

Hamilton/Burlington SPCA  
*Board Meeting Minutes*  
Tuesday July 14, 2020. 5:00 p.m.  
By ZOOM. Hamilton, ON

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

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1.0 Welcome

A. Papalia, Vice-Chair, called the business meeting to order at 5:05 pm. with quorum in place.

2.0 Approval of Agenda

**D. Brown moved** the approval of the agenda. **Seconded by M. Moore. Motion carried.**

3.0 Declarations of Interest

None reported.

4.0 Approval of Minutes

**J. Gledhill moved** the approval of the Board meeting minutes of Tuesday June 9<sup>th</sup>. **Seconded by R. Piper. Motion carried**

5.0 Business Arising

5.1 Executive Search

J. Gledhill summarised the work of the Search Committee. The search is on track and all milestones are being met.

6.0 Consent Agenda

None

7.0 Committee Reports

7.1. Finance Committee

K. Ciavarella, Chair Finance Committee, reported that at its recent meeting, Committee reviewed the DRAFT 2019-2020 audit that will be presented to the Board in August, and the 2<sup>nd</sup> Quarter Forecast (July through September). The Chair summarised the Forecast, highlighting key points: a) intake and adoption assumptions are conservative and actual numbers may improve; b) 6 month forecast (Apr-Sept 2020) is (\$267,181) as contrasted with actuals (\$167,193) for the same period in 2019; and c) net revenues for Spring Appeal and Spring lottery are significantly healthier than in the prior year and current approaches bode well for future appeals in the 2<sup>nd</sup> and 3<sup>rd</sup> Quarters.

8.0 New Business

The Board reviewed two applications for Membership.

**D. Brown moved** that Wendy Jackson be approved as Friend of the HBSPCA/Member. **Seconded by J. Gledhill. Motion carried.**

M. Emo was asked to contact the second applicant for additional information and for clarification of Annual Membership.

9.0 In Camera  
None

10.0 Next Meeting: **Tuesday August 11, 5:30 pm**

11:0 **E. Vis moved** that the meeting be adjourned at 5:46 p.m.

Minutes Approved: Tuesday August 11, 2020

Signature: Maureen Moore, Board Secretary

*Maureen A Moore*

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## MEMO

To: Board of Directors  
From: M. Emo, CEO  
Date: August 4, 2020  
Re: 6.2 Consent Agenda. CEO Report

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Kathy Innocente, Director Operations, has resigned from the HBSPCA. She will be moving with her recently retired husband out of Region close to extended family. Kathy has served in the position for 2.5 years, and she has lent her animal welfare insight and experience to the HBSPCA's Capacity for Care best practice, facility improvements, and staff development. Day to day responsibilities are being re-assigned, the 6-month budget (October-March) will be largely complete by the end of August, and together with the CEO is preparing transition notes for incoming leadership. Kathy's resignation is effective September 18<sup>th</sup>.

The HBSPCA has been working collaboratively with two Societies developing a salary administration plan to guide compensation in a sector increasingly focused on recruitment and retention for effective service to community. Another goal includes reducing variability in wages in the geographies served. The collaborative expanded to 5 Societies and now includes 7. Salary bands have not been validated against the external marketplace. The assumptions and salary bands are in Appendix 1, CEO Report.

There continue to be grants available in the Times of COVID to help sustain business and service to community. Ontario recently announced \$83M investment in the Resilient Communities Fund administered by the Trillium Foundation (these are redirected funds). The fund aims to help not-for-profits recover and includes a wider range of things for instance board and staff training, building fundraising plans and skills, re-imagining programs, infrastructure, and equip board members and employees with supports to implement new approaches, prepare for change and build resiliency. Grants will support opportunities as follow:

- Improve and increase ability to access financial resources and develop new and/or alternative sources of revenues (e.g. develop fundraising plans, identify fundraising and financial technology resources, seek opportunities for public-private partnerships and social finance)
- Adapt or re-imagine the delivery of programs and services to meet the needs of the community, employees and volunteers (e.g. identify new health and safety processes and required personal protective equipment; technology supports; staffing and volunteer recruitment and training)
- Procure equipment or renovate spaces to meet the changing needs of the organization; its programs and services, and adapt to new ways of working (e.g. equipment and/or renovations to meet changing technology health and safety, and service delivery requirements)
- Create and/or adopt new approaches for organizations to work together to meet the needs of communities (e.g. peer learning, professional development, networking, resource, knowledge and data sharing)

At the outset the announcement piqued the interest of our Network; however there are some provisions including "surplus" funds: *If your organization has access to net assets worth more than 12 months operating expenses, you must upload an explanation as a separate document along with your*

*financial statements, explaining why you have a surplus. You must demonstrate that unrestricted net assets have been earmarked for an imminent project or purpose; or where the circumstances can otherwise demonstrate significant financial need. We will make inquiries on the interpretation of “surplus” and “reserves”.*

Following on Board approval for roof replacement, the HBSPCA has secured a soft date for work commencing mid-August based on updated quotes solicited through a diligent process. The City has been advised of the pending project and has been extended the opportunity to share in the full replacement at a reasonable cost. The approach to the roof work was modified in the event the City does agree to full roof replacement and the City can be accommodated for its share of roof and replacement cost. The August timing is fortuitous; a significant leak was exposed mid July, and the selected contractor was available given a change in scheduling elsewhere. The Board will be fully briefed at its meeting.