

**Humane Society Yukon  
Board of Directors Meeting**

Date & Time: 19:00 hours, August 26<sup>th</sup>, 2014  
Location: 4 Lazulite Drive, Whitehorse, YT

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**MINUTES OF MEETING**

**1. Quorum and Call to Order:**

- a. In Attendance:
  - i. Board Members: Crispin Guppy; Anne Cofer; Belinda Watson; Jo-Ann Jackson; Michael Burdett; and Deanna Cornfield
  - ii. Shelter Administrator: Betty Irwin
  
- b. Regrets:
  - Hoby Irwin; and Heather Gordon

A Quorum being present, in the absence of the President the Vice-President Cris Guppy called the Meeting to Order at 7:10 p.m.

Cris advised the Board Members that Linda Priestley, HSY President, had submitted her resignation from the Board, effective immediately. Michael advised that just prior to the Meeting he had received an email from Linda stating that she would, under the direction of a Board Director, finish the CDF funding requirements; the Spay/Neuter Project; the Fireweed Market; the Yukon Foundation final report; any other Projects she had started and would also assist at tomorrow's Bingo.

Discussions and decisions on the nomination and election / appointment of a new President were deferred to New Business.

At the request of Jo-Ann, Cris & Deanna provided a brief but relevant overview of the recent history of the HSY.

**3. Meeting Agenda:**

The Agenda was reviewed with no additions, deletions or amendments.

<b>Motion:</b>	<b>To accept the Agenda as circulated</b>
Proposed:	Jo-Ann Jackson
Seconded:	Belinda Watson
Vote:	All in favour; none opposed

**Motion Carried**

3. **Minutes of Last Meeting:**

The Minutes of the July 22nd, 2014 Meeting were reviewed, with no additions, omissions or amendments identified.

**Motion:** To accept the Minutes as circulated  
**Proposed:** Anne Cofer  
**Seconded:** Jo-Ann Jackson  
**Vote:** All in favour; none opposed

**Motion Carried**

4. **Business Arising from the Minutes:**

a. **Status of Fencing Project:**

Cris reported that the area to the rear of the Shelter building had been flattened and prepared for paving. Temporary fencing and pens had been erected. The actual paving would proceed as and when the contractor could schedule the work. The two major funding sources were the YG Community Development Fund (\$20K) and a bequest (\$20K) from Laura Miller-Goodall.

Anne reported that she had not yet noted receipt of the payment of the funding from the Community Development Fund. The cash-flow was dependant on HSY providing a 4-month financial statement. It was unclear as to whether or not this had yet been provided.

In general discussion the question as to whether or not Building Permits were needed for the paving project. Cris will check with Linda Priestley regarding the status of any required permits and will also verify whether or not the financial statements had been submitted.

**Action: Cris**

It was also agreed that sequential photographs should be taken to record the progress of the Project. Betty is to proceed with obtaining signage recognizing and thanking the donors and to arrange media coverage.

**Action: Betty**

b. **Replacement Sanitizer:**

Betty commented that the existing sanitizer was now working very well and there was no need for replacement.

c. New Shelter Building:

The need for the eventual replacement of the existing Shelter building was again discussed. In general discussion it was agreed that funding should be sought for a feasibility study. Michael agreed to chair a working group. Further discussion on establishing a planning committee and the Terms of Reference and membership were deferred to the New Business section of the Agenda.

**Action: Michael**

d. Bylaw & Policy Review:

Michael reported that he had initially reviewed the Constitution and Bylaws and, without changing any wording, reformatted them into an more easily read format with corrected indentation. He had started a detailed review of the HSY Policies and had identified areas where there were either no policies or where they needed greater clarity. Examples provided were:

- i. Responsibilities regarding Society Correspondence and Records;
- ii. Conflict of Interest Policy;
- iii. Responsibilities and Board liabilities regarding Complaints;
- iv. Media Communications and designation of Spokesperson and Web / Facebook Gatekeeper; and
- v. Financial Controls and Signing Authorities.

Michael advised that he and Betty were meeting in a week to review the policies that pertained to the Shelter. He anticipated that a thorough review would take 3 - 6 months and that it would be completed in stages which would include on-going discussions with the Board.

**Action: Michael**

f. Annual Yard Sale:

There was unanimous agreement that the recent Yard Sale had been very successful. Almost \$6,000 had been raised, which was nearly double the amount from the 2013 event. Anne reported that she had not yet noticed a bank deposit in that range, but that it could have been recorded on the next month's Bank Statement.

