

**Humane Society Yukon  
Board of Directors Meeting**

November 19, 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; Director Amanda Shipperbottom and Chris May..

Regrets:

Directors Vanessa MacDonald and Carol Legace.

As an email was sent to Director Heather Gordon and there was no reply, as per our decision in the Minutes of October 22<sup>nd</sup>, her name has been removed from the Board.

A quorum being present, the meeting was called to order by Brent at 7:15 pm.

**2. Acceptance of the Agenda**

**Motion To accept the agenda as presented.**

Proposed: Chis

Seconded: Amanda

Vote: All in favour; none opposed.

**3. Minutes of Last Meeting (October 22, 2015)**

As members of the Board had not received copies of the October 22<sup>nd</sup> Minutes, approval was deferred until the next meeting.

**4. Committee Reports**

a. Shelter Operations

The Shelter Operations Committee Report is attached.

Belinda spoke to the report. **Chris offered to sit in** for 5-6 hours a day, with the support of the Board, while the Shelter Manager, Linda was away. He was given 2-3 cell phone numbers of Board members. **Amanda agreed to wrap up** at the end of the day. It was proposed that the Shelter be closed from December 13<sup>th</sup> until January 2<sup>nd</sup>. The floor needs to be sealed and there can be no pets present for at least 48 hours once this is done. Bylaw will be approached about taking animals. If they do not, they will need to be fostered for the 3 weeks. It was agreed that the closure date would be December 17<sup>th</sup> until January 6<sup>th</sup> to the gift wrapping event could go ahead at the Shelter as

planned. The dates will be worked out with Linda. Fostering will start right away. **Linda will be asked** to slow down intakes of new animals as of December 1<sup>st</sup>.

Chris offered to test drive the Shelter vehicle. Linda is checking out the possibility of trading the vehicle for an automatic. In the long term, it would be better to ask for a donation from Driving Force for a new second hand vehicle.

b. Finance

The Finance Committee Report is attached.

Belinda advised that an analysis of the finances had been done and the income is 3% better than projected and the expenses are down 15%. Reduced vet costs are why.

**Brent advised that a meeting would be requested with the Mayor and the Minister** to outline the issues we've had, the fact that the Board is "volunteered to death" with fundraising and that the City and the government need to step up their contributions.

The most notable trend is that the wages are going up. Chris has been working with Linda on work flow, which will assist the new ED. Consistency needs to be improved. Part time hours will be reviewed. The workforce needs to be trained in proper work procedures and responsibilities. Kudos to Linda for what she's done.

Insurance costs are up. More needs to be moved to the E.D. to cover liability.

c. Fundraising

The Fundraising Committee Report is attached.

Chris reported that the bartending at the Kwanlin Dun can be done. We can look for a one time reimbursement from local funders for the Parvo epidemic. Monthly sponsorship or event sponsorship will enable us to count on that support. Corporate sponsorships can be set up at different levels. We need a good organizational profile and a good brochure package to get brand name exposure. **Chris offered to be involved** in working on a set of deliverables for sponsors, and to help figure out the most effective use of Board time and volunteer time.

d. Governance

The Governance Committee Report is attached.

Paddy said that the hiring process for the ED is set up. Interviews will be set up for early December. They are on schedule with the process. The new hire will have a 6 month probation period and can be terminated on either side with 4 weeks' notice. The **committee will work with Chris** to update the manual. Closing date for the competition is December 4<sup>th</sup>. The Committee will meet to review applicants immediately after.

e. Programs  
No report submitted.

f. Partnerships  
No report submitted.

g. Public Relations  
No report submitted.

Belinda advised that renewal notices had been sent out but no replies had been received yet. Renewals will be done automatically now by email. Currently there are 100+ members

A 3 year strategic plan needs to be developed and will be worked on maybe in February with the new E.D.

## 5. **New Business**

a. Bingo Licence for 2016

<b>Motion</b>	<b>To approve the application to renew our Bingo Licence.</b>
Proposed:	Amanda Shipperbottom
Seconded:	Chris May
Vote:	All in favour; none opposed.

**Motion Carried**

Action: Anne

b. Committees

Board members put their names forward for the committees and the list was updated.

Changes in Directors will be filed with Consumer and Corporate Affairs.

## 6. **Next Meeting**

The next meeting of the Board of Directors will be held on Thursday December 17<sup>th</sup>, 2015 at 7:00p.m. at 76 Keewenaw Drive. Committee heads will submit reports ahead of the meeting. Chris will meet with the governance committee before the next meeting.

## 7. **Adjournment**

The meeting was adjourned at 8:50 p.m.

**Humane Society Yukon  
Committee Report**

---

**Committee Name:**

Shelter Operations

**Date of Last Committee Meeting:**

N/A

**Report Submitted By:**

Belinda Watson

**Information for the Board:**

Interim Shelter Manager Linda Priestley will be out of town from Wednesday, December 2 through Monday, December 7. She has requested that board members volunteer to supervise at the shelter while she is away.

In addition, Linda has asked the Board to consider closing the shelter completely for three weeks from Sunday, December 13 through Saturday, January 2. The rationale for closing the shelter includes the following:

- Adoptions are not processed during the holiday season to discourage pets being given as gifts.
- The closure will provide an opportunity to review procedures regarding infection and illness control, particularly disinfecting kennels.
- This would be an ideal time for a work party to seal the floors in Isolation and General.

As per the October board meeting, an analysis has been completed regarding vehicle costs (operating a company vehicle vs. reimbursing employees for mileage). The approximate annual breakdown (based on current year actuals) is as follows:

	<b>Company Vehicle</b>	<b>Reimbursement</b>
Expenses*	\$ 700.00	
License	\$ 60.00	
Insurance	\$ 900.00	
Mileage Reimbursement**		\$ 2,500.00
<b>Total:</b>	<b>\$ 1,660.00</b>	<b>\$ 2,500.00</b>

\*Would be higher if vehicle were actually being driven (est. \$570 for fuel alone; \$120 for two oil changes)

\*\*Assumes 82 km per week at \$0.59 per kilometre; could be reduced by making more efficient trips (i.e. more than one stop per trip)

The analysis indicates that utilizing a company vehicle is the preferred option. However, the current situation is that the Society is incurring expenses for both a company vehicle *and*

mileage reimbursement (the worst option), because the company vehicle is not being utilized (due to the inability of staff to drive a manual transmission vehicle, either as a result of lack of skill or disability).

**Recommendations and Motions for the Board:**

I recommend the following:

1. A volunteer schedule be created for board members to supervise the shelter while Linda is out of town, based on when Linda feels a supervisory presence is most required.
2. A **motion** be made to close the Mae Bachur Animal Shelter to the general public from Sunday, December 13 through Saturday, January 2, inclusive.
3. The shelter manager be directed to coordinate trips in vehicles in order to reduce mileage reimbursement.
4. The shelter manager be directed to contact local car dealerships to investigate the possibility of trading in the current company vehicle for a vehicle with automatic transmission, with particular attention paid to the ability to transport animals safely and efficiently.