

## NS SPCA Provincial Board of Directors Meeting

November 27, 2017

### Minutes

Elected Board	Present	Regional Directors	Present	Appointed Reps	Present
Jim Kochanoff (C)	Regrets	Halifax & Lunenburg Region (David Phillips)	NN	Barry McCarthy (DNR)	X
Charl du Plooy (T)	X	Kings Region (Lynne Riguse)	NN	Dr. Jennifer MacKay (NSVMA)	X
Sarah Oliver (VC)	X	Yarmouth Region (Jill Grafton)	X	Department of Agriculture (Laura Buckland)	X
Judy Layne	X	Cumberland & Colchester Region (Leah McDonald)	X (arrived at 8PM)	Staff Reps *	Present
Cara Boston	X	Antigonish Region (Linda Williams)	NN	Elizabeth Murphy (CEO)*	X
Jessie Irving	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)

Introduction of the new Board member Laura Buckland representing the Department of Agriculture.

Jim was not able to attend therefore Judy volunteered to chair the meeting.

#### II. Confirmation & Approval of Agenda and Past Minutes

Elizabeth added a topic to the agenda – discussion regarding a potential Infrastructure Committee. Jennifer also requested to add a discussion related to the TNR program.

Cara requested to remove the update for the Investment Committee as that meeting is deferred to January once we have the year end statements. In addition, the Communication Committee meeting is scheduled for early December therefore that update will be deferred to the next meeting in January.

A motion was made to approve the minutes from the last meeting. Jill made the motion and Cara seconded it, all in favour.

#### III. Business Arising

##### ○ Annual Board Contributions

- Judy reminded the Board of the annual contribution of \$500 that all Board members committed to make if they are able to do so.

- **2018 meeting dates**
  - Dates were reviewed and agreed upon.
  
- **Thrift store update (Elizabeth)**
  - All stores continue to work on the volunteer base to ensure the stores are adequately staffed.
  - Supply of items continues to be going very well with lots of donations coming in weekly.
  - The New Minas store had a grand opening last week and has been very successful to date.
  - A location has been identified for a thrift store in Cape Breton and a deposit has been made on a property located in Sydney.
  - The expectation is that the Cape Breton location will likely open in early 2018.
  - Consideration of other business ideas is also ongoing to ensure that the SPCA can maximize its financial returns at all locations.
  
- **Veterinary Services Compliance (Elizabeth)**
  - There has been a policy in place for all the regions to be using the NSSPCA veterinary services however a fair amount of money continues to be spent on third-party veterinary services. Circa \$200,000 has been spent already in 2017 on third-party veterinary services.
  - In order to reduce these third-party veterinary fees, the provincial office has spent time working on a better transportation system. A communications plan is now also in place whereby all the veterinarians will be notified of the individuals that are able to provide approvals for surgeries for any third-party veterinarians. If approval is not obtained, the veterinarian will not be permitted to perform the surgery.
  
- **TNR (Jennifer)**
  - Following the strategy session, Jennifer has reached out to some of the NSVMA board members and has scheduled a meeting for early December with a goal of looking for ways to reduce the paperwork required for the TNR initiatives.
  - Jennifer noted that there were communications directly to the Ministry of Agriculture related to the TNR program which required further explanation from Elizabeth in order to ensure that everyone is on the same page going forward.
  - Elizabeth explained that the meeting with the Minister was to discuss a number of items and the topic of the TNR program and the onerous paperwork was discussed.
  - It was agreed that going forward both parties will be informed, as appropriate, of ongoing discussions.
  
- **2018 budget (Elizabeth)**
  - The budget should be given to the Board within the next two weeks and it will be discussed during the January 2018 meeting.
  
- **Financial update (Elizabeth)**
  - Overall projections have been updated and it was noted that planned-giving was very strong this year. We are still waiting on one planned-giving contribution which is expected to be collected before the end of the year.

- Elizabeth did request to divest \$50,000 in order to pay for improvements made for the hospital as the timing of collections was later than anticipated – motioned by Jessie and seconded by Charl, all in favour.
- **Strategic review (Elizabeth)**
  - Elizabeth is working on compiling the information from the strategic meeting and will then meet with staff to determine next steps to be completed operationally.
  - Elizabeth outlined the process currently being undertaken with regards to the various enforcement contract negotiations.
  - The topic of the Infrastructure Committee was raised with the goal of discussing the expansion of the NSSPCA.
  - Judy mentioned that it was very helpful to have the Strategic Review as a standing item and Elizabeth agreed that this should be included for each meeting.

#### **IV. Standing Items**

- **CEO Report (Elizabeth)**
  - Elizabeth responded to a number of questions related to the CEO report and operations.
- **Investment Committee update (Cara)**
  - To be deferred to the next meeting
- **Development and Communications Committee update (Cara)**
  - To be deferred to the next meeting
- **In-camera**
  - To be deferred to the next meeting

#### **V New Business**

- Elizabeth requested that individuals interested in joining the Infrastructure Committee could send her an email and she will start working on the terms of reference for the Committee.

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

- Next meeting to be held: January 29, 2018.

#### **VII. Adjournment**

- Meeting adjourned at 8:01 PM.