

**Humane Society Yukon
Board of Directors Meeting**

December 18, 2014
76 Keewenaw Dr., Whitehorse, YT

Minutes of Meeting

1. Quorum and Call to Order

In Attendance:

President Crispin Guppy; Treasurer Anne Cofer; Secretary Belinda Watson; Directors Heather Gordon and Paddy Colfer; and Shelter Administrator Betty Irwin

Regrets:

Vice President Linda Priestley

A quorum being present, the meeting was called to order by Cris at 7:10 pm.

It was noted that Deanna Cornfield had submitted her resignation from the Board.

2. Meeting Agenda

a. Additions

i. Business Arising from Minutes:

- None

ii. New Business:

- Shelter Manager Probation Period

b. Acceptance of Agenda

Motion: To accept the agenda as presented.

Proposed: Paddy

Seconded: Heather

Vote: All in favour; none opposed

Motion Carried

3. Minutes of Last Meeting (November 27, 2014)

a. Errors/Omissions

i. None

b. Acceptance of Minutes

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

Motion Carried

4. **Business Arising from Minutes**

a. Veterinary Services Contracts

Cris announced that the Request for Proposals for veterinary contracts resulted in only one submission: from All Paws Veterinary Clinic. Cris said he will send the contract to All Paws for signing before the holidays.

Motion: To contract with All Paws Veterinary Clinic as per their proposal submission.
Proposed: Cris
Seconded: Anne
Vote: All in favour; none opposed

Motion Carried

Action: Cris

b. Shelter Health and Safety Compliance

Paddy prepared and distributed a summary of requirements for health and safety compliance at the Shelter. He is working on a health and safety manual, which is one of the requirements for compliance.

Motion: To provide approval for the Shelter Manager to make arrangements and payment for three Shelter employees to participate in first aid training in January.
Proposed: Cris
Seconded: Belinda
Vote: All in favour; none opposed

Motion Carried

Action: Paddy and Betty

c. Request for Bingo Volunteers from Other Non-Profits

Still in progress.

Action: Cris

d. Membership Management Software

Still in progress.

Action: Belinda

e. Bella Fund Policy

Heather has left messages with Amil Dupuis-Rossi, one of the founders of the Bella Fund, but hasn't been able to speak with her. Heather is working on trying to trace the origination of the Bella Fund.

Paddy has drafted a policy for the Bella Fund. There was discussion about how there are actually two separate decisions that occur regarding this issue:

- i. The decision in which it is determined whether or not veterinary services are necessary and appropriate.
- ii. The decision in which it is determined whether or not those veterinary services should be covered by the Bella Fund.

Belinda suggested that there should perhaps be a separate policy to assist in answering each question. There was also some discussion about whether or not the Bella Fund is still required since the Humane Society already routinely covers veterinary services that in the past would only have been covered through the Bella Fund. Betty noted that the Shelter already reviews whether or not animals are healthy enough for things that would normally come under Bella Fund.

From a bookkeeping perspective, it was noted that some improvements needed to be made with regard to making sure donations are going to the appropriate funding account.

Review of the Bella Fund will continue. Further discussion will be deferred to the next meeting, where there will be discussion about whether or not to amalgamate the Bella Fund into regular funds. There will also be discussion regarding the need for a policy for referring animals to the vet.

Action: Paddy and Heather

f. Shelter Office Space

Hoby Irwin, Jo-Ann Jackson, Cris, and Betty will go in after Christmas and reorganize the office space.

Action: Cris and Betty

g. Fencing Project

The report for the fencing project has been submitted to the Community Development Fund. The CDF grant requires matching funds from the Humane Society for the project. At this time, the CDF portion has been spent, while the HSY money has not; however, the invoices for the project specify the work that is remaining, and HSY will pay its portion after the project is completed in the spring.

It was noted that a ribbon-cutting event coupled with a yard sale could be a good way to publicly thank the government for its support and raise some additional funds.

h. CBC Interview

It was noted that Linda had been featured in a CBC radio interview on December 10. The purpose of the interview was to provide an opportunity for HSY to respond to a previous CBC interview with Kona's Coalition. Linda was able to correct a few misunderstandings that had surfaced in the earlier interview.

