging to persons hospitalized for COVID-19. There have been no requests to date; there have been several compliments for the availability of program, inquiries as to how best to prepare (e.g. what contacts should a person carry on them person and where to leave directives), offers to help board (for free) if overwhelmed, and, requests subsequently for which an alternative was found. Royal Canin is highlighting the HBSPCA ZPFH partner boarding initiative at the on line National Animal Welfare Conference as an example of nimbleness in the times of COVID-19.
- The no contact adoption process has been developed by our Adoption Coordinator drawing on the experience of others and adapting processes to the HBSPCA. The rigour, communication

exchange and high rates of satisfaction among a range of family types for a range of adopted animals (including age) will not replace on site adoptions but will likely be an alternative suitable for many adopters. To date – 22 adoptions.

- S/N for community cats/street cats continues. The decision follows on an assessment of the risk of not doing S/N in a community where the street cat population is already high, and, rigorous protocols for no contact with the public on drop off and pick up, and strict hand off protocols along the care continuum on site. All staff in the CAH wear the full complement of PPE at all times, and, will add face shields when they arrive next week.

Cost estimates are being refreshed for inside flooring, outside paving and roofing and should be finalised next week. Estimates have been slow to come the past six weeks.