

Hamilton/Burlington SPCA  
*Board Meeting Minutes*  
Tuesday September 8, 2020. 5:30 p.m.  
245 Dartnall Road. Hamilton, ON

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

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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

**J. Gledhill moved** the approval of the agenda with the following amendments: 7.2 Search Committee; 9.1 In Camera legal matter and 9.2 In Camera personnel matter. **Seconded by K. Ciavarella. Motion carried.**

3.0 Declarations of Conflict of Interest

J. Gledhill reported a conflict of interest under 8.1 Membership.

4.0 Approval of Minutes

**E. Vis moved** the approval of the Board meeting minutes of Tuesday August 11, 2020. **Seconded by S. Mclean. Motion carried.**

5.0 Business Arising

5.1 The Building

M. Emo reported that roof replacement was moving well on schedule.

6.0 Consent Agenda

6.1 Chair's Report

D. Brown, Vice-Chair, extended thanks to Marion Emo, CEO on behalf of the Board for agreeing to remain in her role as the Executive Search process continues. She reminded Board members too of upcoming meetings including the Annual General Meeting on September 15<sup>th</sup>, and the presentation of the Dr. Jean Rumney Award to friends and family of Regan Russell on September 14<sup>th</sup>; the award is being presented posthumously following Regan's untimely death in June. Board members were encouraged to join and fundraise in the Wiggle Waggle Walk Your Way on September 13<sup>th</sup>.

6.2 CEO Report

M. Emo added to the previously circulated report that a grant application was submitted to PetSmart Charities of Canada (PCC) to support S/N surgeries for eligible families in underserved neighbourhoods and, pilot animal companion health checks in like neighbourhoods. As requested by PCC, the intent of the proposal was discussed with PCC prior submission as the request was over \$40,000. Permission to submit was granted.

In response to questions asked of the CEO report, it was noted that the no contact adoption processes have not identified barriers to adoptions available in day-time hours, about a dozen volunteers are currently supporting existing programs and there are return to work requests of a few staff likely to be confirmed shortly.

## 6.3 Program Reports

### 6.3.1 Shelter Report

The year to date shelter data confirm that both Adoptions and Companion Animal Hospital procedures are down about 50% as compared to last year. The CAH is at capacity given current distancing requirements; adoptions are a function of reduced intake. Euthanasia procedures are up due to affordability in the private sector and, some indication that not all veterinary clinics are operating at full capacity.

### 6.3.2 Development Report

A short Development brief highlighted the range of appeals, and associated costs and net revenues. Appeals are playing a larger role in fundraising; outcomes are being tracked for appeals and seasonal lotteries and include for instance new monthly donors, first time donors, re-activations (returning donors), average gift. A full report on Development staffing and forecast will accompany the budget presentation in October.

## 7.0 Committee Reports

### 7.1 Search Committee

J. Gledhill updated the Board on the Executive Search process. A recent offer was declined, and the CEO position was reposted on September 3<sup>rd</sup>, having been revised to reflect the future foci of the organization. The Search Committee expressed confidence in the search firm. R. Piper will be the Search Committee Chair going forward. Board members were invited to share the posting on their networks.

### 7.2 Governance Committee

D. Brown opened a discussion on the Executive Slate which will be confirmed at the first meeting of the Board following the Annual General Meeting (October 14<sup>th</sup>). All Officer positions are up for election including Chair, Vice-Chair, Second Vice-Chair, Treasurer and Secretary. Directors shared preferences and/or opportunities they are open to considering. The Governance Committee will follow up with the roles of Officers as described in the By-laws and invite Directors to formally indicate their position interests and will continue the search for Board candidates.

## 8.0 New Business

### 8.1 Membership

**R. Piper moved** that (4) Member Friends of the HBSPCA applicants – Andreas Angelakis, Greg Gledhill, Mathew Gledhill, Trish Nelson - be approved. **S. Mclean seconded. Motion carried.**

### 8.2 IT for Future Readiness

M. Emo summarised a brief report previously circulated describing the need to develop an integrated IT plan for the HBSPCA that will support future outcomes in effective and efficient ways. The goal in the next few weeks is to assess the feasibility of an audit of the current IT state and the tools that support

communication and data base functions, and software programs that support discrete programs. The goal is a roadmap to guide change and RFPS where required.

### 8.3 Annual General Meeting (AGM)

The AGM will be a virtual meeting supported by ZOOM video and dial in. A toll-free Canadian dial in number has been secured, all Members have been advised of video and call in options, and Members without email have been contacted by phone to ensure they have access to the meeting.

J. Gledhill indicated she has been contacted by a Member who will raise the opportunity to change the name of the Hamilton/Burlington SPCA, in part because the HBSPCA no longer has Animal Protection jurisdiction in Burlington with the introduction of the PAWS legislation, January 1, 2020. J. Gledhill who will Chair the meeting will respond to the Member noting that the Board supports name change, that discussions on strategic directions will inform organizational re-branding including name change, and that Members will be invited to share their views on name suggestions.

### 9.0 In Camera

**K. Ciavarella moved** the meeting go in camera at 6:54 p.m. **J. Gledhill seconded. Motion carried.**  
**J. Gledhill moved** the meeting go out of camera at 7:10 p.m. **A Papalia seconded. Motion carried.**

Report of the Chair on the Closed Session:

D. Brown reported that the Board meeting moved to a closed session at 6:54 p.m. to discuss a legal matter and a personnel matter. The Board returned to an open session at 7:10 p.m.

10.0 Next Meeting: **Tuesday October 14, 5:30 p.m.** Location TBConfirmed.

11:0 **E. Vis moved** the meeting be adjourned at 7:14 p.m.

Minutes Approved: Tuesday October 13, 2020

Signature: Emily Vis, Board Secretary



## Memo

To: Board of Directors  
From: M. Emo  
Date: October 2, 2020  
Re: 6.1 Consent Agenda. CEO Report

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Humane Canada has released the dates for its annual National Animal Welfare Conference – April 6,7,8, 2021. For the second year, it will be a virtual Conference. It is been well attended by Board members in the past and is an excellent introduction to a range of issues in the animal welfare world locally, nationally and internationally for new Board members; HBSPCA has been well represented both in sponsorship and session presentation. <https://humanecanada.ca/nawc/>

A letter has been sent to the Ontario Solicitor General from the Ontario Animal Welfare Network<sup>1</sup> outlining opportunities for improved execution of the PAWS ACT (January 1, 2020). Societies have experienced and/or witnessed challenges for consistent application of the provisions of the Act, and situations wherein animals at have not been alleviated and/or alleviated in a timely manner. The letter is attached.

The 2020-21 annual budget will be reviewed by the Finance Committee on October 5<sup>th</sup> and tabled at the Board on October 13<sup>th</sup>. The budget comprises Actual for April to August and Forecast for September to March. The budget is guided by health and safety practices including distancing, little to no public on site and no gatherings for fundraising and/or educational initiatives. Subsequently, the budget is informed by detailed estimates of surgical procedures, estimates on intake and adoptions, capacity for dog training, and the ongoing requirements to sustain staff resources and the premises for service delivery. Return to work (RTW) planning continues through to mid-October.

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<sup>1</sup> The OAWN: HBSPCA and Guelph HS, Kawartha Ridge HS, Kitchener-Waterloo HS, Lincoln HS, London Middlesex HS, Oakville and Milton HS, Ottawa HS, Sarnia HS, Windsor and Essex HS