5. Reports

a. President

There was no President's Report.

b. Treasurer

The Treasurer's Report is attached.

It was noted that HSY is in reasonable financial health. Adoption revenue has been trending above average, as has Bingo revenue. However, donations and fundraising revenues are down, indicating more work is needed in these areas. Expenses for fundraising and wages are also trending high, but operating expenses are at acceptable levels. Overall, the Society is down approximately \$12K from the end of the previous fiscal year.

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

Motion Carried

c. Shelter Manager

The Shelter Manager's Report is attached.

Adoptions were strong in the previous month, with as many animals adopted out as were brought in. Adoptions have currently been halted due to the holiday season and will resume January 6.

It was noted that the Veterinary Liaison is now keeping weekly reports of animals in foster, isolation, and the general population. These reports include health and behavioural assessments.

Cris indicated that he would send worksheets to Betty to assist in analyzing staff work hours.

Betty noted that she had received advertising rates from CKRW and that she would keep a record of them in the event HSY wanted to pursue radio advertising in the future.

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

Motion Carried

Action: Cris

6. New Business

a. Whitehorse Star Ad

An ad was placed in the December 18th edition of the *Whitehorse Star* as a thank you for the generous contributions from many, many members of the Yukon community.

b. ATCO Electric Donation

It was noted that ATCO Electric and its employees had made very generous cash and in-kind donations to HSY as a result of a recent fund-raising effort. Cris said that he would draft a letter of thanks to ATCO and its employees.

Action: Cris

c. Shelter Manager Probationary Period Review

The meeting moved in camera.

Motion: To confirm Betty Irwin in her position as Shelter Manager, having passed the probationary period.
Proposed: Paddy
Seconded: Heather
Vote: All in favour; none opposed

Motion Carried

7. Next Meeting

The next meeting of the Board of Directors will be held on January 22, 2015, at 7:00 pm at 76 Keewenaw Dr.

8. Adjournment

The meeting was adjourned at 9:02 pm.

**SHELTER MANAGER REPORT
DECEMBER 17, 2014**

From November 17 through December 17, the following statistics can be reported:

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

TOTAL ANIMALS IN 26

- Total animals adopted 21
- Total animals reclaimed 1
- Total animals fostered 6

TOTAL ANIMALS OUT 28

I contacted St. John's Ambulance regarding First Aid courses. There is a two-day course on January 28 and 30. A notice has been put up for staff. So far, only Hoby and Betty have signed up.

Kennel repairs are scheduled for early in January.

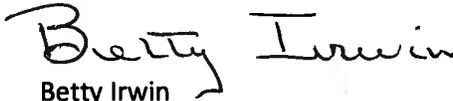
Chris is to send a new spreadsheet for the hours of work analysis.

ATCO Electric delivered a cheque for \$9,000.00. I'm trying to arrange a time for picture taking with some of the people who collected and delivered the donations.

It was a busy month for adoptions with 21 being completed. There are no more adoptions after today until January 5.

We have been fortunate with the holiday schedule with all of the staff being willing to work their regular shifts.

Respectfully submitted,


Betty Irwin
Shelter Manager

GOA ACCOUNT

Outstanding cheque total	8,301.66
Bank Balance Dec 18	52,958.09
Net Bank Balance	44,656.43

BINGO ACCOUNT

Outstanding cheque total	3,997.30
Bank Balance Dec 18	19,976.83
Net Bank Balance	15,979.53

SAVINGS ACCOUNT

Bank Balance Dec 18	745.83
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TOTAL Bank Balance	72,934.92
Outstanding Cheques	12,298.96
Outstanding Accounts Payable	8,406.33
TOTAL Funds Available	<u>52,229.63</u>

