

**Humane Society Yukon  
Board of Directors Meeting**

March 17, 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,  
Director Chris May, and Executive Director Dan Moore

Regrets:

Secretary Carol Oberg and Directors Amanda Shipperbottom and Linda Priestley

A quorum being present, the meeting was called to order by Brent at 7:07 pm.

**2. Minutes of Last Meeting (February 18, 2016)**

a. Errors/Omissions

i. None

b. Acceptance of Minutes

<b>Motion:</b>	<b>To accept the minutes as presented.</b>
Proposed:	Belinda
Seconded:	Brent
Vote:	All in favour; none opposed

**Motion Carried**

**3. Committee Reports**

a. Executive Director

The Executive Director Report is attached.

b. Shelter Operations & Programs Report

The Shelter Operations Committee Report is attached.

Discussion around paid holidays as outlined in the report resulted in the decision to add Boxing Day to the list of holidays identified in the Yukon Employment Standards Act. The complete list of paid holidays for staff at the Mae Bachur Animal Shelter will now be as follows:

**Statutory Holiday**

New Year's Day  
Good Friday  
Victoria Day  
Canada Day  
Discovery Day  
Labour Day  
Thanksgiving Day  
Remembrance Day  
Christmas Day  
Boxing Day

**Motion: To recognize Boxing Day as a paid holiday for staff at the Mae Bachur Animal Shelter.**

Proposed: Chris

Seconded: Paddy

Vote: All in favour; none opposed

**Motion Carried**

c. **Finance**

The budget for the 2016-2017 fiscal year (attached) was presented for approval. It was noted that the budget includes a modest wage increase for shelter staff, which is part of a five-year plan to bring wages more in line with market.

**Motion: To approve the 2016-2017 budget as presented.**

Proposed: Chris

Seconded: Paddy

Vote: All in favour; none opposed

**Motion Carried**

It was agreed to engage Kristine Lawrie to prepare the year-end financial statements.

**Motion: To engage accountant Kristine Lawrie for the preparation of the 2015-2016 financial statements.**

Proposed: Brent

Seconded: Paddy

Vote: All in favour; none opposed

**Motion Carried**

After some discussion, the Board agreed to the general principle of a division of duties with regard to bookkeeping. While the final details will be worked out between Dan and the bookkeeper, the suggestion was for day-to-day bookkeeping entry to be done by shelter staff with the printing of cheques, reporting, and the balancing of books to be handled by the bookkeeper. This setup will provide a balance between cost savings and financial oversight.

d. Fundraising

The Fundraising Committee Report is attached.

The Board briefly discussed running a raffle from May through end of summer to catch summer events that would be ideal for raffle sales.

e. Governance

Paddy presented a document outlining the standards for board membership (attached).

**Motion: To approve the Standards of Board Membership as presented.**

Proposed: Chris

Seconded: Belinda

Vote: All in favour; none opposed

**Motion Carried**

It was noted that a review of the Society's bylaws will be forthcoming.

f. Partnerships & Public Relations

There was no report from the Partnerships & Public Relations Committee.

**4. Next Meeting**

The next meeting of the Board of Directors will be held on April 21, 2016, at 7:00 pm at 76 Keewenaw Dr.

**5. Adjournment**

The meeting was adjourned at 8:45 pm.



## **Executive Director Report to Board of Directors**

March 17<sup>th</sup> 2016

### **General Operations**

#### **1. Reno Update**

Flooring work has begun in the isolation area and work in this area should be completed by Friday March 18<sup>th</sup>. Main hallway in the back and 3 rooms will begin work next week and will be completed prior to March 31<sup>st</sup>

Heating Materials are being ordered and Fred's will provide and invoice for us to use to submit for reporting and allow us to receive holdback payment.

#### **2. Painting and restoring animal viewing rooms, isolation**

With the flooring being redone will be having the animal rooms and the isolation area repainted so the areas are in a "start fresh" state. Will also repaint the hallway in back and the 2 animal viewing rooms, as well as the grooming room.

