

**NS SPCA Provincial Board of Directors Meeting**  
**May 29, 2017**  
**Minutes**

Elected Board	Present	Regional Directors	Present	Appointed Reps	Present
Jim Kochanoff (C)	X	Halifax & Lunenburg Region (David Phillips)	X	Barry McCarthy (DNR)	X
Charl du Plooy (T)	X	Kings Region (Lynne Riguse)	X	Dr. Jennifer MacKay (NSVMA)	X
Sarah Oliver (VC)	X	Yarmouth Region (Jill Grafton)	X	Leighann Hartnett (NSE)	X
Judy Layne	X	Cumberland & Colchester Region (Leah McDonald)	X	Staff Reps *	Present
Cara Boston	X	Antigonish Region (Linda Williams)	X	Elizabeth Murphy (CEO)*	X
Jessie Irving	X			Karen DeWolfe (Controller)*	X
Virginia Jones	Regrets				

\* Non-voting / NN – No Notice / C - Chair / T – Treasurer / VC – Vice Chair / CEO – Chief Executive Officer/Proxy - when a regional representative is represented by another regional representative per the governance model (ie. Lunenburg representing Queens)/SMT – Senior Management Team/PO-Provincial Office)

**I. Welcome & Check-In (7:00pm)**

**II. Confirmation & Approval of Agenda**

- No items added to the agenda

**III. Business Arising**

- **Friends of the SPCA registration update: (Elizabeth)**
  - Registration applications have been received for the following regions: Bridgewater, Antigonish, Queens, Yarmouth, HRM, Kings
  - Elizabeth is reviewing the applications and will communicate with the Board the high-level matters to consider however the primary review of the applications will be completed by the provincial office.
  - We continue to look for applications for the following regions: Colchester, LaBaie, Cape Breton, Amherst, Pictou.
  - Elizabeth is planning to meet with the Regional Directors as a group to discuss the expectations, roles and responsibilities of the individuals to create a collaborative approach.
  - Motion to approve the applications of the following Friends of the SPCA being Bridgewater, Antigonish, Queens, Yarmouth, HRM, Kings. Motioned by Sarah Oliver, Seconded by Judy Layne. All those in favour, none opposed.

- **Open Admission Review**

- Open Admission was piloted at the Dartmouth Shelter in March. Overall it went very well and there was an increase in in-take year over year for the month of March. In addition, the length of stay for cats and dogs have both improved year over year for the month of March.
- The live release rate for the month of March was impacted year over year as it fell from 92% to 84% however this was due to health issues (the decrease was due to 3 incremental animals).
- The plan is to stay Open Admission for dogs in the majority of the shelters. This will not be actively communicated publicly until after breeding season is over to ensure that we have capacity in the shelters or in the foster system. Going forward, there may be certain months that we are also Open Admission for cats.
- Provincial Office will continue to explore the Open Admission option for the various shelters throughout the year as they gather more data and information to establish trends related to capacity. The goal is to get all shelters operating under the Open Admission policy in 2018 for dogs with certain months for cats.

#### **IV. Review of the SPCA Strategic Plan**

- Discussed whether this would be a separate meeting by itself apart from the Board meeting.
- Attendees would be the Board members and the key staff members and break into groups by pillars.
- Suggestion to do a one-pager update for each pillar in advance so that individuals could be well prepared for the meeting.
- Elizabeth will circulate dates and suggestions on groups, topics etc.

#### **V. Standing Items**

- **CEO Report (Elizabeth)**

- The report was discussed and accepted as distributed.
- The PUP program has been successful as a way to improve intake with several kittens and puppies.
- The discrepancy between intake and adoptions relates to the number of animals currently in the foster system or in the adoption floor.
- The enforcement team continues to expand and take on more contracts across the province. It was noted that education of the public and enforcement should be included in the Strategic Planning session noted above. Elizabeth will ensure the enforcement team is represented at the session.
- The Thrift store will open on July 1, 2017 – gathering of items continues to be a focus with an outreach to volunteers starting next week. The store manager has been hired and will start next week.

- **Investment Committee update (Sarah)**

- There have been no meetings since the previous Board meeting.
- Goal will be to have a meeting over the summer to review the investment performance up to June 30, 2017.
- Sarah noted that now we will be able to track performance and returns going forward and assess the effectiveness of the Investment Manager.

- **Development and Communications Committee update (Cara)**
  - Provincial Office is in the process of developing a gift guide that will allow the Development team to start circulating the guide which outlines specific areas and items to donate and sponsor.
  - One of the requests of the Committee is that the Board and FSCs try to support the gift guide by spreading the gift guide around.
  - The thrift store will now allow us to have more workplace volunteer days. The Board should also try to engage in this as well.
  - Minutes were circulated from the last meeting. No questions were raised.
  
- **Treasurer's report**
  - Year over year the Dartmouth shelter results are positive due to lower costs in the current year.
  - Shelters and regions were generally consistent with the prior year results for the quarter. The first quarter of the year is the lowest in revenues every year due to intake numbers that time of year.
  - Going forward Elizabeth and Karen will provide some additional notes to discuss the variances period over period, and reflect the budget year to date with consideration to seasonality of revenues and expenses.
  
- **In-camera**
  - Not deemed necessary.
  - Going forward, in-camera sessions will be suggested to the Chair in advance of the meeting.

**VI. New Business**

- No items noted.

**VII. Next Meeting**

- Next meeting to be held Monday, July 31, 2017.

**VII. Adjournment**

- Meeting adjourned at 8:40PM.