



The Society for the Prevention of Cruelty to Animals of Namibia-Windhoek

ANNUAL GENERAL MEETING 2018

held at 19:00 on 26 November 2019

at the Windhoek Old Wheelers Club

MINUTES

• GREETINGS

Dr. Annie Marggraft, the acting Chairperson, welcomed all attendees and requested all present to take the available reports for perusal.

• APOLOGIES/PROXY FORMS RECEIVED

Apologies received from:

- Birigit Dörrenbäcke
- Colin Craig
- Debbie Gibson
- Jo Tagg
- Kellvin Nolte
- Laura Alvarey
- Monika Breitenstein

Proxies received

- Birigit Dörrenbäcke for the Chairperson
- Jo Tagg for Hanna Rhodin
- Kelvin Nolte for Debbie Gibson
- Monika Breitenstein for Sylvia Breitenstein
- Cristel Villet for Marianne Röder

Protocol was observed and it was confirmed that a Quorum is present. 25 Members were recorded in attendance and registered. The attendance register is appended as **Appendix A**.

• MINUTES OF THE 2018 AGM

The minutes of the meeting held on 30 October 2018 were tabled for review and comment, and were subsequently accepted without changes or additions by all present.

• MATTERS ARISING FROM THE 2018 AGM

No points raised.

• INTRODUCING THE MANAGEMENT COMMITTEE

The Acting Chairperson, Dr Annie Marggraft introduced the current serving committee as:

Management Committee:

- Dr. Annie Marggraaff – Acting Chairman
- Charlotte Veldsman - Treasurer



• Marianne Röder – Secretary

Committee Members:

- Reinhard Redecker - Member
- Eileen Grosse-Weisschede – Member
- Saskia den Adel - Member
- Ronel Lewis - Member
- Christel Villet - Member

• **INTRODUCING THE SPCA MANAGEMENT TEAM**

The current SPCA Management team was introduced to the meeting:

- Hanna Rhodin – General Manager
- Silvia Breitenstein – Branch Manager

The current other National SPCA Branches and the respective representatives were presented as:

- Alta Scott, Grootfontein Branch
- Aisha Pitsch, Tsumeb Branch
- Caroline Engelbrecht, Otjiwarongo Branch
- Derek Brune, Oshana Branch
- Elize Swartz, Luderitz Branch
- Gavin Brasler, Walvis Bay Branch

• **History of the WO6 number**

In the last year, the committee and the management has completed an extensive investigation into the structure of SPCA Namibia and its branches. In 1949, the SPCA first established its centre of operations in what is now Namibia with its headquarters in Windhoek.

The SPCA Windhoek Branch Manager, Ms. Sylvia Breitenstein, gave a brief background of the start of the SPCA Namibia, and how the branches are registered under SPCA Namibia. The branches are required to follow certain reporting requirements and guidelines under the headquarters. SPCA Windhoek is the operations of SPCA Namibia.

A question was raised by a member in terms of funding of branches, explanation given that each Branch is individually responsible for their own finances. If the Namibia Headquarters should have excess feed, specific donations etc, these would be split across the branches pro rata.

ANNUAL REPORTS

• **CHAIRPERSONS' REPORT**

Namibia:

The chairperson's report was tabled and highlighted the establishment of the SPCA Namibia which has facilitated quarterly branch meetings to provide branches with info, training and guidance etc in terms of the running of an SPCA. Going forward, the SPCA is aiming to build better communications with the Branches to ensure standards are maintained.

Windhoek Branch:

The report for Windhoek Branch specifically was presented, highlighting some new developments such as:



The upgrading of the Website to international standards.

A volunteer co-ordinator was appointed to help with the volunteers training and management.

The electronic payment platform was launched and the donation platform was presented.

An internal Vet for specifically the SPCA animals was appointed.

Dixies' Fund was set up which provides finances for specific specialized surgery that are out of the normal scope of the veterinary services provided at the SPCA.