HUMANE SOCIETY YUKON
 Comparative Balance Sheet to November 30, 2014

	<u>As At 30-Nov-14</u>	<u>As At 30-Nov-13</u>
ASSETS		
CURRENT ASSETS		
Floats	2,243.54	2,243.54
TD-GOA	34,445.83	45,353.23
TD-BINGO	14,361.81	12,118.81
Receivables		
GST Receivables	7,905.95	12,356.20
Prepaid Insurance	10,447.97	
Legal Settlement		61,359.00
TOTAL CURRENT ASSETS	<u>69,405.10</u>	<u>133,430.78</u>
CAPITAL ASSETS		
Assets	350,595.16	366,109.79
TOTAL CAPITAL ASSETS	<u>350,595.16</u>	<u>366,109.79</u>
TOTAL ASSETS	<u>420,000.26</u>	<u>499,540.57</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts Payable	12,517.32	31,845.89
TOTAL CURRENT LIABILITIES	<u>12,517.32</u>	<u>31,845.89</u>
EQUITY		
MEMBERS' EQUITY		
Contributed Surplus	407,482.94	467,694.68
TOTAL MEMBERS' EQUITY	<u>407,482.94</u>	<u>467,694.68</u>
TOTAL LIABILITIES AND EQUITY	<u>420,000.26</u>	<u>499,540.57</u>

HUMANE SOCIETY YUKON
Income Statement Apr 01, 2014 to Nov 30, 2014

REVENUE

Animal Revenue

Dog Adoptions	33,225.00
Cat Adoptions	8,025.00
Pet Claims	1,062.50
Dog Surrender	720.00
Cat Surrender	280.00
Total Animal Revenue	<u>43,312.50</u>

Memberships & Donations

Donations	28,317.00
Bella Fund	12,252.51
Donation Boxes	1,699.00
PayPal Income	227.52
Memberships	495.00
Total Memberships & Donations	<u>42,991.03</u>

Fund Raising

Dog Wash	2,955.00
Pet Pics	585.00
AWG Fundraiser	60.15
Firefighting Calenders	220.00
Miscellaneous Fundraising	21,469.22
Total Fund Raising	<u>25,289.37</u>

Grants & Contributions

YTG Grant	63,600.00
Yukon Foundation Spay/Neuter	45,000.00
Total Government Grants	<u>108,600.00</u>

Miscellaneous

Microchips	15.00
Total Miscellaneous	<u>15.00</u>

Bingo Revenue

Bingo Revenue	55,365.00
Total Bingo Revenue	<u>55,365.00</u>

Interest & Investment

Interest	0.46
Total Interest & Investment	<u>0.46</u>

TOTAL REVENUE	<u>275,573.36</u>
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HUMANE SOCIETY YUKON
Income Statement Apr 01, 2014 to Nov 30, 2014

EXPENSE

Animal Expense

Animal Food	5,936.94
Animal Supplies	1,854.77
Veterinary Neuter & Spay	7,216.73
Veterinary Services & Supplies	29,691.84
Fundraising Expense	9,267.59
Spay & Neuter Program Expense	8,827.50
Freight	206.81
TOTAL Animal Expense	<u>63,002.18</u>

ADMINISTRATION EXPENSE

Professional & Accounting Fees	587.50
Advertising	1,560.71
Bank Charges & Interest	1,780.61
Bookkeeping	8,856.00
Building: R&M	5,004.87
Yard Upgrades	19,475.00
Cash (Over)/Short	-42.97
Commercial Insurance	6,364.82
Janitorial Supplies	2,339.67
Supplies & Equipment	173.80
Lease	112.75
Licenses/Dues/Fees	415.36
Office Expense	3,923.56
Security	230.61
Telephone/Fax/Internet	3,747.46
Utilities	9,426.02
Vehicle Expense	466.89
Wages & Benefits	131,450.53
CPP Expense	4,646.60
EI Expense	3,409.15
Total: Wages & Benefits	<u>139,506.28</u>
Bingo Hall Rental	16,315.95
Supplies	3,876.67
Total Bingo Expense	<u>20,192.62</u>
TOTAL ADMINISTRATION EXPENSE	<u>224,121.56</u>

TOTAL EXPENSE 287,123.74

NET INCOME -11,550.38