

**Humane Society Yukon
Board of Directors Meeting**

November 27, 2014
76 Keewenaw Dr., Whitehorse, YT

Minutes of Meeting

1. Quorum and Call to Order

In Attendance:

President Crispin Guppy; Vice President Linda Priestley; Treasurer Anne Cofer; Directors Belinda Watson, Heather Gordon, and Patrick Colfer; and Shelter Administrator Betty Irwin

Regrets:

Director Deanna Cornfield

A quorum being present, the meeting was called to order by Cris at 7:04 pm.

Cris noted the need for a new secretary. Anne nominated Belinda for the position, which was seconded by Heather. Cris declared Belinda elected as secretary by acclamation.

2. Meeting Agenda

a. The following items were added to the agenda:

Business Arising from Minutes:

- Health and safety compliance at the shelter—Patrick
- Mooney house party fundraiser—Cris
- Chamber of Commerce newspaper ad—Linda

New Business:

- 50/50 fundraiser at Bingo—Anne
- Shelter office space—Cris

b. The agenda was accepted.

Motion:	To accept the agenda as amended.
Proposed:	Linda
Seconded:	Anne
Vote:	All in favour; none opposed

Motion Carried

3. Minutes of Last Meeting (November 6, 2014)

a. The minutes were determined to be free of errors and omissions.

- b. The minutes were accepted.

Motion: To accept the minutes as presented.
Proposed: Linda
Seconded: Heather
Vote: All in favour; none opposed

Motion Carried

4. Business Arising from Minutes

- a. Kona's Coalition Invite

Linda indicated that since Kona's Coalition had declined an earlier invitation to speak at a board meeting, and since the original motivation for that invite was no longer relevant, there is no need to pursue any further invitations of Kona's Coalition to board meetings. However, Linda will follow up with the government regarding some matters involving Kona's Coalition.

Action: Linda

- b. Fencing Project Update

Linda said that the fencing project is nearly complete and is sufficient for current needs. The remainder of work to be done will be completed weather permitting. Linda will submit the report on the project to the Community Development Fund by the end of November, after Cris has finalized the numbers for the report. Linda also suggested that there be a ribbon-cutting ceremony for the completion of the project.

Action: Linda and Cris

- c. Veterinary Services Contract

There was some debate regarding the number of veterinary clinics with which HSY should enter into an agreement. Cris agreed to work on evaluation criteria for the submissions. Cris will be hand-delivering the Request for Proposals to all local veterinary contracts on Monday, with a closing date of December 12.

Action: Cris

- d. Membership Renewal

It was decided that due to new discussions regarding membership management software, Linda would provide Belinda with the membership renewal data in the hopes that the new software can make the process more efficient.

Action: Linda

- e. Health and Safety Compliance

Patrick stated that he has been reviewing the Occupational Health and Safety Guidelines for the Yukon, as well as the Guidelines for Standards of Care in Animal Shelters. He

determined that the shelter falls into a mid-level category of OH&S requirements, which include first aid training for some shelter staff. Betty agreed to work on arranging that training with St. John's Ambulance. Patrick said he would continue preparing action items to ensure the shelter is in compliance with OH&S standards.

Action: Betty and Patrick

f. Mooney House Party Fundraiser

Cris said that approximately 30 people attended the pun-themed fundraiser at Susan and Jamie Mooney's house, which raised \$315 cash, some with tax receipts, and the sale of the firemen calendars netted an additional \$220. With a liquor cost of \$50, the party was a great success and the Mooneys were warmly thanked for their generosity.

g. Chamber of Commerce Newspaper Ad

Linda recommended participating in a newspaper ad being purchased by the Chamber of Commerce. She suggested that we needed to do more positive advertising and that this could be an opportunity to thank the community for their support. The ad space being offered is 3"x1.25" and will be placed in the Dec. 11 issue of *What's Up Yukon*. The cost is \$40.

Linda also noted that January would be a good time to investigate other opportunities for advertising the good things that had happened to HSY in 2014. She said she would work on a potential "Do you know..." campaign.

Motion: To spend \$40 to participate in the Chamber of Commerce's season's greetings ad as a general thank you to supporters.
Proposed: Linda
Seconded: Heather
Vote: All in favour; none opposed

Motion Carried

Action: Linda

5. Reports

a. President

There was no report from the president.

b. Treasurer

The Treasurer's Report is attached.

