

**Humane Society Yukon  
Board of Directors Meeting**

January 22, 2015  
76 Keewenaw Dr., Whitehorse, YT

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**Minutes of Meeting**

**1. Quorum and Call to Order**

In Attendance:

President Crispin Guppy, Vice President Linda Priestley, Secretary Belinda Watson, and Director Paddy Colfer

Regrets:

Treasurer Anne Cofer, Director Heather Gordon, and Shelter Administrator Betty Irwin

A quorum being present, the meeting was called to order by Cris at 7:13 pm.

**2. Meeting Agenda**

a. Additions

i. Business Arising from Minutes:

- None

ii. New Business:

- HSY Financials

b. Acceptance of Agenda

<b>Motion:</b>	<b>To accept the agenda as amended.</b>
Proposed:	Paddy
Seconded:	Linda
Vote:	All in favour; none opposed

**Motion Carried**

**3. Minutes of Last Meeting (December 18, 2014)**

a. Errors/Omissions

i. None

b. Acceptance of Minutes

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

**Motion Carried**

**4. Business Arising from Minutes**

a. Veterinary Services Contracts

The contract with All Paws Veterinary Clinic for veterinary services has been signed.

b. Shelter Health and Safety Compliance

Paddy is continuing work on the shelter's health and safety manual, which is about 40% complete. It is expected to contain 34 policies divided into 4 sections.

**Action: Paddy**

Cris noted that during the recent shelter renovations, when the front desk was moved back, some wires were exposed, but those wires have now been converted to an outlet.

c. Request for Bingo Volunteers from Other Non-Profits

Cris said that he is still working on the request for volunteers but that it would be completed before the next meeting.

**Action: Cris**

d. Membership Management Software

Belinda explained that she has uploaded the list of members into the new membership management database and has begun work on the new website design. Working with Betty, she has also identified the information she needs to link the new website to PayPal. She has also connected with Murray Lundberg regarding website hosting. The free trial for the membership management software has expired, and Belinda will do as much work as possible before converting to a fee-based plan. Belinda expects a go-live date in approximately one month.

**Action: Belinda**

e. Bella Fund Policy

Linda expressed concern about discontinuing use of the Bella Fund and noted that it provides numerous fundraising opportunities. Paddy indicated he would revise and send out the Bella Fund policy for review and will follow up with Heather regarding the investigation of the history of the Bella Fund that she was undertaking.

**Action: Paddy**

f. Shelter Office Space

Renovations to the front administrative area of the shelter have been mostly completed. The costs for the renovations (approximately \$1,200) were covered by board member donation, with the actual labour being done by Cris and Hoby Irwin. The ceiling and a second set of shelves remain outstanding.

The Board extended a particular thank you to Home Hardware for the discount on the linoleum.

Cris said that he would ask Betty to request that a newspaper photographer take photos of the new shelter space.

**Action: Cris**

g. Shelter Repairs

The concrete repairs in the kennel areas have been completed. The source of the problem seems to have been incomplete bonding of the original concrete pour.

h. Thank You to ATCO Electric

Cris said he would ask Betty to write a thank you letter to ATCO Electric for its recent donation.

**Action: Cris**

i. Kona's Coalition Government Follow-up (from Nov. 27)

Linda is reviewing some documents received from the government.

**Action: Linda**

j. Spring Fling Update (from Nov. 27)

Linda is not sure yet of a date for the Spring Fling fundraiser but thinks it will be later in the spring.

**Action: Linda**

k. Chamber of Commerce Newspaper Ad (from Nov. 27)

Cris said he would confirm with Betty that she is keeping copies of newspaper advertising and is keeping track of other media items. There was also discussion of the need for a running list of individuals and organizations who have made donations to the Society.

**Action: Cris**

**5. Reports**

a. President

Cris indicated a need for increased fundraising efforts and noted that he is continuing work on the items mentioned earlier in the meeting.

