

2. Reports from Standing Committees:

a. Foster and Home Visit:

No report was provided. In discussion there was agreement that the HSY has a responsibility to conduct home visits as part of the screening process for potential foster homes as well as post-adoption visits. Discussion on the structure and membership of all committees and the need to establish formal Terms of Reference was postponed to the appropriate Agenda item.

b. Bingo:

Hoby submitted a written report on the Bingo receipts. Michael noted that the report now included the sale of Bingo Dabbers. Jo-Ann stated that there was an on-going need for volunteers to assist with Bingo. After a general discussion it was agreed to not change the starting time.

c. Facilities:

Hoby submitted a written report on the Shelter. Linda commented that she had provided exterior paint for the fascia. Cris expressed the hope that, as has happened previously, Hoby would organize a work party for whenever the weather was suitable.

Action: Hoby

Cris stated that the paving was now completed and that the contractor had done an excellent job. Skookum had donated an additional load of asphalt which allowed the paving to be extended further behind the Shelter. The need to add their name and logo to the large “thank-you” display was noted. The next step in the project was to complete the fencing.

d. Volunteer Committee:

No report was provided.

e. Spay/Neuter Project:

Linda reported on the status of the Spay/Neuter Project, noting that 93 vouchers had already been issued. She observed that there were many low-income families utilizing the project. Linda further commented that there were on-going issues with one participating veterinarian regarding supplemental funding.

In general discussion both Deanna and Michael questioned whether, as the HSY was in essence acting as an agent of the YG, an administrative fee or commission was received. Approved travel expenses to the outlying communities only are covered. It was suggested that the establishment of a fee should be negotiated with the 2015 contract.

Action: Cris

f. **Rescue Project:**

Linda reported that the Rescue Project was funded from a grant from the Yukon Foundation.

In discussion the advantages and disadvantages of requiring payment of a surrender fee was debated. Anne reported that in the previous year a total of \$3,600 had been collected in surrender fees.

Motion: That Surrender Fees be abolished and that people surrendering an animal be invited to make a donation.

Proposed: Deanna Cornfield

Seconded: Belinda Watson

Vote: All in favour; none opposed

Motion Carried

There was a discussion on the type and content of reporting that would be more time-efficient for the Board. There was agreement that written reports should be submitted to the Secretary prior to a meeting, allowing enough time for them to be distributed and read by each Board Member.

The need to establish a standard of reporting was discussed. There was agreement that, for example, the Shelter Manager's report should include YTD expenditures and a budget variance report.

3. New Business:

a. **Role & Composition of the Board:**

Michael suggested that, as the formal name implies, the Humane Society Yukon should include a representative from the outlying communities, particularly Dawson City and Watson Lake. Linda stated that Haines Junction also should be included as it operates a small shelter. In general discussion there was agreement that expanding the Board would more firmly establish the Society as a Yukon-wide organization and

potentially influence YG funding decisions. It was agreed that with the availability of technology such as teleconference, Skype and FaceTime, attendance at meetings from a distance was viable. The potential title for such an appointee was debated, with a preference for Community Liaison Director and that they should have voting rights. It was thought that initially the Dawson City Board could be invited to appoint a person and it was agreed that a President to President invitation would be most effective.

Motion: **That the HSY Board be expanded to include the outlying communities.**

Proposed: Deanna Cornfield

Seconded: Jo-Ann Jackson

Vote: All in favour; none opposed

Motion Carried

Action: Cris

The ability of the Executive to meet apart from the other Directors was discussed. There was acknowledgement that this had occurred many times previously and therefore a precedent was well established. There was full agreement the the Executive alone could not pass a Motion on behalf of the Board.

Michael clarified, for the record, that as the President Cris was the formal Board-Shelter Liaison.

b. Responsibilities of Board Members & Legal Liability:

There was general agreement that the Board's overall responsibilities were to establish appropriate policies and procedures; control and approve the financial aspects of the HSY including budget approval and fundraising; and to establish accepted standards of care.

