



Minutes – Grey Bruce Animal Shelter Annual General Meeting (AGM) – May 11, 2019

Board Present: David Long (President), Joan Berta (Past President), Kim Hardy, Deb Takeda, Julie Fennell, Sally Ballard, Lloyd Burrow, Elaine Burrow

Board Absentees: Bill Klingenberg

Overall: 26 Members present of 58 including board members + 13 proxies to be voted by Lloyd Burrow.

Welcome and Introduction by Joan Berta, Past President and AGM Chair:

- asked that people keep their questions until after all the reports were delivered and at the end of the meeting when there would be a Q&A.
- noted that there is a board meeting scheduled after the AGM as well
- said a few words about Gus, the dog killed in an Owen Sound Break and Enter recently; GBAS has been contacted about a memorial event for the dog that will be passing monies raised to GBAS. Board is considering plans to honour Gus in the shelter
- Indicated that we have 58 members in our records, 26 present including board members + 13 proxies; we have a quorum
- explained that membership number is less than last year which was around 100. The larger number was because memberships had been given out with adoptions in 2017 but only 4 of those members actually renewed and very few of them were active members in any way. So the practice was stopped in 2018. Important to have members participating in the Shelter, even if only to attend AGM.
- grateful for continued support of members and volunteers, always happy to have more.
- did limited reporting of shelter activity, courtesy of Kelly McKay, shelter manager, as periodic newsletters have been distributed and activity is also reported on the website and Facebook:
 - social media has significantly boosted the profile of the shelter and helped to boost the surrender and adoption numbers as well as reducing the average time that animals are in the shelter before finding their new home – acknowledged efforts of Kim Hardy
 - Highlighted the surrender and adoption statistics for the year were the highest ever: 85 dogs, 92 cats since the last AGM, but that vet costs also went up.
 - Flurry of activity just before Christmas when 8 Pomeranians were surrendered to the shelter from a breeder who could no longer look after the dogs. None were neutered/spayed and many were old and in rough shape. All were adopted by year-end.
 - Established evening dog-walking shift – acknowledge Kim and Brian Hardy.
 - Many volunteers spend many hours with the shelter – many thanks – always need volunteers. Have 28 shifts/7 days a week/4 people per shift.

AGM Minutes from 2018 meeting were posted on the website and a few copies are at the meeting.

Move to Approve the AGM Minutes from 2018 by Lloyd Burrow

Seconded by David Long →Passed



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Receive Treasurer's Report Lloyd Burrow, presented the following report:

Treasurer's Report

BDO Canada LLP Chartered Professional Accountants have audited the Financial Statements which include the Statement of Financial Position, the Statements of Operations, Operating Fund, Internally Restricted Fund and Cash Flows for the year ended December 31, 2018.

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.

The Statement of Operations shows total income of \$121,824 compared to \$151,332 in the previous year. The change in revenue is a result of increases in some categories and decreases in other.

In 2017 the Grey Bruce Animal Shelter had been the beneficiary of 2 Estates and the amount received from these estates totaled

\$36,821. In addition there was a large donation which was received from the Ontario Subaru Dealer Association in memory of Doug Cameron which is reflected in the decrease in donation revenue. The adoption and surrender fees increased by \$10,556 which is a result of more adoptions and surrenders. However this increase also resulted in an increase of costs related to veterinary care. The medical expense increased by \$9,188 in 2018.

The expenses for the year 2018 are comparable to the previous year with some exceptions.

- The accounting fees are lower than the amount reported in 2017. The amount for 2017 reflects the fees charged for the 2015/2016 audit as well as the amount for 2017.
- Capital expenditures for 2018 included the replacement of the oil tank which was required due to the age of the tank. In addition the Kennel project was started with the cement pad being installed as well as a ramp at the side door. Motion lighting was also installed for the safety of the Shelter and the volunteers who are there to walk the dogs at night.
- The medical expenses increased from \$14,651 in 2016 to \$25,137 in 2017 to \$34,325 in 2018. This correlates with the increase in adoption and surrender fees. In 2016 the medical expense as a percentage of adoption & surrender fees was 84.5%, 2017 the percentage was 82.6% and for 2018 it was 83.7%.
- Due to the retirement of Barry Brown it was deemed necessary to obtain the services of a Shelter Manager as mentioned at last years annual meeting. The cost that shows for salaries and benefits is \$47,433. This however includes the cost associated with staff that was hired through the Youth Employment Services. Those costs were offset by grants received from the government for those individuals. Therefore the net cost of wages were actually \$40,433.

Move to accept Treasurer's Report by Sally Ballard.

Seconded by Kim Hardy → Passed



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Review Engagement versus Full Audit

Joan explained the option of a Review Engagement as a potentially less expensive alternative to a Full Audit now that we've done Full audit for 2 years.

