

**Humane Society Yukon
Board of Directors Meeting**

September 24, 2015
76 Keewenaw Dr., Whitehorse, YT

Minutes of Meeting

1. Quorum and Call to Order

In Attendance:

President Brent Slobodin; Vice President Paddy Colfer; Secretary Belinda Watson;
Director Catherine Newsome; Interim Shelter Administrator Linda Priestley

Regrets:

Directors Vanessa McDonald, Amanda Shipperbottom, and Heather Gordon.

A quorum being present, the meeting was called to order by Brent at 7:11 pm.

It was noted that Amanda had resigned her position as Treasurer as of September 24 but has agreed to remain on the board as a director.

2. Meeting Agenda

a. Additions

i. New Business:

- New board member candidate: Chris May

b. Acceptance of Agenda

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

Motion Carried

3. Minutes of Last Meeting (August 20, 2015)

a. Errors/Omissions

i. None

b. Acceptance of Minutes

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

Motion Carried

4. Committee Reports

a. Shelter Operations

The Shelter Operations Committee Report is attached.

b. Finance

There is no report from the Finance Committee.

c. Fundraising

The Fundraising Committee Report is attached.

Recommendations from the Fundraising Committee include participating in the Education, Career, and Volunteer Expo, moving ahead with the proposed Talent/No Talent show, and starting an event fund for fundraising events. The fee has already been paid for a booth at the Expo, and the Partnerships Committee will coordinate staffing at the booth. The board also agreed to move ahead with the Talent/No Talent Show. The fundraising event fund was not discussed.

d. Governance

There is no report from the Governance Committee.

e. Programs

There is no report from the Programs Committee.

f. Partnerships

The Partnerships Committee Report is attached.

Motion: To adopt the Volunteer Framework as presented at the July board meeting.

Proposed: Brent
Seconded: Paddy
Vote: All in favour; none opposed

Motion Carried

g. Public Relations

There is no report from the Public Relations Committee.

5. New Business

a. Chris May

Chris May has expressed an interest in serving on the Board.

Motion: To invite Chris May to serve as a director on the HSY board.
Proposed: Catherine
Seconded: Paddy
Vote: All in favour; none opposed

Motion Carried

Action: Brent

6. Next Meeting

The next meeting of the Board of Directors will be held on October 22, 2015 at 7:00 pm at 76 Keewenaw Dr.

7. Adjournment

The meeting was adjourned at 8:32 pm.

**Humane Society Yukon
Committee Report**

Committee Name:

Shelter Operations

Date of Last Committee Meeting:

September 13, 2015

Report Submitted By:

Belinda Watson

Information for the Board:

Present: Belinda, Linda Priestley, Paddy Colfer

The primary focus of the Shelter Operations Committee meeting was the need to get better control over staffing levels and hours that the shelter is open to the public. The shelter struggles with balancing the needs of dogwalkers, who are currently welcome anytime, with the needs of the shelter staff, who require some amount of time to perform administrative duties without constant interactions with members of the public. While dogwalkers do not demand a great deal of attention, it is difficult to allow dogwalkers into the shelter while simultaneously being “closed” to the public.

Belinda suggested that interactions with the public (including type of request, time to fulfill request, and weekly frequency of request) be estimated and recorded in a spreadsheet. Linda has been asked to complete the spreadsheet so that the number of hours required to serve the public on a weekly basis can be determined. With that information, it will be easier to make an informed decision regarding the shelter’s public hours of operation. The completion of this spreadsheet is pending.

It was also acknowledged that seeking a volunteer administrative assistant/receptionist could be a great benefit to the shelter. Belinda will be working with the Partnerships Committee to arrange this.

Recommendations and Motions for the Board:

None at this time.

Humane Society Yukon Committee Report

Committee Name:

Fundraising

Date of Last Committee Meeting:

September 18, 2015

Report Submitted By:

Vanessa McDonald

Information for the Board:

Present: Linda, Vanessa, Paddy, Catherine, Amy

We created a preliminary fundraising plan for the rest of 2015 and we are working on the fundraising plan for 2016.

- We have discussed the Kennel Sponsorship Fundraiser planned for September – we will be seeking corporate sponsor for kennels (10 kennels at \$1000 per kennel) – To be worked out with the Partnerships committee (Catherine)
- Additionally for September we have discussed dealing with Independent Grocer to do a BBQ or bagging Fundraiser (perhaps hot chocolate and warm apple cider in the colder months)
 - o We have planned a BBQ fundraiser at Independent Grocer - October, Saturday 10th, 2015 - from 11 am to 3 pm
- A puppy petting day is also planned for late September - Saturday 26th, 2015 - from 11 am to 2 pm – Entry by donation
- There is planned a Talent/No Talent show with the help of a volunteer (Debbie) - November, Friday 6th or 13th, 2015 (probably 13th) - To be held at Baileys Pub
- There will be an Education, Career & Volunteer Expo which may greatly benefit us – October 29th, 2015 (100\$ fee)
 - o Would be an opportunity to begin a new raffle (we have some donations already such as the Wonky Dog House and a Quilt
 - o This is also an opportunity to let people know about future events
- November we have planned Xmas pet pictures and if possible Mae Bachur/Humane Society Swag
- December we plan to do a Toy drive
- We have cancelled the September Dog Jog and moved the date back. The Dog Jog will be tentatively planned for spring/summer 2016.
- Aviva Contest - We will need to prepare for next year. We probably won't have time to make the video presentation and advertise it to our supporters in time for the 2015 contest submission due date.
- Dog Powered Sports Association of Yukon (DPSAY) – Fundraising event - September, Sunday 27th, 2015

Recommendations and Motions for the Board:

- That we participate in the Education, Career & Volunteer Expo on October 29th, 2015 (\$100 fee)
- We move ahead with the Talent show, pick a date and start advertising
- We start an event fund for Fundraising events

Humane Society Yukon Committee Report

Committee Name:

Partnerships

Date of Last Committee Meeting:

September 3, 2015

Report Submitted By:

Belinda Watson

Information for the Board:

Present: Belinda and Catherine Newsome

The focus of the September Partnerships Committee meeting was on sponsorships. The committee brainstormed a number of sponsorship opportunities, including kennel sponsorships; direct sponsorships to cover expenses, such as food, utilities, and vehicle expenses; and service sponsorships, such as for spaying and neutering. The Committee also brainstormed potential sponsors for each category.

It was decided that kennel sponsorships, with an annual sponsorship fee of \$1,000, would be a good place to start. Belinda set up a way to purchase a kennel sponsorships from the website, and Catherine is working on publicity. She has drafted an email and will be including pictures of kennels. The approach will be to email, then followup over the phone and in person. She has a list of business owners that she will contact directly.

Recommendations and Motions for the Board:

The Partnerships Committee is recommending adoption of the Volunteer Framework that was presented at the July board meeting.