

Minutes of the Executive Committee

26th February 2023

Held at 9.30 via Zoom



Present: Alain Thomas (Chair), Debra Allen (Vice chair), Tina Dunstan (Treasurer), Claire Lawson (Secretary), Malcolm Eames, Claire Gardner, Magda Gryczmanska, Jenny Newbury, Julie Payne.

In attendance: Tim Doyle, Karen Townend.

Apologies: Essex Havard.

Agenda Item																									
1.	Welcome & Apologies																								
	AT welcomed everyone to the meeting. Apologies were noted.																								
2.	Declarations of interest																								
	There were no declarations of interest.																								
3.	Accuracy of the minutes of the last meeting																								
	The minutes of the meeting held on 29th January 2023 were agreed as an accurate record. Proposed: CG Seconded: DA																								
a)	Correction to the minutes of the meeting held on 30th October 2022 The following correction was agreed: 9. e) AGM Updates, under b) 'ASM' corrected to read 'AGM'.																								
4.	Actions Log See Trustees Action Log 2022 / 2023 on Google Drive																								
	<table border="1"><tbody><tr><td>3</td><td>Ongoing. TD and TDo are working on this.</td></tr><tr><td>6</td><td>Ongoing. AT to take on this task.</td></tr><tr><td>7</td><td>Ongoing. Officers group to take on this task for review at the next meeting.</td></tr><tr><td>8</td><td>Ongoing. Not urgent.</td></tr><tr><td>9</td><td>Ongoing. TD and TDo are working on this.</td></tr><tr><td>12</td><td>Ongoing. To follow the benchmarking exercise.</td></tr><tr><td>15</td><td>Ongoing.</td></tr><tr><td>16</td><td>Ongoing. To be actioned when the relevant forms are created.</td></tr><tr><td>19</td><td>Completed.</td></tr><tr><td>22</td><td>Ongoing. Leaflet to be finalised and sent for printing.</td></tr><tr><td>23</td><td>Completed.</td></tr><tr><td>24</td><td>Completed.</td></tr></tbody></table>	3	Ongoing. TD and TDo are working on this.	6	Ongoing. AT to take on this task.	7	Ongoing. Officers group to take on this task for review at the next meeting.	8	Ongoing. Not urgent.	9	Ongoing. TD and TDo are working on this.	12	Ongoing. To follow the benchmarking exercise.	15	Ongoing.	16	Ongoing. To be actioned when the relevant forms are created.	19	Completed.	22	Ongoing. Leaflet to be finalised and sent for printing.	23	Completed.	24	Completed.
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	25	No update. EH absent from this meeting.
	26	Completed.
	27	Completed.
	28	Ongoing.
	29	Ongoing. CG to ask her organisation if its document can be shared.
	30	Completed.
	31	Completed.
	32	On the agenda.
	33	Completed and on the agenda.
	34	Completed.
5.	Updates and actions from Officers meetings	
a)	Officers Report (on Google Drive) There were no questions or comments. The report was approved. Proposed: CG Secoded: ME	
6.	Reports	
a) b)	<p>CEO Report(on Google Drive) Finance Report (on Google Drive)</p> <ul style="list-style-type: none"> • TDo outlined the reasons for the loss shown in January’s financial activities statement - the retail sector’s unpredictability since COVID, the reduced number of trading weeks in the Abergavenny shop, a higher than usual spend at Hillcrest, and the second cost of living payment made to staff. There was discussion about how to increase income, and the following steer was given to TDo who is already looking at a fundraising strategy, and will meet with KM next week to determine priorities: <ul style="list-style-type: none"> • The income generation strategy will need to include new elements, and another significant income stream will need to be identified. • Grant funding is under exploited with XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX. The recruitment of another part-time fundraising officer could be considered, to take on community fundraising. However the current financial position needs to be considered and decisions made as to whether this is the best use of resources, or whether admin tasks currently done by KM could be taken from her so that she can concentrate on grants. Community fundraising has value and engages supporters and, but could potentially be done by volunteers. • Consider seeking external advice on GRW’s finance/fundraising and what funds are accessible as this expertise does not exist in-house. • XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX • An annual fundraising week as part of the fundraising strategy could be considered. • Although Hope Rescue has a different business model, and four fundraising staff, there may be lessons to be learned from them. <p>Other matters:</p> <ul style="list-style-type: none"> • It was agreed that the Welsh Language survey will be extended to volunteers as well as staff. • XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX • TDo was thanked for the improvements in the fundraising emails being sent by Mail Chimp. • Maintenance issues at Hillcrest were impacting staff morale there. TDo has been addressing these problems and rectifying them. Many are low cost items.The Hillcrest project group will continue to manage asset lifespan. <p>Public affairs/campaigns The second planning application at Valley has been refused by CCBC. Valley will either be required to return the site to the condition it was in before they started the development work, or they will need to submit another application addressing the planning concerns.</p>	

