

**Humane Society Yukon
Board of Directors Meeting**

Date & Time: 19:00 hours, September 18th, 2014
Location: 4 Lazulite Drive, Whitehorse, YT

MINUTES OF MEETING

1. Quorum and Call to Order:

- a. In Attendance:
Crispin Guppy; Belinda Watson; Jo-Ann Jackson; Hoby Irwin; Michael Burdett.

- b. Regrets:
Linda Priestley; Anne Cofer; Deanna Cornfield; Heather Gordon

A Quorum being present, Cris Guppy, HSY President and Chairperson, called the Meeting to Order at 7:05 p.m.

2. Meeting Agenda:

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

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

Motion Carried

3. Minutes of Last Meeting:

The Minutes of the August 26th and September 11th Meetings were reviewed, with no additions, omissions or amendments identified.

Motion:	To accept the Minutes as circulated
Proposed:	Belinda Watson
Seconded:	Hoby Irwin
Vote:	All in favour; none opposed

Motion Carried

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

a. Inclusion of Dawson City HS Representative:

There was continued support for expanding HSY's Board to initially include Dawson City and then Watson Lake and Haines Junction. Cris advised that he would be contacting the Dawson City HS within a few days.

Action: Cris

b. Guidelines for Standards of Care:

This document had been circulated to all Board Members. There was agreement that it provided an excellent basis from which to ensure that HSY followed acceptable standards. Belinda noted that the authors clearly understood the reality of shelter operations and had divided their recommendations into three basic groups: the ideal; the acceptable; and those that were unacceptable.

Motion: To adopt the “Guidelines for Standards of Care in Animal Shelters (2010)”, authored by The Association of Shelter Veterinarians, as the Humane Society Yukon’s guiding document in the crafting and execution of policies and procedures related to the operation of any and all animal shelters under the Society’s governance.

Proposed: Belinda Watson
Seconded: Michael Burdett
Vote: All in favour; none opposed

Motion Carried

c. Risk Management, Occupational Health & Safety and WCB Standards:

Cris spoke to the necessity to comply with the standards defined in the Yukon's Occupational Health and Safety Act and Regulations. Michael confirmed that, after reviewing the legislation, the Mae Bachur Animal Shelter clearly was classed as a Class “B” hazardous workplace. This requires a Level 1 First-Aid Kit and a standard First-Aid Attendant.

In discussion there was agreement that the HSY have a responsibility to ensure that at least one staff member be trained in First Aid. Hoby volunteered to check on the cost and availability of St John's Ambulance courses.

Action: Hoby

Michael and Betty committed to reviewing the existing First Aid kit and the Shelter's general compliance with the Regulations, including signage.

Action: Michael & Betty

d. Composition and Structure of Committees:

In general discussion there was agreement that the various tasks and activities undertaken by the HSY should be categorized into generic groups.

Motion: That the Humane Society Yukon establish a committee structure in which each broadly-based category has clearly defined areas of responsibility and Terms of Reference. The categories hereby established are: Animal Care; Outreach; Public Relations; Fundraising; Governance; and Finance.

Proposed: Michael Burdett

Seconded: Belinda Watson

Vote: All in favour; none opposed

Motion Carried

Board Members volunteered to join those groups that matched their particular interests and skill sets and agreed to draft Terms of Reference for those group(s) for ratification at the next Board Meeting.

Action: All Board Members

The listing of Committee Groups and Members is attached as Appendix "A".

e. Printing Newsletter:

In discussion there was agreement that a minimum of 200 copies of the recent Newsletter should be printed and distributed through the Feed Store and the Shelter. It was suggested that Gary Hewett of Arctic Star Printing be approached to elicit his support.

Action: Michael

f. Fencing Project:

Cris commented that we were waiting for the fencing to be installed. He will follow up again with the contractor. There was agreement that this needed to be completed

before the arrival of snow. The fall-back strategy would be to move the temporary fencing.

Action: Cris

Betty commented that she had taken photographs of the project to date. These will form part of the final report to the YG funding source.

5. Reports:

a. President:

Cris reported that, as President, he had nothing to report.

In discussion the need for a formal President's Report was debated. There was agreement that any specific issues would usually fall under either Business Arising or New Business and therefore a formal report was unnecessary.

b. Treasurer:

As Anne was unable to attend the Meeting, no financial report was immediately available.

c. Shelter Manager:

The Shelter Manager's Report is attached as Appendix "B".

