

**Humane Society Yukon
Board of Directors Meeting**

October 22, 2015
76 Keewenaw Dr., Whitehorse, YT

Minutes of Meeting

1. Quorum and Call to Order

In Attendance:

President Brent Slobodin; Vice President Paddy Colfer; Treasurer Belinda Watson; Secretary Carol Oberg; Directors Carol Legace and Vanessa McDonald; Interim Shelter Administrator Linda Priestley; Guest Annette Trubelletto.

Regrets:

Directors Amanda Shipperbottom and Heather Gordon

A quorum being present, the meeting was called to order by Brent at 7:03 pm.

2. Meeting Agenda

a. Additions

- i. New Business:
- New Shelter Manager
 - Cheques to be signed
 - Expo schedule
 - Partnership with the Women's Shelter

b. Acceptance of Agenda

Motion: To accept the agenda as presented.

Proposed: Vanessa

Seconded: Paddy

Vote: All in favour; none opposed

Motion Carried

3. Minutes of Last Meeting (September 24, 2015)

a. Errors/Omissions

- i. None

b. Acceptance of Minutes

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

Motion Carried

4. Welcome to New Board Members

Carol Oberg, Carol Lagace and Chris May were extended a welcome by the Board. Chris May sent regrets and advised that he would attend the next meeting.

Motion: To accept the new members
Proposed: Vanessa
Seconded: Paddy
Vote: All in favour; none opposed

Motion Carried

5. Change in Secretary and Treasurer

Motion: To nominate Carol Oberg as Secretary and Belinda Watson as Treasurer
Proposed: Brent
Seconded: Paddy
Vote: All in favour; none opposed

Motion Carried

6. Review Committee Membership

Catherine Newson stepped down from the Board but will remain on the PR and Fundraising Committees as a member, but not Chair. There has been a lot of turnover in the committee members so a list of current members will be done up and distributed.

Heather Gordon has missed 4 meetings without explanation and according to our By-laws can be asked to step down. Brent will email her about this situation.

7. Proposal

Annette Trubeletto brought a proposal to the Board concerning the possibility of working with other Non-Profits such as Raven Recycling, the Salvation Army, Zero Waste Yukon, Yukon Anti-Poverty Coalition or others from the Yukon Volunteer Bureau to go together on garage sale items. This year garage sales brought in around \$7,000 for the Humane Society. Leftover items could be stored until the next sale if there is a site found for this. A proposal went to the Community Development Fund to get starter funds for this but it was not supported. It was proposed that the Cat House might be a possibility, or perhaps Raven would have some room.

Some more exploration will be done and Annette is keen to get something set up.
Brent thanked Annette for her contributions.

8. Committee Reports

a. Shelter Operations

The Shelter Operations Committee Report is attached.

A plan for cross training staff has been implemented. Linda will ask the vet to come and demonstrate how to give fluids etc to the animals and will cross train workers on desk duties. The biggest burden is overtime hours and they can be avoided. Staff can be given time in lieu for any authorized overtime worked.

The shelter vehicle has a manual transmission and is not being used. Staff are using personal vehicles so questions of insurance will need to be explored. Linda also mentioned that the foster parents need a release for the driving of animals. **Belinda** will price out the difference between using a Shelter vehicle and giving mileage to staff. She will also draft a Release form for foster parents. **Brent** will contact the insurance company and ask about costs. **Paddy** will look at liability issues. **Carol L.** will contact Serge at YG and ask about the possibility of getting a government vehicle at a good price when it is due for auction.

It was decided to hold off on selling the Shelter vehicle for now.

Motion: to accept committee recommendations 1 and 2

Proposed: Belinda

Seconded: Paddy

Vote: All in favour; none opposed

Motion Carried

b. Finance

The Finance Committee Report is attached.

It was expected that with the Parvo outbreak the vet bills will be over budget. As well, there were ear mites, herpes, prozidia (?) that affected animals. **Brent** spoke with Mayor Dan Curtis who expressed support, and he will get a meeting underway with the City.

It was asked if financial reports could be presented monthly for the Board. **Belinda** said that she would install Quick Books on a lap top and donate it to the Society to make this easier. **Linda** advised that she would be purchasing a new printer because the HS cartridges are very expensive and not worth it.

c. Fundraising

The Fundraising Committee Report is attached.