New events launched such as the Shelter open day. The "animals by night" event was also launched and very successful. The Zumbathon was also very well received and these events are likely to become an annual event on the SPCA Windhoek Calendar.

The branch is working hard to ensure continued and improved high standards of care and reported an increase in adoptions of 22% over the previous year.

It was mentioned that the slow economic position of Namibia over the past year has impacted donations and fund collections. Expenses have unfortunately increased.

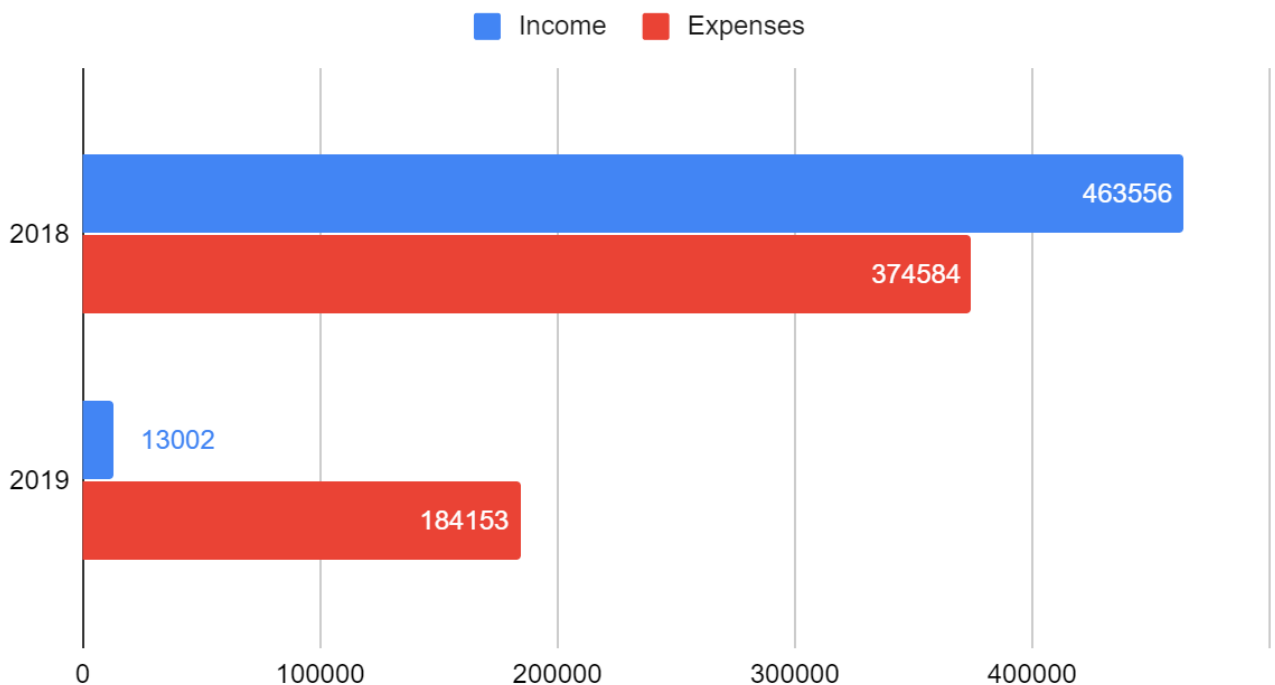
• FINANCIAL REPORT

The Audited Annual Financial Statements were made available to all Members.

An audit was performed for SPCA Namibia for both FY18 and FY19, showing a profit in FY18 and a loss in FY19.

