

**NS SPCA Provincial Board of Directors Meeting
March 21, 2016
Minutes**

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

* 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

- One item added is the representative from Lunenburg & Queens
- Minutes from February 22, 2016 were approved

III. Reports

▪ **Planned Giving Strategy – Elizabeth**

- Elizabeth reviewed the Planned Giving Strategy and outlined the various benefits to the donors should they participate in the program
- Suggestion from Judy to start recognizing the bequest donors to date even though the strategy is not complete.
- Recommendation for recognition of donors through the website (similar to other SPCAs) and the need to expand on our description and details on the website related to planned giving.

- Several suggestions were made for Elizabeth related to the planned giving strategy that Elizabeth will consider moving forward.
- **Investment Policy - Sarah**
 - Discussion held related to the frequency of approving the investment manager – determined that the policy as written was appropriate.
 - Motion to approve the investment policy as circulated – motioned by Jim and seconded by Charl – all in favour, Barry abstained.
- **Frequency of Meetings - Leah**
 - Leah noted that she would like to change the meeting schedule to have less frequent meetings for the full Board – suggestion to have meetings in January, April, July and October.
 - Daphne noted that lately there have been a number of new items on the agenda that tend to need attention on a timely basis so reducing the number of meetings may hinder the timeliness of accomplishing items as they arise.
 - General consensus at the meeting was to keep the meetings at bi-monthly for now and to consider frequency going forward.
- **Annual General Meeting (AGM) Planning - Elizabeth**
 - Planning and advertisement has been well underway
 - Golden Paw nominations still need to come in by April 13, 2016 so that Board approval can be obtained before the AGM
 - Judy gave an update on the Elections Committee – we received six applications that will be short-listed tomorrow and interviews will be completed next week. Goal is to have two new individuals to bring forward for the AGM.
- **Treasurers Report – Charl**
 - Review with the auditors was completed today
 - Clean audit opinion to be issued and no issues reported that would be of concern to the Board
 - Discussion regarding the revenue level year over year which appears to be declining. Elizabeth noted that she has several plans in place to increase revenues for 2016.
 - Motion to approve the draft of the audited financial statements as circulated – motioned by Charl and seconded by Sarah, all in favour, Barry abstained.
- **CEO Report - Elizabeth**
 - Review of CEO report completed and discussions held on key items.
- Raylene joined the meeting at 8PM
 - Discussion regarding the various partnerships in discussion for the clinics
 - Update on the TNR program and survey that is ongoing. Survey will help document cat colony locations and number of feral cats province wide.
 - Review and discussion of the new SPCA pet insurance program
 - In-camera session was held

- **Development and Communications Committee – Cara**
 - No new items to report as there were no meetings of the Committee since our last Board meeting

IV. New Business

- Jim noted that Brian has had to step down from the Provincial and Local Boards – the Lunenburg and Queens branches are working to find another representative for that Branch to participate in the Provincial Board meetings.

V. Adjournment

- Meeting adjourned at 8:48PM

VI. Next Meeting

Next Board meeting to be held Monday, May 30, 2016 at 7:00 PM