

**Humane Society Yukon
Board of Directors Meeting**

Date & Time: February 18, 2016
Location: 76 Keewenaw Dr., Whitehorse, YT

MINUTES

1. Quorum and Call to Order

Meeting called to order at 7.05 PM

In Attendance: Brent Slobodin (Chair), Paddy Colfer (Vice-President), Belinda Watson (Treasurer), Amanda Shipperbottom (Director), Dan Moore (MBAS Executive Director)

Regrets: Linda Priestley, Carol Oberg, Chris May

2. Meeting Agenda:

One addition was made to the draft agenda. Paddy moved and Amanda seconded acceptance of the revised agenda – agreed unanimously.

3. Minutes of Last Meeting (January 21, 2016):

Unavailable in Carol Oberg's absence. These will be reviewed at the next Board meeting. The Board will also request Carol on her return to send the December 2015 minutes (as approved at the January 2016 Board meeting) to Dan for posting on the HSY website.

4. Committee Reports:

- a. Shelter Operations & Programs: no report presented
- b. Finance: Belinda indicated that she will prepare a draft budget for 2016/17 within the next week. This will be made available to the Board for feedback, then brought to Finance Committee for review, prior to presentation for Board approval at the March Board meeting.
- c. Governance: Paddy presented the following documents for review and discussion:
 - Governance Meeting Feb 5, 2016 Report
 - Business Plan 2015/16 Deliverables Report
 - Draft Business Plan 2016/17
 - Report on meeting with Yukon Government Feb 8, 2016 [internal document only]
 - Draft Board Membership Requirements

The Board approved the first four documents without change, and suggested

some changes to the last item (Board membership requirements). The Business Plan 2015/16 Deliverables Report and the Business Plan 2016/17 (both to be made available on the Humane Society Yukon website) will be used as the basis for HSY activities over the 2016/17 fiscal year, including reporting requirements to Yukon Government.

Paddy will revise the draft Board membership requirements document and seek Board approval as soon as possible using e-mail. The approved version will be made available to persons indicating an interest in becoming HSY Board members.

- d. Application to YG for 2014/15 project funding. Dan presented a draft project proposal/application. This was agreed by the Board. The Board requested that Dan forward this to Brent who will send as soon as possible it to the Chief Veterinarian Officer at YG for review and approval.

There was discussion of HSY's continuing budget challenges and the basis for seeking an increase in the amount of base YG funding from 2016/17 onwards. Dan is developing a draft policy for Board review and approval regarding a new pay scale structure for staff at MBAS.

- e. Partnerships and Public Relations: no report presented
- f. Fundraising: Following discussion, the Board agreed to follow up on participating in the Trade Show to be held at the Games Centre in April 2016. It was further agreed to conduct a raffle over a time period that will include the Trade Show (as in 2015). Amanda will take the lead in setting up the raffle and seeking prizes. The preference is for a smaller number of larger (more attractive) prizes in comparison with 2015. Board members will consider options and share their ideas with Amanda and other Board members.
- g. Executive Director's Report: Dan presented his ED's report on the MBAS operations. The Board approved and commended his report and the work he has done since becoming ED in January 2016. The report is attached.

5. New Business

No items brought forward.

6. Next Meeting

Will take place at 76 Keewenaw Drive at 7.00 PM on March 17, 2016

7. Adjournment

Motion by Amanda, seconded by Paddy, agreed unanimously. Meeting adjourned at 8.07 PM.



Executive Director Report to Board of Directors

Feb 18th, 2016

General Operations

Issue

1. Front office area dated with older desks and furniture
2. Tri-fold pamphlets for Adoption ,Fostering, Volunteering, Corporate Sponsorship and Donating to inform the public
3. Need to create Branding of HSY thru merchandise (shirts, hats etc.)
4. Staff Shirts to identify staff to public
5. General procedures manual
6. Painting and restoring animal viewing rooms
7. First Aiders on duty, procedures
8. Fire/evacuation procedures

Action taken

1. The office has been cleaned and opened up to be more inviting and new desks donated by YG assets. **Desks are installed and complete.**
2. Pamphlets are **complete, and have arrived**
3. Branding merchandise 1st **order complete, has arrived** and on display for purchase

4. Ordered, arrived **Complete see example**

5. 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) **ONGOING.**

6. One room completed

7. We have 2 First Aider (certified) on staff (Dan, and Katie both until 2018) set up first aid station and injury/incidents are to be recorded in our "first aid and injury log" **COMPLETE**

8. Developing fire/ evacuation plan **ONGOING**

Evacuation plan procedures **ONGOING**

Fire Escape Floor plans- **COMPLETE**

New proposals for Board Consideration/Approval

YG Proposal for 22k one time funding

Yukon Government (YG) had agreed to offer one-time financial support for Humane Society Yukon-Mae Bachur Animal Shelter (HSY) to help address the projected short-fall in the 2015/16 budget. YG were prepared to provide up to \$22,000 as one-time funds to help offset a third of the Society's budget deficit. Transfer of these funds was linked only to the Society obtaining matching funds. The Humane Society was able to overcome the deficit in 2015-2016 with no assistance from YG thru Fundraising and an increase in donations.