Joan read from the following resolution:

Grey Bruce Animal Shelter

Resolution 2019 -01

Approval to Waive an Audit and have a Review Engagement

BE IT RESOLVED THAT:

1. The Ontario Not For Profit Corporations Act (ONCA) defines a public benefit corporation as a charitable corporation or a non-charitable corporation that receives more than \$10,000 per financial year in either donations from people who are not members, directors, officers or employees or grants or similar financial assistance from governments.
2. ONCA requires Not For Profit Corporations with Gross revenues between \$100,000 - \$500,000 to have an audit completed annually.
3. ONCA has a provision that allows a corporation in this category to have an Audit waived and to have a Review Engagement completed.
4. The approval to waive the audit and replace it with a Review Engagement requires approval from 80% of the members of a quorum which has been received.

Each and every of the foregoing resolutions is hereby passed by the Members of the Grey Bruce Animal Shelter as evidenced by the signatures this 11th day of May 2019.

Move to approve a resolution to waive an audit and have a Review Engagement for 2019 financials by Elaine Burrow.

Seconded by Deb Takeda. → Passed

Resolution signed by David Long, President and Lloyd Burrow, Treasurer

Retain BDO to do 2019 Financial Statements and Review

Joan explained that BDO is a large enough firm to allow for separation of preparation of financials from the reviews which is a requirement of Audits and Reviews for Charitable organizations. BDO provides the audit for a good price.

Move to retain BDO Canada LLP Chartered Professional Accountants to prepare a Review Engagement for the year ended December 31, 2019 by Lloyd Burrow.

Seconded by Julie Fennell. → Passed



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Confirm Acclamation of Directors

Joan confirmed acclamation of 11 directors which is a full slate. Constitution allows for 7 to 11 directors. All incoming directors were introduced:

Returning:

David Long - President
Kim Hardy
Deborah Takeda**
Sally Ballard**
Bill Klingenberg** (*ABSENT from meeting*)

*** Appointed throughout the year to replace Directors who for personal reasons could not complete their terms*

Standing for a second 2 year term:

Lloyd Burrow - Treasurer
Joan Berta – Past President

Newly nominated to the board:

Elaine Burrow
Laurel Cassolato
Amie Foster
Richard Banks

Other Business:

- Jan Sideris (head of Fund Raising Committee) presented
 - a flip chart of the GBAS Organization. It showed how the fund raising committee fits into the GBAS structure and reports to the Financial committee and is governed by the board in terms of authorizing events and identifying which events are sponsored by GBAS
 - upcoming GBAS events (information available on website and Facebook):
 - In events focusing on selling tickets where everyone gets a prize so doesn't become a lottery that then puts it under governance of Lottery regulators which leads to costly reporting and administration.
 - Please try to attend or volunteer to help or both.
 - Hottest Street Sale – July 6th – GBAS will have a carnival style presence, pet fashion parade, prizes – won't take any animals; too hot
 - Peninsula Ford – July 6th – Show and Shine; last year proceeds went to Owen Sound Animal Shelter, this year to GBAS. Will bring some dogs and cats to visit in air conditioned environment.
 - Summer Festival – August 8th Sauble Beach – organized by Laurel Cassolato; 29 vendors currently signed up. Arts and Crafts festival



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- “Who let the dogs out” –Dinner and Dance at Quality Inn (Venue is covering cost of room). Band is “Bored of Education”, well known locally. Tickets printed, one has a bonus prize. Tickets available now. \$75 per person. Will also include silent auction and other activities. Adult event.
 - Also highlighted “Planting for Paws” – June 2nd, an event being put on by Kim Moffit and with current ticket sales it already is raising several hundred dollars for the shelter. Restaurant isn’t charging and presenter, her daughter, isn’t charging.
- Joan raised possibility of raising the membership fees to cover costs. It was also noted that for the 2019 renewal, the membership form was changed to add a place for additional donations. This brought in about \$700 over and above the membership renewals.
- Move to raise the membership fees to \$20 in order to cover costs by Linda Baker.**
Seconded by Julie Fennell
Passed

Q&A:

- Discussion of whether surrender fees might be varied based on whether or not the animal was already spayed/neutered or could surrender form show the average cost and ask for donation to cover it. Something to consider
- Some discussion of how might reduce vet costs such as grants to vets, spay/neuter services from Georgian Triangle; having a spay/neuter clinic at our facility, or have vets chose a set time for reduced cost spay/neuter at their facility. We need to remember that we are and will not be an animal control agent for municipal government. Comments were offered that perhaps we do not want to be funded by government.
- Some discussion of having programs at stores (e.g. grocery stores) where people can add a charitable donation to GBAS to their bill at checkout time either as on-going or during some kind of program at the store. People don’t carry cash as much and so donation boxes don’t work as well, particularly since there is administration required to collect from them. Something to consider
- Suggestion of sending newsletters to adopters. Some might take more interest and become members. Kim Moffit offered to prepare a list of e-mail addresses from adopters.
- Katherine Bell indicated that not all members are able to volunteer but anyone can donate.
- GBAS is investigating the option of receiving donations electronically through more avenues other Canada Helps and Paypal. At present our banking arrangements do not allow this feature.

Adjourn

Move to Adjourn by Katherine Bell.

Seconded by Kim Hardy ➔ Passed