



Hamilton/Burlington SPCA  
*Board Meeting Minutes*  
Tuesday February 9, 2021. 5:30 p.m.  
By MS Teams

Present: D. Brown, K. Ciavarella, S. McLean, T. Nelson, A. Papalia, R. Piper, E.Vis, C. Trembinski,  
M. Barlow (CEO)  
Guest: Zach Dryman Chief Information Officer (CIO) with Charity AcCounts  
Regrets: J. Gledhill

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1.0 Welcome

K. Ciavarella, Chair, called the meeting to order at 5:32 pm. with quorum in place.

2.0 Approval of Agenda

**T. Nelson moved** the approval of the agenda after alteration of In Camera session being moved after  
6.0 Business Arising. **Seconded by S. McLean. Motion carried.**

3.0 Declarations of Conflict of Interest

None reported

4.0 Approval of Minutes

**K. Ciavarella moved** the approval of the Board meeting minutes of December 8, 2020 upon change to  
minutes reflecting spelling of S. McLean. **Seconded by R. Piper. Motion carried.**

5.0 Board Education

5.1 Status report on technology projects at HBSPCA

CEO reviewed process of Z. Dryman of Charity AcCounts IT assessment that had begun with previous  
CEO.

Action: Continue with implementing Charity AcCounts IT recommendations.

5.2 Introduction of Microsoft Teams and HBSPCA Board can benefit by Z. Dryman, CIO

Z. Dryman provided additional presentation on use of MS Teams for Board.

Action: Z. Dryman and Charity AcCounts to support Board in setting up MS Teams.

6.0 Business Arising

7.0 Chair's Report

Chair recommended to include as part of In Camera portion.

## 8.0 Consent Agenda

**D. Brown moved** to receive the Consent Agenda inclusive of the CEO Report and (Shelter) Program Report. **Seconded by C. Trembinksi. Motion carried.**

## 9.0 Committee Reports

### 9.1 Report of the Governance Committee

- Brief overview of current efforts from Governance committee provided by K. Ciavarella, Chair of Governance Committee. Additional information to be provided in March 2021 Board meeting.

### 9.2 Report of the Finance Committee:

- 9.1 and 9.2 to be deferred until March 2021 Board meeting.

## 10.0 New Business

### 10.1 HBSPCA Board Policies for approval \*

- K. Ciavarella, Chair of Governance Committee, provided Board with update on Governance Committee progress from January 12, 2021.
- Board was presented and approved two new Governance-related policies.

## 11.0/12.0 In Camera - legal

**K. Ciavarella moved** the meeting go in camera at 6:20p.m to discuss a legal matter. **Seconded by R. Piper. Motion carried.**

**K. Ciavarella moved** the meeting rise out of camera at 7:06 p.m. **Seconded by D. Brown. Motion carried.**

In camera – personnel

**K. Ciavarella moved** the meeting go in camera at 7:16 p.m to discuss a personnel matter. **Seconded by A. Papalia. Motion carried.**

**K. Ciavarella moved** the meeting rise out of camera at 7:35 p.m. **Seconded by S. McLean. Motion carried.**

13.0 Next Meeting: Tuesday March 4, **2021. 5:30 p.m.** By MS Teams

14.0 **K. Ciavarella moved** the meeting be adjourned at 7:35 p.m. **E. Vis seconded. Motion carried.**

Minutes Approved:



Signature:

Emily Vis, Secretary