

**Humane Society Yukon
Board of Directors Meeting**

February 19, 2015
76 Keewenaw Dr., Whitehorse, YT

Minutes of Meeting

1. Quorum and Call to Order

In Attendance:

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

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 7:10 pm.

It was noted that Linda resigned her position of Vice President on February 3, 2015. Immediately thereafter, the following motion was moved via email:

Motion:	To nominate Paddy Colfer as Vice President.
Proposed:	Linda
Seconded:	Cris
Vote:	All in favour; none opposed

Motion Carried (February 5, 2015)

Paddy accepted the position of Vice President.

A further followup motion was also made via email:

Motion:	To appoint Linda Priestley to the role of chair of the fundraising committee.
Proposed:	Cris
Seconded:	Anne
Vote:	All in favour; none opposed

Motion Carried (February 5, 2015)

Linda accepted the role of fundraising chair.

2. Meeting Agenda

a. Additions/Modifications

i. Business Arising from Minutes:

- Remove financial status—to be covered in other items

- ii. New Business:
 - Process for communicating with government
 - Replace Sled-a-Thon with Barks and Bubbles
 - Replace World Famous Chocolates with World's Finest Chocolates

b. Acceptance of Agenda

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

Motion Carried

3. Minutes of Last Meeting (January 22, 2015)

a. Errors/Omissions

- i. None

b. Acceptance of Minutes

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

Motion Carried

4. Business Arising from Minutes

a. Shelter Health and Safety Compliance

Paddy has completed a draft of the health and safety manual for the Mae Bachur Animal Shelter. It was suggested that the final document be placed at the shelter in a binder to allow easy modification as required. Paddy will review the document with Betty to see if any immediate changes are needed. A final version will be brought forward to the board at the next meeting for adoption.

Action: Paddy

b. Request for Bingo Volunteers from Other Non-Profits

Cris will send out requests this week.

Action: Cris

c. Membership Management Software/New Website

Belinda noted that the Wild Apricot website is now live and seems to be functioning well. Several individuals have purchased memberships through the site, and a few donations have been made as well. Belinda will be handing over some website management to the

shelter staff in the coming weeks, and board members will also be receiving access to the member/contact database.

Linda mentioned that Chris May from Mid Arctic Technology has indicated he would be willing to assist with the website or other technology needs.

Belinda said that it would be nice to have generic email addresses with the humanesocietyyukon.ca extension for the shelter as well as board members. She will look into this further.

Action: Belinda

d. Bella Fund Policy

Paddy presented a revised Bella Fund policy (attached), which Belinda will post to the website.

Motion: To accept the Bella Fund policy as presented.
Proposed: Cris
Seconded: Linda
Vote: All in favour; none opposed

Motion Carried

Action: Belinda

Motion: That fundraising from sales at the Fireweed Market and the sale of dog cookies throughout the year go to the Bella Fund.
Proposed: Linda
Seconded: Cris
Vote: All in favour; none opposed

Motion Carried

e. Shelter Office Space

Renovations at the Mae Bachur Animal Shelter are almost complete; ceiling restoration has been deferred. Linda has sent a request to the government assets department to see if they would be willing to donate a flip chart and display hutch that they are no longer using.

f. Thank You to ATCO Electric

Cris said he would confirm that Betty has sent thank you letters to ATCO Electric as well as the Whitehorse Firefighters. Linda indicated that she would search for a list of thank yous and other to-do items that was put together by the previous shelter manager some time ago. It was also suggested that Betty copy the board's secretary on all thank you correspondence.

Action: Cris & Linda

g. Kona's Coalition Government Follow-up

Documents from the government have been reviewed; the Society remains in good standing with the government.

h. Tracking of Media Mentions and Donors

Cris to follow up with Betty regarding tracking media mentions and donors that require thank-you letters.

Action: Cris

i. Advertising Campaign for Dog That Needs Surgery

No decision has been made yet as to whether the dog requires surgery.

j. Rabies Vaccinations

Linda did some research and determined that rabies vaccinations are \$13 per shot. She will discuss vaccinating shelter animals with the Animal Management department of Environment Yukon. Linda noted that both Humane Society Dawson and the Yukon Animal Rescue Network vaccinate the animals in their care against rabies. It was agreed that if a dog breaks the skin of a handler, it should go into quarantine immediately.