**Action: Anne**

5. **Reports:**

a. **President:**

Cris advised that as Linda had suddenly resigned the day previously there was no report from the President. It was again agreed that discussions regarding the nomination and appointment / election of a new President be deferred until the New Business segment of the meeting.

b. **Vice-President:**

No report. In a general discussion it was informally agreed that, given the role and responsibilities associated with the Vice-President position, there would typically be nothing to report. In future meetings, monthly reports will only be expected from the President, the Treasurer and the Shelter Manager.

c. **Treasurer:**

Anne reported that as she used the same accounting software - Simply Accounting - on her home computer as does the Accountant and so she intends to create a shadow version of the financial records. This will allow easier access to custom reports and provide more current financial statements. At the moment four-monthly reports are received, but better tracking, especially of fundraising and revenue generating activities are required.

**Motion: To accept the Treasurer's Report**

Proposed: Deanna Cornfield

Seconded: Michael Burdett

Vote: All in favour; none opposed

**Motion Carried**

d. **Shelter Administrator:**

Betty reported that ten dogs had been taken in during the month, with a further 13 returned from foster homes. 16 dogs had been adopted out during the month. The Shelter had taken in \$3,700 in donations, although some of this may have come from the previous month. The Barks & Bubbles event was scheduled for this coming weekend, capably organized by Hazel and Pamela. Work was progressing on the HVAC system, although as this was being done pro bono, the timing was dependant on the contractor's other obligations.

Betty stated that the photographs for the Firefighter Calendar had now been completed. She also asked whether or not Santa photos would be taken again this

year; should the HSY make an application to the Aviva Fund competition; and also should the HSY subscribe to the Canada Helps crowd-funding source. This led to a discussion on the respective roles of the Fundraising Committee and the Shelter.

**Motion:** To authorize the Shelter Manager to sign a contract / agreement with Canada Helps.

Proposed: Anne Cofer

Seconded: Deanna Cornfield

Vote: All in favour; none opposed

**Motion Carried**

Betty identified the need for “Adopt Me” coats and/or vests. Deanna stated that \$800 was put aside from last year’s raffle for this specific purpose. Anne will check the financial records.

**Action: Anne**

Betty suggested that the HSY should have brochures that could be used as an advertising tool. In discussion it was suggested that a local advertising firm could be approached to ask for the donation of their time to create a suitable graphic design,

**Action: Deanna**

e. Fundraising:

Deanna reported on the status of the 2014 Raffle. Tickets would be \$10 each, with only 900 tickets printed. The first prize was donated by Air North and consisted of two return tickets to either Edmonton, Calgary or Vancouver. Other prizes were also donated and all the donor’s logos would be printed on the tickets. The Draw Date is November 29th, at 5:00 pm. and would take place at the Shelter. In the ensuing general discussion there was some question as to whether or not we were in good standing with the Lotteries Commission in regard to whether a final report had been filed for the previous raffle.

**Action: Anne & Deanna**

**Motion:** To proceed with the Raffle and to allocate \$400 as an operating budget.

Proposed: Deanna Cornfield

Seconded: Jo-Ann Jackson

Vote: All in favour; none opposed

**Motion Carried**

Jo-Ann reported on the urgent need for more volunteers for the Wednesday night Bingo, especially to cover the 6 - 9 shift. This weekly event is a major source of funding for the HSY, as is evidenced by the monthly Bingo Report received by the Board.

It was agreed that an appeal for volunteers should be placed in the Newsletter.

**Action: Michael**

Michael demonstrated two “doggie collection boxes” he had purchased, to everyone’s amusement. Deanna commented that there were already collection boxes at numerous locations in Whitehorse and that someone regularly collected the coins from them. It was suggested that one of the doggie collection boxes could be placed at the Shelter and the other at the Fireweed Market.

Michael advised the Board that he had recently adopted a rescue dog from Manitoba Mutts. The dog came with initial 6-week complementary pet insurance coverage from Pet Secure and an email recommending that the policy be extended on an on-going basis. The advantage to the owner was that any waiting period for coverage was cancelled, but the advantage to Manitoba Mutts was that they received a commission from Pet Secure. In general discussion it was agreed that HSY consider providing similar coverage and investigate the potential financial benefits. Michael agreed to investigate further.

**Action: Michael**

**6. Adjournment:**

Cris indicated that as the time was 9:40 pm, the rest of the agenda should be postponed to another meeting to be held in two weeks. There was full agreement with this suggestion and a suitably acceptable date was identified.

**7. Next Meeting:**

Thursday, September 11th, 2014 at 7:00 pm

Location: 4 Lazulite Drive