Vanessa presented this report, stating that the BBQ was a success. They made \$1,229. On the 29th of October there will be an opportunity for Volunteer Recruitment at the Expo

held at the Kwanlin Dun Cultural Centre. Board volunteers will attend to sell dog cookies and take donations and memberships. Some staff will attend. Board members will also get out advertising for the Talent/No Talent Show to be held at Bailey's.

d. Governance

No report was submitted as there hadn't been a meeting, but Paddy reported that the big item would be the hiring of a new E.D. The financial information has just become available a meeting can go ahead now. The first priority is hiring. Email approval will be sought between meetings. Cheri Mallow, the manager of the Transit system would like to offer some suggestions and **Paddy** agreed to contact her. Chris, our new Board member has ideas as well.

e. Programs

No report submitted.

f. Partnerships

No report submitted.

g. Public Relations

No report submitted

9. New Business

a. New Shelter Manager

See Governance, above.

b. Cheques to be Signed

The contact is Paddy, otherwise Brent. New signing authority needs to be arranged. **Belinda** will follow up with T.D. Bank and let the directors know when to go in and sign.

c. Schedule for Expo

Linda will do up a schedule for Thursday October 29th. The Expo is from 10:30 until 4:00. **Vanessa** will cover 10:00 until 12:00; **Carol O.** from 12:00 to 2:00 and **Paddy** from 2:00 to 4:00 at the Kwanlin Dun Cultural Centre.

10. Next Meeting

The next meeting of the Board of Directors will be held on Thursday November 19, 2015 at 7:00 pm at 76 Keewenaw Dr.

11. Adjournment

The meeting was adjourned.

**Humane Society Yukon
Committee Report**

Committee Name:

Shelter Operations

Date of Last Committee Meeting:

October 21, 2015

Report Submitted By:

Belinda Watson

Information for the Board:

Belinda and Linda Priestley were in attendance. Linda noted that an employee had requested overtime in order to provide care for the parvo puppies. Belinda indicated that wages were already over budget. After discussion, it was determined that by utilizing cross-training, other staff members could provide the care within their regular working hours.

Linda noted that the shelter vehicle, a 2007 Jeep Compass, was not being used for various reasons (most employees are unfamiliar with manual transmission vehicles, insurance for young drivers is very expensive, etc.) and would be not used for the foreseeable future. A policy for compensating employees for business use of their personal vehicle is suggested. Once in place, the vehicle can be sold.

Recommendations and Motions for the Board:

The Shelter Operations Committee recommends the following motions:

- That overtime by HSY employees be prohibited for the remainder of the fiscal year.
- That a policy outlining compensation for employees who use their personal vehicles on company business be developed.
- That the shelter vehicle be sold.

**Humane Society Yukon
Committee Report**

Committee Name:

Finance

Date of Last Committee Meeting:

N/A

Report Submitted By:

Belinda Watson

Information for the Board:

Due to the transition in Treasurer, a Finance Committee meeting was not held. The following is informational only:

Current bank balances:

- General account: \$57.6K (\$36.2K available)
- Bingo account: \$7.2K (\$1.1K available)

Financials versus budget fiscal year to end of September:

- Expenses are \$38K favorable (i.e. under budget)
- Income is \$10K unfavorable
- Overall is \$28K favorable, so we are closing our initial \$66K budget gap

Top 5 budgeted expenses:

- Wages are 1% over budget
- Veterinary services are 16% below budget
- Bingo hall rental is 51% below budget
- Bookkeeping is 17% below budget
- Building repairs are 74% below budget

Top 5 budgeted income sources:

- YTG grant is on par
- Bingo is 11% unfavorable
- Dog adoptions are 33% favorable
- Donations are 17% favorable
- The raffle was 9% unfavorable

Recommendations and Motions for the Board:

Raise more money; spend less.

**Humane Society Yukon
Committee Report**

Committee Name:

Fundraising

Date of Last Committee Meeting:

October 2, 2015

Report Submitted By:

Vanessa McDonald

Information for the Board:

We outlined the plan for the October 10th, 2015 BBQ at Independent Grocer.

- Drinks (pop, hot apple cider), Food (hot dogs, Burgers, Chips)
- From 11am to 3pm
- Advertising (Catherine)
- Volunteers
- Membership drive table and volunteer recruitment

We discussed the plan for November 13th, 2015 Talent Show event at Baileys Pub.

- Kids (18yrs and under) – from 6pm to 8pm
- Adult (19yrs and older) – after 9pm
- Special Drinks to be created (\$1 from the special drinks to go to HSY)
- Participant ribbons + goodie bags for the kids (if possible)
- \$5.00 participation fee, \$5.00 cover at the door (cover waived for participants)

Some ideas were suggested as potential future events –

Meow Mixer, Casino Night, Christmas Boughs, Christmas Ornaments, Dog Boxes (like bark boxes), Auction Dinner, dinner parties (with friends?, donation per plate), Chase the Ace, Dog Cloths

Recommendations and Motions for the Board:

None.