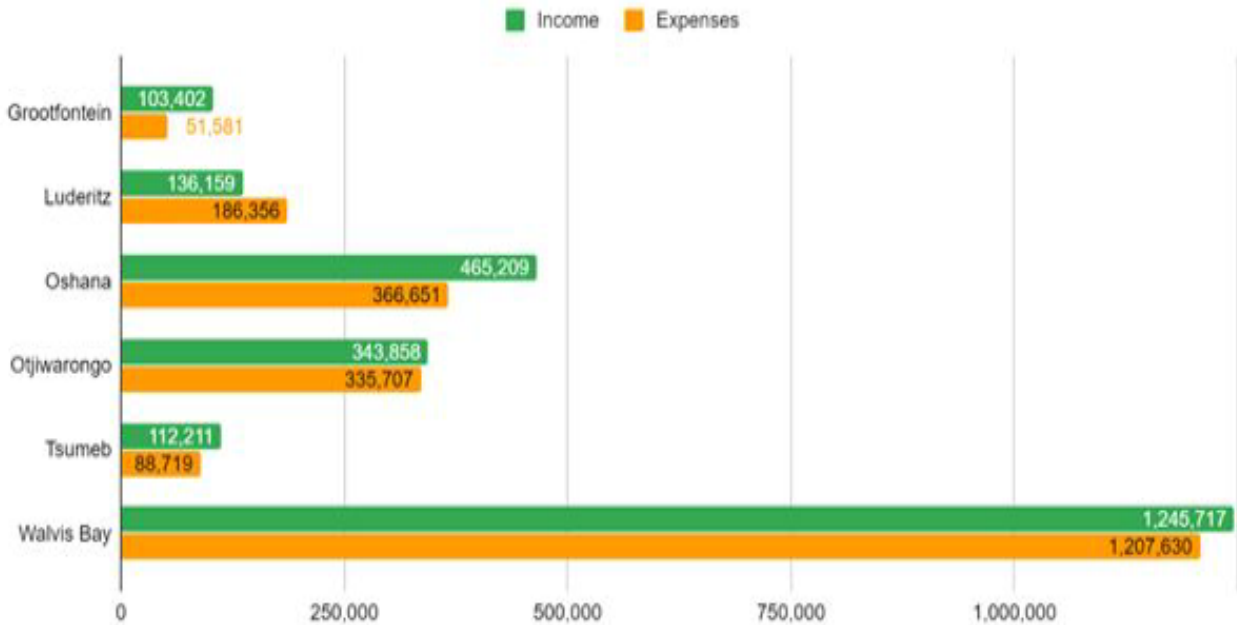
The income and Expenses were presented for both SPCA Namibia and the SPCA Branches as follows:

