



HUMANE SOCIETY OF THE BVI

FRIDAY 2nd NOVEMBER 2018, 2:00PM-3:45PM
Harneys Conference room

ATTENDANCE

Colin Riegels, Nigel MacPhail, Nancy Pascoe, Kirstie Palmer, Els Kraakman

AGENDA

Gaming Night

- Preferred date to be set last 2 weeks of January – first 2 weeks of February, depending on availability venue and not clashing with other events
- Possible Venues: Nanny Cay, Sports Club, Brandy Wine
- Nancy has contacted Judy Petz to check with Nanny Cay about availability
- Nancy, Kirstie and Els to get volunteers for Gaming Night Committee together (1)
- Nancy to get as much of info together of past Gaming Nights to share with committee (2)

Open House / Volunteer Day Nov 3

- Goal for this day is to get awareness in the community of facelift of Animal Shelter, new look, new energy and to search for people who would be interested in volunteer work, both in the shelter and as fundraising
- All board members will help set up and stay the day
- BBQ, drinks and Bouncy castle will be free, but donation is asked
- Food, drinks and bouncy castle donated by Rite Way, A&D Bounce Around & Things, TICO, OneMart and Sunrise Bakery. Nancy to check with Caribbean Cellars what their donation will be.(3)

Reduce sick animals, quarantine, treatments

- Some of the dogs and puppies have been diagnosed with contagious diseases like tick fever, Parvo, worms and Parasites. We need to make plan together with Canines Cats & Critters (CCC) to treat sick animals and prevent spreading.
- Kirstie, Els & Vijay already inform CCC and PAW immediately when new pups or kittens are dropped off at shelter and they stay in quarantine until they have been to CCC and declared healthy.
- Nancy to ask for appointment with both Laura and Sarah to discuss health plan. (4)
- Health Plan will cost extra than usual vet bills

Relationship with Vet and PAW

- See above
- Pets Management System to be shared read-only with CCC and PAW. Els to check with Annie (5)

Reduce costs: Food, vet, etc

- RTW is offering 5% discount on all food Nancy to follow up on email to RTW to see if they can give food for cost price (6) Otherwise look into ordering bulk
- The owner of Golden Pavilion is CEO of Pedigree. Kayleigh Starkey works there. Els and Kirstie to approach Kayleigh to make appointment with owner for Pedigree donations (7)

- Donate Towel and small items campaign is a hit at BVIYC. Kirstie and Els to approach other Charter Companies to do similar campaign (8)
- Tic, flea and heartworm medication needs to be cheaper or donated too. Job for Fundraise Committee.
- Ask CCC if they want to ask their customers for \$10 or \$20 donation on every bill, to be split with PAW BVI

Upgrades old building, fences, drainage

- 16 Elevated dog beds are ordered (donated by Kirstie) for dry, clean and soft sleeping for dogs in cages
- Els to follow up with Annie on return to follow up with Shannon of Ark for recommendations drainage problem (9)
- Sand seems to work great in one area to dry fast and be less muddy.
- Fences need repairing for use of more land for dogs
- Water tank needs cover as dog drowned in it

Volunteers management: Signup.com

- Saturday November 3 will hopefully give volunteers that can be managed with Signup.com. Els to set up and try-out (10)
- Nancy to give email list of past volunteers to check if they are still available (11)
- Dog walkers to give example by using poo bags and clean up after dogs on walks

Fundraising committee

- Nancy, Kirstie and Els to get volunteers for Fundraise Committee together (12)
- Come with ideas other than Dog Show and Gaming Night
- Ask donations from BVI (Trust and Law firm) Companies, who have budget for donations, Rotary Club

Structure of Board

- Ideal board would be 7 board members. Els to give her idea of different tasks and structure of 7 board members (13)
- Board meetings preferred once a month for 2-3 hours. Preferably not in work hours
- Membership amongst donors and volunteers. Once a year organize general meeting or AGM to present past, future and finances plus to vote in board members for next year. Next general meeting to be organized before Gaming Night
- Task responsibility of board members
- Colin to investigate necessity of Belongers on board for land ownership (14)

Finances / budgets

- 2017 final draft was presented. All board members to give Nigel comments or changes, so he can finalize (15)
- Annual running expenses in 2016 and 2017 were about \$100k, but could be reduced. Current Cash Flow around \$50k. HS needs lots of fundraising to keep Shelter going and then to save for future new building
- Nigel to give 2017 donations breakdown, salary breakdown (16)

New building

- Not discussed, adjourned to next meeting.

TASK LIST

1	Nancy, Kirstie Els	Set up Gaming Night Committee
2	Nancy	Collect Gaming Night info
3	Nancy	Donation Caribbean Cellars for Nov 3
4	Nancy	Arrange meeting with Laura and Sarah of CCC
5	Els, Annie	Share Pets Management System with CCC & PAW
6	Nancy	Follow up RTW email for more discount food
7	Kirstie, Els	Set up appointment with Pedigree owner
8	Kirstie, Els	Approach charter companies for towel campaign
9	Els, Annie	Ask Shannon of Ark for recommendations drainage
10	Els	Set up volunteer management system with Signup.com
11	Nancy	Past volunteer email list
12	Nancy, Kirstie Els	Set up Fundraise Committee
13	Els	proposal 7 board members
14	Colin	Investigate belongs necessity of board members
15	Nigel	Finalize 2017 financial statement

NEXT BOARD MEETING

To be determined. Invite Vijay and Annie to attend.