In a meeting on Feb 8/ 2016 between YG and the Humane Society, Yukon Government indicated that would still forward the funds to the Humane Society but instead of using the funds to offset the deficit it was decided that if the Humane Society could use these funds to address deficiencies in the building, and was able to expend the funds by March 31/2016, YG would fund this initiative on a one-time basis.

The following proposal outline how HSY is proposing to spend the funding from YG to address core deficiencies within the Shelter Building

Objectives/Costs

The Humane Society Yukon has identified 2 priority projects that address deficiencies within the building. These projects address infectious disease issues in the past, and address deficiencies in the heating system.

Project #1 Isolation area/general flooring- The Humane Society has dealt with a larger than normal amount of Parvo virus, and Coccidia in the last 12 months. With the age of the building and some flooring deficiencies, the flooring in the isolation area is cracking and the concrete side walls in the kennels in isolation are cracking as well. Due to the porous nature of concrete, and the cracking and flaking it is difficult to clean and sanitize these areas to eliminate infectious diseases. Other areas that have been in contact with infectious disease that have no floor covering (just concrete) include main hallway to Isolation, and two small pet viewing rooms.

Proposed Correction: Area :

- Installation of new seamless floor covering
- Material: Tarkett Melodia PVC commercial Vinyl seamless.
- Four concrete kennels in isolation covered up three feet on kennel walls,
- Hall and two rooms adjoining covered six inches
- Dog bathing room covered six inches up the wall front hall and small room (isolation exam room) with cove base (six inch).

To prep floors and walls in the kennels and install new flooring in all areas noted \$12,353.15

Project #2 Heating System- The heating system at the Humane Society Yukon building is in need of replacement due to age and inefficiencies

Proposed Corrections: Replace the current oil Boiler with an energy efficient propane boiler system that will provide a reliable heating system, as well as increase efficiency and reduce costs in the future for the Humane Society. The Humane Society will expend the remainder of the \$22,000.00 (\$9646.84) on materials i.e.: the boiler and controls. Total cost for the work to be completed is estimated at \$18,000.00. Fred's Plumbing is contributing \$3000.00 in kind work as a donation. HSY would contribute the additional funds over and above the \$9646.84 from YG, and \$3000.00 from Fred's (\$5353.16)

Deliverables

Deliverables for Project #1 Flooring

- Provide a clean environment for areas that have been affected in the past with infectious disease.
- Protect and cover open porous concrete
- Installation of the coved seamless floor allows for proper cleaning/sanitation and contains all liquids and solids, no leaking under walls, under doors, between kennels.
- Project can be completed in 2 weeks from proposal approval.

Deliverables for Project #2 Heating System

- Reliable heating system
- Cleaner emissions- Green
- Reduced costs for the Humane Society in the future

Timing

Project#1 Flooring can be completed within 2 weeks of Proposal approval by YG. Work and quote is thru Canada Flooring

Project#2 Heating System work can be completed prior to March 31/2016. The Humane society would like to propose that the remainder of the \$22,000.00 one-time funding (\$9646.84) be used to purchase the Boiler and controls and other materials, and the installation be completed at the end of April 2016 due to the removal and installation time will require 4-5 days during which there will be no heat to the building, and doing the work at the end of April will allow the outside temps to be in a more stable range. Work and quotes are thru Fred's Plumbing

Risks

Risks that could delay or jeopardize the completion of the projects Risks include:

1. Proposal Funding not approved prior to the end of Feb 2016- not allowing for enough time for contractors to order material and complete work.
2. Proposal Funding amount reduced-projects would have to be re-scoped and would cause delays in re-quoting

Project Benefits and Costs

These 2 projects would benefit the Humane Society immensely. These projects would address the 2 main deficiencies that the Shelter currently has.

The Flooring project would provide a clean sanitary environment for new animals and eliminate the possibilities of prior infectious diseases to reoccur from the environment. The new flooring with the coved bases (6 inches up the wall) allows for proper cleaning and sanitation of the areas, and eliminates the possible spread of infectious diseases due to water and biological materials seeping under walls, under doorways, and between kennels

The Heating project would provide stable reliable heating for the building, and would reduce the costs to the Shelter due to a greatly more efficient system. Our current oil burner boiler produces a stack temperature of 375 degrees when the water for the boiler is only heated to 160 degrees (wasting 215 degrees of energy). This happens every time the boiler fires up when the system calls for heat. The proposed propane boiler system produces a stack temperature of 172 degrees while heating the water to 160 degrees (wasting 12 degrees of energy). Propane Boilers run at 95% efficiency while oil boilers run at 80-85%. Cost savings for the Shelter to switch to a propane system are estimated at 25-30%. This system would also be providing cleaner/greener energy.

Previous Proposals follow up and updates

Included in General Operations

Funding/Sponsorship Opportunities

Corporate Kennel Sponsorship

Started contacting the business community after last meeting and to date we have 4 sponsorships completed (\$2000.00). The start date for the signage will be April 1/2016 and run until March 31/2017. Our sponsorship drive for each year will be from Jan - March

Contacted Whitehorse Chamber of Commerce and they have added our sponsorship information to e bulletins sent to the WCC membership

Extension of Fencing for Dog play/training area

Have set up a “**Go Fund Me**” page and in the first day of the campaign received 7 donations towards the fundraiser. Linked to our Facebook page and have boosted the post to Canada and USA.

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