Michael commented that when initiating a review of policies he had searched for established standards of care. There were no extant models available in Canada but he had discovered a document entitled "Guidelines of Standards of Care in Animal Shelters" produced by the Association of Shelter Veterinarians. This could form a basis for ensuring that shelter policies and procedures complied with an established standard. There was a document with somewhat similar content but geared towards dog breeders entitled "A Code of Practice for Canadian Kennel Operations" by the Canadian Veterinary Medical Association. Michael will distribute the pdf version of these documents to the Board Members.

Action: Michael

The need to implement a Risk Management strategy was discussed, including planning for an event that could require the evacuation of the shelter building. The need to comply with routine fire precautions and training was identified. Deanna commented that funding was available for staff training from external sources. Cris suggested that, given the number of staff, it may be a requirement for the Shelter to have one person present during “open” hours who has Level 3 Industrial First Aid certification.

c. Insurance Renewal:

Cris confirmed that the HSY insurance had been renewed and that the liability coverage for each Board Member was \$1 million.

d. Fundraising Activities:

Deanna advised the Board that sponsors had now been identified to cover the costs of 6 of the 12 month pages in the Firefighter’s Calendar and that she thought that a further two sponsors had been identified. The cost of sponsoring one page of the calendar was \$1,100.

Hoby and Deanna will ensure that the reporting for the last raffle is completed.

Action: Deanna

In discussion several concerns were raised about the Shelter Staff engaging in their own fundraising activities without clear authorization or approval from the Board. Examples cited were the aforementioned raffle and also the Barks and Bubbles Dog Wash, which competes with the long-established Dog Wash at The Feed Store that is run by volunteers.

Motion: That all fundraising activities must be presented to the Chair of the Fundraising Committee for approval before initiating the activity.

Proposed: Deanna Cornfield

Seconded: Mike Burdett

Vote: All in favour; none opposed

Motion Carried

Michael observed that earlier in the day he had received an email from the Shelter Manager with an attached letter to the Superstore Manager. He queried as to whether or not this was a draft, or was it a copy of a letter that had already been mailed? He

noted that there was no mention of the Humane Society and that the letter appeared to represent the Mae Bachur Animal Shelter as a stand-alone entity.

e. Signing Authority:

The Executive advised the Board that, following the election of officers at the Annual General Meeting, the signing authority for cheques had been changed to include all members of the Executive. Anne advised that she had arranged with the Shelter Manager for cheques to be available for signing once a week and that she and Cris would routinely go to the Shelter each Thursday.

Cris noted that as the President and Vice-President had now changed it would be necessary to formally file the changes with the Registrar of Societies.

Action: Michael

f. Committees: Composition, Role, Terms of Reference:

In general discussion it was noted that some of the existing committees had little or no activity over the last 12 - 18 months and that there were no formal Terms of Reference. Michael suggested as a discussion item that the work of committees could perhaps be broken into broad categories such as:

- Animal Care (i.e. Standards; Veterinary Care; Spay/Neuter, Rescue, Surrender, Screening Foster Homes);
- Public Relations (i.e. Education; Brochure; Newsletter; Media; Web & Facebook);
- Management (i.e. Planning; Policy; Procedures; Human Resources); and
- Finance (i.e. Fundraising; Grants & Revenue; Expenditures; Budget Development & Approval)

Cris, as Chair, commented at this point that as the time was already past 9:30 pm perhaps meaningful and productive discussion would better occur if this subject was tabled to the next meeting. Belinda stated that, given the work and challenges facing the Board, the meetings should be more frequent than monthly. There was general agreement with this suggestion and by consensus it was agreed that Thursday evenings were a more convenient time for Board Meetings.

4. Next Meeting:

Date & Time: 7:00 p.m., Thursday, 18th September, 2014

Location: 4 Lazulite Drive

5. Adjournment:

The meeting adjourned at 9:38 on a Motion by Jo-Ann.