

THS Board Meeting (#11)

Minutes

Tuesday, June 30, 2020, 6:30 pm

By Teleconference

Present: Shelley Austin, Malcolm Bernstein, David Bronskill, Martin Buckle, Mark Dilworth, Bronwen Morgan, Peter Newell, Emily Pang, Dominique Rousselle, Stephen Steele, Angela Young

Regrets: Krista Bulmer, Kathy McDonald, Elaine Wong, Chris Wood

Staff: Jacques Messier, CEO; Phil Nichols, COO; Dr. Karen Ward, Chief Veterinary Officer, Carol Boulding, Director, People & Culture, Tegan Buckingham, Director, Integrated Marketing and Development, Claudette Turner, Manager, Executive Department (Recording Secretary)

Special Guests: David Brouitt, Krzysztof Iwanicki, Tina Fernandez, representatives of RAMP Communications Inc.

Malcolm Bernstein called the meeting to order at 6:35 pm.

1. Regular Business

1.1 THAT the Agenda be approved on consensus.

1.2 THAT the Minutes of the May 26, 2020 meeting be approved.

Moved: Bronwen Morgan

Seconded: Angela Young

Carried.

2. RAMP Communications Inc. Presentation

Tegan Buckingham introduced RAMP Communications Inc. representatives David Brouitt, Tina Fernandez and Krzysztof Iwanicki. The Board moved in-camera to receive their presentation.

3. Operations Update

Malcolm invited Phil Nichols, Karen Ward and Carol Boulding to provide an update on plans for operations and animal welfare, veterinary services and human resources when operations resume.

Operations and Animal Welfare - Phil reported that adoption programs are working well and a large number of applications are being received. Facilitation of online adoptions is continuing. Most animal transfers are from Northern Ontario and other shelters. The number of animals in foster care remains constant at approximately 230, and there are approximately 83 in the shelter at this stage of reopening, with a target of approximately 50-60 on site at any point in time.

In response to a query, Phil noted that the Society hasn't seen a significant increase in adoption returns, although this will now be tracked on a weekly basis.

Veterinary Services - Dr. Karen Ward outlined Home-to-Home, a community-based shelter-supported rehoming tool, a safe way of rehoming animals directly from one home to a new home, without going through the shelter. This program was created by Panhandle Animal Clinic in the U.S. and moves away from the transactional approach to pet adoption to a community resource, geared specifically to animal shelters. Karen noted that the program is a good fit with the Society's mission, vision and values, providing care, integrity, leadership, partnership and hope. The program provides an alternative to shelter surrenders.

If it is decided to pursue the Home-to-Home program, the Society's insurance and legal representatives will be consulted with regard to potential risk and liability issues, as well as medical care.

Human Resources – Carol Boulding noted that staff have been adjusting well to the changed work circumstances. She reported that staff are completing health questionnaires prior to starting their shift. There is a protocol in place to address staff who fall into At-risk groups which will be discussed on a case-by-case basis. The Society circulated a statement in support of Black Lives Matter that has been well received.

All of the Society's Canada Summer Jobs applications have been granted. Recruitment has begun. One of the positions has been converted to a Diversity, Equity and Inclusion Intern.

Town Hall meetings for staff questions will be taking place, and a COVID-19 staff survey will also be done.

With regard to Volunteer Services, the team is looking at when volunteers can return to the shelter, as well as how volunteers can be engaged remotely. A Government program that pays students for volunteering is being sourced to sew gowns for the Society.

Malcolm expressed the Board's appreciation to Phil Nichols, Karen Ward and Carol Boulding for their succinct, informative reports.

4. *CEO Report/Financial Update*

Jacques Messier reviewed the Society's cash flow projections, which show an improvement in revenues. Fundraising is slightly under budget. Bequests were slightly below budget in May, but above in June, so that the Society is doing well moving forward. The Society has received the Government subsidy payments.

Jacques responded to the Board's queries. Jacques was asked to provide the cost of the RAMP work to date as well as for the proposed rebranding project.

Stephen Steele noted that the Society's financial position remains stable, and that the Society has flexibility to take action quickly later in the year if required.

5. *Committee Reports*

Governance/Executive Committee – Malcolm advised that recruitment for the six openings on the Board of Directors is on track, and candidate interviews will take place in due course.

Animal Welfare Committee – Angela Young is the new Chair of the AWC. She expressed appreciation to Bronwen Morgan for all her hard work on the Committee. The Committee will be taking a fresh look at the 2020-2021 work plan in light of the COVID-19 changes, and Emily Pang, Phil Nichols and Angela will focus on reprioritizing the Committee's work. Angela thanked Emily Pang and Phil for their valuable work on the AWC, and looks forward to continuing to work with them, Mark Dilworth, and the other members of the Committee.

Audit & Finance Committee – Stephen Steele reported that the Society received a clean audit. While it was helpful for the auditor to have more time due to the delay of the AGM, it was also suggested that the auditor be more responsive to the Society's hard deadlines. Stephen thanked Catherine Anne MacDonald and Phil Nichols for their valuable assistance. Stephen reviewed the audited financial statements, which had also been reviewed previously by the Audit & Finance Committee, and recommended them to the Board for approval.

5.1 THAT the 2019 Audited Financial Statements be received.

Moved: Stephen Steele

Seconded: Shelley Austin

Carried.

