



**Visit:** 457437 8th Concession, Municipality of Meaford  
**Mail:** P.O. Box 442, Owen Sound, ON., N4K 5P7  
**Phone:** 519-372-1911    **Email:** [gb-animalshelter@hotmail.com](mailto:gb-animalshelter@hotmail.com)  
**Website:** [www.grey-bruceanimalshelter.com](http://www.grey-bruceanimalshelter.com)

## Annual General Meeting (AGM) Minutes - June 1, 2024 1 PM

The meeting was held at the shelter.

**Attendees:** Richard Banks, Elaine Burrow, Anna Aagaard, Deb Takeda, Kim Weller , Carol Holland, Kelsey Brown, Sally Ballard, Lloyd Burrow, Katrina Peredun, Joan Berta, Trevor and Lis Falk, Martie and Harry Barth, Laurretta Ball

**Proxies:** Tony Kuliha, Manon Shiralian, Tracy Hodgins Kuliha, Teresa Dunnigan, Ron Ball

**Quorum:** There are 29 Grey Bruce Animal Shelter voting members. Required quorum for the AGM is 14 attendees. There were 19 attendees plus 5 proxies submitted by non-attendees to vote by Elaine Burrow. Quorum was achieved.

**Chairing Meeting:** Richard Banks, President, chaired the meeting.

**Refreshments provided:** by Laurretta Ball.



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## Opening Remarks – President’s Report:

Richard Banks presented the following report:

Welcome one and all. My name is Richard Banks and I am the current board President and will be chairing this Annual General Meeting for the Shelter. This is our first in person meeting in some time as the last four AGM's were all held online as virtual meetings due to the pandemic.

After this meeting we will distribute these opening remarks as well as the Treasurer's report to the membership for review. The floor will be open for questions after the presentations from the Board.

Let's talk about 2023.

This shelter and the people who make it so exceptional, found forever homes for 45 dogs and 106 cats in 2023. That number included several litters of puppies and kittens. Everything that we do is about that result, and about helping and where necessary, rehabilitating the animals in our care to help them in their new life.

Our front desk staff, were exceptional throughout the year at managing the day to day routine operation of the facility as well as organising our volunteers and the veterinary and dietary requirements of our four legged guest population. There was one staff change as Chloe left for new adventures but returns on a regular basis as a volunteer and we were joined by Keri Lynn.

Our amazing and selfless volunteers who give the shelter their time, experience and commitment every day of the year. Thank you for all that you do. You are greatly appreciated.

There were several major projects underway in 2023 to improve the shelter and the care and safety of our charges:

- Fencing: A large area at the rear and side of the shelter was surrounded by a high and sturdy chain link fence. A safe place for dogs to run free and explore.
- With help from volunteers as well as professional installers the dog kennels as well as a sizable portion of the attic area was insulated against heat loss in winter and overheating in summer.



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- New air conditioners were installed, replacing the original non-functioning units.
- The driveways and parking areas have been extended and improved with new gravel, levelling and rock removal.
- I know this seems like a small thing but important nonetheless. We put up a new clothesline!

I am not sure if he wants the recognition but he certainly deserves it. Thank you Lloyd Burrow. You are most appreciated.

Our Meaford second hand emporium, The Cat's Meow, has continued to operate throughout the year raising money for the shelter. Store runner Angie and a team of volunteers have done an exceptional job of keeping the store stocked, fresh and open through difficult challenges and unfriendly weather. We thank them for a great effort.

This shelter operates with zero government funding. We are completely independent and as such we must raise funds to maintain and improve this facility.

In 2023 we raised significant revenue for the shelter with:

Our themed clothing sales of T-Shirts and Hoodies, Calendars, the Pepperettes fundraiser, the Deadly Grounds Coffee fundraise, Our annual yard sale and Cat's Meow sales. We also received funds from an independently held Chocolate Lovers event and we would like to thank the organisers. We also sell donated furniture and vintage items at auction. We had a successful Chicken fundraiser and additional funds from bottle and can empties. There is another volunteer who shies away from recognition she deserves as a magnificent fundraiser and star baker. Laurretta, you are awesome.

Many thanks to the supporters and volunteers who organize fundraisers on their own initiative. Some examples last year included a few from the kitchen in Upper Bognor, Soup's on for the Surrenders at Grey Bruce Animal Shelter! held out front of the Cat's Meow on a cold February day, fall Apple Pie fund-raiser, auction of a dessert a month, craft and bake sales, Pet store nail trim Tuesdays, Calendars featuring our very own pets just to name a few....It is amazing what people come up with!!