#### **3. New Split doors for animal viewing rooms, and cabinet for isolation**

Made contact with a tradesman that is willing to supply (for free) 2 wood doors that he will make into split doors for the 2 animal glass viewing rooms. The split doors will allow for air flow for the animals and provide a barrier so the animals can't get out and people can view them. The same tradesman will provide (for free) a cabinet with countertop for the isolation exam room (old counter in there is very distressed)

#### **4. Whitehorse Business Trade Show March 23-24**

HSY will be attending the Business Trade Show being put on by the Whitehorse Chamber on March 23-24. We will be there to show presence to the business community, and be pushing our Corporate Kennels sponsorship, Volunteerism, and making contacts for the future.  
(Promo material example)

#### **5. Shelter Mascott????**

Had a email from a company that creates and produces custom mascot suits for businesses. This could be a consideration for events that HSY is involved in for further promotion, and engagement.

#### **6. Outdoor Area Update-fencing quote, Mockup of area**

With the HUGE donation this week.....now moving ahead with gathering quotes for materials and contractors to do work needed for the area

We will need -Fencing materials -Quote attached

-Quotes for ground works -scouring and removal of old materials  
-area prep  
-new top soil  
-concrete/asphalt for pole installation and interior dig  
boarder

-Quotes for Fencing install

-Quotes for exercise equipment/interior structures.

## **New proposals for Board Consideration/Approval**

None



**Humane Society Yukon  
Committee Report**

---

**Committee Name:**

Shelter Operations

**Date of Last Committee Meeting:**

March 10, 2016

**Report Submitted By:**

Belinda Watson

**Information for the Board:**

Operations at the shelter are going well with the projects funded by the government proceeding nicely.

The only item discussed that requires Board input is recognized holidays for staff. No clear policy seems to exist. The Committee recommends following the schedule of holidays as outlined in the Yukon Employment Standards Act.

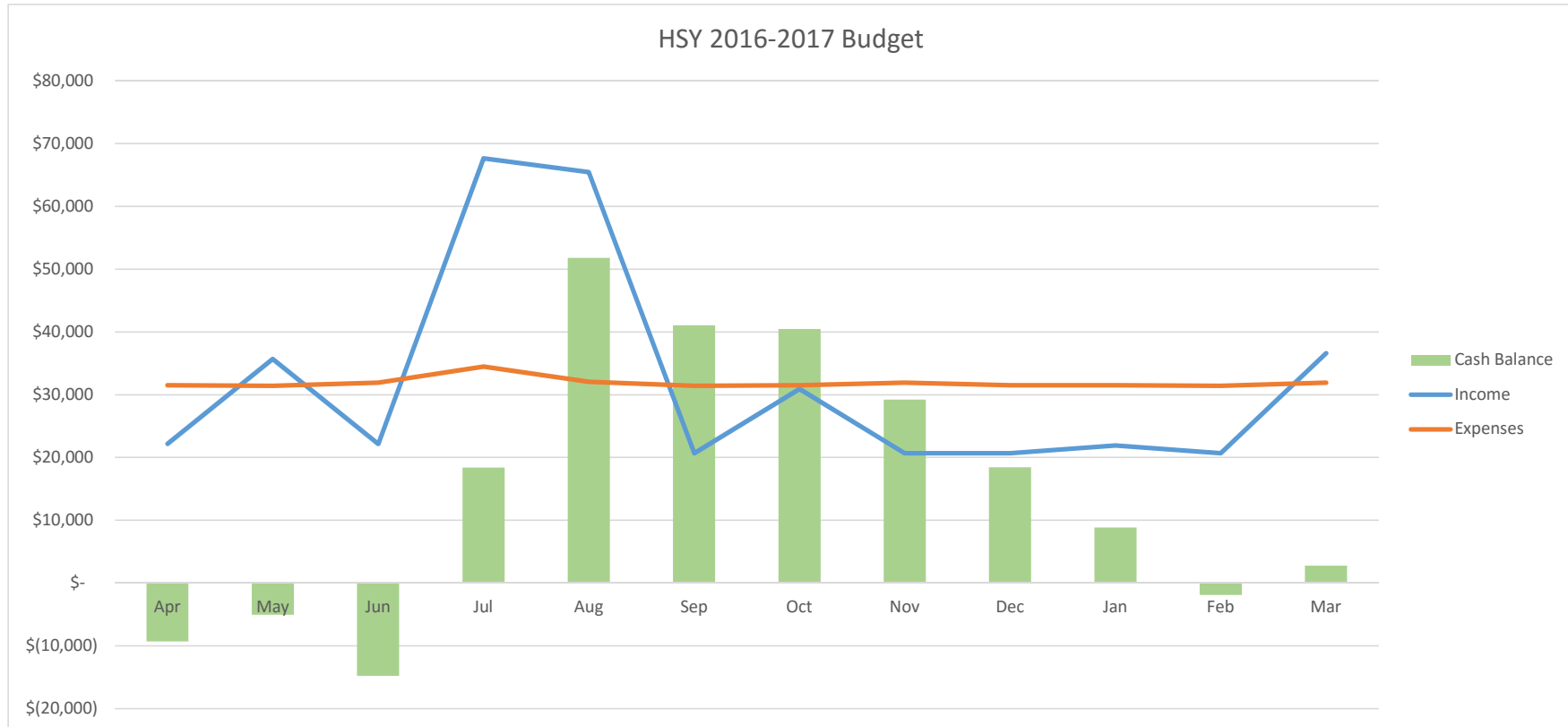
**Recommendations and Motions for the Board:**

