

**Humane Society Yukon
Board of Directors Meeting**

December 17, 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 Vanessa MacDonald and Chris May, as well as Acting Shelter Director Linda Priestley. Prospective members Tanya Mickey and Joanne Jurovich also attended.

Regrets:

Directors Amanda Shipperbottom and Carol Legace.

A quorum being present, the meeting was called to order by Brent at 7:00 pm.

2. Acceptance of the Agenda

Motion To add an "In Camera" session at the end of the meeting

Proposed: Chis

Seconded: Paddy

Vote: All in favour; none opposed.

Motion To accept the agenda as amended

Proposed: Chis

Seconded: Paddy

Vote: All in favour; none opposed

3. Minutes of Last Meeting (October 22, 2015, November 19, 2015)

Motion To accept the minutes from October 22, 2015

Proposed: Belinda

Seconded: Paddy

Vote: All in favour; none opposed

Motion **To accept the minutes from November 19, 2015**

Proposed: Belinda

Seconded: Paddy

Vote: All in favour; none opposed

4. Committee Reports

a. Shelter Operations

No written report, but Linda outlined that the Shelter would be closed over Christmas to allow time to do painting and sealing. Volunteers have been recruited to do this work. After the 22nd, Christmas hours will be 12:00 to 4:00. Winter hours for January and February will be 10:00 a.m. until 6:00 p.m.

The dogs have been mostly fostered. There was a dog with Parvo that came in through the City. It was treated and put in isolation. There were lots of cats and kittens but there will be no more adoptions now until after the New Year. The Shelter has been blessed with donations. There is dog food available for low income families from WalMart and Superstore donations (not the kind the Shelter uses). Donations can go to the communities.

Chris covered for a week while Linda was gone. He interviewed current staff and is preparing a work flow report. He found some efficiencies that could be implemented. Linda leaves on Saturday and Chris will cover. She is back on December 31st.

a. Finance

The Finance Committee Report is attached.

Belinda said that the committee met a few weeks ago to discuss pay increases for the staff. They recommended aligning an increase with the fiscal year, not January 1st, but starting April 1st. That would help with budgeting.

The committee also recommended a year-end bonus to make up for that policy.

Motion **To accept the Committee Recommendations**

Proposed: Paddy

Seconded: Vanessa

Vote: All in favour; none opposed

b. Fundraising

Amanda advised that gift wrapping would be done at Canadian Tire, as well as a fundraising coat check. Tickets have been printed for a Christmas tree auction. There is a draw on the 20th of December and tickets were being sold between the 12th and the 20th.

Nakai Theatre has proposed doing a play about Trevor the dog. The Humane Society will be supporting it for good will. It will take place later in the year.

Amanda advised that planning fundraising events seasonally would be better. Traditionally the Society has had responsibility for the Rendezvous Pet Parade and Dog Howling, but because of a lack of volunteers, Rendezvous has carried these events for the last 2 years. This year they want the Humane Society to take responsibility again.

Linda said that staff feel overworked if they have to fundraise in addition to their jobs. She said that Board members should be present and involved at all Society events.

Suggestion: That the Fundraising Committee work with the Finance Committee to plan next year's agenda for Fundraising.

There is a need for more committee members to be recruited and to volunteer. The Fundraising Committee is Amy, Catherine, Amanda, Chris, Vanessa and Linda. All agreed that an annual schedule would be good.

Tanya asked about Bingos and was told that they happen every Wednesday. Joanne is the Volunteer Coordinator for Bingo and "is fabulous".

It was suggested that the Humane Society approach the Yukon Government to ask about getting on their email list to recruit volunteers. As well, it was suggested that Board members like and share Humane Society news on FaceBook to get more exposure.

c. Governance

The main issue is Policy Development, but that will need to wait for the new ED. The other work will be around Chris' report once it is received.

d. Programs:

Linda advised that there were 3 communities and 3 First Nations that had been targeted for the 60 vouchers for the Spay and Neuter program. They started late and only 6 to 12 have been done of the 60 possible operations.

The report prepared by Mary Vanderkop outlined that there were very few dissatisfied people. The Board hasn't seen this yet, so Linda will distribute it. She said that the government will likely limit the next program to spaying females only.

Carol is the only committee member so far.

e. Partnerships

Carol is the only member for now.

f. Public Relations

Chris is on this committee.

5. **New Business**

Chris asked if we knew what the City's dog handling policy has been in the past. Brent advised that the City turned down a joint meeting with YG and the HS. Chris said that it would be good to find out what their costs are per dog, per week. He said that basically the HS is doing the work for free and City employees get \$25 to \$30 per hour for doing what HS staff do for \$11.

Motion: **To approve the appointment of Dan Moore as the ED of the Humane Society**

Proposed: Brent

Seconded: Vanessa

Vote: All in favour; none opposed

6. **Next Meeting**

The next meeting of the Board of Directors will be held on Thursday January 21, 2016 at 7:00 p.m. at 76 Keewenaw Drive.

7. **Adjournment**

The meeting was adjourned at 9:00 p.m.

**Humane Society Yukon
Committee Report**

Committee Name:

Finance

Date of Last Committee Meeting:

December 2, 2015

Report Submitted By:

Belinda Watson

Information for the Board:

It is customary to provide employees with pay increases (based on merit and/or cost of living) at the beginning of each year. However, the Finance Committee believes that aligning pay increases with HSY's fiscal year (beginning April 1) is more practical. Furthermore, the Committee feels that pay scales would be a better option for managing the wages of shelter staff. Implementing a pay scale system would require research and time; however, the Committee acknowledges the importance of recognizing staff performance and loyalty and believes that a year-end bonus would be an acceptable substitute for pay increases in the near-term.

Recommendations and Motions for the Board:

The Finance Committee recommends that a policy regarding staff wages, complete with pay scales for particular jobs, be developed for implementation by April 1, 2016.

Furthermore, the Finance Committee recommends the following motion:

That all staff members employed by (or expected to be employed by) HSY on Dec. 31 be provided with a year-end bonus on their last paycheque of 2015, with the bonus amount equal to 1% of their gross 2015 earnings, rounded up to the nearest \$25.

The total cost of bonuses is conservatively estimated at \$1,500.