

**Humane Society Yukon
Board of Directors Meeting**

July 16, 2015
76 Keewenaw Dr., Whitehorse, YT

Minutes of Meeting

1. Quorum and Call to Order

In Attendance:

President Brent Slobodin; Treasurer Anne Cofer; Secretary Belinda Watson; Directors Heather Gordon, Catherine Newsome, Vanessa McDonald, Shelter Administrator Betty Irwin; and Project Manager Linda Priestley

Regrets:

Vice President Paddy Colfer

A quorum being present, the meeting was called to order by Brent at 7:05 pm.

It was noted that Amy Andison submitted her resignation from the Board effective July 6, though she intends to continue participating through her volunteer work for the committees.

2. Meeting Agenda

a. Additions

i. New Business:

- None

b. Acceptance of Agenda

Motion: To accept the agenda as presented.

Proposed: Anne

Seconded: Vanessa

Vote: All in favour; none opposed

Motion Carried

3. Minutes of Last Meeting (June 18, 2015)

a. Errors/Omissions

i. It was noted that Vanessa had been selected as chair of the Fundraising Committee, not Linda.

b. Acceptance of Minutes

Motion: To accept the minutes as amended.
Proposed: Catherine
Seconded: Vanessa
Vote: All in favour; none opposed

Motion Carried

4. **Committee Reports**

a. Shelter Operations

The Shelter Operations Committee Report is attached.

The Society has been successful in recruiting many volunteers for the upcoming yard sale, so the event is expected to proceed without any issues.

b. Finance

The Finance Committee Report is attached.

Motion: To raise the cost of adoption by \$25.00 beginning September 1 due to increasing operational costs at the shelter.
Proposed: Belinda
Seconded: Heather
Vote: All in favour; none opposed

Motion Carried

Action: Catherine to notify public; Betty to implement change

Motion: To lock in the current WildApricot pricing schedule by paying up front for one year of service before the end of August, with a cost not to exceed \$630.00 + GST.
Proposed: Belinda
Seconded: Catherine
Vote: All in favour; none opposed

Motion Carried

Motion: To move the bookkeeping duties in house starting August 1.
Proposed: Belinda
Seconded: Vanessa
Vote: All in favour; none opposed (Anne abstained)

Motion Carried

Motion: To use all bingo income to make biweekly payments to All Paws Veterinary Clinic until the outstanding bills have been cleared.

Proposed: Belinda

Seconded: Vanessa

Vote: All in favour; none opposed (Heather abstained)

Motion Carried

c. Fundraising

The Fundraising Committee Report is attached.

Linda requested approval for two raffles, one to be held at a fundraiser in July and another for a draw in September. These were approved via email on June 23, 2015. (NOTE: The July 17 raffle was subsequently cancelled.)

Motion: That Humane Society Yukon apply for a raffle license for a 50/50 draw to be held July 17, 2015, at Lizards Lounge in Whitehorse, with the cost of the license not to exceed \$10.

Proposed: Linda

Seconded: Brent

Vote: All in favour; none opposed

Motion Carried

Motion: That Humane Society Yukon apply for a raffle license for a draw to be held in September, with the cost of the license not to exceed \$10.

Proposed: Linda

Seconded: Brent

Vote: All in favour; none opposed

Motion Carried

d. Governance

There was no report from the Governance Committee.

e. Programs

There was no report from the Programs Committee.

f. Partnerships

The Partnerships Committee Report is attached.

Linda suggested soliciting businesses for things like sponsoring the shelter's utilities for one month. She also reminded the board that Yukon Energy employees are interested in participating in a day of volunteer service at the shelter.

g. Public Relations

There was no report from the Public Relations Committee.

5. New Business

a. Meeting with the Chief Veterinary Officer

Brent and Betty met with the Yukon's chief veterinary officer, Dr. Mary VanderKop, on July 7. The spay/neuter program was discussed at the meeting, and one of the takeaways was that providing more testimonials from the communities might be helpful in encouraging a restart of the program. Brent and Betty also noted the Society's request for additional government funding. Brent has arranged a followup meeting with Minister of Environment Wade Istchenko on July 23.

b. Board Development—July 29

Belinda has arranged for another board development session to occur on July 29, with details still to be determined. Belinda will request that the facilitator work with the board on board recruitment and collaboration with other societies and groups.

c. Google Accounts

All board members have received access to Google Apps, including Gmail. Belinda is still working on setup of the system, including Drive, Groups, and Sites, but the hope is for all board members and shelter staff to be using the new system by the end of August.

