Draft Minutes of the Executive Committee

16th April 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, Essex Havard, Jenny Newbury, Julie Payne.

In attendance: Tim Doyle, Nicky Hughes, Karen Townend.

Apologies: Magda Gryczmanska.

Agenda Item		
1.	Welcome & Apologies	
	AT welcomed everyone to the meeting. Introductions were made for the benefit of NH who was invited to observe the meeting following her expression of interest in becoming a trustee. Apologies were noted.	
2.	Declarations of interest	
	There were none.	
3.	Accuracy of the minutes of the last meeting	
	The minutes of the meeting held on 26th February 2023 were agreed as an accurate record. Proposed: ME Seconded: CG	
	Amendment to the minutes of 29th January 2023 The following correction was agreed:	
	8. e) i. Scheme of delegation 'WCVO' be corrected to read 'WCVA'. Proposed: TD Seconded: CG	
4.	Actions Log See <u>Trustees Action Log 2022 / 2023</u> on Google Drive	
	3	Closed. Duplicated below.
	6	Completed. On the agenda.
	7	Ongoing. On the agenda.
	8	Ongoing. Not urgent.
	9	Ongoing. Now with the Officers' group.
	12	Ongoing. To follow after the benchmarking exercise.
	15	Ongoing. Now with the Officers' group.
	16	Ongoing.
	22	Ongoing. The leaflet will be printed this week.
	25	Ongoing. EH will meet with AT to progress this.
	28	Ongoing.
	29	Ongoing. ACTION: AT to contact the WCVA to ask if they will share their scheme of delegation document. ACTION: TDo to purchase the scheme of delegation template from NCVO if necessary.

35 Ongoing. No response has been received to AT's letter to date. 36 Completed. Ongoing. TDo plans to bring a proposal to the next meeting to recruit a part time community 37 fundraising coordinator which could tie in with this if agreed. 38 Ongoing. Waiting for a further response from Comms Creative. Completed. 39 40 Ongoing. On the agenda. 41 Ongoing. On the agenda. 42 Ongoing. ACTION: TDo to contact Rob Simkins at DT to progress this. 5. Updates and actions from Officers' meetings Report and Action Log on Google Drive. The Officers' Action Log was updated. 6. Reports a) **CEO Report** on Google Drive KM has just brought in two grants, totalling £20,000, reinforcing the decision to shift her focus to grant bids rather than community fundraising. Trustees asked for their thanks to be passed to KM. KM is collating information from staff and trustees about their wants and needs in order to prioritise appropriate grant applications. The rate of rehoming has slowed, in line with other rescues. In recent years GRW has rehomed 100-120 dogs annually, even through the pandemic. Relinquishment requests are increasing, particularly for lurchers, as owners struggle with the cost of living increases and behavioural problems with dogs bought during lockdown. Hillcrest staff are also working to reduce the number of returned dogs, although the current rate is in line with the rescue sector. There was discussion about ways to expand the reach of GRW to increase the number of adoptions. Suggestions included paid advertising, more use of Instagram and TikTok to target younger adopters, recruiting a new community fundraiser, and opportunities to promote greyhounds as pets through street collections, therapy hounds, organised walks and other public activities. ACTION: TDo to collate information on GRW's fostering network (with regard to fosterers being used to reduce the surrenders waiting list). Trustees asked for their thanks and support to be conveyed to the Rehoming staff for trying to address the issues discussed. b) **Draft Operational Plan** on Google Drive TDo talked through the draft of the operational plan which is almost complete. **Questions and Comments** Are all the items defined goals e.g. establishing a rehoming centre in North Wales? No. the plan sets out how these things would be done if they are agreed. There is no section on public affairs/campaigning. This could be included in the Charity Wide Priorities It would be useful to see the interdependencies between achieving the key pieces of work and how they affect one another with resource and workload implications. How have managers responded to the plan? Staff have responded positively to the plan generally. SD and NJ are happy with staffing levels at Hillcrest, an additional member of fundraising staff is needed, and in retail JB would not be able to manage shops in the north if they do go ahead. Has analysis been done in North Wales regarding the viability of opening a shop there? TDo and JB will carry out analysis of the retail situation in Wrexham later this year, to establish if it's viable to open a GRW shop there by the end of 2024. Has the potential in online selling been explored e.g. through eBay? Yes. JB has this in hand, with plans to boost income at the Blackwood shop by selling more items online through apps like Vinted.

c) Finance Report on Google Drive Summary:

- A budget surplus was reported last month.

There were no questions.

Public affairs/campaigns

The campaigning organisations have attended Plaid and Labour party conferences, and will attend the Tory conference too.

Valley's counter petition has reached ten thousand signatures so will be considered for debate in the Senedd. Two thirds of signatures are from outside Wales.

EH asked for clarification regarding GRW's position - whether it is now a campaigning organisation or supporting others campaigning for a ban. AT clarified that GRW is part of the campaign group of five rescue organisations, with GRW in a supporting role. As CEO, TDo interprets the strategic objectives when making operational decisions, and believes GRW will inevitably be involved in some campaigning activity in supporting others campaigning. However campaigning is not a core business for GRW and significant resources would not be allocated to it.