It was suggested that the Yukon Government grant proposal include funding for rabies vaccinations to help cover the associated costs.

Motion: To include the costs of rabies vaccinations for animals under the care of Humane Society Yukon in the next fiscal year's Yukon Government grant proposal.

Proposed: Paddy

Seconded: Cris

Vote: All in favour; none opposed

Motion Carried

Action: Linda & Paddy

5. Reports

a. President

There was no report from the President.

b. Treasurer

The Treasurer's Report is attached.

It was noted that cash flow is tight, and it is time to begin thinking about bookkeeping processes for the new fiscal year. The continuation of fundraising was also noted to be critical at this time of year.

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

Motion Carried

c. Shelter Manager

The Shelter Manager's Report is attached.

Various board members indicated an interest in having a template for the Shelter Manager's Report to ensure the board is kept up to date on critical operational targets. It was suggested that a daily log might be helpful for Betty to keep track of things that should go in the monthly report.

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

Motion Carried

6. New Business

a. 2015/2016 Budget

Anne has developed a preliminary budget for the 2015/2016 fiscal year. It was noted that the amount for the Yukon Government grant should be amended with an additional 20%, which will keep it in line with what is being requested.

It was suggested that donations be decreased as there were several one-time, extraordinary donations made in the past year that are not anticipated in the next year.

Paddy questioned the revenue from the kennel sponsorship program; Belinda indicated that the program should be revamped, and she would be willing to take on that task in the near future.

Linda indicated that she would like to investigate using more volunteers at the shelter, partly through programs offered at the correctional centre, Challenge, etc.

Salaries and wages were discussed, and Cris advised that he would continue to work on the weekly staff hours and provide Betty with a budget for staff.

Paddy agreed to meet with Anne to make revisions to the budget.

Action: Anne, Paddy, Belinda, Linda & Cris

b. Final Government Funding Cheque

Linda confirmed that the final cheque from the Yukon Government for this fiscal year should be available Monday.

c. Government Communication Process

After some discussion, it was concluded that in the future, communication with government ministers should be reviewed by board before being sent.

d. Beaver Creek Educational Seminar

Linda has determined that an educational seminar in Beaver Creek would not be an effective use of time at this point.

e. Membership Drive and Prize

The membership drive continues and is progressing well. New membership cards have been printed. Linda is working on a prize for the culmination of the drive. Belinda is continuing with updates to the membership database.

Action: Linda and Belinda

f. Fundraising Initiatives

Linda is organizing a fundraising raffle with a number of prizes.

Motion: That Humane Society Yukon apply for a raffle license for a draw to be held May 28, 2015, at the Mae Bachur Animal Shelter, with the cost of the license not to exceed \$100.

Proposed: Linda

Seconded: Paddy

Vote: All in favour; none opposed

Motion Carried

Action: Linda

Linda is also working on a "See Spot's Run" event to coincide with the raffle draw at the end of May.

Motion: To approve an expenditure of a maximum of \$200 for food and beverages for the "See Spot's Run" event.

Proposed: Linda

Seconded: Belinda

Vote: All in favour; none opposed

Motion Carried

Action: Linda

Linda is making arrangements to have a booth at the Lake Laberge Lions' annual Yukon Trade Show, May 1-3.

Action: Linda

Volunteer Debbie Kabanak is working to organize a Summer Fling event in June, which is currently planned to involve events for children earlier in the evening and then a '50s dance for adults later that night. There will also be a silent auction.

Action: Linda & Debbie

Linda suggested having the shelter staff organize a "Barks and Bubbles" event at the shelter on March 28. She is reaching out to groomers who might be interested in donating their time.

Motion: To authorize shelter staff to organize one "Barks and Bubbles" event in March.
Proposed: Linda
Seconded: Cris
Vote: All in favour; none opposed

Motion Carried

Action: Linda

Linda presented a fundraising idea utilizing World's Finest Chocolates, but it was determined to be too much work for less than \$1K in fundraising.

Belinda brought forward an idea for a marquee fundraiser that would hopefully become an annual event. She suggested something along the lines of a Mae Bachur Family Reunion, with a target audience of anyone who has adopted an animal from the shelter. Linda requested that Belinda send along her initial ideas so she could begin to work on the overall concept.

g. Board Member Candidate: Amy Andison

After review of Amy's resume, Linda agreed to formally ask her to join the board.