6. Next Meeting

The next meeting of the Board of Directors will be held on August 20, 2015, at 7 pm at 76 Keewenaw Dr.

7. Adjournment

The meeting was adjourned at 8:49 pm.

Humane Society Yukon Committee Report

Committee Name:

Shelter Operations

Date of Last Committee Meeting:

July 10, 2015

Report Submitted By:

Belinda Watson

Information for the Board:

Vital statistics (June 15–July 15):

- Animal intake: 42
- Adoptions: 24
- Reclaimed: 1
- Transferred out: 5

Shelter staff are in full swing organizing for the yard sale to be held July 18 and 19. This is a significant fundraiser for the Society, and so far things are going fairly smoothly.

The Shelter Operations Committee is continuing to review job descriptions and staff responsibilities in order to maximize the return on labour costs.

A number of local businesses have been identified as key donors to the shelter and would make excellent candidates for a sponsorship program. These businesses have been passed along to the Partnerships Committee for further action.

Belinda will be spending some time at the shelter on July 20 to review the files and applications on the shelter computers. The goal is to clean up as necessary and migrate files to Google Drive so that they can be accessed from the “cloud” rather than stored on single computers. Belinda will also be setting up the appropriate shelter staff members with access to Google Apps and the new Gmail system.

It was noted that it is becoming increasingly difficult for the shelter to make purchases without a corporate credit card. It is hoped that once the Society has some financial breathing room, some money could be set aside for low-limit, secured credit card.

Recommendations and Motions for the Board:

None at this time.

**Humane Society Yukon
Committee Report**

Committee Name:

FINANCE COMMITTEE

Date of Last Committee Meeting:

JULY 15, 2015

Report Submitted By:

ANNE COFER

Information for the Board:

The draft financial statements have been received from the accountant, signed and returned to her. She has said that she will have the final report back to us before our AGM.

Brent had a meeting with the Chief Vet and will report on that at the Thursday meeting. Also he has an upcoming meeting with Minister Wade Ischenko on July 23rd.

The Transfer Agreement was signed and we are waiting for funds.

Recommendations and Motions for the Board:

RECOMMENDED that we raise the cost of adoption by \$25.00 due to increasing operational costs at the shelter to start September 1st. We feel a notice should be put on the website of this upcoming raise in fees. At the same time, an itemized list of what this fee includes should be included.

RECOMMENDED that we pay for one year services from Wild Apricot before the end of August so we can take advantage of the lower cost of 630.00 + GST. This cost can come from the Bingo Account.

RECOMMENDED that we move the bookkeeping duties in house starting August 1st.

RECOMMENDED that we use all bingo income to make biweekly payments to All Paws Vet until their outstanding bills have been cleared up.

**Humane Society Yukon
Committee Report**

Committee Name:

Fundraising

Date of Last Committee Meeting:

July 2015

Report Submitted By:

Linda Priestley

Information for the Board:

Ibex Valley greenhouses offered to give 40% of all sales off bedding plants and hanging baskets to HSY in exchange for volunteers to advertise and sell the plants in the parking lot of the shelter. Unfortunately the sale needed to be held quickly so advertising was limited. The sale was held July 11-12. The shelter received approximately \$220.00; however there was a discrepancy in the total balance so the final figure is not yet available. This event required significant volunteer investment, and at this point the monetary return does not appear great enough to warrant pursuing this opportunity in future years.

A second fundraiser that was planned by Bonnie Dixon to be held at Lizards Bar on July 17 was cancelled as two of the bands backed out a week before the event. The cover charge for the event was to be given entirely to HSY as well as some of the proceeds from draws, etc. The organizers of this event requested that HSY provide a raffle license and were disappointed to learn that the only license we could provide was for a 50/50 draw under the lottery licensing rules. Because they had donations from sponsors that were to be used to increase the profits from the event, they did not want to give them out as door prizes. A recommendation was made that the donations could be used for a silent auction with the suggestion that careful monitoring would be required if the auction was held in a bar. Bonnie is willing to resurrect this fundraiser at a later date.

Recommendations and Motions for the Board:

None at this time.

**Humane Society Yukon
Committee Report**

Committee Name:

Partnerships

Date of Last Committee Meeting:

July 8, 2015

Report Submitted By:

Belinda Watson

Information for the Board:

The Partnerships Committee primarily reviewed a draft Volunteer Framework (attached), which outlines the purpose, approach, and methodology of establishing a strong volunteer program for the Society. A similar framework for a sponsorship program is in the works.

Recommendations and Motions for the Board:

It is hoped that directors will review the Volunteer Framework in time to provide feedback and revision prior to a vote on adoption of the document at the August board meeting.