

**NS SPCA Provincial Board of Directors Meeting
January 30, 2017
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 (Lynne Riguse)	NN	Dr. Jennifer MacKay (NSVMA)	X
Sarah Oliver (S)	X	Lunenburg & Queens (Jill Grafton)	X	Leighann Hartnett(NSE)	X
Judy Layne	X	Yarmouth & Digby (Gail Melanson)	X	Staff Reps *	Present
Cara Boston	X	Cumberland & Colchester (Leah McDonald)	X	Elizabeth Murphy (CEO)*	X
Jessie Irving	NN	Guysborough & Pictou	No Rep		
Virginia Jones	X	Inverness & Antigonish (Linda Williams)	X		

* Non-voting / NN – No Notice / C - Chair / T – Treasurer / S – Secretary / 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

- Judy noted that we had planned to have the financial statements as a standing agenda topic and therefore that will be added going forward and to the current agenda.
- No other items added.

III. Business Arising

▪ **Governance**

• **Election update: (Judy)**

- A report from the Elections Committee was circulated to the Board in advance of the meeting.
- Judy provided some background on the candidates and noted that the Elections Committee agreed to put the three individuals forward for recommendation to the Board.

- Judy made the motion that Jill Grafton, Leah McDonald and David Phillips be put forward as Board members at the 2017 AGM, seconded by Cara. None opposed.
- **FSC update: (Elizabeth)**
 - Elizabeth has been meeting with several groups – Yarmouth, Queens and Lunenburg to get the FSC's up and running.
 - Elizabeth has also been working with a group in Halifax to organize an FSC in the metro Halifax area
 - Cape Breton still needs an FSC – a focus will be put on this area to try to form an FSC in the coming months
- **2017 AGM (Elizabeth)**
 - The 2017 AGM will be held at the Halifax Library and the notice has already been circulated
 - There will be no afternoon work sessions as in prior years.
 - There is a plan to have a volunteer recognition event in the summer to put a focus on our appreciation of the volunteers.

IV. Review of the SPCA Strategic Plan

- Judy suggested that it would likely soon be time to update the strategic plan given that many of the goals and priorities have already been met.
- Discussions were held around the specific mandate of the NSSPCA and the animals that fall into the mandate
- It was determined that a meeting for 2 – 3 hours would likely suffice to discuss the strategic plan. It was determined that this would be held as an extra meeting in June.
- Elizabeth provided an update on Strategic Plan Priority #3 (Financial Stability):
 - Revenue goals for enforcement contracts will likely be reached this year
 - Planned Giving programs has been progressing very well in the past number of months.
 - The Direct Mail campaign has had great success in 2016 and it is expected to continue into 2017.
 - The goal to increase adoptions by 10% - adoptions in almost all locations have increased year over year since 2015 except for the Dartmouth location due to specific circumstances at that location.
 - Discussions were held about the potential of a thrift store for the SPCA as Elizabeth has seen other NSSPCA's that have had success with this model as it brings in significant revenues. In addition, there are specific volunteers that are interested and keen to volunteer at the thrift store.
 - Several items were discussed and Elizabeth will be putting together a business plan and a summary of the lease terms to the Board for review and consensus.

V. Standing Items

- **CEO Report (Elizabeth)**

- The report was discussed and accepted as distributed.
- The SPCA and NSVMA continue to work in partnership regarding the criteria for the use of the mobile clinic. Both groups are hopeful to expedite the paperwork and assist the as many cats as possible around the province.
- **Investment committee update (Sarah)**
 - All investments are now centralized with the NSSPCA Investment Manager.
 - 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)**
 - Minutes were circulated from the last meeting. No questions were raised.
- **Financial review**
 - Nothing noted to add on the January results.
 - The consolidated results for the year ended December 31, 2016 are now in the final stages of the audit.
 - Charl noted that going forward it may be useful to have the operations segmented by location so that users have the ability to see how each location contributes to the overall consolidated entity.

VI. New Business

- The NSSPCA has been working with the St. John’s SPCA to assist them in implementing processes and procedures consistent with the NSSPCA processes and procedures.
- In-camera session – Virginia noted that it is a matter of good governance to have an in-camera placeholder in the agenda so that there is opportunity for the Board to speak privately if needed. Jim noted that we will plan to add this for future agendas.

VII. Next Meeting

- Next meeting to be held Monday, May 29, 2017.

VII. Adjournment

- Meeting adjourned at 9:00PM.