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# Minutes for June 12<sup>th</sup>, 2021 AGM

**Meeting held as a virtual meeting.**

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

**Regrets:** Tony Kuliha.

**Proxies submitted to be voted by Elaine Burrow:** 9

**Members attending:** 3 – Gail Hall, Lloyd Burrow, Kim Weller

**Total Membership:** 32 members    **Quorum requirement:** 1/3 of membership.

**Quorum reached:** 19 participants in total.

Richard introduced himself as the chair of the meeting and President and proceeded to deliver the President's Report.

Because of the format of the meeting, silence was treated as a yes vote and the chair listened and watched for objections after each motion.

## President's Report

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

2020..... Another wonderful year!! In 2020, in spite of COVID lockdowns and constantly changing rules, our volunteers and staff found loving homes for 52 dogs and 68 cats. This included several litters of kittens and puppies.

The shelter got a face lift this past year, with new catios installed along the outside walls, parking lot improvements, landscaping, general cleanup, and a new shed.

We saw a lot of comings and goings, both animals and people. New volunteers have joined the ranks and long-time volunteers have retired. Staff wise, Sharon Clement moved on from her role as shelter supervisor. Amanda Sergeant stepped up to join Sidony Bannon and fill the vacated position, and most recently Laurie Walter joined GBAS as a part-time Shelter Supervisor. Laurie brings with her vet tech experience which is already serving us well for diagnosing problems and managing feeding and medications. She has been instrumental in arranging for on-site vet visits, which has helped to reduce the number of single animal vet appointments for vaccinations, wellness checks and follow-ups.

We have also been able to make an agreement with the Georgian Triangle Humane Society to book their in-house vet for basic services including vaccinations, micro-chips and spay/neuters at reduced rates. This should start to have an impact on the bottom line as we use their services more in the future. It frees our local vets to focus on more serious treatments/problems.

The Cat's Meow, the thrift shop we inherited from the Blue Mountain Animal Shelter, unfortunately had to have its doors closed for a significant portion of the year. In spite of this, the store brought in a little over \$11,000. The store is run entirely by volunteers and the only real expense is the rent which our landlord generously forgave during the time we were closed!!

When it was open, it was only opening 2 and then 3 days a week, Tuesdays, Fridays and Saturdays, starting the first Saturday in July and then shut down again in the fall. We hope to re-open soon but in the meantime, many items have been sold through on-line sales and curbside by appointment if someone spots something in the window. The store accepts and re-sells donated, gently used, small household furnishings, excluding fabric items. For anyone who hasn't visited the store, it is located in Meaford and details are available on the website.

Finally, donations of time, goods and dollars were wonderful in 2020. Just to highlight a few examples:

- A successful Chocolate Lovers Dinner was organised and held prior to the pandemic by local animal lovers who also love chocolate
- A donation was received to cover a significant portion of the Catio project by a cat lover
- Our parking lot was refreshed. Signs, grading, new gravel and a cement base for catios were installed
- One of our supporters supplied heavy equipment and gravel for the base of the catio and the foundation of the new shed
- One of our volunteers, a professional dog trainer, provided time and expertise to help us with some of our more difficult cases

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- Volunteers came up with creative fund-raising activities when we couldn't have regular events due to COVID restrictions
  - such as: on-line auctions, bake sales, apple pie sales ( a dedicated volunteer baked her heart out --- approximately 40 pies in a matter of weeks), as well as hoodie sales, bottle drives and our garage sale, socially distant of course and the stars of show were Luna's puppies
- We rely heavily on the support of our community and several corporate partners such as:
  - Habitat For Humanity ReStore,
  - Global Pet Foods,
  - Pet Smart in Owen Sound,
  - D.C. Taylor Jewellers,
  - Grey Bruce Pet Hospital, (who also is one of our primary vets).

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

Finally, OUR VOLUNTEERS! Nothing would happen without them! Our volunteers work tirelessly to assure the animals in our care receive the best opportunity for a happy life when they leave our shelter. A Big THANK YOU to all of our volunteers!!! We are aware of the risks they took to provide animal care during a pandemic and we are grateful for their dedication. And a special thank you to Dave Cranny, our volunteer of the year, who stayed on site to look after the building and the animals when we were short staffed due to COVID restrictions and heavy winter weather.

2021 is looking to be a good year in spite of the continued disruption due to COVID 19. Our staff and volunteers have done a splendid job of continuing to provide our services to the community while also carefully complying with COVID 19 provincial restrictions. They are following procedures to keep everyone safe and socially distant and scheduling volunteers in a way to minimize contacts. The shelter has been closed to drop-in traffic and operating "by appointment only" --- this has resulted in a quieter building, and calmer animals, but we still are processing many surrenders and adoptions. People do still come by with donations or make them on-line or by post. **Sometimes less is more!**

To make pets available to people who otherwise are unable to visit the shelter during office hours, we have started offering evening hour appointments Mondays and Wednesdays.