The Shelter Operations Committee recommends a motion that staff at the Mae Bachur Animal Shelter receive holiday pay for the general holidays required by the Yukon Employment Standards Act. In 2016, those holidays are as follows:

<b>Statutory Holiday</b>	<b>Date</b>
New Year's Day	Friday January 1, 2106
Good Friday	Friday March 25, 2016
Victoria Day	Monday May 23, 2016
Canada Day	Friday July 1, 2016
Discovery Day	Monday August 15, 2016
Labour Day	Monday September 5, 2016
Thanksgiving Day	Monday October 10, 2016
Remembrance Day	Friday November 11, 2016
Christmas Day	Sunday December 25, 2016

## Summary

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
<b>Income</b>	\$ 22,185	\$ 35,685	\$ 22,185	\$ 67,635	\$ 65,435	\$ 20,685	\$ 30,885	\$ 20,685	\$ 20,685	\$ 21,885	\$ 20,685	\$ 36,585	\$ 385,220
<b>Expenses</b>	\$ 31,490	\$ 31,415	\$ 31,915	\$ 34,490	\$ 32,040	\$ 31,415	\$ 31,490	\$ 31,915	\$ 31,475	\$ 31,490	\$ 31,415	\$ 31,915	\$ 382,465
<b>Reserves/(Loss)</b>	\$ (9,305)	\$ 4,270	\$ (9,730)	\$ 33,145	\$ 33,395	\$ (10,730)	\$ (605)	\$ (11,230)	\$ (10,790)	\$ (9,605)	\$ (10,730)	\$ 4,670	\$ 2,755
<b>Cash Balance</b>	\$ (9,305)	\$ (5,035)	\$ (14,765)	\$ 18,380	\$ 51,775	\$ 41,045	\$ 40,440	\$ 29,210	\$ 18,420	\$ 8,815	\$ (1,915)	\$ 2,755	





## Income

Type	Category	Item	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Income	Adoptions	Dog Adoptions	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 60,000
Income	Adoptions	Cat Adoptions	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 15,000
Income	Adoptions	Surrenders & Claims	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 1,200
Income	Contributions	YTG Grant	\$ -	\$ -	\$ -	\$ 23,850	\$ 39,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,900	\$ 79,500
Income	Contributions	YTG Funding (Proposed)	\$ -	\$ -	\$ -	\$ 15,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,900
Income	Contributions	Other Grants & Contributions	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000
Income	Bingo Income	Bingo	\$ 5,750	\$ 5,750	\$ 5,750	\$ 5,750	\$ 5,750	\$ 5,750	\$ 5,750	\$ 5,750	\$ 5,750	\$ 5,750	\$ 5,750	\$ 5,750	\$ 69,000
Income	Bingo Income	Bingo Dauber Sales	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ 3,600
Income	Memberships & Donations	Donation	\$ 4,750	\$ 4,750	\$ 4,750	\$ 4,750	\$ 4,750	\$ 4,750	\$ 4,750	\$ 4,750	\$ 4,750	\$ 4,750	\$ 4,750	\$ 4,750	\$ 57,000
Income	Memberships & Donations	Donation Boxes	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 2,400
Income	Memberships & Donations	Memberships	\$ 160	\$ 160	\$ 160	\$ 160	\$ 160	\$ 160	\$ 160	\$ 160	\$ 160	\$ 160	\$ 160	\$ 160	\$ 1,920
Income	Fundraising	Barbecue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000
Income	Fundraising	Dog Wash	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 3,000
Income	Fundraising	Garage Sale	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Income	Fundraising	Kennel Sponsorship	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 6,000
Income	Fundraising	Raffle Ticket Sales	\$ 1,500	\$ 15,000	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000
Income	Fundraising	Miscellaneous Fundraising	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 30,000
Income	Fundraising	Tub Rental	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 300
Income	Other Income	Other Income	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 2,400
		<b>Total</b>	<b>\$ 22,185</b>	<b>\$ 35,685</b>	<b>\$ 22,185</b>	<b>\$ 67,635</b>	<b>\$ 65,435</b>	<b>\$ 20,685</b>	<b>\$ 30,885</b>	<b>\$ 20,685</b>	<b>\$ 20,685</b>	<b>\$ 21,885</b>	<b>\$ 20,685</b>	<b>\$ 36,585</b>	<b>\$ 385,220</b>