Michael questioned as to whether the estimated revenue from the Barks and Bubbles Dog Wash had taken into account the cost of paid staff time. Betty assured the Board that these costs were included and that the final revenue, estimated at approximately \$800, represented profit.

In reviewing the statistics on the totals of dogs and cats during the preceding month, Michael queried as to whether or not the number of animals at any one time reached the Shelter's capacity. He observed that this information would assist in future planning when deciding on an appropriate size and design for a new Shelter. Betty commented that the Shelter had been able to accommodate all the animals and that it had been a couple of years since it was necessary to refuse admission.

Betty noted that there was a network of 22 foster homes that were potentially available at short notice. In general discussion the potential merits of offering an individual fostering a HSY animal a tax-deductible receipt for food rather than providing food was debated.

Belinda queried the position that when a dog was received from By-law it became the property of the HSY if not claimed by the owner after three days. In discussion it was agreed to get a legal opinion to validate the policy. Cris volunteered to elicit Kerry Burbridge's opinion on this question.

Action: Cris

d. Facility Report:

Hoby advised the Board that the existing building was continuing to deteriorate, particularly because of deficiencies in the drainage and sewage systems. There were cracks in the floor and a wall directly related to building subsidence. Repairs and patching was difficult and not of long-term value due to the very acidic nature of canine urine which eroded concrete. Although not immediately urgent, it was very apparent that a new building was required.

6. **New Business:**

a. Administrative Policy 1-01:

Cris commented that this policy was intended as the first policy in an updated Policy & Procedure Manual. As apparently not all Board Members had received this draft policy, discussion was tabled to the next meeting. Michael will email the draft policy to all Board Members for their review and comment prior to the next meeting.

Action: Michael

b. Youth Employment:

Betty provided documentation she had received regarding wage subsidies available through the Youth Employment Centre and Canada Job placements. In discussion the Board did not identify suitable work, other than time-limited projects, and consequently decided not to proceed further at this time. Cris will advise the Youth Employment Centre of the decision.

Action: Cris

c. Spay / Neuter Program:

After discussion, it was agreed that, as this project was now at the mid-point, an interim report be provided to the Territorial Animal Control Officer.

Action: Cris

d. Lotteries Commission:

Betty provided the records from the previous raffle that had been organized by the Shelter Staff. Belinda volunteered to complete the reporting requirements and submit them to the Lotteries Commission.

Action: Belinda

e. Board Membership:

Linda Priestley had nominated Paddy Colfer as a member of the Board of Directors and had provided his resume. After discussion it was agreed to invite him to join the Board. Cris will formally invite him to join.

Motion: To appoint Paddy Colfer to the HSY Board of Directors

Proposed: Belinda Watson

Seconded: Hobby Irwin

Vote: All in favour; none opposed

Motion Carried

Action: Cris

7. Next Meeting:

It was agreed that, given the volume of work, it was necessary to meet more frequently than monthly. It was also confirmed that Thursday was the most convenient day for meetings.

The next Meeting was scheduled for:

Date & Time: 7:00 p.m., Thursday, October 2nd, 2014

Location: 76 Keewenaw Drive, Whitehorse

8. Adjournment:

The Meeting adjourned on a Motion by Jo-Ann at 9:20 p.m.

Appendix "A"

Humane Society Yukon Committee Structure

<u>Category</u>	<u>Group Members</u>	<u>Group Responsibilities</u>
Animal Care	Michael Burdett Cris Guppy Betty Irwin Hoby Irwin Linda Priestley	Adoptions Foster Homes Shelter Operations Standards Surrender Veterinary Care
Finance	Anne Cofer Cris Guppy Belinda Watson	Budgets Expenditures Financial Reports Grants & Revenues Investments
Fundraising	Deanna Cornfield Hoby Irwin Jo-Ann Jackson Linda Priestley	Activities & Events Grant Submissions Report Submission Revenues
Governance	Michael Burdett Cris Guppy	Board Development Human Resources Planning Policy & Procedures
Outreach	Michael Burdett Jo-Ann Jackson Linda Priestley	Education Rescue Spay/Neuter
Public Relations	Michael Burdett Belinda Watson	Brochure Branding Memberships Newsletter Social Media Traditional Media Volunteers