



**Visit:** 457437 8th Concession, Municipality of Meaford  
**Mail:** P.O. Box 442, Owen Sound, ON., N4K 5P7  
**Phone:** 519-372-1911    **Email:** [gb-animalshelter@hotmail.com](mailto:gb-animalshelter@hotmail.com)  
**Website:** [www.grey-bruceanimalshelter.com](http://www.grey-bruceanimalshelter.com)

## Annual General Meeting Minutes - June 22, 2022, 7PM

### **Meeting held as a virtual meeting.**

**Directors Attending:** 7 - Richard Banks (President), Elaine Burrow (Treasurer), Deb Takeda (Secretary), Sally Ballard, Katrina Peredun, Kelsey Brown, Anna Aagaard

**Regrets:** Tony Kuliha.

**Proxies submitted to be voted by Elaine Burrow:** 4

**Members attending:** 2 – Diane Perkins, Lloyd Burrow

**Staff attending:** 1 – Levana Gallagher

**Guest** – 1 Hania

**Total Membership:** 25 members    **Quorum requirement:** 1/3 of membership.

**Quorum reached:** 12 participants in total.



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## Agenda

- **Welcome and President's Report** – text has been provided in these minutes (see below)
- **Minutes from 2021 AGM** - motion to accept the minutes by Richard Banks, Seconded By Anna Aagaard → *motion carried*
- **Treasurer's Report** – text has been provided in these minutes (see below) – motion to accept the treasurer's report by Elaine Burrow, Seconded by Katrina Peredun → *motion carried*
- **Motion to appoint BDO as auditors for 2022** by Elaine Burrow, Seconded by Deb Takeda → *motion carried*
- **Motion to accept Directors by acclamation** by Richard Banks, Seconded by Lloyd Burrow → *motion carried*
  - Standing for Another 2 Year Term:
    - Anna Aagaard
    - Katrina Peredun
    - Tony Kuliha
  - Standing for a Third 2 Year Term:
    - Deborah Takeda
    - Sally Ballard
  - Continuing for the Second Year of Their 2nd Term:
    - Elaine Burrow
    - Richard Banks
  - Nominated to the Board:
    - Kelsey Brown
  - Leaving the Board (moving out of the area):
    - Kim Moffit
- **Questions** – no questions from the floor.
- **Adjourn** – motion to adjourn by Richard Banks, Seconded by Deb Takeda → *motion carried*



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## President's Report: (delivered by Richard Banks – President)

Welcome to our third virtual AGM. We thank you for attending and participating and please bear with us if we run into any technical difficulties. After the meeting, we will distribute the opening remarks and the Treasurer's report to the membership so you can review them in case you missed anything. Also, we ask that you please hold any questions until the end. I'll let you know when the floor is open for questions.

2021 turned out to be another year where we survived and thrived, in spite of continuing Covid lockdowns and changing rules. We are a hardy bunch! In addition to keeping the shelter operating throughout the year, we found loving homes for 103 cats and 50 dogs. We were also able to arrange a record number of fostering arrangements for animals in need, including a number of animals transferred from other shelters, some senior pets and several litters of kittens.

We have been fortunate to continue our working relationships with the vets at Georgian Triangle Humane Society, Grey Bruce Pet Hospital and Thornbury Veterinary Hospital to honour our commitment to have animals spayed/neutered and vaccinated. GTHS allows us to book their in-house vet for basic services including vaccinations, micro-chips and spay-neuters at reduced rates. This saves us money and frees up our local vets to focus on more serious treatments/problems. For all this we are very grateful.

As we worked through our second year of Covid restrictions, we have continued to make any required changes to the shelter and our Cat's Meow shop in Meaford to ensure the safety of our visitors, staff and volunteers. We follow all current Ontario government health requirements.

Towards the end of 2021, we also created and implemented a 'Code of Conduct' for everyone involved in operating the shelter and store including volunteers, staff, Directors and visitors. The Code of Conduct is posted in the main office for all to see upon entry and serves as a guide for polite and respectful interactions between all those helping at the shelter. It is common to have Codes of Conduct in public buildings like schools and hospitals as well as many businesses, especially during these times of Covid. Thank you everyone for following our Code of Conduct.