SPCA Namibia - Income and Expenses - FY18 and FY19





SPCA Branches - Income and Expenses - FY19



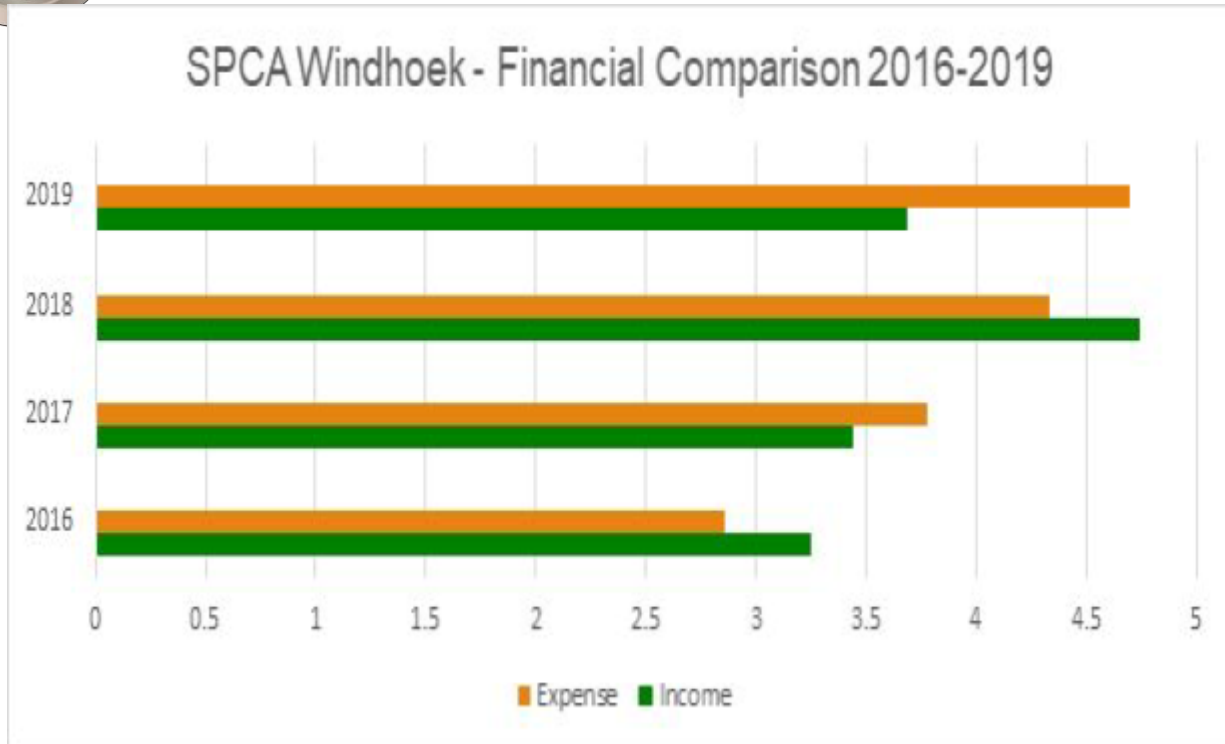
It was noted that that FY19 is the first year where the SPCA Branches have handed in their Annual Financial Reports to SPCA Namibia.

All except for one of the six branches made a profit in FY19 and the largest income was generated from donations and events and campaigns held. Boarding remains a good source of income for some of the branches.

Expenses were dominated by increased costs of pet food, Salaries and veterinary expenses. Maintaining the properties/premises also impacted considerably on expenses.

Financials SPCA Windhoek 2015-2019

	2019	2018	2017	2016	2015
INCOME	3,692,785	4,682,375	3,442,551	3,253,041	2,975,312
Adoptions	437,652	424,680	455,353	393,496	369,980
Boarding Fees	226,517	283,270	309,193	338,057	328,826
Donations, Events and Grants	2,775,450	3,588,135	2,378,825	2,167,579	1,808,571
Membership Fees	19,500	33,300	36,000	39,345	184,200
Other Income	233,666	352,990	263,180	314,564	283,735
EXPENSES	4,708,868	4,264,740	3,788,104	2,869,749	2,816,706
Medicines and Veterinary	1,284,623	996,737	1,033,517	744,468	854,486
Pet Food	377,722	204,848	684,285	473,214	286,329
Salaries and Wages	2,312,767	2,214,451	1,358,614	939,464	889,086
Other Expenses	733,756	848,704	711,688	712,603	786,805
PROFIT/(LOSS)	(1,016,083)	417,635	(345,553)	383,292	158,606



Overall, the SPCA Windhoek made a loss in FY19. Many corporate donors and private individuals indicated that the tough economic situation has forced them to retract sponsorships and donations. The Municipal grant by the Municipality of Windhoek to run the town's shelter on their behalf, has been halved for example. Maintaining the ageing premises has cost the SPCA Windhoek considerable funds and vehicle expenses have risen due to the age and high mileage of the vehicles.