c)	<p>There will be a debate in the Senedd on 8th March. The Minister is in support of including a ban on greyhound racing in Wales in the consultation.</p> <p>Malcolm Tams has started a Senedd petition calling for the Welsh Government to support greyhound racing in Wales.</p>
7.	<p>Risk Register (on Google Drive)</p>
	<p>The incident log has been added to the risk register, TDo will restructure the register to add a tracking section and close items as necessary.</p> <p>ACTION: TDo XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</p>
8.	<p>Items for discussion</p>
<p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>i)</p>	<p>Draft budget (on Google Drive) The budget was formulated with reference to last year's budget, adding and removing funding lines and with some restructuring. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX. The budget predicts a small operating loss. Costs have increased so income will need to increase too. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX TDo was thanked for producing the clear restructured budget document. Proposed: TD Seconded: MG Unanimously agreed.</p> <p>Employment contract (on Google Drive) TD will add the suggestions already made to the proposed document. The following items were discussed: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX Adoption of the new contract of employment, with the above changes was agreed. Proposed: TD Seconded: DA Unanimously agreed. Operational policies sit outside of the employment contract, the handbook does not form part of the contract.</p> <p>30th anniversary paper and discussion (Paper on Google Drive) Following discussion of the paper, the following was agreed:</p> <ul style="list-style-type: none"> • XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXto organise the gala dinner, 30th anniversary branding, a photographic competition, and a short film to be produced by college students, to play during the gala dinner. Clips could also be used on social media throughout the year. Bethan will report to TDo, and CL will be the lead trustee working with Bethan. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX • CG will liaise between the Hillcrest project group and the 30th anniversary group. • Community activities like greyhound walks, greyhound picnics etc across Wales, (and maybe in association with other greyhound groups) could be arranged XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX. ACTION: TDo to liaise with KM to provide fundraising packs with branded materials and guidance for community fundraising, and contact sponsors. MG will liaise with other greyhound groups as necessary. These events will raise funds and engage supporters. • XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX will be asked to give a presentation about using an Intern from her academy to provide social media comms. It would be an unpaid role, reporting to TDo. ACTION: CL to contact Helen, putting her in touch with MG and TDo who were given delegated responsibility to decide whether to pursue the internship. <p>Draft policies for discussion/decision Volunteer expense policy</p> <ul style="list-style-type: none"> • TDo consulted with managers and was informed that the only volunteers to claim travel expenses tend to be those who really need that support. As a result there was a proposal to remove the 30 mile limit from the policy.

	<ul style="list-style-type: none"> ● Hotel accommodation - no limits on the cost of hotel accommodation are specified in the policy table. A specific figure would encourage advance booking. ACTION: TDo to determine appropriate limits for the cost of hotel accommodation. ● Public Wi-Fi - remove the word 'public' to read 'Wi-Fi' <p>Approval of the final policy including the above points was proposed, with delegated responsibility given to the officers group to finalise the point relating to hotel accommodation. The table will also need to be copied across to the staff expenses policies. Proposed: MG Seconded: CG</p> <p>e) Establishment of a memorial for dogs that couldn't be helped by GRW and were euthanised It was suggested that tree planting may be an option as a memorial. Further discussion was deferred to the next meeting as EH was not present at the meeting. ACTION: add to the next agenda</p> <p>f) Monmouthshire Building Society account (document on Google Drive) The proposal to update the signatories for the account and change the registered address for the account to Hillcrest was agreed. Proposed: DA Seconded: ME Unanimously agreed.</p> <p>g) Additional bank holiday for 2023 The additional bank holiday for staff on Monday 8th May 2023 was unanimously agreed.</p> <p>Any other business MG was thanked for her work producing Greyhound Express.</p>
9.	Date of the next meeting
	<ul style="list-style-type: none"> ● 16th April 2023 9.30 - 13.00 via Zoom. ● Progress workshop to be held at Hillcrest - end of May 2023 (exact date to be confirmed) ACTION: TDo to agree a convenient date between all parties for the workshop. ● XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX