

**Humane Society Yukon
Board of Directors Meeting**

January 21, 2016
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 Chris May, as well as Director Linda Priestley. New Executive Director Dan Moore attended.

Regrets:

Directors Amanda Shipperbottom and Carol Legace.

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

Brent introduced and welcomed our new ED, Dan Moore.

2. Acceptance of the Agenda

Motion	To accept the Agenda as Amended by combining the 2 agendas presented
Proposed:	Chis
Seconded:	Paddy
Vote:	All in favour; none opposed.

3. Minutes of Last Meeting (December 17, 2015)

Motion	To accept the minutes from December 17, 2015 as amended
Proposed:	Paddy
Seconded:	Chris
Vote:	All in favour; none opposed

4. ED Report to the Board

The ED report is attached.

Dan outlined proposals for a regular newsletter, for some HS pamphlets and for HS Yukon merchandise. He elaborated on fundraising ideas, including sponsorships, merchandise and rental of HS space for dog classes. Proposed printed materials were distributed in draft form.

Dan advised that he had been working on some new ideas for the Shelter Operations and that he will work with the Committee to implement those ideas.

5. Proposed Committee Structure and Membership:

Paddy advised that he had been working on a proposed “re-boot” for the Committee Structure. He submitted a written proposal that outlined combining Shelter Operations with Programs and combining Partnerships with Public Relations.

Discussion resulted in the following: Programs and Shelter Operations would be chaired by Belinda (Dan, Paddy, Linda); Finance chaired by Belinda (Paddy, Carol); Fundraising chaired by Chris (Dan, Linda); Governance chaired by Paddy (Brent, Carol) and Partnerships and Public Relations chaired by Dan (Brent, Chris).

Brent will email Amanda Shipperbottom to clarify her role on the Board for the next meeting.

Linda Priestley will be on the Board, but limited to what she is able to do.

Motion	To approve Linda Priestley on the HS Board of Directors in a limited way according to what she can do
Proposed:	Chis
Seconded:	Paddy
Vote:	All in favour; none opposed

6. Proposed Spay/Neuter Policy

Chris presented 2 proposals for the Board concerning spaying of pregnant dogs. Options A and B were discussed. The motion was tabled for now until Board members are able to get more information. For now, any decisions will be made by the Executive Director only and NOT other staff.

7. Proposed New Board Member

Travis Armour’s name was proposed. His CV has been sent to Board members who will review for the next meeting.

8. Fundraising Status

Regular meeting times will be set up for this Committee whose task will be to work with Dan on a plan for the upcoming year’s fundraising.

9. Status of Proposal to City Council

Brent will draft a letter to the Mayor (and relevant Ministers). It will be sent to Board members for review prior to being mailed out. If there is no favourable response, it will be copied to media. We are seeking 100% support in the Communities and for those on low or fixed incomes. We are looking for \$20,000 in core funding, plus \$20,000 in the Spay and Neuter Program. Presently the Yukon Government provides \$79,500 plus the Spay and Neuter funding.

10. Update on Spay and Neuter Program

Linda advised that we are just about out of vouchers. The program has “taken off” and Pelly wants some, as well as some private citizens. One of the First Nations did their own Spay and Neuter program and the Shelter reimbursed them. Carmacks is interested.

11. Pet Parade/Dog Howling for Rendezvous

Chris met with the Sourdough Rendezvous committee in December. The HS needs to provide a volunteer for the day of the events. Someone else will need to lead the way as Chris will not be available. The Feed Store is sponsoring this. Marion from Sourdough Rendezvous has been helping. Heather Gordon has agreed to MC. Our president, Brent will be a judge on the 28th. Twelve volunteers from the HS are needed. Chris said his wife would help.

We need to work with CKRW on an event schedule. Linda said she would help. Brent will ask Amanda if she can assist. She has done it before and is “really good” at it.

A fall back plan will be to pay Dan to do it.

12. Next Meeting

The next meeting of the Board of Directors will be held on Thursday February 18, 2016 at 7:00 p.m. at 76 Keewenaw Drive.

13. Adjournment

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



Executive Director Report to Board of Directors

January 19, 2016

Introduction:

It has been 2 ½ weeks since I started at the Humane Society Yukon- Mae Bachur Animal Shelter as Executive Director, and in this time I have made some changes to the operation of the Shelter, and have many ideas and proposals for consideration of the Board. I have formatted this report in sections and will discuss each point, as this is the first report to the Board I am open to suggestions and changes to this report. If the Board would like other sections added please let me know.

General Operations

In the past few weeks the focus of my work under the General operations was to organize and update how we operate. When I first started I identified that the Shelter was in need of a cleanup and organization of the following:

Issue

1. Front office needed to be de cluttered and organized to give a good impression to community members that come to visit the shelter.
2. Filing of animal records were ok but too many records were loose or kept together with other files, these leads to unorganization and perception from the public that we are not “on the ball”
3. Update to Website-
4. Update protocols and procedures for General care, Isolation, and develop a clear system in dealing with any future Parvo infection.