In addition to animals coming in and being adopted out, we've had some comings and goings of people too. Shelter supervisors Amanda Sergeant and Sidony Bannon have left us for other opportunities and we thank them for their dedication to our shelter. Our current part-time supervisor Laurie Walter continued to manage operations, along with a couple of volunteers who were filling in. We are grateful for the extra help. Laurie has vet tech experience, which really



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helps us in diagnosing animal problems, managing feeding/medications, and arranging on-site vet visits.

We now have two new additional part-time supervisors in place, Chloe Miller and Levana Gallagher. We welcome both of them.

Our Cat's Meow Thrift Shop in Meaford had to close periodically in 2021 due to Covid restrictions in the area, but we were able to open frequently enough on our regular Tuesdays, Fridays and Saturdays to bring in over \$21,000. The store is run entirely by volunteers, led by the amazing Angelia

Bartel and the only real expense is the rent, which our Landlord, John Godfrey, kindly forgave for the months we had to be closed.

Sadly, John passed away in April of 2022 and we are awaiting word from his family about the future of the Cat's Meow building. In the meantime, we will carry on selling small donated items on our regular days as well as larger items through our on-line sales or curbside by appointment. Once again, we are grateful for all the donations of time, goods and money in 2021. Everything helped during another year of Covid ups and downs.

Here are a few examples:

- Outdoor work done by our volunteers, parking lot refreshed again after winter, shrubs & flowers planted
- A generous donation from the group '100 People Who Care'
- Monthly online auctions that provide steady income
- Last summer's garage sale that raised \$3387!
- A small pie fundraiser that brought in \$525
- Hoodie sales that raised \$1143
- Bognor Craft & Bake Sale in the Spring of 2021, coordinated by our dedicated volunteer Lauretta, with help from some of our other hard working volunteers, raised \$1850!
- Our bottle drive, with bins at the front of the shelter driveway and taken to the liquor store by volunteers, continues to bring in several hundred dollars each year
- Lois Taylor and friends who put on 'An Evening With a Medium' fundraiser
- A number of individual generous donations, bequests and fundraisers that will help with unexpected expenses and/or needs in the future

We also rely heavily on the support of our community and several corporate partners such as:

- Habitat for Humanity
- Global Pet Foods
- Pet Smart in Owen Sound
- D.C. Taylor Jewellers
- RE/MAX



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- Grey Bruce Plumbing
- Fidelity Investments @ Meridian
- Todd Investments

For all this, we and the animals are very grateful!

Finally, OUR VOLUNTEERS! Nothing would happen without them! Our volunteers work tirelessly to ensure the animals in our care receive the best opportunity for a happy life when they leave our shelter. A huge THANK YOU to all of our volunteers!!! We are aware of the risks they have taken to provide animal care during a pandemic and we are grateful for their dedication.

A special thank you to volunteer Dave Cranny, who continued to periodically stay on site again this year to look after the animals and building when needed.

Another special thank you to Board member Kim Moffit, who is leaving us this May (2022) to move further away. She has done a huge amount for the shelter, coordinating our fundraisers, and volunteering in other capacities. We will miss you!

2022 has been a good year so far, with minimal disruption due to Covid. Our staff and volunteers have done an excellent job providing our services to the community while also carefully complying with provincial Covid restrictions. The shelter continues to be closed to drop-in traffic and is operating 'by appointment only'. In spite of this, we are still processing many surrenders and adoptions, and people do continue to come by with much appreciated donations. Throughout the year, we have offered evening hour appointments on Mondays and Wednesdays to accommodate people who are unable to visit during office hours. This has worked well.

A couple of future plans we are still working on to make better use of the land we own around the shelter:

1. A project to install additional fencing to create larger areas for the dogs to run south of the building. The new fencing would also enclose areas around the outdoor pens so that if a dog gets loose while being transferred from one spot to another, or if we have a "climber", they can't get to the road or parking area.
2. A CoverAll project to install a covered area over the large pen to the north of the building, large enough to exercise and show the dogs in winter when the snow is too deep and the road dangerous for walking.
3. Working with Georgian Triangle Humane Society to have local spay/neuter clinic days in Grey Bruce.



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In addition, the following projects have been completed recently:

1. A project to replace the much patched outdoor dog pens behind the building
2. A CatWall project made possible by a generous donation
3. General landscaping, flattening, refreshing gardens, mowed paths, thanks to our Premises Committee

A big thank you to all those who helped with these projects!



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## Treasurer's Report - June 22, 2022

BDO Canada LLP Chartered Professional Accountants have audited the Financial Statements which include the Statements of Financial Position, Statement of Operating Fund, Statement of Internally Restricted Fund, Statement of Operations and Statement of Cash Flows for the year ended December 31, 2021.