## Expenses

Type	Category	Item	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Expenses	Animal Care	Animal Supplies & Food	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 12,000
Expenses	Animal Care	Veterinary Services	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 42,000
Expenses	Animal Care	Veterinary Supplies	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 7,200
Expenses	Bingo Expense	Bingo Hall Rental	\$ 1,900	\$ 1,900	\$ 2,400	\$ 1,900	\$ 2,400	\$ 1,900	\$ 1,900	\$ 2,400	\$ 1,900	\$ 1,900	\$ 1,900	\$ 2,400	\$ 24,800
Expenses	Bingo Expense	Bingo Supplies	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 7,800
Expenses	Wages	Wages & Benefits	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 204,000
Expenses	Fundraising Expense	Fundraising Expense	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 2,400
Expenses	Programs	Allocated Donation/Grant Expense	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 9,600
Expenses	Operations	Accounting	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000
Expenses	Operations	Advertising	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 1,500
Expenses	Operations	Bank Charges	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 3,000
Expenses	Operations	Bookkeeping	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 9,600
Expenses	Operations	Building R & M	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 9,000
Expenses	Operations	Commercial Insurance	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 10,800
Expenses	Operations	Janitorial Supplies	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 4,500
Expenses	Operations	Lease	\$ -	\$ -	\$ -	\$ -	\$ 125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125
Expenses	Operations	Fees/Memberships	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 1,800
Expenses	Operations	Office Expense	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 3,000
Expenses	Operations	Security	\$ 75	\$ -	\$ -	\$ 75	\$ -	\$ -	\$ 75	\$ -	\$ -	\$ 75	\$ -	\$ -	\$ 300
Expenses	Operations	Staff Training	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 600
Expenses	Operations	Telephone/Fax/Internet	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 5,700
Expenses	Operations	Utilities	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 18,000
Expenses	Automotive	Vehicle Expense	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 1,080
Expenses	Automotive	Insurance & Registration	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 110	\$ 50	\$ 50	\$ 50	\$ 660
		<b>Total</b>	<b>\$ 31,490</b>	<b>\$ 31,415</b>	<b>\$ 31,915</b>	<b>\$ 34,490</b>	<b>\$ 32,040</b>	<b>\$ 31,415</b>	<b>\$ 31,490</b>	<b>\$ 31,915</b>	<b>\$ 31,475</b>	<b>\$ 31,490</b>	<b>\$ 31,415</b>	<b>\$ 31,915</b>	<b>\$ 382,465</b>

## **Fundraising Committee Report**

**Fundraising Committee Meeting 2016-03-16, 11:00 A.M.**

**Present: Chris May (Chair) and Dan Moore**

**Absent with regrets: Linda Priestley**

First meeting of the new committee

The committee discussed and ratified the following goals.

