

**NS SPCA Provincial Board of Directors Meeting  
May 30, 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. Merridy Rankin (DOA)	X
Sarah Oliver (S)	X	Lunenburg & Queens	No rep		
Judy Layne	X	Yarmouth & Digby (Gail Melanson)	Regrets	Staff Reps *	Present
Cara Boston	X	Cumberland & Colchester (Leah McDonald)	X	Elizabeth Murphy (CEO)*	X
Jessie Irving	X	Guysborough & Pictou	No rep	Karen DeWolfe (Accountant)*	X
Virgina Jones	NN	Inverness & Antigonish (Raylene Dewan)	X		

\* Non-voting / NN – No Notice / C - Chair / T – Treasurer / S – Secretary / CEO – Chief Executive Officer/Proxy – when an regional representative is represented by another regional representative 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 and past minutes**

- No items to add to the agenda
- Minutes from March 21, 2016 were approved

**III. Business**

▪ **Strategic plan review – Elizabeth**

○ **Review of strategic goal #1: Reorganize/Rebuild/Restructure**

- The merge was approved on May 1<sup>st</sup> - most locations are now fully compliant
- Descriptions have been created for all positions – this has created consistency for roles across the locations
- Work is ongoing for the updates to the policies given the changes as a result of the merge
- Microchipping remains an area of improvement with some branches – plans are in place to ensure compliance
- Insurance activations are close to the five year target now as the staff have been updated on the most effective way to activate the insurance

- Employee retention tracking will begin now that the merge is complete as the payroll is all on one system.
- **Merge update**
  - Name changes have been introduced in order to provide consistency and be in compliance with the CRA requirements.
  - Discussions to be held to determine the appropriate naming convention for each location
  - Elizabeth to send an email to everyone to get feedback on the name change requirements.
  - Branch must be in compliance with processes by the end of June 2016.
  - The policy manual and the by-laws need to be resolved in the next two months – Judy, Leah and Jessie to work with staff to complete this task.
- **TNR Program**
  - Meetings are ongoing with the municipalities and the Nova Scotia Veterinary Medical Association (NSVMA) to get the mobile vet clinic functioning.
  - A significant TNR program is underway in the planning process with a goal of spaying/neutering 1,000 cats in the Halifax Regional Municipality. Expectation is that project will start operations on June 6, 2016 with reporting to be done in October 2016.
- **SPCA pet insurance**
  - Ongoing discussions related to how to best market the insurance and how to best integrate into the current policies and procedures
- **CEO report – Elizabeth**
  - Review and discussions of highlights of the CEO report as previously circulated to the Board
- **Development and Communications Committee – Cara**
  - Direct mail campaign has been completed which have generated approximately \$26,000 with the next one going out next week.
  - Preparation has begun for the 2016 SPCA Soiree – tentatively booked for December 1, 2016.
  - Updates to be made related to the website involving the legacy campaign.
- **Investment Committee – Sarah**
  - The Investment Committee is currently looking for a new member – Cara has volunteered to be part of the Investment Committee
  - All investments are now with one financial institution and a meeting will be planned with the financial institution representative
  - Sarah to circulate some times and dates for the next Investment Committee meeting.

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

- Limited discussion on the 2016 financials to date - suggestion for discussion on the July 2016 agenda

**V. Adjournment**

- Meeting adjourned at 9:05PM.

**VI. Next Meeting**

Next Board meeting to be held Monday, July 25, 2016 at 7:00 PM