**Motion:** To accept the President's Report as presented.  
**Proposed:** Linda  
**Seconded:** Paddy  
**Vote:** All in favour; none opposed

**Motion Carried**

b. Treasurer

Cris presented the Treasurer's Report in Anne's absence. Of note was that fundraising revenue is down, but adoption revenue is stable. The Society is still waiting for the last of the annual territorial funding. Animal expenses, particularly vet bills, were noted to be high, and there was a suggestion to set policies regarding vet bills.

Linda said that one of the dogs at the shelter requires surgery; Cris indicated he would ask Betty to work on an advertising campaign to raise money for the surgery.

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

**Motion Carried**

**Action: Cris & Betty**

c. Shelter Manager

The Shelter Manager's Report is attached.

Linda noted eight puppies were sent to Kelowna.

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

**Motion Carried**

6. **New Business**

a. HSY Finances

Linda is selling In Dey Go cookies as a fundraiser for the shelter and will also be setting up tables at various retail outlets to collect donations, as well as investigating other fundraising opportunities. There was some discussion about pursuing corporate sponsorships. Linda will also request that the *Whitehorse Star* consider an article about what the Society has been doing recently.

Belinda suggested providing free one-year memberships to all adopters at the Shelter in order to increase the membership base.

**Motion:** Free membership for one year for all adopters.  
**Proposed:** Belinda  
**Seconded:** Paddy  
**Vote:** All in favour; none opposed

**Motion Carried**

**Action: Linda**

b. Rabies Vaccinations

Linda will investigate and determine the standard protocol for rabies vaccinations, including what happens when someone is nipped by a dog that hasn't been vaccinated.

**Action: Linda**

c. In Dey Go Cookie Dough Fundraiser (motion passed over email Dec. 9)

Linda has purchased cookie dough to sell baked cookies, which she expects to result in \$3 of revenue for each dollar of expense.

d. Membership Levels

Belinda noted the need to come to consensus on membership levels for the new membership database. She noted that Humane Society Dawson has annual individual memberships available for \$10. The NWT SPCA offers one-year memberships for \$20 and three-year memberships for \$50. The Fort McMurray SPCA has annual memberships for \$60, but those memberships come with a number of perks.

It was agreed that businesses that wish to purchase corporate memberships should receive advertising in the Society's newsletters.

It was also agreed that sponsorships would be discussed at a later date.

**Motion:** The individual membership rate is set at \$20 per year;  
the corporate membership rate is set at \$200 per year.  
**Proposed:** Linda  
**Seconded:** Paddy  
**Vote:** All in favour; none opposed

**Motion Carried**

**Action: Belinda**

e. Thank You to Murray Lundberg

The Board expressed a particular thank you to Murray Lundberg and his family for his historical and ongoing contributions to the Society's website. It was suggested that he be recognized on the new website, with his consent.

**7. Next Meeting**

The next meeting of the Board of Directors will be held on February 19, 2015, at 7:00 pm at 76 Keewenaw Dr.

**8. Adjournment**

The meeting was adjourned at 9:10 pm.

**Shelter Manager Report  
January 21, 2015**

From December 21, 2014 to January 21, 2015, the following statistics can be reported:

- Total animals brought in: 30
- Total animals transferred in: 2
- Total animals returned from fostering: 4
- Total animals returned from others: 1

Total Animals In 37

- Total animals adopted: 16
- Total animals reclaimed: 1
- Total animals fostered: 3
- Total animals transferred: 4

Total Animals Out 24

Four people have signed up for the First Aid Course on the 28<sup>th</sup> and 30<sup>th</sup> but there are some scheduling problems to be worked out.

Kennel repairs in general have been completed for a total of \$1,617.04.

I am way behind on the spreadsheet for hours of work analysis but haven't forgotten about it.

Renovations are still ongoing. Things already look very different and everyone seems very positive about the new look.

Respectfully submitted,

Betty Irwin  
Shelter Manager