We received several large donations by bequest from the estates of animal loving people including Jerry and Lore Weinburg (The caring couple behind Hobo-Cats) , Strategic Giving, The Hansen Estate and the estate of Georgina Hill.



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These are just some of the many benefactors who have bequeathed to our shelter. We are currently working on a permanent memorial to thank all who have donated.

Several companies and individuals donated time, money and equipment over the course of the year and I want to say thanks to: Battlefield Rentals of Owen Sound, Jim Walter, Global Pet Foods, Anne Jefferies of Capable Canines, Dave Cranny, The Power Workers Union, John O'hearn, and Patrick McCormick

Moving forward into 2024 we have additional goals. Some of these have already begun or been completed while others are still in planning.

Completed projects include the replacement of the aging oil fired furnaces with propane furnaces and an exterior night lighting system for security and safety in the early darkness of the winter months.

Some examples so far this year of volunteer organized fund-raisers:

This year so far, the show and sale of art at the Owen Sound artist's coop, all proceeds to the shelter, Irish Apple cake, upcoming Victorian Tea among the Peonies.

These are a great supplement to the activities and events organized by our tireless fund-raising executive (Carol).

Lastly, I want to thank the Board. The amount of work they put in to the physical, financial and practical aspects of running a shelter and doing it well, make me exhausted just watching them.

And now for the meeting agenda proper:

Please note that we have achieved quorum, through attendees as well as virtual attendees and proxies. Proxies will be voted on by our Treasurer Elaine Burrow and our secretary Deb Takeda.

If there are any objections please state them after the motion is introduced. For any online attendees a short pause will be given before the motion(s) are ratified.



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## Minutes from 2023 AGM

**Anna A. moved to approve minutes from 2023 AGM which were posted on-line.  
The motion was seconded by Deb Takeda. – Motion Carried**

### Treasurer's Report

Elaine Burrow, Treasurer, presented Treasurers Report from auditors. The full Audited Financials were posted on the website at <https://www.grey-bruceanimalshelter.com/events.html> prior to the meeting and copies were available in the meeting.

#### **Treasurer's Report - June 1, 2024**

##### **Year ended December 31, 2023**

BDO Canada LLP Chartered Professional Accountants have audited the Financial Statements which include the Statements of Financial Position, Operations, Operating Fund, Internally Restricted Fund, Statement of Endowment Fund and Statement of Cash Flows for the year ended December 31, 2023. In common with many charitable organizations the Grey Bruce Animal Shelter derives revenue from donations and fundraising activities, with verification being limited to the amounts recorded in the records of the organization.

Their Report provided a "Qualified Opinion" which is common among charitable organizations where revenues are not susceptible to satisfactory audit verification. Their report stated that except for the possible effects due to the identified limitations, the financial statements present fairly, in all material respects the financial position of GBAS as at December 31, 2023 and its statement of operations and statement of cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

##### **The Statement of Operations (Page 6)**

(Revenue and Expenses) shows total revenue of \$295,112 compared to \$271,259 in the previous year. This is an increase in revenue of \$23,853.

- Revenues from fundraising was higher by \$17,710 and of course the costs related to that also increased. We appreciate the efforts made by the individuals that organized these events and sincerely thank them.
- In March of 2020 we assumed the operations of a second-hand retail store which had been operated by the Blue Mountain Animal Shelter. In 2023 it provided income of \$25,371 which helped support the costs associated with operating the Shelter.



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**The expenses for the year 2023 are higher than the previous year by \$81,964.**

The largest component of this increase - \$60,264 - was related to the improvements that we were able to complete at the shelter

- Installing fencing which now allows the dogs to have more exercise without the concern of them being able to get out
- Replacing both air conditioners
- Installing insulation in the kennel area
- Installing additional bars in the dog kennel doors so that the dogs can't get their heads stuck.
- The medical expenses are higher than the previous year by \$9,781. Some of the increase is related to animals requiring medical procedures prior to being able to adopt them as well as increases in veterinary costs over the years. As you can see, the fees from the adoptions do not cover our medical expenses so we do rely on the generosity of all our supporters in helping us in caring for these pets.
- The cost for salaries and benefits in 2023 is \$56,720 as compared to the amount for last year (2022) of \$52,075. This amount is very comparable to the amount which was paid in 2020 of \$56,277. However, the cost for 2023 is still less than what had been projected in the Budget of \$65,000.
- The cost for utilities and telephone decreased as compared to 2022. The main reason for this is the cost of heating the building. The price of oil was lower in 2023 than in 2022 resulting in a reduction of heating costs

On an overall basis the net results for the year indicates that we received \$232 more in revenues than what our expenses were. If you were to addback the capital expenses which are a one-time cost the income would be \$64,787 which is very comparable to 2022.

