



# HUMANE SOCIETY OF THE BVI

FRIDAY, 28 FEBRUARY 2024, 11:15 AM – 12:30 PM

Online Microsoft Teams meeting

## ATTENDANCE

Nancy Pascoe, Nigel MacPhail, Els Kraakman, Amanda McKenna, Sophie Feuerstein, Vijay Bissoondutt.

## AGENDA

### NEW SHELTER BUILDING

- Phase 2A is almost finished. This includes rendering of all block walls, tiling of floors in main building and installation of exterior doors and windows
- We received enough funds to finish Phase 2B as well. This includes interior walls, cage walls, interior doors and windows, wall tiles, dropped ceiling, plumbing, fixtures, electricity. Nancy to email GK Construction to go ahead with phase 2B as per contract (1)
- Els to order lights, hardware, ss tables, sinks, vanity units, fans (2)
- Nancy will meet with plant experts and will give recommendations of which plants we should plant (3). Nancy to check with Botanical Garden for donations and prices of plants/trees (4)
- We need to finalize the outdoor plans for outdoor dog pens, fencing, bird tower, parking, landscaping etc. Els to email the rough outdoor plans we have now (5)
- The Beacon will have an interview with Vijay March 2 (6)

### FUNDRAISE NEW SHELTER

- We still need about \$200k for new shelter for phase 3.
- Anonymous donor has offered to double any donations for the new building up to \$50,000! So far, we have received \$22,800 in donations that will be matched by this donor. Els to put information, video and counter on web site (7)
- Amanda to inform Clyde Letsome/ Pam Johnson about double donation (8) Nancy to talk to Ed and Trudy Child about double donation(9)
- Nancy to finish the application form for Unite BVI. (10)
- Amanda to invite Governor for visit new shelter (11)
- Collin to provide copy of the due diligence form for the \$100k donation that we received from the Jason Helmbrecht legacy (12)

### DOGSHOW AND GAMING NIGHT

- Dogshow is March 23 at Mulligans. \$6,825 for banners and flags are already sponsored.
- Amanda to check with Capriccio for payment (13). Capriccio has shown interest to sponsor other events with wines
- Amanda and Els to arrange raffle and vendors Dog Show (14)
- Gaming Night is set for June 22 at Nanny Cay. We are looking for volunteers for GN fundraising committee (15)

### FINANCIAL STATEMENT 2023

- NPO certificate has been received January 16 and will be valid until January 2025
- Nigel to check with Baker Tilly and follow up with BDO to ask if they will donate their time again for audit (16)

## VP BANK

- The delay to open the bank account with VP Bank is because of the current residency of Kirstie in the US. Sophie to follow-up with VP bank of our status (17).

## BOARD MEETING MINUTES AND TENDER PROCESS REPORT

- Nancy will ask Collin to provide the following documents:
  1. Finalize the written Board resolution (for the tender process)
  2. Redacted version of the Board minutes regarding the tender process for website;
  3. Check with Richard Starkey and Thor Downing on the use of their name in any of these documents

## MOU AGRICULTURE DEPARTMENT

- DoAF visited the new shelter end of January.
- Nancy to follow-up to make an appointment to discuss the MOU (19).
- 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.(20)

## OTHER

- PAW BVI wants all our rabbits spayed and neutered. We have 7 rabbits: 2 male, 2 female and 3 kittens (baby rabbits) Vijay to arrange with Tash (21)

## TASK LIST

1	Nancy	Email GK Construction go-ahead phase 2B
2	Els	Order lights, hardware, ss tables, sinks, vanity units, fans
3	Nancy	Give list of plants new shelter
4	Nancy	Check Botanical Garden for prices/donations plants & trees
5	Els	Email exterior plans to board
6	Vijay	Interview with The Beacon at new shelter
7	Els	Update website with double donation
8	Amanda	Inform Clyde Letsome / Pam Johnson about double donation
9	Nancy	Inform Ed and Trudy child about double donation
10	Nancy	Finish application Unite BVI
11	Amanda	Invite Governor
12	Collin	Due dilligence form \$100,000 legacy
13	Amanda	Check with Caprccio for Dogshow payment
14	Amanda/Els	Arrange raffle prizes and vendors
15	All	Find volunteers for Gaming Night
16	Nigel	Check with Baker Tilly and BDO Financial Statement + audit 2023
17	Sophie	Follow up with VP Bank
18	Nancy/Collin	Minutes and resolution tender process
19	Nancy	Make appointment DoAF for MOU
20	Amanda	Make summery of cost per animal from DoAF
21	Vijay	Arrange spaying and neutering of Rabbits with PAW BVI

## NEXT BOARD MEETING

To be determined, April 24 as proposed day (last Friday every other month).