



HUMANE SOCIETY OF THE BVI

WEDNESDAY 9th JANUARY 2019, 6:00PM-9:00PM
VISAR Conference room

ATTENDANCE

Colin Riegels, Nigel MacPhail, Nancy Pascoe, Kirstie Palmer, Els Kraakman, Amanda McKenna, Vijay Bissoondutt, Annie MacPhail

AGENDA

Approval of last board minutes.

- Some board members needed another 48 hours to read through and approve them.
- Nov 2 minutes will be approved without notice on January 12.
- Els to put approved minutes on website (1)

Gaming Night

- Date is set at 2 February 2019 at Nanny Cay
- Gaming Night Committee meeting set at January 11 at Nanny Cay, 5:30
- Vijay to contact Sportsbar to set up dealer training nights (2)
- Nancy to set up meeting with Emily of Nanny Cay together with Judy, Gerard and Vijay and include Colin and Nigel to Dropbox (3)
- Els to send sample crab email to Colin and Nigel (4)

Volunteers

- 19 Volunteers in WhatsApp group. Volunteers are helping with vet runs, dog walking, cleaning, fundraising
- Signup.com works, but WhatsApp works better
- Volunteer meetings every last Thursday of the month. Next is January 31st. Social evening to create a volunteer "family" and to talk about volunteer work and what is happening in the shelter
- Parents to sign off when kids volunteer. Annie and Nancy to give Vijay letters to sign by parents (5)

Vet/Health plan

- Els and Kirstie had meeting with Laura and Sarah December 7. CCC is very impressed with changes and all dogs and cats are much healthier than before. WhatsApp group with CCC and Kirstie, Els & Vijay works great.
- Els & Kirstie to organize Tick treatment of grounds (6) Maybe worm check in the shelter in the future. Volunteers to help.
- Annie to follow up with Sharron of Arc for advice plants and drainage. (7)
- CCC donates all their time. We only pay for medicines and surgeries etc
- Mulled Wine Night paid for total vet bill (about \$2 K)
- Kirstie, Els, Amanda and Julie visited the ACC of St. John on Dec 4. Got lots of tips from Ryan and a US contact to fly cats out to. We donated a large bag of towels and ACC donated a large bag of flea and tick medicines.

BARRK.com

- Annie has set up Barrk.com, which is an animal management system online. Els and Vijay have been working on updating the system and dogs are all in and up to date. Vijay to enter adoptions (8)
- Els to share bark.com with CCC (9)

Reduce Food costs

- RTW is offering 5% discount on all food but have now agreed to offer better discount. Nancy to follow up with RTW (10)
- Food rates from Nigel Keegan imported from PR, can save lots of money
- Amanda and Annie to order 1 pallet of dog and cat food as a trial (11)
- Els to open an account with Tropical Shipping (12)
- Nancy to update NPO status and Duty exemption letter (13)

Other fundraising

- Xenia Ocean has donated “adopt me” harnesses, leashes, bandanas and water bowls for adoption program. She also will donate flyers. January 19 will be adoption day in front of Riteway and also to sell raffle tickets, food drive, ask for dealers etc. Kirstie to get permission from Riteway (14) Els and Amanda to organize event (15)
- Nancy to make proposal for neutering, spaying, vaccination, deworming fundraising etc for other islands like Anagada, Virgin Gorda and Jost van Dyke (16) Islands need to arrange for themselves for now.
- Other fundraise events and corporate donations to be discussed in separate Fundraising committee

Structure of Board

- Amanda has been accepted as new board member. Amanda to arrange passport and utility bill and sign KYC documents (17) at Harneys
- Proposal of 7 board members from Els has been approved. AGM without voting will be hold on January 31th at the Shelter at Volunteer Meeting. Colin and Nancy to be Chair (18) All board members to give bio as introduction (19a). Els to put board members on website (19b)
- Financial Statements will be distributed at AGM. Els to put on website (20)
- Vijay to make spreadsheet of adopted dogs, cats, PAW and how many in shelter for 2018 (21)

Finances

- 2017 Financial Statement are approved and signed. Nigel and Nancy to give them to NPO board for NPO status (22)
- All donations need to be valuated and brought into bookkeeping
- Els to set up meeting with Vijay, Lis and Nigel’s accountant (name?) for data entry (23)

Old Building

- We need new fences, drainage, shade, new kennels. Vijay to check with Gerard of what is needed and how we can arrange it together with volunteers (24). Annie to give links to websites that sell cages/kennels to shelters (25)
- Colin to check with Harney if kennels can be donated (26).

New Building

- Not discussed, adjourned to next meeting.

TASK LIST

1	Els	Put approved minutes Nov 2 on website
2	Vijay	Conatc Sportsbar for dealer training nights
3	Nancy	meeting with Emily and Colin + Nigel access to dropbox
4	Els	Sample crab email to Colin and Nigel
5	Nancy, Annie	Parent sign off letter for children volunteers
6	Kirstie, Els	Arrange tick treatment days for grounds
7	Annie	Follow up with Shannon of Ark for drainage plan
8	Vijay	Enter adoptions into Barrk.com
9	Els	share barrk.com with CCC
10	Nancy	follow up with RTW for discount
11	Amanda, Annie	Order 1 pallet from PR as trial
12	Els	Open account with Tropical
13	Nancy	Update NPO status and Duty exemption letter
14	Kirstie	Get permission for January 19 from Riteway
15	Els, Amanda	Organise January 19 adoption day at Riteway
16	Nancy	Proposal for Anegada, Virgin Gorda, Jost vna Dyke
17	Amanda	Paperwork harneys to become board member
18	Colin, Nancy	Chair AGM January 31
19a	All	Write bio of yourself as introduction
19b	Els	Put board members on website
20	Els	Put 2016 - 2017 Financial Statement on website
21	Vijay	Make spreadsheet numbers adoptions etc
22	Nigel, Nancy	To give financial statements to NPO board
23	Els, Vijay	To set up data entry with Lis
24	Vijay, Gerard	recommendation for fences, shades and drainage
25	Annie	email kennel website links
26	Colin	Harneys donation for kennels

NEXT BOARD MEETING

To be determined. AGM is January 31th 2019 at the shelter at 5:30 PM