



HUMANE SOCIETY OF THE BVI

WEDNESDAY 21st MARCH 2019, 6:00PM-9:00PM
VISAR Conference room

ATTENDANCE

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

AGENDA

Approval of last board minutes.

- Some board members needed a few more days to read through and approve them.
- Jan 9 minutes will be approved without notice on March 26.
- Els to put approved minutes on website (1)

Renovations existing shelter

- GK Construction presented estimate for renovation of shelter for cost price in 4 phases
 - o PHASE 1: New guttering, install drainage and collect water in 2 water tanks
 - o PHASE 2: New fencing within the old fencing. Create 9 outdoor dog runs with concrete pads & roofs for shelter against sun or rain
 - o PHASE 3: New addition to existing building. Concrete floor and roof over 7 new large 5'x8' cages
 - o PHASE 4: New cages to replace existing cages. Most cages will be 2' longer. New large cages for new addition (phase 3) and 6 new double small cages
- Total estimate is \$80k but can be lower if we can get duty exemption on cages and labor donated. Board has approved estimate, which includes the Mason cages quote for new stainless-steel cages
- Landlord is still not sure we can stay on their land as the family might want to start building on it.
- New fences will be installed within the old fences, so dogs cannot escape while building. School children needs to be protected from dogs running wild.
- Cages will be ordered by Els (2) ASAP as a loan, which will be refunded as soon as we receive more donations. Board is positive that with this renovation plan more donations can be acquired.
- Renovation will start in April 2019

Paypal

- Paypal need proof of the board members of Humane Society, which Colin has emailed to Els
- New NPO is needed for paypal and new Firstbank account. Nancy to follow up (3)

AGM March 28

- Nigel to arrange wine, Nancy to arrange drinks, Kirstie to arrange ice (4)
- Colin to make agenda and chair the AGM (5)
- All board members to give picture plus bio to Els for website (6)
- Els to make 2018 trial balances, to be presented by Nigel together with 2017 financial statements (7)

Donation boxes

- 5 clear plastic and 20 carton coin collection boxes have arrived and presented to board. Chris Ball will keep on collecting the boxes each month. Lis Hopkins to count coins and put them in rolls. Amanda will manage this (8)
- Maybe make ID card for collectors?
- More boxes will be ordered with profits of these boxes. Everybody can let Amanda know good locations (9)

Dog food order

- First order from Puerto Rico through Sam NG worked. Duty exemption has been given with a lot of trouble. Nancy to get duty exemption for future animal food orders (10)
- Vijay to give T12 of food order to Els (11) to get PR tax returned

Fundraising

- Lots of Prizes left from Gaming Night. Amanda to ask for permission to use these prizes for other events / raffles (12)
- New ideas for events will be discussed in separate fundraise committee
- Dog show in June. Amanda to check with Mulligans (13) Need more shade for dogs. More other fundraise ideas for that day
- Fundraise committee to make Calendar of Events
- Els to fill in donation form for Harneys (14)

Finances

- Quicken bookkeeping is now online and can be changed from different locations.
- Els, Lis and Vijay are working together to get bookkeeping entered in Quicken. 2018 is almost done. Els to present 2018 trial balances to Nigel before AGM (7)
- Nigel to give Els all new bank statements. (15)
- Donations of goods need to be put in bookkeeping as donation income and the cost of the goods.

Off the Rocks, Boston

- Very successful contact to get kittens and cats out of shelter. Contacts have been made with people that fly to Boston and want to bring one or two cats to Boston
- Most chips, vaccinations, medicines that are needed for Massachusetts regulation are donated by Off The Rock and are brought to CCC (on HS shelf)
- Travel expenses, carry-on bags and vet bill is still costly.
- PAW BVI will use this contact also for PAW kittens. Good collaboration!

Barrk

- Barrk is now managed by Kirstie and works well together with CCC. Dogs have tags with bark numbers on collars. Kirstie to put cats in as well and check barrk on accuracy (16)

OTHER

- Humane Society T-Shirts. Amanda and Els to come up with proposal (17)
- Use "adopt me" collars and leashes for dog walking events (Nanny Cay, Cane gaden) Els to make dog walking website page (18)
- More education on Facebook or radio about tick fever, deworming, spaying/neutering, etc.
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TASK LIST

1	Els	Put approved minutes Nov 2 on website
2	Els	Order cages
3	Nancy	Update NPO status and Duty exemption letter
4	Nigel, Nancy, Kirstie	Arranged drinks and ice for AGM
5	Colin	Agenda AGM
6	All	make bio as introduction
7	Els, Nigel	2018 trial balances
8	Amanda	Mananage donation boxes
9	All	Provide Amanda with location ideas for donation boxes
10	Nancy	Duty Expemption letter for animal food
11	Vijay	T12 of PR food order to Els
12	Amanda	check gaming night prizes to be re-used
13	Amanda	Check mulligans for Dog Show
14	Els	Donation form Harneys
15	Nigel	Email new bank statements to Els
16	Kirstie	Keep barrk up to date
17	Amanda/Els	Proposal T-shirts
18	Els	Dog walk website page
		Previous tasks still outstanding
1	Nancy, Annie	Parent sign off letter for children volunteers
2	Kirstie, Els	Arrange tick treatment days for grounds
3	Vijay	Enter adoptions into Barrk.com
4	Nancy	follow up with RTW for discount
5	Nancy	Proposal for Anegada, Virgin Gorda, Jost van Dyke

NEXT BOARD MEETING

To be determined. AGM is March 28th 2019 at the shelter at 5:30 PM