- **The cost of Sheltering Animals**

For 1 Dog:

First Month = N\$3,091.67

Following Months = N\$1,201.34

For 1 Cat:

First Month = N\$2,132.95

Following months = N\$1,201.34



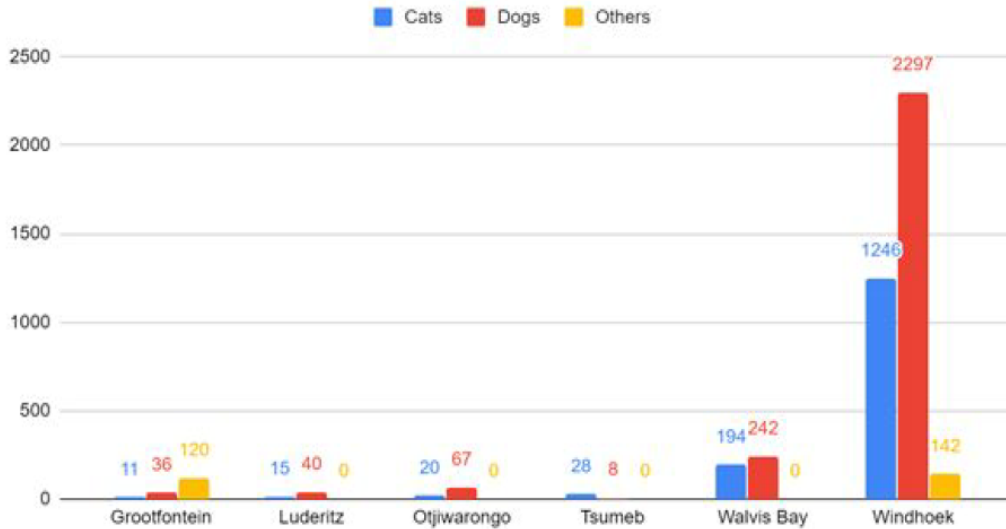
• **ANIMAL ACTIVITIES, ANIMAL HEALTH, ANIMAL SERVICES REPORT**

Ms. Sylvia Breitenstein, Branch Manager SPCA Windhoek presented the figures with regards to the past year's Animal Activities as follows:

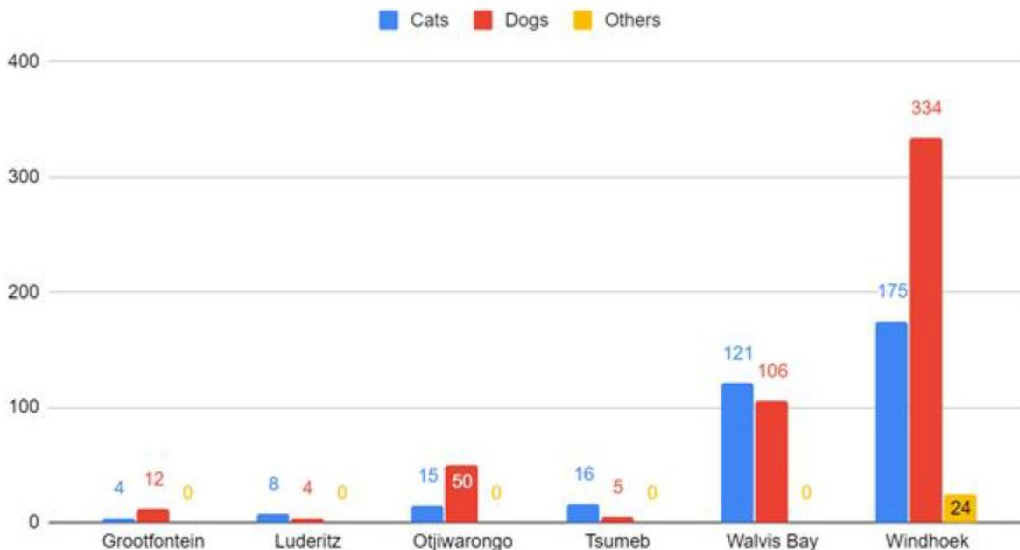
i. National

Figures presented on animal intakes and placings Nationally across the branches:

Animal Intake: Total: 4,466



Animal Adoptions: Total: 875

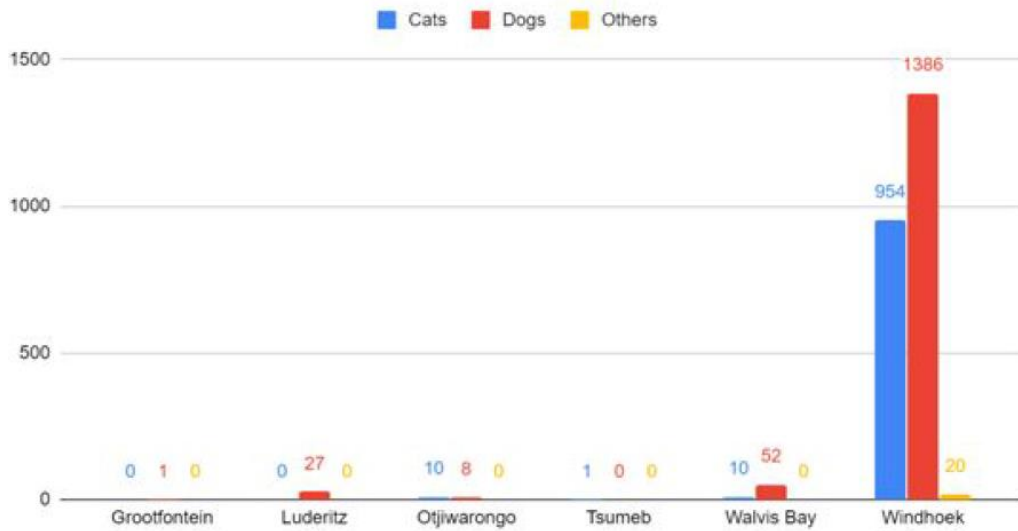


The Sheltermanager database program was briefly explained and roll-out to the other branches will be motivated as it is a very good product that enables proper recording of all movement of animals coming through the shelters.



The Feral Cat populations were highlighted as a problem and public education in this regard is required.

