

**NS SPCA Provincial Board of Directors Meeting  
February 22, 2016  
Minutes**

Elected Board	Present	Regional Representation	Present	Appointed Reps	Present
Jim Kochanoff (C)	X	Cape Breton & Victoria (Barbara Tryon)	NN	Barry McCarthy (DNR)	NN
Charl du Plooy (T)	X	Hants & Kings (Daphne Moore-McKnight)	X	Dr. Troye McPherson (NSVMA)	NN
Sarah Oliver (S)	X	Lunenburg & Queens (Brian Keneflick)	Regrets	Dr. Merridy Rankin (DOA)	X
Judy Layne	X	Yarmouth & Digby (Gail Melanson)	Regrets	Staff Reps *	Present
Cara Boston	X	Cumberland & Colchester (Leah McDonald)	X	Elizabeth Murphy (CEO)*	X
Tom Wile	X	Guysborough & Pictou	NN		
Susan Tate	NN	Inverness & Antigonish (Raylene Dewan)	NN		

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

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

**II. Confirmation & Approval of Agenda**

**III. Reports**

▪ **Review of the 2016 Budget – Elizabeth Murphy**

- Jim prefaced the review of the budget as being inclusive of the whole society and our decision-making. Jim also encouraged everyone to ask questions
- Enforcement budget:
  - The enforcement budget has been consolidated for the province so that a full picture can be shown for the entire enforcement program.
  - The budget also properly allocates the costs of enforcement to the related shelters and provincial office.
  - Discussions were held surrounding the ability to generate additional contractual arrangements within enforcement in other communities. The goal is to secure additional contracts in 2016 however the budget reflects only contracts currently in place.
- Provincial Office Development budget:

- This budget is net to zero because all of the funds raised need to be allocated to the branches.
  - The method used to allocate funds to the branches is a calculated formula to ensure that 100% of the net revenues raised are going back to the communities in which they were raised.
  - Line items for each Branch were estimated based on actuals in 2015 and normalized for one-off donations that are not expected to be replicated in 2016
  - Discussions surrounding the fact that the bequests are not included in the budget given the uncertainty surrounding them. It was noted that bequests are received annually however they are not predictable in terms of amounts or timing so they have been excluded from the 2016 budget.
- Shelter budget
  - Individual shelters have their own fundraising initiatives included in their budgets that relate solely to those shelters.
  - Salary and benefit levels have been assessed and researched in detail, by location, and are considered appropriate at this time. Staff are considered to be a significant asset to the organization so it is important to ensure salaries and benefits are reasonable. The current budget includes all expected staffing changes and wage changes for 2016.
  - Vet costs have been estimated on the conservative side as there was not clarity on costs from the prior year at certain branches.
  - Given the deficits at most shelter locations, significant efforts will have to be made in the individual communities to think of ways to generate additional revenues.
  - Adoption revenue by branch has factored in the transferring of animals. This is based on the formulas outlined in the policies that are currently under review and amendment.
- Provincial Office – Administration budget
  - Expecting to receive some revenues from Affinity Renewables in 2016.
  - Website is now fully built so it is anticipated that the costs for the website will be lower in 2016 as compared to 2015.
  - Review completed of detailed provincial expenses
- Hospitals budget
  - The budget factors in the goal that all the shelters' intake will be visiting the SPCA hospitals. This will be most cost effective for the organization as a whole.
  - The budget assumes that a mobile unit is acquired during the year. Current estimates for the mobile unit capital costs are under review internally to ensure they are appropriate. It is expected that the lifespan of the current vehicle under review is approximately three years. The mobile clinic is expected to be a significant move toward our strategic goals of reducing the cat population in the province.
  - The capacity of the hospitals has been budgeted based on a five day schedule.
  - Some costs are expected to be decreased due to contract renewals however currently the 2015 figures have been included.

- Discussed the designation of bequests and the risk surrounding how the bequests are invested in the organization. It was noted that Elizabeth will ensure proper documentation in place however she considers the risk low at this time.
  - Overall comments were that the review of the budget were very helpful and in adequate detail so that everyone has clarity on where the revenues are expected to be generated. In addition, the actual figures can be compared in the same amount of detail to compare to the budget.
  - The budget will be revised slightly by Elizabeth and Sarah will then circulate it to Board members for a vote.
- **Election Committee – Judy Layne**
  - Five of the seven elected members will be returning. This means that two individuals will have to be elected at the upcoming AGM in April 2016.
  - Established an elections committee comprised of Sarah, Judy & Cara.
  - The Committee met to develop a plan, skill description and position advertisement. Posting will be emailed to SPCA mailing lists, posted on AllNovaScotia and various forms of social media.
  - Materials will be circulated on February 24, 2016 and Board members are encouraged to ask individuals that may be interested and have the desired skill set.

#### **IV. New Business**

- Suggestion was raised as to the frequency of the meetings – this is to be discussed at the next meeting agenda.

#### **V. Adjournment**

- Meeting adjourned at 9:15 PM

#### **VI. Next Meeting**

Next meeting to be held Monday, March 21, 2016 at 7:00 PM