Action taken

1. The office has been cleaned and opened up to be more inviting and organized for visitors and staff. All filing and shelving units are on the perimeter, the animal scale that was donated has been setup, Memorial and special framed pictures/plaques are hanging in the office. (complete)
2. New system for adoption intake forms and animal information/files- too much information in mass files and this system organizes all the paperwork for each animal in its own file, easy to find, and easy to read. New surrender forms with detailed information, as well as

new forms for monitor of animal behaviors, incidents, Medical reports (vet checks) and evaluations. All this information goes into the above new files and gives the staff and adopters more complete history and information to make the best match for the animals, and people. (complete)

3. The Website has been updated to give a more inviting feeling and to be consistent in the formatting of all pages. (complete)
4. Proper updated procedures for:

General animal areas- an updated easy to understand and access manual for existing and new staff is being developed.

Isolation areas- need to develop and fully explain to all staff a protocol for these areas to insure proper animal infection controls are in place to avoid infections to spread to General population.

Parvo protocol this document will be treated as "the Law" when completed and explained to staff. The Isolation area needs to be treated as such with all animal files, supplies, etc. to be in this area. When the designated staff member enters they are to complete all work need in isolation (animal checks/ cleaning/paperwork/update files etc.) before performing disinfecting procedure and going anywhere else in the shelter. (In Development)

New proposals for Board Consideration/Approval

- **Newsletter**

Looking thru our existing site we have a data base of around 400 email addresses....so I have done up a sample email newsletter that can be a quarterly send out to members and others on the email list. Thru the newsletter we can promote events, encourage memberships, provided tips for new owners, vet advice, and give good news stories from the shelter, as well as promote donations.

EXAMPLE to be presented

- **Pamphlet information**

Adoptions- I have designed a tri-fold pamphlet that gives potential adopters a take home information sheet that answers questions and explains the adoption process.

Can be done up thru "vistaprint" \$40 for 500 (I can also discuss with them a discount for us as a not for profit society). The reason I suggest this is when people are here and in the excitement of seeing the animals they don't fully understand and retain the information we give about the process, which has caused some issues that I have dealt with this last week twice (all good they are happy again...not to worry) so this take home is something they can read and understand the process.

I have designed another 3 Pamphlets- Fostering, Volunteering, and Donating

EXAMPLE to be presented

- **Humane Society Yukon Merchandise**

Thru Vistaprint we can also purchase merchandise that can be used to generate income for the Shelter. The cost of each shirt is \$13.73; we can sell them for \$30.00.

I would suggest that if approved we start this off slow and order a small order to “test the waters” and if successful we can reorder, and even expand as Vistaprint has many promo items.

EXAMPLE to be presented

Previous Proposals follow up and updates

NONE

Funding/Sponsorship Opportunities

Corporate Kennel Sponsorship

Currently -On the site we have a Corporate Sponsorship tab that list Kennel Sponsorship for \$1000.00

Proposed- Instead of limiting ourselves and possibly being too costly for some business owners I would like to propose the following sponsorship scale for Kennel Sponsorship.

Also I would include The 2 Glass animal rooms, the animal bathing room, and the cat room in this proposal

For each paid sponsorship we (HSY) would provide at our cost a sign with the sponsor company logo to be placed above the kennel that they are sponsoring these signs are not costly and I will include the information below.

<u>Sponsor Type</u>	<u>Price</u>	<u>Sign Size</u>
½ Kennel Sponsor	\$250.00	2ft by 1ft
Full Kennel Sponsor	\$500.00	2.5ft by 2ft
Glass Animal Room (2)	\$1000.00	3ft by 4ft

Animal Bathing Room (1)	\$1000.00	3ft by 4ft
Cat Room (up to 8 sponsors)	\$250.00	2ft by 1ft

Revenue

14 Dog Kennels in general with full sponsorship	= \$7000.00
Glass Animal Room (2)	=\$2000.00
Animal Bathing Room (1)	=\$1000.00
Cat Room (8) Sponsor Spots	<u>=\$2000.00</u>
	\$12000.00

CDF Funding for extension of Fencing

Extend the fencing from the outside Kennels to make a large fenced in yard. In doing this it would allow us to have people looking to adopt have an open area to play with the dog, and could open the door for us to begin and promote paid programs to be run thru the Shelter

- puppy classes
- basic obedience
- leash walking
- reactive classes

The space can also be rented to Dog Trainer for their use in their programs. In future we can equip the area we some Dog agility equipment?

(Will work on Proposal to CDF if Approved)

Events

New Event proposals



In The "RUFF" First Annual Golf Tournament

Format- Best Ball Scramble

Maximum number of teams- 36	20	36
Team entry fee- \$300.00 for team of 4	\$6000.00	\$7200.00
Corporate Hole Sponsors 18 @500.00	\$9000.00	\$9000.00
Course Fee	?	?

Extras

"Putt for Pups" \$5 for 2 putts/\$10 for 5 putts	\$800-\$1200
50/50	\$750-\$1000
Mulligans 3 for \$5	\$500-\$750

Prizes (thru Donation)

Winning team
Long drive (men and women)
KP (men and women)
Draw prize
Other prizes as collected