Anne noted that we will be receiving the bill for the fencing project soon.

Linda said that there are still spay and neuter certificates to hand out, but once 120 have been completed, she will send in the report on the project, which will trigger the final release of funds from the government before the end of the fiscal year.

Linda said she will talk with her government contacts about the timing of the report to ensure that it does not conflict with the Society's financial year end process.

Motion: To accept the Treasurer's Report as presented.
Proposed: Anne
Seconded: Patrick
Vote: All in favour; none opposed

Motion Carried

c. Shelter Manager

The Shelter Manager's Report is attached.

Betty said that Roger Plant of Strongback Construction had provided an estimate on concrete repairs for the walls and floors of several kennels. The total estimate is \$1,580, and work would begin in the new year. The damage due to the shifting foundation is concerning from both a health and a safety perspective. Betty will manage the project.

Motion: To engage Strongback Construction at a rate of \$1,580 to repair damage to kennel walls and floors.
Proposed: Linda
Seconded: Heather
Vote: All in favour; none opposed

Motion Carried

Action: Betty

Betty also noted that the shelter, which is currently full, will be closed from Dec. 24 through Dec. 27 for the holidays. Adoptions will pause on Dec. 17 and resume on approximately Jan. 5.

Betty said that she had begun to record employees' hours of work, which she believed would be useful for analysis. Anne offered to enter the hours into spreadsheet format for easier use.

Motion: To accept the Shelter Manager's Report as presented.
Proposed: Heather
Seconded: Linda
Vote: All in favour; none opposed

Motion Carried

Action: Betty and Anne

d. Bingo

Anne reminded the Board that Bingo revenue in December would be lower than usual due to missing sessions during the holidays.

Due to the difficulty in finding volunteers to work the Bingo nights, Cris agreed to contact other non-profits (such as the Golden Age Society and Kiwanis Club) to see if any of their members would be interested in volunteering.

Action: Cris

e. Fundraising

Linda is still investigating but thinks that it would be best to hold the Spring Fling fundraiser in April, since the original date was in middle of spring break.

Action: Linda

6. New Business

a. Membership Management Software

Belinda explained the benefits of migrating the current manual membership record-keeping system to an online service that would allow not only membership database management, but also event registration, automatic membership renewals, and a new website linked to the membership database. After researching the options, Belinda recommended Wild Apricot as the service provider and signing up for a full year at the level that allows a maximum of 500 contacts in the database (\$540).

Betty suggested contacting Murray Lumberg for questions about the current website setup. Belinda indicated that she would be willing to take on the project of setting up the system.

Motion: To purchase a year of membership management service from Wild Apricot at a service level of a maximum of 500 contacts, at a cost of \$540.

Proposed: Anne

Seconded: Heather

Vote: All in favour; none opposed

Motion Carried

Action: Belinda

b. Kennel Repairs

Kennel repairs were addressed earlier under item 5c, Shelter Manager Report.

c. Bella Fund

Concerns have been raised by members of the public that money designated for the Bella Fund has been misused. Linda questioned the amount of money remaining in the Bella

Fund. Anne said that she would cross-reference the donation receipts and confirm that all the money in the Bella Fund belongs there. Betty asked for a policy on how the money in the Bella Fund should be used. Cris noted that the Board had already passed a motion requiring Board approval to charge expenses against the Bella Fund and recommended that the Board also approve deposits into the Bella Fund. It was also noted that fixing the teeth of an otherwise healthy cat was already an approved use of the Bella Fund. Patrick and Heather both indicated that they would work on researching the initial purpose of the Bella Fund

Motion: To require Board approval for all deposits of money into the Bella Fund.

Proposed: Cris

Seconded: Linda

Vote: All in favour; none opposed

Motion Carried

Action: Patrick and Heather

d. 50/50 Fundraiser at Bingo

Anne proposed adding a 50/50 draw to Bingo night (and the Bingo license), which she estimated would bring in an additional \$4,000 per year in revenue.

Motion: To apply for a raffle license for a 50/50 draw for Bingo night.

