

Minutes

New Animal Shelter for Uxbridge-Scugog Director's Meeting

Tuesday, April 21, 2015 7:00 pm

Location: Port Perry, Rotary Room, Library

Invitees: Steve Andersen, Sandy Dewar, Ginger Jackson, Tirzah Johnston, Debbie Leroux, Susan Long, Art Mathews, Virginia Miles, Joy McKinnon, Susan Evans

Regrets: Amy Stevenson, Chris Harris, Jason Oldham, Javier Moreno, Victoria McWhirter

1. **Call to order** 7:09 Art Matthews
2. **Review and Approval of Minutes - approved**
3. **Correspondence:**
 - Art: External concern expressed with AGM, i.e. Ads didn't go through communications committee, wasn't publicized, press release etc. Art to the complaint with the following; the advertisement went through this committee; was on NASUS facebook page; however he acknowledged the concerned individual raised a good point regarding the press release. This is noted and will need to be picked up on for next year's AGM.
 - Discussion re April Fools Cosmo article
4. **Committee Reports:**
 - Building Report – Nothing to report
 - Communications Report – Virginia update.
 - Meeting tomorrow night for walk-a thon.
 - Ginger: print/publication material to be finalized at meeting, need school board confirmation before flyers taken to schools, Bonner boys on board again, Ginger looking after Hamburgers, outstanding is design debates
 - 4 weeks until event, posters almost done,
 - As soon as approved will send to Debbie/Chris to get a write up on township websites
 - Signs ready in a week – if you want a sign, send a note to Virginia
 - Golf Update: Dave looking at a meeting plan
 - Aviva Update: may be able to use marketers without borders, however they have disbanded so names given and these will be followed up on.
 - Website – plugging away with database – direct inquiries re Website to Virginia
 - Financial Report – Steve Update
 - Report circulated, update given for website
 - Golf Update
 - Accounting examination prices, cost for Audit - \$ 8,000 for audit
 - \$ 5,000 review engagement (this is a deeper level of examination and not likely necessary)
 - Legislation pending requiring audits
 - Prices obtained for the board to think about as this may be required in the future.
 - Altona invoice: Did graphic work for walk-a thon. Quoted a price that was equal to another price. This quote was verified in a verbal discussion Jack had with Altona. New invoice received, Art will compare this with other receipts from walk-a thon and report further once investigated.

Fundraising Report –

Fundraising Report- Susan Evans

- Report circulated
- Walk-a thon – finalized 2 and 5 km routes
- Looking for food and fundraising sponsors
- Wooden Sticks – deposit needed – Follow up with Amy to confirm date needed
- Art – re walk-a thon, online registration available via iphone and/or app – sponsored by philanthropists, once registered donations follow
- Golf – need to confirm attendance
- Petissimo: June 6, liquor license, Ginger picking up and will be signed by signing officer
- Next fundraising meeting May 11, location TBD,
- Beer Store – June 9 and 10
- June 13 – Garage sale; At Scout Hall, Port Perry: Liz working with Ryan to put together a poster, event posted on site called all Events in City, Port Perry recreational website may post on their website, this is being looked into, refreshments limited to water, volunteer cupcakes, this is a direct event, putting up sandwich board, donations can be dropped off on June 12. May need up to 10 volunteers to each take a table.
- Motion (Art) to allocate up to \$ 500.00 for posters, Seconded by Ginger
- Ginger: Dog clothes: Motion to Sell clothes: Virginia, seconded by Susan Evans. Ginger will be agent
- Debbie – inquiry re poster for Golf – confirmation this will come out day after walk-a thon so as to not confuse events. Can put all events in Township page, however needs information timely in order to have events posted timely.

Volunteer Committee Report – Susan Evans

- Report circulated, new policy and procedure included
- New volunteers
- Email blast – not sure what emails need to go through communication committee, need clarity on what communications needs to see – Decision – Art recommends e-blasts looking for volunteers – volunteer committee send out, however if there is an email advertising an event, needs approval/sign off from communications committee
- Second issue is timely response – Virginia will respond timely.
- Sandy – most blasts are request for volunteers
- Policy: inconsistency with reporting board hours. Sandy will collect and report all board hours and will record meeting attendance automatically. Discussion to verifies what volunteer hours include
- Motion to approve policy 3 – brought by Sandy, seconded by Susan Evans.
- Debbie – Question with reporting board hours, confirmation of what will be collected as per above by Sandy
- Confirmation of time spent tracking information and recording into the database. Sandy wants to fine tune the volunteer data and keep only that which is needed.
- Golf Discussion – Has there been a budget approved. Ginger provided an update about a volunteer working on the golf tournament and some email exchanges. Ginger will send these to Art who will follow up with Liz.
- Art: Ask for list of volunteers on Golf committee and will compare with database, Amy is attending the next meeting and we will confirm Budget approval for Golf
- Volunteer committee looking for suggestions to have hours submitted – fundraising hours etc.

- Susan brought motion to have policy 4 re reporting hours approved, seconded Virginia

Policy Committee Report – None to report

By-law/Governance Discussion – None to report

Other (Ginger)

- Regrouping grants and large donor committee – Looking at Don Cherry fundraising, more to follow
- New director to take over third party fundraising events as Virginia is now leading Communications and Aviva – Art will take this on this role. Sandy will send Art policy

5. Report from the Chair

- Major Donors Committee: Ginger looking at when time comes to build, can have acknowledgement in bricks, walkway. Art will touch base with Amy later this week to discuss/review re-engaging major donors committee

(All)

- Email Communications – as there appears to be an issue with the NASUS distribution email, send individual emails in the interim

Steve: Account doesn't accept email transfers, requires 2 signatures.

6. Review of Outstanding Actions from March 17, 2015:

Sandy: Report prepared and circulated for review by the Board. See report, actions completed and outstanding marked on report and action plan noted (Art)

Dog Park: Insurance broker looking into liability insurance via company, following and if coverage is confirmed then Art will take to township

Minutes and associated committee reports to website – Virginia will look at format on website 2nd meeting, motion passed that chair is spokesperson/designate

7. Adjournment – Motion brought by Virginia, approved by Steve Meeting adjourned 8:34 PM