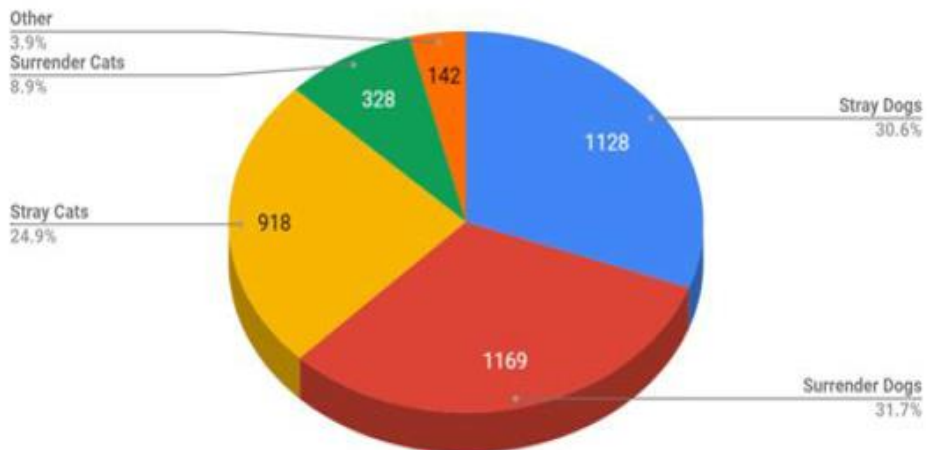
Animal Euthanasia: Total: 2,469



ii. Windhoek Operations

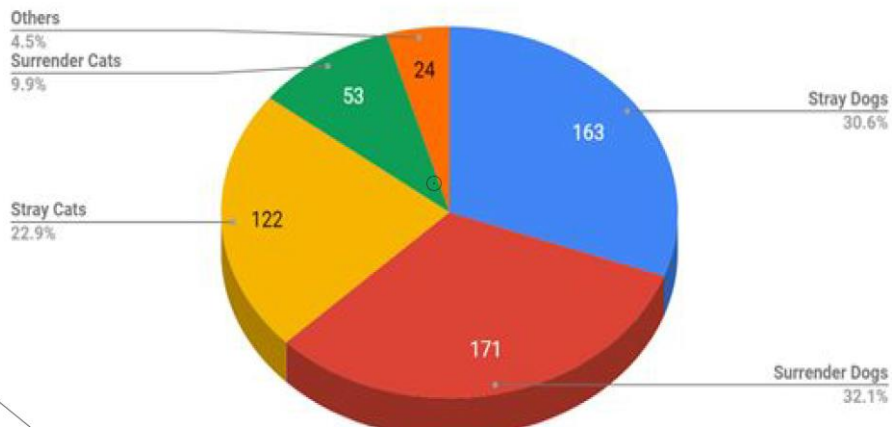
SPCA Windhoek - Animal Intake, total: 3,685

Total Animals: 3,685

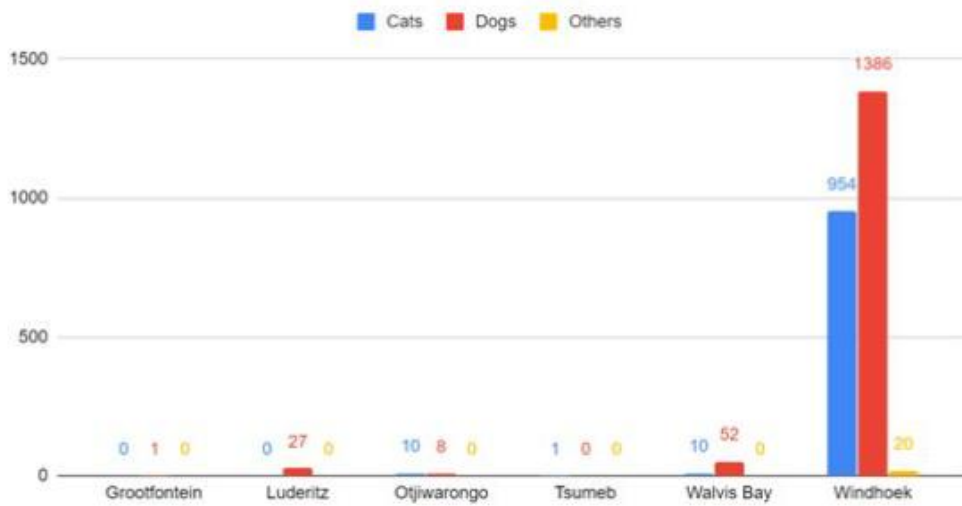




SPCA Windhoek - Animal Adoptions, total 533



Euthanized Animals, total: 2,469





- **PROGRAM, OPERATIONS AND OTHER ACTIVITIES**

The General Manager of SPCA Namibia and the SPCA Windhoek branch presented the following information:

- i. SPCA Namibia

- Staffing:*

- Monique Redecker was the CEO of the SPCA Namibia until August 2018. Following her resignation, Harald Fulle was appointed as CEO until end of March 2019. In August 2018, Hanna Rhodin was appointed as General Manager of SPCA Windhoek and took over the responsibilities of the CEO of SPCA Namibia in April 2019.

- ii. Windhoek Operations

- Volunteer Program:*

- In July 2018 the SPCA revised its Volunteer Program to include mandatory Volunteer Orientation to ensure the safety of our volunteers and our animals. A Volunteer Handbook and Volunteer Positions were developed and in early 2019 a Volunteer Coordinator was appointed on a voluntary basis to help with Volunteer Communications.

- Sponsor and Donor Relations*

- Research show that for non-profit and welfare organizations to engage with new sponsors and donors, and retain existing ones the relationship must be mutually beneficial. This is why the SPCA launched a new sponsorship package in November 2018 for private individuals and companies donating funds, services, or in-kind items with rewards based upon their annual and monthly contributions.

- Communications*

- In December 2018, the SPCA sent out its first newsletter and has done so on a monthly basis since to our members and any members of the public who are interested. New e-mail addresses for a uniform look and feel were implemented and a reworked website was launched in May 2019.