It was unanimously agreed that a formal sub group be established to consider issues around the campaign, to raise the profile of the campaign, and to ensure the message is consistent and professional. JN, EH, AT, TDo and ME will form the sub group, with the authority to involve individuals who are not staff or trustees.

ACTION: ME to contact Rebecca Lees to invite her to join the group as she has PR/media expertise.

8 f) Discussed at this point in the meeting.

Research Proposal - Health of former racing greyhounds Document on Google Drive ME's proposal was discussed. There were concerns that the data collection could not be achieved in time for the consultation response. ME is aware of the challenges of the proposed work and is not aiming to publish the research in an academic journal. Thirty good case studies could be tied in with GRW's 30th anniversary.

It was unanimously agreed that ME submit a more detailed proposal for the research to the next meeting. **ACTION: ME** to submit a proposal for research into the health of former racing greyhounds to the next meeting.

e) 30th anniversary updates

CL gave a verbal report. BSS has received induction and has started work, prioritising the gala dinner arrangements. BSS will report to TDo. Officers have been shown the initial event plan. The Senedd has been approached regarding the availability of the Pierhead building on a Tuesday or Wednesday around the date of the anniversary.

Trustees unanimously agreed to the proposals in 8.g) on the agenda:

- to split off from member focused events led by TDo/KM
- to delegate appropriate decisions to the Officers' group to allow a quick turnaround, including the invite list
- to approach the minister to host the gala dinner.

Trustees discussed the future use of celebrity ambassadors, as the current ambassadors have been underused but are keen to be involved. Ambassadors would need to have a connection to Wales. JP currently has a celebrity couple as clients for her business and will introduce the idea to them and ask if they would be willing to discuss it with a representative of GRW.

EH is also exploring some contacts.

ACTION: TDo to contact Morgan Jones, a para athlete and current GRW ambassador, to discuss the

possibility of him featuring in a short video with greyhounds that have been injured though racing. f) Complaints report on Google Drive Hillcrest development project status report on Google Drive g) CG was thanked for preparing the detailed report. CG gave a brief outline and answered questions. There have been significant external and internal changes for GRW since the development was first proposed. Decisions need to be made about how to proceed now that the Stage 4 design phase has been reached. The options will need to be reviewed in detail so that an informed decision can be made to determine the next steps. ACTION: TDo to prepare broad costings for options 2,3 and 4 for the Hillcrest development project. ACTION: CG to arrange to meet with MF and the Officers' group to discuss the hidden costs of the four options in more detail. The date of a further meeting to discuss the Hillcrest development was agreed under 8.d) below. 7. Risk Register on Google Drive Most risk scores on the register have decreased, except for the risk regarding the trading situation at some of the shops. The details are in the incident log. There were no questions. 8. Items for discussion Items were taken in a different order to the agenda. b) Trustees Code of Conduct on Google Drive The revised document has been prepared by TD, taking all the comments into account. There were no questions. The document will be considered for approval at the next meeting. d) May workshop/meeting & visit to Dogs Trust It was agreed to hold a meeting via Zoom on Sunday 11th June 11.00 - 14.30 with two hours allocated to discuss the Hillcrest development project and one hour allocated to discuss other matters e.g. the operational plan, the change programme (lunch 13.00 - 13.30). ACTION: DA to circulate a Doodle poll to determine the date of the next trustee meeting in May. The visit to DT was discussed earlier in the meeting under 4. 42. above. Officers' Group Terms of Reference paper on Google Drive e) There were no comments or questions. It was unanimously agreed to adopt the terms of reference. Proposed: TD Seconded: EH Memorial for dogs that couldn't be helped by GRW and were euthanised a) Item deferred to the next meeting. ACTION: EH to gather information regarding wooden sculptures, for consideration at the next meeting. Overnight pay supplement c) Trustees discussed introducing a modest remuneration for staff covering SD's annual leave when they are required to stay overnight at Hillcrest. The payment would be taxable. Many rescues are using CCTV rather than having staff present overnight so it's difficult to gauge an industry standard for payment. Trustees agreed to the overnight pay supplement in principle, delegating responsibility to TDo to determine a fair, but modest payment. ACTION: TDo to determine the amount of the overnight pay supplement with reference to other small charities. Proposed: JP Seconded: CG h) **Decision on trustee application from Nicky Hughes** NH and TDo left the meeting at this point. Trustees discussed NH's application and the skills she could bring to the board. It was felt that NH does

offer some expertise in areas where there is currently a skills gap. However, when the number of trustees was reduced to nine, with the option to co-opt three additional trustees, the intention was to use co-option as a strategic tool, following a needs gap analysis, rather than reacting to applications. It was agreed that a skills analysis should be carried out. Skilled volunteers can also be invited to join sub groups that are set up with delegated powers, if there are two trustees on the group, as another way of filling a skills gap without increasing the number of trustees.

ACTION: TD to take the lead on carrying out a skills analysis, working with CL.

It was unanimously agreed to co-opt NH as a trustee.

It was agreed to change the name of the new sub group agreed in 6. d). above to the campaigns and promotions group.

It was agreed to invite NH to join the campaigns and promotions group.

9. Date of the next meeting

Still to be agreed - see 8. d). above.