

**Humane Society Yukon
Board of Directors Meeting**

Date & Time: 19:00 hours, October 2nd, 2014
Location: 76 Keewenaw Drive, Whitehorse, YT

MINUTES OF MEETING

1. Quorum and Call to Order:

- a. In Attendance:
Crispin Guppy; Belinda Watson; Anne Cofer; Hoby Irwin; Linda Priestley; Paddy Colfer; Michael Burdett.

- b. Regrets:
Deanna Cornfield; Jo-Ann Jackson

A Quorum being present in the absence of the President, Linda Priestley, HSY Vice-President, called the Meeting to Order at 7:25 p.m.

2. Meeting Agenda:

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

Motion:	To accept the Agenda as circulated
Proposed:	Anne Cofer
Seconded:	Hoby Irwin
Vote:	All in favour; none opposed

Motion Carried

3. Minutes of Last Meeting:

The Minutes of the September 18th Meeting 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

Cris Guppy, President, took over as Chair.

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

a. Dawson City Representative

Tabled to the next Meeting

Action: Cris

b. Occupational Health & Safety

Michael referenced the December 2012 Minutes that indicated that an inspection of the Shelter Building had been conducted and 15 infractions were noted. Hoby clarified that these were building code infraction, such as deficiencies in the sprinkler system.

Michael advised that the planned review of the Shelter Building to identify potential work hazards had not yet occurred.

Hoby advised the Board that the cost for the St. John's Ambulance 2-day Level One First Aid Attendant Course was \$180.00 per individual. In discussion it was agreed that two staff members should take the course to comply with OH&S requirements.

Motion: For two staff members to attend the St. John's Ambulance Level 1 First Aid Course, with the course fees paid by the Humane Society Yukon and the employees' salaries to be paid while taking the course.

Proposed: Michael Burdett

Seconded: Linda Priestley

Vote: All in favour; none opposed

Motion Carried

c. Composition & Structure of Committees

Belinda and Jo-Ann had prepared draft Terms of Reference for the Committees on which they served. In discussion it was agreed to refer oversight of further development to the Governance Committee.

d. Printing Newsletter

Michael advised that Arctic Star printing quoted the cost for printing 200 copies of the Fall Newsletter on 17 x 11" paper, folded, as \$240 plus GST. In discussion it was

agreed to proceed, with copies to be placed at The Feed store; Duffy's; the Dog Trainers; the Veterinary Clinics; and the Mae Bachur Animal Shelter.

Motion: **To print and distribute 200 copies of the Fall Newsletter.**

Proposed: Linda Priestley

Seconded: Belinda Watson

Vote: All in favour; none opposed

Motion Carried

Action: Michael

e. Fencing Project & Signage

Cris reported that he had collected the signs thanking the project's donors. It was agreed that is should be erected at the front of the Shelter to be easily visible.

Linda reported that the fencing should commence in the next week. Pound-in sleeves would be used. There was agreement that the priority for fencing was the Isolation Area.

f. Legality of HSY's Ownership of Dogs

Tabled to the next Meeting.

Action: Cris

g. Administrative Policies

Not all Board Members had either read or received the draft policies and consequently discussion was tabled to the next Meeting. Cris committed to redistributing them to Members.

Action: Cris

h. Spay / Neuter Program

Linda reported that she and Cris had attended a three-hour long meeting with Jay Lester and Dr. Alvarez. Jay has crafted a summary document clarifying the roles and responsibilities of participants in the YG / HSY Spay/Neuter Program. Linda has signed the document to signify agreement with the content and will distribute this to the Board.

Action: Linda

In discussion there was agreement that there should be a sliding scale for the co-payment that would allow more low-income individuals to access the program. Anne will research existing fee ranges.

Action: Anne

Motion: **To establish a sliding scale for the co-payment of the Spay/Neuter Program Fee to assist low-income individuals.**

Proposed: Michael Burdett

Seconded: Hoby Irwin

Vote: All in favour; none opposed

Motion Carried

i. Report to the Lotteries Commission

Belinda reported that there were still some receipts that were required to complete the report and that these had been sent to the Bookkeeper. Anne will follow up.

Action: Anne

j. Board Membership

Paddy Colfer was formally welcomed to the Board. He indicated he had a strong policy background and it was suggested that he should join the Governance Committee.

5. New Business:

a. YG Press Release

Belinda reported that she had been in contact with the YG to request that they change the misleading headline on a previous Press Release. She was eventually successful at persuading them to make a correction, although the corrected version had not yet appeared on the Web. Belinda will monitor the website.

Action: Belinda

b. Boarding Policies

In Camera discussion

c. Revision to September 11th, 2014 Minutes

Linda requested that the initial statement in the September 11, 2014 Minutes be modified to clarify the intent. As these had been ratified by the Board at the previous meeting it would be necessary to formally pass a Motion to make the requested revision.

Motion: To revise the initial statement in the September 11, 2014 Minutes.

Proposed: Linda Priestley

Seconded: Hobby Irwin

Vote: All in favour; none opposed

Motion Carried

d. All Paws Veterinary Contract

Linda reported that the All Paws contract ended on December 31st and it would be necessary to establish a new contract. In discussion it was agreed that the current contract should be reviewed and a Request for Proposals be drafted and sent to the Whitehorse Veterinary Clinics. Linda is to obtain and circulate copies of the existing contract.

Action: Linda

e. Fundraising Activities

i. Halloween Event:

Cris observed that since Paula's resignation the remaining staff had been left with the task of organizing the up-coming Halloween Party. He stated that the staff were not pleased to be assigned this task and that although the event was advertised on the Facebook page, arrangements were not far advanced and the intended Band had, apparently cancelled. In discussion it was agreed that the event should be cancelled.

Motion: To cancel the Halloween Fundraising event

Proposed: Linda Priestley

Seconded: Hobby Irwin

Vote: All in favour; none opposed

Motion Carried

ii. Fireman's Calendar:

The Calendar would be printed on Monday October 6th. It was agreed in discussion that the money generated would be used for facility maintenance.

f. Membership Renewal

Michael circulated a draft letter intended to be sent to members prior to the end of their term of membership. Cris suggested some revisions and discussion focused on whether or not to request Credit Card details. There was general agreement that fees charged to a Credit Card should be paid in person at the Shelter. Michael is to revise the draft letter appropriately.

Action: Michael

Further discussion revolved around reinstating Family Memberships, Lifetime Membership, and the costs of Corporate Memberships.

g. Animal Transfers

Linda reported that she had received a request from Alaska to transfer feral cats to the Shelter. In discussion it was agreed that this request should be denied. Linda is to respond accordingly.

Action: Linda

Linda suggested that, as has happened in the past, excess puppies could be shipped to Humane Societies in B.C. In discussion it was noted that the cost of shipping puppies by air was less than the cost of keeping them at the Shelter. There was general agreement with this practice.

6. Next Meeting:

7:00 p.m. (19:00 hrs), October 16, 2014 at 76 Keewenaw Drive, Whitehorse, YT

7. Adjournment:

The Meeting adjourned at 9:40 p.m. on a motion by Linda.