Proposed: Anne

Seconded: Linda

Vote: All in favour; none opposed

Motion Carried

Action: Anne

e. Shelter Office Space

Cris said that as a result of a request from Betty, he would be making some changes to the setup of the office space at the shelter. The front desk will be moved back to allow more space for the public, dogs, and dog walkers, and to allow the Shelter Manager to be able to better hear what's going on up front. A printer that no longer functions properly will be disposed of to make room for the desk adjustment. Cris and Hoby Irwin will do the required work, which is not expected to result in any expenses.

Betty noted that her hours as Shelter Manager are generally Monday to Friday, 8:30 am to 4:30 pm, and she welcomed further suggestions on ways to improve the shelter setup.

f. Christmas Bonuses

The meeting moved in camera.

7. Next Meeting

The next meeting of the Board of Directors will be held on Dec. 18 at 7 pm at 76 Keewenaw Dr.

8. Adjournment

The meeting was adjourned at 10:15 pm.

GOA ACCOUNT

Chq #	Paid To	Amount	
2430	Shipperbottom, (pay)	552.41	552.41
2434	Cris Guppy spookgetty liquor	1,027.10	1,027.10
2443	Richard, Selina (pay)	635.66	635.66
2444	Shipperbottom, (pay)	354.34	354.34
2448	Yukon Service and Supply	218.19	218.19
2449	Copper Road Vet	880.00	880.00
2451	Goodman Appliance	226.75	226.75
2452	Koss Lailand (pay)	15.07	15.07
2453	Copper Road Vet	180.00	180.00
2454			-
2455	Koss Lailand (pay)	48.98	48.98
2456	Richard (pay)	558.49	558.49
2457	Shipperbottom, (pay)	595.99	595.99
2458	Petty Cash (spookgetti = 100.81)	475.49	475.49
2459	Alpine Vet	1,305.00	1,305.00

GOA ACCOUNT

Outstanding cheque total	7,073.47
Bank Balance Nov 27	41,954.87
Net Bank Balance	34,881.40

BINGO ACCOUNT

Outstanding cheque total	1,789.72
Bank Balance Nov 27	19,931.53
Net Bank Balance	18,141.81

SAVINGS ACCOUNT

Bank Balance Nov 27	745.79
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TOTAL FUNDS AVAILABLE	53,769.00
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BINGO**Outstanding cheque total 1,789.72**

Chq #	Paid To	Amount	
4104	Copper Road Vet	161.70	161.70
4105	Dall Contracting	332.69	332.69
4106	Duffy's Pet	434.61	434.61
4107	General Waste	143.56	143.56
4108			-
4109	City of Whse	204.16	204.16
4110	Alpine	513.00	513.00
4111			-
4112			-
4113			-
4114			-
4115			-
4116			-

**SHELTER MANAGER REPORT
NOVEMBER 27, 2014**

From October 19 through November 19, the following statistics can be reported:

- Total animals brought in 21
- Total animals transferred in 1
- Total animals returned from fostering 4
- Returned from fostering 4

TOTAL ANIMALS IN 27

- Total animals adopted 29
- Total animals reclaimed 2
- Total animals fostered 9

TOTAL ANIMALS OUT 40

The repairs in the back have been done by HVAC—new dryer connection and insulation; new plate on the floor. Big improvement. There was no heat in building last Monday morning but they came and had that working by the afternoon. I understand from staff that this is a fairly common occurrence in the winter. Outside lights in front have been replaced.

The Electrical Shop donated services

Finally found someone through Kiji ji to come and look at the kennels in the back. He says that he's done quite a few repairs like that. Promised to get back to me in a couple of days with an estimate. Estimate has been submitted to President.

The two new part-time staff are working out very well. Lindsey Dixon, the new Vet Liaison is proving to be very knowledgeable and thorough. I think she's a really good addition.

The Pet Photos for Santa took place last weekend. Cam Koss was a perfect Santa. Final accounting will be done when pictures are picked up.

Outside pens look to be completed. They're certainly being used to good advantage. I took some more pictures and will try to get them organized very soon.

As regards to Christmas bonuses, the only three staff who are in line for these are Amanda Kettley, Selina Richard and Therese Cote and I most definitely feel they both deserve at least \$50.00 apiece—more if we can afford it. Long time part-time is Lyndsey Boorse.

Respectfully submitted,

Betty Irwin, Shelter Manager