



# HUMANE SOCIETY OF THE BVI

FRIDAY, 22 DECEMBER 2023, 11:00 AM – 12:30 PM

Online Microsoft Teams meeting

## ATTENDANCE

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

## AGENDA

### NEW SHELTER BUILDING

- Phase 1 still will have about \$60k in payments to GK Construction to be finished end of January 2024, which leaves us with \$85k of funds available for the new build, so we can start phase 2, but not complete that phase yet until we receive the \$100k legacy donation. We also still have \$100k in the bank for running costs.
- Els to ask GK Construction for phase 2 contract proposal divided in phase 2A (rendering walls, doors & windows, tiling) and Phase 2B (interior walls, ceiling, plumbing, electricity) (1).
- Doors and windows need to be ordered ASAP. Els has made a list of aluminium doors and windows needed and found the cheapest on-island prices. Els, Amanda and Vijay to meet on the building site to discuss the exact type of doors and windows needed, together with GK Construction (2) Nancy to check with Florida supplier/broker for a better quote (3), Sophie to ask Drakes Traders for a reduced price for the items we can order with them (after Jan 7)(4)
- Els proposed to have the whole main building floor tiled, only half of the floor is calculated in BOQ. Estimated extra costs roughly \$5k for the tiles and labour. Els will ask GK Construction for a change order (5)
- Els proposed to have the ceiling in the main building painted by GK Construction with a paint machine, where there is no dropped ceiling. Els will ask GK Construction for a change order. (6)
- All to attend a toast on the New Year and a tour of the new shelter on January 6, 4PM (7)

### FUNDRAISE NEW SHELTER

- We still need \$200k for new shelter. Els to resend list of possible large donators to approach for new shelter. Amanda to update progress with Clyde Letsome/ Pam Johnson (8) Nancy to talk to Ed and Trudy Child (9)
- Nancy to approach Unite BVI with an application form (10) Els to give breakdown of what we still need in donation for the \$200k (11). Items like dog cages sponsored for \$5,000 will receive a plaque with name of sponsor/donor on it.
- Nancy to send ARK's proposal for septic and drainage systems (12)
- Nancy to make a list of plants and trees to use in our landscaping and how much they would cost (13) Check with Botanical Garden for donations and prices of plants/trees (14)
- Els, Nancy, Vijay and Amanda to make a plan for non-invasive landscaping, vegetable planting area, chicken coop, outdoor dog pens, bird watch tower, petting zoo, etc. (15)
- Items like dog cages sponsored for \$5,000 will receive a plaque with name of sponsor/donor on it. Companies to be targeted for sponsorship.

#### DOGSHOW AND GAMING NIGHT

- Dogshow is set for March 23 at Mulligans and Gaming Night is set for June 22 at Nanny Cay
- Find more sponsors for banners for Dogshow that are not Crab donators for Gaming Night.
- Amanda to start fundraising committee for both events and ask other volunteers to help (16)

#### FINANCIAL STATEMENT 2021, 2022 AND 2023

- NPO board needed more information for 2022 application, which now has been given. The 2022 Financial Statement should give us a NPO certificate for 2023 – 2024, starting December 2023 and then valid until Dec 2024. Since we have not received that yet and we are getting in the new year, we probably have to give 2023 financial statement to get 2024 -2025 NPO certificate. Nigel to follow up with NPO Board about this problem and to see if we still can get a valid certificate ending in 2024 (17).
- 2023 Financial Statement will need auditing again as we have received more than \$250,000 income. Nigel to check with Baker Tilly for a more efficient way of auditing (18)

#### VP BANK

- Els to go to VP Bank to sign final documents as Power User for new account (19)

#### BOARD MEETING MINUTES AND TENDER PROCESS REPORT

- Sophie has emailed the board with the board zoom meeting minutes of May 12 2023 and the Tender Process Summary.
- Colin to finalize the Written Resolutions of the Board of Directors (20). All board members have signed (except Els). The written resolution will be used to give to potential donors and on New Shelter page together with the plans and pictures etc.
- Colin to create a redacted version of the board meeting minutes, so Els can put it on the website, together with all other meeting minutes (21)
- Colin to check with the 2 experts if we can name them in the minutes and resolution (22). Nancy to provide Colin with email addresses (23)

#### MOU AGRICULTURE DEPARTMENT

- Nancy has followed up with DoAF for MOU. Vijay has spoken with Theodore James (TJ) about all the stray feral animals that DOAF is bringing to our shelter and how much troubles that gives THS for placing them, feeding them, vaccines, preventative medicines, spay/neuter and euthanasia, if needed. We are an overcrowded shelter and the DoAF dogs put more pressure on our facilities our budgets and our staff.
- Nancy to make appointments with DoAF for 1) Tour of new shelter (24) 2) meeting Nancy, Sophie and DoAF to talk about 2021 MOU if that has gone to Attorney General Chambers, payments for all dogs that are placed at shelter by DoAF, THS as dog pound, Government App, how else DoAF can help us if not financial (25).
- Amanda to make a summary of costs of animals that DoAF brings to the shelter. Give an updated version to DoAF of what we would like to see of our relationship with them.(26)
- Els to put summary of costs per animal on website (27)
- Police dogs got food from shelter as they do not have enough budget and dog food was stale.

#### OTHER

- Amanda is working with rescue organizations in the USA, but it is hard to fly animals there as USA is getting full themselves.
- Merry Christmas!

## TASK LIST

1	Els	Ask GK Construction for Phase 2A + 2B contract proposal
2	Els, Amanda, Vijay	Meeting with Gerard of GK Construction on site to discuss doors
3	Nancy	Ask Florida supplier/broker for quote doors and windows
4	Sophie	Ask Drakes Traders for reduced prices (after Jan 7)
5	Els	Ask GK Construction change order extra tiles main building
6	Els	Ask GK Construction change order paint ceilings main building
7	All	New Year's toast and tour new shelter Jan 6, 4 PM
8	Amanda	Update progress new shelter with Clyde Letsome/ Pam Johnson
9	Nancy	Contact Ed and Trudy for sponsors new build
10	Nancy	Approach Unite BVI with application form donation new build
11	Els	Breakdown items to donate
12	Nancy	Email ARK's plans new shelter to all
13	Nancy	Make a list of plants and trees for new shelter
14	Nancy	Check with Botanical Garden of plants and trees
15	Els, Nancy, Amanda, Vijay	Make plan for phase 3 exterior
16	Amanda	Start fundraising committee with more volunteers
17	Nigel	Follow-up with NPO Board for 2023 - 2024 NPO certificate
18	Nigel	Plan for efficient auditing 2023 Financial Statement
19	Els	Sign documents VP Bank
20	Colin	Finalize Written Resolution
21	Colin	Redacted version of board meeting minutes
22	Colin	To check with 2 experts for approval of name use
23	Nancy	to provide Colin with email addresses experts
24	Nancy	Make appointment DoAF tour new shelter
25	Nancy + Sophie	Meeting with DoAF for MOU and other topics
26	Amanda	Summary costs per animals that DoAF brings to shelter
27	Els	Put summary of Costs per animal on website

## NEXT BOARD MEETING

To be determined, February 23 as proposed day (last Friday every other month).