In addition, there is also Other Income. Other income includes categories that are not related to the direct operation of the Shelter. They relate to bequests that have been received as well as income from investment transactions.

**STATEMENT OF FINANCIAL POSITION (page 4)**

- The Statement of Financial Position reflects our Assets and Liabilities with the difference between the two being reflected as Fund Balances.
- Our Assets are comprised of Cash, Investments and receivables.
- The Fund Balances are broken into 3 categories. One is the Operating Fund the second is the Internally Restricted Fund and the third is the Endowment Fund



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- The Internally Restricted Fund was set up to ensure funds are available to cover major repairs, renovations and to replace capital assets when needed such as furnaces, air conditioner, generator, vehicle etc. The purpose of this fund is to have money available when required and to ensure that the Shelter will continue to be a viable organization.
- In addition, portions of future projects are also being allocated to be paid from this account.
- A Policy is in place that provide details as to when dollars are to be transferred into this Fund and what expenses can be paid from it. Currently there is \$560,721 allocated to this fund and the projected expenditures currently are \$734,700. Therefore, at this time the Internally Restricted Fund account is underfunded by \$173,979
- The Endowment Fund was set up this year as a result of receiving a bequest in the amount of \$150,000. This bequest requested that the funds be invested and only the income from it be used for ongoing operations of GBAS.

**Motion to accept Audited 2023 financials by Elaine Burrow, seconded by Joan Berta; motion carried**

**Motion to appoint BDO as auditors for 2024 financials by Elaine Burrow, seconded by Katrina Peredun; motion carried**



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## Revised Articles & By-Laws

Elaine Burrow, Treasurer, presented a summary of the revisions to the Articles and By-laws. The full Articles & By-Laws were posted on the website at <https://www.grey-bruceanimalshelter.com/events.html> prior to the meeting and copies were available in the meeting.

In order to maintain the shelter's charitable status, we are required to bring our Articles & By-laws up to date to conform with the new rules for Ontario's Not-for-Profit Corporations Act (ONCA) by October 2024. These revisions require membership approval.

As recommended by our auditors, the board has worked with a lawyer, Nicholas Lovell of MIDDLEBRO' & STEVENS LLP, to revise our current Articles & By-laws. In 2017, initial revisions were approved by the membership but never filed with the ministry. We took these revisions as the starting point for 2024 and, with input from the lawyer, incorporated additional conditions that are required to conform to the new legislation. These included the following highlights:

Section 10.02 - Directors: I want to highlight the change to the terms of directors. The 3rd bullet point indicates that a director can be appointed for an additional 2 year term.

Section 10.04 - Eligibility: It refers that to be a director a person must be over 18 years of age.

Section 12.01 - Classes of Memberships: Only one class of membership. (Previously there were voting and non-voting).

Section 15.03: Procedure of Board: - this was changed related to disciplinary action.

New Sections required by ONCA:

- Section 10.18 Vacancies
- Section 11.02 Office held at Board's discretion
- Section 13.02 - Special Meetings
- Section 13.11 - Proxies

**Motion to accept and register the Revised Articles & By-laws by Elaine Burrow, seconded by Kelsey Brown; motion carried**





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## Board of Directors

The slate of directors was shared prior to the meeting in the circulated agenda.

### **Motion to set the number of directors at 12 for 2024 by Anna Aagaard, seconded by Kelsey Brown; motion carried**

Proposed Board of Directors – to confirm acclamation

Standing for the first year of a fourth 2 year term:

- Sally Ballard
- Deborah Takeda

Returning for second year of a third 2 year term:

- Richard Banks
- Elaine Burrow

Standing for the first year of a third 2 year term:

- Tony Kuliha
- Katrina Peredun
- Anna Aagaard

Standing for the first year of a second 2 year term:

- Kelsey Brown

Introducing new board members in the first year of a 2 year term:

- Carol Holland
- Manon Shiralian

**Anna Aagaard moved to approve the extension of the terms for Sally and Deb and to confirm acclamation of directors, seconded by Kelsey Brown; motion carried.**



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## Floor opened for Questions

A questions was raised regarding whether we apply for foundation funds (e.g. Grey Bruce/ Owen Sound Foundation). Elaine confirmed that we have benefited from regular and one-time donations from some trust funds and foundations, not specifically this one. We did participate in 100 Who Share meetings as well.

## Adjourn

**Motion to Adjourn by Richard Banks , seconded by Lloyd Burrow; motion carried**