- Humane Education*

- The SPCA is making significant efforts to expand their Humane Education Program to be able to reach many more schools and children, as well as encourage responsible pet ownership in adults. The SPCA was a top contender for a N\$523,000.00 educational grant, but unfortunately did not receive the grant.

- Property Relocation Initiative*

- The efforts to find a new property to relocate to has continued in the past year. It has however continued to be a difficult task. Whilst there are a couple of leads, there is nothing concrete as of yet.

- In the new year, the SPCA will continue to keep an eye on the market, but will dial back its immediate efforts to find a property for relocation.

- Dixie's Fund*

- This is an inspirational story about a puppy we named Dixie who arrived at the SPCA with an old fractured leg. Thanks to the generosity of our supporters Dixie's amputation and her life could be saved. The funds raised enabled us to help another puppy a couple of weeks later. That is how the Dixie's Fund was formed - a restricted account to pay for the extraordinary and necessary medical procedures for the animals in need.



- **THE YEAR AHEAD**

SPCA Namibia

The existing Constitution to be reviewed in consultation with the branches and Ministry of Health and Social Services to be tabled at the 2020 AGM.

A Corporate governance exercise will be initiated to ensure a clear understanding of the SPCA and its structure.

The Humane Education material will be rolled out to all the branches.

SPCA Windhoek Operations

More Focus will be given to the adoption program.

A strategy to deal with Large Animals will need to be formulated for implementation.

Grow and formalize the Educational program.

Fund Raising/Revenue generation will need to be prioritized.

- **ELECTION AND VOTING MATTERS**

Membership fee

It was proposed to maintain the current annual membership fee at N\$365 – **Adopted**

A suggestion was tabled to consider different groups of membership, i.e.

- Discounted fee for Senior citizens – N\$200.00 -**Adopted**
- Encourage youth (under 17) to become members @ N\$50.00 – **Adopted**
- Corporate membership to be staggered as per contribution paid. Suggest to leave it open to the top, but implement a minimum amount for corporate Membership at N\$5000.- **Adopted**
- 10-year individual membership fee at N\$3000 – **Adopted**
- Life membership is currently N\$5000.00 – will be stopped - **Adopted**.

- **ELECTION OF PATRON**

The meeting was informed that an individual had been nominated to serve as the Patron to the SPCA. This nomination was done due to the position held as Ministry of Justice, however, since the nominated person is no longer appointed in this position, the nomination has been withdrawn at this point.

Suggestion is to nominate various SPCA Ambassadors who could then be nominated as a patron if suitable.

- **ELECTION OF AUDITOR**

Stier Vente Chartered Accountants was nominated to be re-elected as the auditors for the SPCA Windhoek and SPCA Namibia. This was Adopted.

- **ELECTION OF NEW COMMITTEE**

Resignations and term-completions noted in the past year:

1. Tinus Hansen – Early resignation
2. Lee Keily – Early resignation
3. Ronel Lewis – Resigned
4. Eileen Grosse-Weischede – Term complete
5. Reinhard Redecker – Term complete
6. Marianne Order – Term complete



Remaining members to serve in the coming year:

1. Annie Marggraff – Re-elected for new 2 year term
2. Charlotte Veldsmann – Re-elected for new 2 year term
3. Christel Villet
4. Saskia Den Adel

New Nominee applications were received, along with their CV's and personal representations were made to the members present and their appointments were approved by unanimous vote as follows:

1. Jaimee-Lee Diergardt – Nomination accepted
2. Jo Tagg – Nomination accepted
3. Laura Alvarey – Nomination accepted
4. Mario de Jager – Nomination accepted
5. Nadine Russmann – Nomination accepted
6. Rozine Maazdorp – Nomination accepted

- **OTHER MATTERS**

No further matters were raised.

- **CLOSING**

There being no further matters to discuss, the meeting concluded at 20:51.