1. Bring structure to and provide a framework for governance and oversight of Humane Society Yukon's fundraising activities.
2. To create and maintain a formal sponsorship plan or program with set sponsorship levels and deliverables.
3. To gather and document fundraising suggestions from stakeholders and volunteers and then identify and select fundraising activities which have the highest R.O.I. or overall benefit to the society's mission.
4. To create a master fundraising and event calendar for the board and volunteers
5. Build a social media strategy
6. Develop an event plan/manual for each recurring fundraising event.
7. To provide a summary of fundraising events and activities to the Partnerships & Public Relations Committee

We set a tentative goal of increasing funds raised through events and sponsorship by \$20,000 per annum within 24 months and \$30,000 within 36 months.

We agreed to focus on two items

### **1. Selecting, scheduling and planning fundraising initiatives**

The committee is calling for submissions to any and all fundraising ideas at any stage. The committee will evaluate these ideas based their potential return on staff and volunteer time. and build a master fundraising calendar with prep/organization time lines

### **2. Creating a sponsorship marketing program and package.**

I have also developed draft of the sponsorship marketing promotional document clearly outlining sponsor benefits. It is our intention to reach as many Yukon business with this package, within 12 calendar months of it's completion. When it is complete we will bring it to the board for approval and to assist in its dissemination.

Proposed Next Meeting April 7th at 10:00 a.m.

## **HUMANE SOCIETY YUKON**

### **REQUIREMENTS FOR THE BOARD OF DIRECTORS**

The Humane Society Yukon (HSY) is governed by a Board of Directors, usually consisting of 8-9 persons, including a president, vice-president, treasurer, and secretary (who are the officers of the society).

HSY welcomes as potential directors any Yukon resident who cares about animals, especially dogs and cats, and who is willing and able to “step up to the plate” in the ways listed below, for the sake of the well-being of animals in need. The nominee for director must also be a member in good standing as defined in Article #6 of the society bylaws (i.e. fully paid-up member of HSY).

Being a director may involve between 6 to 10 hours a month minimum (inclusive of all meetings), or more of course depending on the director’s degree of involvement --- and enthusiasm!

Generally, a current director will forward an applicant’s resume to the Board for review at the next monthly meeting. Following discussion, if the applicant is accepted, he or she will be invited to attend the next Board meeting for formal introduction as a director.

The following are the basic requirements for a director:

- Attends monthly Board meetings (generally 2 hours maximum, currently set for the 3<sup>rd</sup> Thursday of each month at 7.00 PM);
- Participates in 2 or more committees (there are currently 5 committees, with 3-4 members each, who generally meet once per month for about 90 minutes);
- Informs the Board or relevant Committee in advance if he or she cannot attend a scheduled meeting, and the reason why;
- Follows up, and reports back appropriately, on tasks agreed to (on a voluntary basis) at Board and committee meetings;
- Uses and keeps up to date with correspondence and other matters communicated among Board members on the Board’s Google gmail account;
- Reads and responds as required (through the gmail account) to Board agenda, minutes, reports, and other relevant materials and correspondence;
- In the case of officers, carries out the duties associated with the respective roles of President, Vice-President, Treasurer, and Secretary;
- Makes him/herself known at, and stays in contact with, the Mae Bachur Animal Shelter through the Executive Director and other staff, and takes an interest in the operations of the Shelter.

There are also a few “key understandings” that should be shared among all directors:

- A “collective responsibility” approach;
- A positive and supportive attitude to the work done by fellow directors in support of the goals and aspirations of HSY;
- Transparency and openness to discussing all matters of relevance and concern to the Board and its committees, during and between meetings;
- Within the forum of free and open discussion of directors’ opinions at Board meetings, full support of all Board motions agreed by majority decision;
- Maintenance of a professional attitude at all times, in which personal disagreements, competitive attitudes, or undermining of Board decisions or directors, are kept out of Board business of all kinds.

Committees generally meet once per month for 90-120 minutes. The chair of each committee convenes the monthly meetings, generally by establishing a regular meeting time and place (for example, first Tuesday of every month, 1.00-2.30 PM at set location). The chair develops the agenda for each meeting, and writes a 1-page report afterwards, which he or she reviews with the committee by e-mail, prior to submission for review at the next Board meeting.

In the event of repeated shortfall with respect to these expectations, and following appropriate discussion at a Board meeting, the President will advise the director of the Board’s concerns. Failure to respond to the concerns by meeting the above expectation from that time onwards would render the director liable to dismissal from the Board.

March 22, 2016