

**Humane Society Yukon
Board of Directors Meeting**

March 19, 2015
76 Keewenaw Dr., Whitehorse, YT

Minutes of Meeting

1. Quorum and Call to Order

In Attendance:

President Crispin Guppy; Vice President Paddy Colfer; Treasurer Anne Cofer; Secretary Belinda Watson; Directors Linda Priestley, Heather Gordon, Brent Slobodin, and Amy Andison; and Shelter Administrator Betty Irwin

A quorum being present, the meeting was called to order by Cris at 7:07 pm.

It was noted that Amy Andison had accepted the offer (voted on at the last board meeting) to join the board as a director, and that Brent Slobodin had also accepted an invitation to join the board as a director after a motion was made by Cris via email on February 21 to offer him a position (seconded by Linda and passed unanimously by a quorum of the board).

It was further noted that Linda had submitted her resignation from the board effective May 31, 2015.

2. Meeting Agenda

a. Additions

i. New Business:

- Potential new board member

b. Acceptance of Agenda

Motion: To accept the agenda as amended.

Proposed: Paddy

Seconded: Linda

Vote: All in favour; none opposed

Motion Carried

3. Minutes of Last Meeting (February 19, 2015)

a. Errors/Omissions

- i. Paddy requested changing the wording of item 6c "Government Communication Process" to "sent" instead of "distributed".

b. Acceptance of Minutes

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

Motion Carried

4. Business Arising from Minutes

a. Shelter Health and Safety Compliance

The shelter health and safety manual has been completed, and Paddy is ready to begin working with Betty on its implementation.

Action: Paddy & Betty

b. Request for Bingo Volunteers from Other Non-Profits

Amy agreed to reach out to various organizations to see if anyone is willing to volunteer for Bingo.

Action: Amy

c. Email Addresses Using HSY Domain

Belinda has requested assistance from Murray Lundberg in setting up generic email addresses that utilize the humanesocietyyukon.ca domain.

Action: Belinda

d. Thank You to ATCO Electric

It was confirmed that a thank you letter had been sent to ATCO Electric for its recent generous donations.

e. Tracking of Media Mentions and Donors

Betty is currently keeping track of media mentions in a binder. Cris will follow up with her to discuss tracking donors as well (perhaps by putting thank you letters in a folder).

Action: Cris & Betty

f. Rabies Vaccinations

As rabies vaccinations are not included in the standard vet checkup for animals new to the shelter, it would likely cost in the range of \$50 for an appointment to have an animal receive a rabies vaccination. Heather will confirm the vaccination amount, and the board will consider adding these into the budget at the next meeting.

Action: Heather

g. Bookkeeping Processes

The board committed to reviewing the bookkeeping process at a later date.

Action: Anne & Cris

h. 2015/2016 Budget

A meeting was scheduled for March 30 to do a full review of the budget.

i. Fundraiser—Raffle Tickets Update

Linda confirmed that raffle tickets are now available for sale, and each board member will be responsible for selling at least 100 tickets each.

Action: All

j. Selection of New Fundraising Chair

The selection of a new chair of the fundraising committee was postponed until closer to the date of Linda's resignation.

k. Volunteer of the Year

Belinda provided the names of past Volunteers of the Year, as per the old HSY website:

- 2012- Jan Slipetz
- 2011- Laura Miller-Goodall
- 2010 - Dr Greg Pottie
- 2009 - Mike Grieco
- 2007 - Pat Banks
- 2006 - Rachel Westfall
- 2004 - Michelle Harper
- 2003 - Zina Ekdahl
- 2002 - Elizabeth Doering
- 2001 - Sarah Kabanak
- 2000 - Barb Cant
- 1999 - Phyllis Stock
- 1998 - Rachel Stephen

The board voted to present the 2014 Volunteer of the Year award to Jane McIntyre. Betty will arrange to have her name added to the plaque, which will be presented at the May raffle draw.

Motion: To present Jane McIntyre with the 2014 Volunteer of the Year award.

Proposed: Linda

Seconded: Heather

Vote: All in favour; none opposed

Motion Carried

Action: Betty

I. Sanitizer

Based on feedback from other animal shelters, it was determined that a sanitizer is not required, so the current one will be not be repaired or replaced.

5. Reports

a. President

Cris commended the board and noted it is stronger than it has been in quite some time.

Motion: To accept the President's Report as presented.

Proposed: Brent

Seconded: Linda

Vote: All in favour; none opposed

Motion Carried

b. Treasurer

Anne noted that the society is in reasonable financial shape but has used some of its reserves this fiscal year.

Motion: To accept the Treasurer's Report as presented.

Proposed: Brent

Seconded: Belinda

Vote: All in favour; none opposed

Motion Carried

c. Shelter Manager

Betty noted that she had received a kind letter from individual from Skagway who had a happy experience adopting at the shelter.

She also requested the purchase of a weigh scale for monitoring the weight of animals, which would assist in ensuring medications were provided at appropriate dosages.

Several local groups have had recent tours of the shelter and walked dogs, and Betty commended the shelter staff for its professionalism during these tours.

Motion: To accept the Shelter Manager's Report as presented.
Proposed: Linda
Seconded: Belinda
Vote: All in favour; none opposed

Motion Carried

6. New Business

a. K9 Expo Yukon

The board determined that it had insufficient volunteer resources to participate in the K9 Expo event.

b. Membership Process

The process of signing up members was discussed, and it was determined that membership forms would be sent to the society secretary for entry into the Wild Apricot website database. It was also noted that there is no requirement to send out membership cards.

c. Shelter Wages

Shelter wages were discussed In camera.

d. Trade Show

Linda has sent a letter requesting that the Lion's group donate space at the Trade Show. Brent agreed to handle volunteer scheduling at the event.

Action: Brent

e. City of Whitehorse Active Living Fun Flyer

The board decided not to advertise in the Active Living Fun Flyer at this time.

f. Presentation by Chris May

Chris May from Mid Arctic Technology Services made a presentation to the board in which he requested the inclusion of the society in the promotion of his company's 3-D printer. He also offered a number of fundraising suggestions, including adding links to Amazon and Chapters to the HSY website, which would essentially provide commission on purchases. He also suggested contacting local businesses for similar opportunities. In addition, he generously offered some free website services and offered some advice on utilizing a platform that could distribute social media messages to many websites all at once. Finally, he offered his views on corporate memberships and suggested an annual rate of around \$125 or \$150.

g. Potential New Board Member

Heather brought the resume of a potential new board member, which Cris agreed to scan and distribute to the board for review.

7. Next Meeting

The next regular meeting of the Board of Directors will be held on April 23, 2015, at 7 pm at 76 Keewenaw Dr.

In addition, a meeting will be held on March 30, 2015, at 7 pm at 76 Keewenaw Dr. to review the 2015/2016 budget.

8. Adjournment

The meeting was adjourned at 10:27 pm.