

Hamilton/Burlington SPCA
Board Meeting Minutes
Tuesday June 9, 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

A. Papalia, Vice-Chair, called the business meeting to order at 6:23 pm. with quorum in place, following a discussion session with an invited guest.

2.0 Approval of Agenda

J. Gledhill moved the approval of the agenda. **Seconded by D. Brown. Motion carried.**

3.0 Declarations of Interest

None reported.

4.0 Approval of Minutes

M. Moore moved the approval of the Board meeting minutes of Tuesday May 12th with the addition of the words in 7.1 “due to the pandemic”. **Seconded by K. Ciavarella. Motion carried**

5.0 Business Arising

5.1 Business Plan

M. Emo summarised a briefing note in the Board package, indicating that HBSPCA Staff made a site visit to Hamilton Animal Services (HAS) as part of its due diligence for insurance renewal purposes. Insurance is being reviewed for renewal on July 1.

5.2 Post COVID Operations

M. Emo highlighted key points in the previously circulated document: *Post COVID Operations: Modified SOPs for Hamilton/Burlington SPCA*. A series of assumptions and considerations are redefining ways of work. Five (5) key requirements underpin prerequisites for all service provision and site safety:

- Physical distancing
- Alternative service delivery
- Self monitoring
- Personal protective equipment (PPE) and
- Cleaning and disinfection

Subsequent discussion highlighted the following: a) the importance of self monitoring and daily sign-ins for all Staff and others on site, providing a daily record of persons on site that can be used for tracing purposes; b) the relative success with which the HBSPCA is able to maintain a 12 week supply of PPE; c) the merits of the risk ratings (risk to mission and risk to people) for all services which are guiding incremental opening up of services and risk mitigation requirements; and d) still to be determined guidelines to mitigate loss of wages in the event of any staff illness.

6.0 Consent Agenda

K. Ciavarella moved to receive the Consent Agenda including 6.1 Chair's Report, 6.2 CEO Report, and 6.3 Program Reports. **Seconded by R. Piper. Motion carried.**

6.1 Chair's Report

J. Gledhill, Past Chair, updated the Board on the status of the Executive Search, and reported on number of applications received, closing date, and schedule of short list interviews. Board members were encouraged to share the posting among their networks and M. Emo was asked it be reposted on HBSPCA social media.

6.2 CEO Report

M. Emo advised the Board that given requirements for physical distancing and the built environment; there will not likely be the same number of persons - staff, volunteers, students – present on site prior March 15th into the near future. Surgeries in the Companion Animal Hospital are less than 50% capacity, while Staff and hours operation remain the same. Intake for kenneling will be guided by feasibility of staffing capacity.

6.3 Program Reports

In addition to the reports previously circulated – Shelter Data for May 2020, Royal Canin Direct to Consumer (D2C) Pilot – M. Emo reported that the net funds raised from the Spring Lottery are close to \$60,000, a significant increase over \$34,000 in 2019.

7.0 Committee Reports

7.1 Governance Committee

A. Papalia reported that the recent Board candidate recruitment yielded a small number of applicants, one of whom will be interviewed. The applications were reviewed against the skills matrix profile and requirements of the Board. Recruitment continues among Director networks.

7.2. Finance Committee

Following on discussion at the Board meeting in May, K. Ciavarella reported that \$57,295.62 has been received subsequent to application for the Canada Emergency Wage Subsidy (CEWS).

8.0 New Business

None

9.0 In Camera

None

10.0 Next Meeting: **Roundtable: Tuesday July 14th 2020 5:30 pm.**

11:0 **M. Moore moved** that the meeting be adjourned at 7:05 p.m.

Minutes Approved: Tuesday July 14, 2020

Signature: Maureen Moore, Board Secretary

Maureen A Moore