In common with many charitable organizations the Grey Bruce Animal Shelter derives revenue from donations and fundraising activities, with verification being limited to the amounts recorded in the records of the organization.

Their Report provided a "Qualified Opinion" which is standard among charitable organizations where revenues are not susceptible to satisfactory audit verification. Their report stated that except for the possible effects due to the identified limitations, the financial statements present fairly, in all material respects the financial position of GBAS as at December 31, 2021 and its statement of operations and statement of cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

The Statement of Operations (Page 6) (Revenue and Expenses) shows total income of \$252,166 compared to \$290,704 in the previous year. The decrease in revenue of \$38,538 in a number of situations were due to the impact of the pandemic:

- Donations were lower in 2021 by \$42,272 but most of this related to the donations from the Blue Mountain Animal Shelter. This accounted for \$45,000 of the decrease. We also were supported by a group called "One Hundred who Share" When these amounts are excluded, then the donations received in 2021 were less than the previous year by approximately \$16,000 which can be attributed to the effects of the pandemic.
- Revenues from fundraising was also down by \$22,275 which is a direct impact of the pandemic
- Pet adoption and surrender fees were higher which meant that we were able to rehome more dogs and cats in 2021 as compared to 2020.
- In March of 2020 we assumed the operations of a second-hand retail store which had been operated by the Blue Mountain Animal Shelter. In 2020 it provided income of \$11,836 but even with the reduced hours due to the pandemic, it generated income of \$25,127 in 2021.
- We also applied for and received the Canada Emergency Wage Subsidy. This was available as our revenues had decreased in some of the months as a result of the





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pandemic. In addition, we also applied for the CEBA loan of \$60,000. This loan if repaid by December 31, 2023 meant that \$20,000 of it was forgivable and is reported as other income. We repaid this loan in late November 2021.

The expenses for the year 2021 are comparable to the previous year with some exceptions:

- The medical expenses are higher than the previous year. These costs are more than what we receive from the adoption and surrender for the dogs and cats. Based on the number of animals that were adopted the cost per animal per year in 2021 is - \$380; 2020 - \$351; 2019 - \$306; 2018 - \$195. Some of the increase is related to some of the animals requiring medical procedures prior to being able to adopt them as well as increases in veterinary costs over the years. As you can see, the fees from the adoptions do not cover our veterinary expenses so we do rely on the generosity of all our supporters in helping us in caring for these pets.
- Capital costs are less than the previous by \$15,557 as the costs this year was only for the cat wall, whereas last year, we upgraded the parking lot, completed the catios and added a small shed.
- The cost for salaries and benefits in 2021 is \$45,280 as compared to the amount for last year (2020) of \$56,277. The amount reported for 2021 is less than anticipated resulting from a time when we did not have full staff, and some Board members and volunteers filled the gap on a volunteer basis. The cost for 2021 is significantly less than what had been projected in the Budget of \$65,000.
- On an overall basis the net results for the year indicates that we received \$82,802 more in revenues than what our expenses were.

## STATEMENT OF FINANCIAL POSITION

The Statement of Financial Position reflects our Assets and Liabilities with the difference between the two being reflected as Net Assets.

- Our Assets are comprised of Cash and receivables which are mostly made up of the recoverable portion of the HST and the Canada Emergency Wage Subsidy.
- The cash is higher than last year as we were the recipient of a significant bequest. This bequest is restricted in that we can only use the funds for food & supplies. Since the bequest is restricted, the funds are not recognized as income but recorded as deferred revenue. We will allocate to income annually the amount of the “food and supplies” incurred (historically around \$25,000 per year).





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- The Net Assets are broken into 2 categories. One is the Operating Fund and the other is the Internally Restricted Fund.
- The Internally Restricted Fund was set up to ensure funds are available to cover major repairs, renovations and to replace capital assets when needed such as furnaces, air conditioner, generator, vehicle etc. The purpose of this fund is to have money available when required and to ensure that the Shelter will continue to be a viable organization.
- In addition, portions of future projects are also being allocated to be paid from this account.
- A Policy is in place that provide details as to when funds are to be transferred into this Fund and what expenses can be paid from it. Currently there is \$231,947 allocated to this fund and the projected expenditures currently are \$320,000. Therefore, at this time the Internally Restricted Fund account is underfunded by \$88,053