

Minutes of the Executive Meeting

17th October 2021

Held following interviews for change manager via Zoom

Present: Carolyn Graves-Brown (Chair), Alain Thomas (Vice Chair), Debra Allen, Matthew Crowle, Tina Dunstan, Claire Gardner, Magda Gryczmanska, Claire Lawson, Sarah Marsh.

Apologies: Val Ball, Darren Pritchard (Treasurer), Steve Tom (Secretary), Jon Trew.

Agenda Item		Actions
1.	Welcome	
	CG-B welcomed everyone to the meeting and apologies were noted.	
2.	Minutes of the previous meeting	
	The minutes of the meeting held on 3rd October 2021 were approved as a true record.	
3.	Matters Arising	
	<ul style="list-style-type: none"> Welfare concerns regarding an adopted greyhound CG-B, AT, VB, NJ and SB are meeting on 18th October to discuss this. ST has asked for a six month leave of absence for personal reasons, so cannot act as TwR for R&R or Company Secretary. CG-B will email all trustees to ask who would like to take on the R & R role. DA agreed to take on the Company Secretary role in ST's absence. 	CG-B
4.	Appointment of Change Manager	
	This could not be confirmed at the meeting until completion of the interviews later the same day.	
5.		
	<p>Therapy Dogs (AT) DP has confirmed funds of £600 are available to cover the cost of assessing new hounds for the project. AT said this would allow the project to continue as it had before the interruption due to Covid-19. In order to make the project sustainable long term, he proposed an expansion of the project in his Outline Proposal for Development. The project would aim to recruit and support coordinators and volunteers working with therapy dogs throughout Wales, raising the profile of GRW, greyhounds as pets and also illustrating how people can benefit from the charity's work, not just animals. KM will develop an outline, hoping to attract funding for a temporary development worker. Hillcrest staff could potentially be trained as assessors, putting Hillcrest at the centre of the project. AT will add the paper to Google Drive and also add a Therapy Hounds folder, with all the existing information. Trustees agreed to the expenditure of £600 to assess new hounds and to the proposal to expand the project. CG-B will appeal for volunteers to support the project in the next issue of Speedy</p>	AT CG-B

	<p>News, using stories and pictures of therapy dogs. AT will keep trustees updated, with the aim of handing over the running of the project to volunteers as soon as it becomes possible.</p> <p>Card Readers A risk had been identified for staff at Hillcrest when dealing with adoption fees, and so an existing card reader machine has been sent there for their use. CG said that the trustee who takes on responsibility for R & R will need to look at this matter in depth and ensure that staff are no longer vulnerable in this regard.</p> <p>VB had also raised concerns for street collection volunteers and highlighted the need to review payment methods. KM had suggested the use of QR codes, or 'text to donate' methods. Trustees agreed that DP and KM look into these money management issues, reviewing payment methods and the funding of methods. CG will ask KM to speak to DP about it.</p>	<p>TwR (R&R)</p> <p>DP & KM</p> <p>CG</p>
6.	Any other urgent business/items for future agendas	
	<p>[REDACTED] CG-B said the issues could be explored as part of a team building exercise once the change manager is in post. AT said it presents an opportunity to engage staff in the change process, updating them and addressing any concerns, in line with one of MH's recommendations.</p> <p>Trustees agreed the need to form a steering group to work with the change manager and report back to the board. AT, TD, CG and CL will be part of the steering group. CG-B will email absent trustees to ask if any would like to join it. MG will also be part of the steering group to gain experience. CL will send out a Doodle poll to agree meeting dates for the steering group once CG-B has determined if there are any additional members.</p>	<p>CG-B</p> <p>CG-B</p> <p>CL</p>
7.	Dates of the next meetings	
	<ul style="list-style-type: none"> • Sunday 21st November at 10.15am via Zoom. • CL will send out a Doodle poll to trustees to agree future dates. 	CL