Motion: To offer Amy Andison a director position on the Humane Society Yukon board.
Proposed: Linda
Seconded: Paddy
Vote: All in favour; none opposed

Motion Carried

Action: Linda

h. Dog Parade and Dog Howling Contest at Rendezvous

Linda will be manning a table for donations and memberships. Cris will be judging.

i. Collaboration with BCSPCA

A potential opportunity has arisen to collaborate with the BCSPCA. It was agreed that board members would review questions that were prompted by the BCSPCA regarding our interest in collaboration and provide suggested answers to Linda.

Action: All

j. Volunteer of the Year

It was suggested that the board consider nominations for volunteer of the year. Belinda said she would review the old website to see who past volunteers of the year have been. Belinda also suggested having two volunteers of the year: one for shelter work and one for fundraising efforts.

Action: Belinda

k. Sanitizer

Board members agreed that they would prefer to replace the currently dysfunctional sanitizer rather than repair it for financial reasons. Linda said she would contact the BCSPCA for ideas on a supplier. She also indicated she would contact PetsMart for potential funding

Action: Linda

l. Team Toby

Board members agreed that they would review the documentation on a Team Toby visit to Whitehorse in April.

Action: All

7. Next Meeting

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

To be discussed at that meeting will be the K9 Expo Yukon event (registration deadline April 11, \$100).

8. Adjournment

The meeting was adjourned at 10:18 pm.

HUMANE SOCIETY YUKON
Comparative Balance Sheet to January 31, 2015

	<u>As At 31-Jan-15</u>	<u>As At 31-Jan-14</u>
ASSETS		
CURRENT ASSETS		
Floats	2,243.54	2,243.54
TD-GOA	8,475.36	65,705.13
TD-BINGO	8,164.22	12,072.98
GST Receivables	9,153.92	13,138.56
Prepaid Insurance	10,447.97	
Legal Settlement		61,359.00
TOTAL CURRENT ASSETS	<u>38,485.01</u>	<u>154,519.21</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>389,080.17</u>	<u>520,629.00</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts Payable	16,623.09	34,073.10
TOTAL CURRENT LIABILITIES	<u>16,623.09</u>	<u>34,073.10</u>
EQUITY		
MEMBERS' EQUITY		
Contributed Surplus	372,457.08	487,420.77
TOTAL MEMBERS' EQUITY	<u>372,457.08</u>	<u>487,420.77</u>
TOTAL LIABILITIES AND EQUITY	<u>389,080.17</u>	<u>521,493.87</u>

Shelter Manager Report
February 18, 2015

From January 18, 2015 to February 18, 2015, the following statistics can be reported:

- Total animals brought in: 15
- Total animals transferred in: 0
- Total animals returned from fostering: 4
- Total animals returned from others: 0

Total animals in 20

- Total animals adopted: 11
- Total animals reclaimed: 1
- Total animals fostered: 2
- Total animals transferred: 4

Total animals out 18

Kennel repairs are still ongoing. The paint started to chip. Contractor came in to assess the problem and he will return to do a repainting next week when we can bring general out of isolation.

The spreadsheet for hours of work analysis is attached. There is still some tweaking to be done on the format, but the hours are entered up to January 31st.

We will losing Lindsey Dixon, the vet liaison, at the end of this week. Amanda Kettlely, the admin person, will be taking over those duties on a trial basis and Rachel Shipperbottom and I will be sharing the admin duties along with Amanda. Rachel and I will also have to help Amanda with the scheduled vet visits as Amanda doesn't have a driver's license yet; she is working on this. There have been some shifting of schedules to try to make sure all shifts are covered.

The Vet Liaison report is attached. As a follow up to the question of vaccinating against kennel cough, All-Paws has estimated that it would run about \$30.00 per animal. The previous manager and vet liaison said they could recall an outbreak in the years they were here so it is not all common. I would recommend that we do not do the vaccinations, due to the cost and infrequency of the disease.

As you all know, the sanitizer failed last week. I have been putting this out on facebook, kijiji and other sites so see if we can get some help but haven't received any replies yet.

A woman donated \$500.00 toward Max's expenses. So far, his expenses have been \$359.12. Surgery, if needed, would be about \$3,500 but it hasn't been determined if that will be necessary. It's possible that physio and exercise will make him nearly completely functional again. What should we do with the \$140.00 that's left over?

Respectfully submitted,

Betty Irwin, Shelter Manager