

Hamilton/Burlington SPCA
Board Meeting Minutes
Tuesday December 8, 2020. 5:30 p.m.
By ZOOM

Present: D. Brown, K. Ciavarella, J. Gledhill, S. McLean, T. Nelson, A. Papalia, R. Piper, E. Vis, M. Emo, M. Barlow (CEO)
Guest: Karen Reichheld, Senior Manager, Animal Care

1.0 Welcome

K. Ciavarella, Chair, called the business meeting to order at 5:32 p.m. with quorum in place. The Chair welcomed Melanie Barlow, CEO, to her first Board meeting, and Karen Reichheld, Senior Manager Animal Care. The Chair noted that a corrected version of the Shelter Report was sent to the Board prior the Board meeting.

Melanie Barlow shared her enthusiasm about joining the Team at the HBSPCA and her interest in working with the Board. She is excited about the Society's service to community guided by the human animal bond and, the dedication of the staff to mission.

2.0 Approval of Agenda

A Papalia moved the approval of the agenda. **Seconded by D. Brown. Motion carried.**

3.0 Declarations of Conflict of Interest

Shannon McLean declared a conflict of interest in 5.2 Business Arising.

4.0 Approval of Minutes

K. Ciavarella moved the approval of the Board meeting minutes of November 13, 2020 with a correction to the COVID-19 reference in 8.1 e). **Seconded by D. Brown. Motion carried.**

5.0 Business Arising

5.1 Shelter Improvements: Proceeding with kennel renovations.

M. Emo summarised a briefing note circulated in the Board meeting package. The note outlines the commitment to sheltering renovations in 2016, the design details for concept plans in 2017, renovations to date, and the limitations of providing quality service and care with associated risks given the current state of the kennels.

K. Reichheld highlighted the impact of delayed renovations on the safety of the animals, the staff and the volunteers, the ability of the shelter to intake animals at risk requiring flexible and/or private space, and the impact of less than standard facilities on staff. The kennels do not meet standards of care, do not optimize the Five Freedoms, and do not meet standards for accreditation.

Discussion outcomes confirmed the Board's commitment to the Five Freedoms, standards of care and best practice. The Board iterated its commitment to healthy work environments for staff and volunteers

for safety and well-being, and to meeting the expectations of donors for optimal outcomes in a risk-free shelter.

With respect to the scope of renovations, it was agreed that a garage at the north end of the shelter would not be included in go-forward plans.

J. Gledhill moved that \$1.85M be the upper limit for renovations, allowing for \$150K for design drawings, \$400K for business continuity and \$400K for the differential in quotes originally approved for \$1.1M **Seconded by A. Papalia. Motion carried.**

The Chair thanked K. Reichheld for her informed presentation and the Board for a robust discussion.

5.2 City of Hamilton response to HBSPCA Correspondence, October 5th, 2020.

The Chair reported that a response was received from the City on November 19th and a note of clarification received on December 3 at the request of the CEO.

6.0 Chair's Report

K. Ciavarella formally welcomed M. Barlow, CEO and indicated that the Board will support her transition in every way possible. She reported too that donors supported Giving Tuesday (December 1) all for helping street cats with \$42,400; the Board collectively donated \$4,200.00. Giving Tuesday will be followed by \$10 Tuesdays and every \$10 donation will be acknowledged on the shelter's Christmas tree with a star. The Chair encouraged Board members to be mindful of cluttered inboxes and that "Reply All" among Board members be reserved for important exchange of information.

The Chair announced that there will be no Board meeting in January.

S. McLean moved that the Chair's Report be received. **Seconded by D. Brown. Motion carried.**

7.0 Consent Agenda

K. Ciavarella moved to receive the Consent Agenda inclusive of the CEO Report and (Shelter) Program Report. **Seconded by S. McLean. Motion carried.**

In response to a question from J. Gledhill, M. Emo indicated that requests for pet euthanasia are increasing largely due to affordability for pet families. No pets are euthanized unnecessarily; presenting pets are at the end of life. J. Gledhill asked whether there is an opportunity to support these families' memorial tributes with donor support. Staff will explore this opportunity.

8.0 Committee Report

8.1 Report of the Governance Committee

K. Ciavarella moved to approve the appointment of Carrie Trembinski to the HBSPCA Board of Directors, effective immediately. **Seconded by T. Nelson. Motion carried.**

K. Ciavarella will contact C. Trembinski and asked that Staff consider timing of onboarding and orientation.

9.0 New Business

None.

10.0 In Camera

J. Gledhill moved the meeting go in camera at 6:30 p.m. **Seconded by S. McLean. Motion carried.**
T. Nelson moved the meeting rise out of camera at 6:43 p.m. **Seconded by D. Brown. Motion carried.**

Report of the Chair on the Closed Session:

K. Ciavarella reported that the Board meeting moved to a closed session at 6:30 p.m. to discuss a legal matter. The Board returned to an open session at 6:43 p.m.

11.0 Next Meeting: **Tuesday February 9, 2020. 5:30 p.m.** By ZOOM

12.0 **K. Ciavarella moved** the meeting be adjourned at 6:43 p.m. **S. McLean seconded. Motion carried.**

Minutes Approved:

Signature: Emily Vis, Secretary