This year, like the past year, many of our fund-raising events have been or will likely be cancelled. Therefore, we continue to pursue grant opportunities as well as on-line alternatives such as auctions of donated goods.

We have plans for more creative fund-raising – T-shirt sales, more auctions, another garage sale, lap-it-up sales and additional bottle drives. If you have an idea, don't keep it to yourself! Contact the shelter.

We are making plans to make better use of the land we have around the shelter, year round. To this end we are drawing up designs and soliciting funding to cover the cost of the following projects:

1. In Future -- A project to install additional fencing in order 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. Future -- 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

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and the road too dangerous for walking. Currently, it is very difficult to get the dogs out for exercise in the winter, especially in the evening when it gets dark very early. This leads to frustration and unnecessarily dangerous situations for both handlers and dogs.

In addition the following projects are in progress:

1. A project to replace the much patched outdoor dog pens behind the building. Many volunteers have the scars from bumping their heads against the tops of the gates or catching on the edges of the narrow openings as they exit the pen with an overly enthusiastic dog!
2. CatWall project, thanks to a specific donation.
3. General landscaping, flattening, refreshing gardens, mowed paths, thanks to our premises committee

There is always lots to do! If you have any suggestions for funding, projects or for accomplishing these goals contact us through the shelter email.

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**Richard** introduced the other topics:

- Approve 2020 AGM Minutes
  - **Richard** moves to approve the 2020 AGM Minutes,
  - **Anna** seconds → No objections: passed
- Elaine Burrow delivered the Treasurer's Report -**See Appendix**.
  - **Elaine** moves to accept the audited Financial Statements
  - **Katrina** seconds → No objections: passed
  - **Elaine** moves to Appoint BDO Canada to complete the 2021 financial statement
  - **Lloyd** seconds → No objections: passed

- **Richard** introduced the directors:

**Returning for the second year of their term:**

Anna Aagaard, Katrina Peredun, Tony Kuliha, Deborah Takeda and Sally Ballard

**Standing for another two year term:**

Elaine Burrow, Kim Moffit and Richard Banks

**There are no new nominees to or retirees from the board to announce.**

- **Richard** moves to Confirm Acclamation of Directors
- **Sally** seconds → No objections: passed
- **Richard** opens floor to any other Business and Questions → no questions or other business
- Richard moves to adjourn
  - **Kim** seconds → No objections: passed

**Richard** - Thank you for participating this brings to an end the AGM for the 2020 year.

## Appendix

### **Treasurer's Report - June 12, 2021**

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, 2020.

In common with many charitable organizations the Grey Bruce Animal Shelter derives revenue from donations and fundraising, 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, 2020 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) (Income and Expenses) shows total income of \$290,704 compared to \$203,269 in the previous year. The increase in revenue of \$87,435 is a result of the following:

- Donations were higher in 2020 by \$57,367. This increase was a combination of the \$50,000 received from the Blue Mountain Animal Shelter, a donation for the construction of the outdoor catios as well as increase in corporate and individual donations. It is interesting to note that donations coming in through CanadaHelps and other online sources have increased over the previous year and it appears that trend is continuing into 2021.
- Revenues from fundraising increased by \$13,931 over the previous year. With the increase in fundraising income there was also an increase in fundraising expenses of \$3,349. We were very fortunate for this as a Chocolate Lovers Dinner was held on February 14<sup>th</sup> (before the pandemic) which resulted in the increase in revenue
- In March of 2020 we assumed the operations of a second-hand retail store which had been operated by the Blue Mountain Animal Shelter. This has provided us with another source of income and added \$11,836 to our income
- 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 pandemic.

The expenses for the year 2020 are comparable to the previous year with some exceptions.

- Capital expenditures for 2020 included the completion of the Catio's for both the units and the cement base. We also upgraded the parking lots and acquired a small storage shed.
- The medical expenses remained the same as 2019. These costs are actually 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 2020 is - \$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 other veterinary costs over the years.
- The cost for salaries and benefits in 2020 is \$56,277 as compared to the net amount for last year (2019) of \$45,645. The amount reported for 2019 was less than anticipated due to the fact that one of Board Members assumed the role of the Shelter Manager for several months on a voluntary basis. The cost for 2020 is actually less than what had been projected in the Budget for 2020.
- On an overall basis the net results for the year indicates that we received \$96,140 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 in the bank has decreased but that is because we transferred \$32,500 from the bank accounts and invested the funds into some short term GIC's in order to earn some interest. Overall, our cash position has increased by \$17,026

- 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 \$164,116 allocated to this fund and the projected expenditures are \$243,500. Therefore, at this time the Internally Restricted Fund account is currently underfunded by \$79,384.