



Hamilton/Burlington SPCA
Board Meeting Minutes
Tuesday May 11, 2021. 5:30 p.m.
By MS Teams

Present: D. Brown, K. Ciavarella, J. Gledhill, S. McLean, T. Nelson, R. Piper, E. Vis, M. Barlow
(CEO), C. Trembinski
Guests: S. Porcellato (Charity AcCounts)
Regrets: A. Papalia, G. Shimoga

1.0 Call to Order

K. Ciavarella called the meeting to order at 5:36 pm.

2.0 Approval of Agenda

R. Piper asked that under 9.1 the Code of conduct policy and Board Evaluation policy be removed from tonight's agenda.

K. Ciavarella moved the approval of the agenda as amended. **Seconded by S. McLean. Motion carried.**

3.0 Declarations of Conflict of Interest

None

4.0 Minutes

4.1 Approval of Minutes

D. Brown moved the approval of the April 13, 2021, Board meeting minutes. **Seconded by R. Piper. Motion carried.**

Action(s): None

5.0 CEO Presentation: Priority Updates

M. Barlow provided a presentation on the progress of her Year One priorities set by the Board of Directors. Final business plans are due by December 2021. . Discussion with Board followed.

Action(s): **M. Barlow** to send presentation to Board members and include strategic pillars for reference.
Board members to provide feedback and send any additional questions to Melanie via email.

6.0 Business Arising

6.1 Signing Limitations of CEO

M. Barlow provided verbal update regarding written policy around CEO signing limitations.

M. Barlow confirmed she is the only operational signer, and all cheques require at least one board signature.

Board completed general discussion surrounding policies. Board identified approved policies and processes, including delegation of signing authority need to be reviewed, updated, approved, and set

9.2 Report of the Finance Committee

S. Porcellato joined meeting at 6:57pm.

D. Brown provided high level update of financial committee discussions regarding reviewing year end results. Board discussion on reserve fund transfer policy.

S. Porcellato provided additional information on financial status, previous years performance, and future forecasting. Board discussion took place.

D. Brown moves that board approve draft financial statement for year end 2020-2021 as presented. Seconded by **J. Gledhill**. Motion carried.

Action(s): None

10. New Business

10.1 Logistics of Annual General Meeting
Addressed in verbal Chair's report.

Action(s): None

11.0 In Camera with Management
None


12.0 In Camera without Management
None

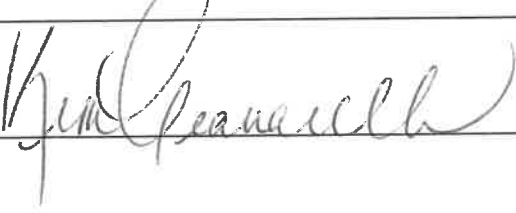
13.0 Next Meeting: Tuesday June 23, **2021. 5:30 p.m.** By MS Teams

14.0 **K. Ciavarella** moved the meeting be adjourned at **7:12 p.m.** **C. Trembinski** seconded. **Motion carried.**

Minutes Approved:

Signatures:

Emily Vis (Secretary)  _____

Kim Ciavarella (Chair)  _____