

Minutes of the Executive Committee

2 June 2024

Held at 9.30 via Zoom



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

In attendance: Tim Doyle, Karen Townend

Apologies: Essex Havard, Nicky Hughes.

Agenda Item																																	
1.	Welcome & Apologies																																
	AT welcomed everyone to the meeting. 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 21 April 2024 were agreed as an accurate record. Proposed: AS Seconded: JN																																
4.	Trustees Action Log 2024-2025 on Google Drive																																
	<table border="1"> <tbody> <tr> <td>2</td> <td>Completed. Draft policy on the agenda for discussion.</td> </tr> <tr> <td>3</td> <td>Closed. Indicators are being proposed.</td> </tr> <tr> <td>4</td> <td>Ongoing. EH not present at the meeting to give an update. ACTION: AT to follow up action 4 with EH.</td> </tr> <tr> <td>6</td> <td>Ongoing.</td> </tr> <tr> <td>7</td> <td>Ongoing. TDo plans to draft a procurement policy before the next AGM.</td> </tr> <tr> <td>9</td> <td>Ongoing. XXX</td> </tr> <tr> <td>10</td> <td>Ongoing. Matthew has a heavy workload at the moment, plaque wording & placement will be determined in the meantime.</td> </tr> <tr> <td>12</td> <td>Closed. Can be considered in the future if circumstances change.</td> </tr> <tr> <td>14</td> <td>Ongoing. JN will bring the updated guidance to the Officers' Group first, then the next board meeting.</td> </tr> <tr> <td>15</td> <td>Closed. The need to establish a Hillcrest project group again was discussed. TDo has planned a way forward and it was agreed that there is no need for the group at present. The action point was closed. TDo will arrange to meet CG periodically for expert advice as needed.</td> </tr> <tr> <td>19</td> <td>Ongoing. XXX</td> </tr> <tr> <td>21</td> <td>Ongoing. AT will draft some information and send it to AS/TDo for it to be added to the website.</td> </tr> <tr> <td>22</td> <td>Ongoing. EH not present at the meeting to give an update.</td> </tr> <tr> <td>24</td> <td>Ongoing. TDo will set up automated reminders for trustees when policies are expiring.</td> </tr> <tr> <td>25</td> <td>Closed. TDo already uses the services of an experienced voice artist who provides professional voiceovers, quickly and efficiently when needed, so no further help is required.</td> </tr> <tr> <td>26</td> <td>Ongoing. One of the next intake of dogs will be named Rocky.</td> </tr> </tbody> </table>	2	Completed. Draft policy on the agenda for discussion.	3	Closed. Indicators are being proposed.	4	Ongoing. EH not present at the meeting to give an update. ACTION: AT to follow up action 4 with EH.	6	Ongoing.	7	Ongoing. TDo plans to draft a procurement policy before the next AGM.	9	Ongoing. XXX	10	Ongoing. Matthew has a heavy workload at the moment, plaque wording & placement will be determined in the meantime.	12	Closed. Can be considered in the future if circumstances change.	14	Ongoing. JN will bring the updated guidance to the Officers' Group first, then the next board meeting.	15	Closed. The need to establish a Hillcrest project group again was discussed. TDo has planned a way forward and it was agreed that there is no need for the group at present. The action point was closed. TDo will arrange to meet CG periodically for expert advice as needed.	19	Ongoing. XXX	21	Ongoing. AT will draft some information and send it to AS/TDo for it to be added to the website.	22	Ongoing. EH not present at the meeting to give an update.	24	Ongoing. TDo will set up automated reminders for trustees when policies are expiring.	25	Closed. TDo already uses the services of an experienced voice artist who provides professional voiceovers, quickly and efficiently when needed, so no further help is required.	26	Ongoing. One of the next intake of dogs will be named Rocky.
2	Completed. Draft policy on the agenda for discussion.																																
3	Closed. Indicators are being proposed.																																
4	Ongoing. EH not present at the meeting to give an update. ACTION: AT to follow up action 4 with EH.																																
6	Ongoing.																																
7	Ongoing. TDo plans to draft a procurement policy before the next AGM.																																
9	Ongoing. XXX																																
10	Ongoing. Matthew has a heavy workload at the moment, plaque wording & placement will be determined in the meantime.																																
12	Closed. Can be considered in the future if circumstances change.																																
14	Ongoing. JN will bring the updated guidance to the Officers' Group first, then the next board meeting.																																
15	Closed. The need to establish a Hillcrest project group again was discussed. TDo has planned a way forward and it was agreed that there is no need for the group at present. The action point was closed. TDo will arrange to meet CG periodically for expert advice as needed.																																
19	Ongoing. XXX																																
21	Ongoing. AT will draft some information and send it to AS/TDo for it to be added to the website.																																
22	Ongoing. EH not present at the meeting to give an update.																																
24	Ongoing. TDo will set up automated reminders for trustees when policies are expiring.																																
25	Closed. TDo already uses the services of an experienced voice artist who provides professional voiceovers, quickly and efficiently when needed, so no further help is required.																																
26	Ongoing. One of the next intake of dogs will be named Rocky.																																

	<p>33 Completed. It's not clear when a decision regarding the new constitution will be received. If it's not approved before the AGM then only the three longest serving trustees (CL, EH and AT) and the three co-opted trustees (BB, NH and AS) will have to stand down for re-election for three vacancies, instead of all trustees standing down for re-election for nine vacancies.</p> <p>34 Completed.</p> <p>38 Completed.</p> <p>40 Ongoing. NH not present at the meeting to give an update.</p> <p>41 Ongoing.</p> <p>42 Ongoing.</p> <p>43 Ongoing. Lease dates & costs have been added to the matrix.</p> <p>44 Completed. This is now included in the CEO/Finance reports.</p> <p>48 Completed. GH had been consulted for advice. GH felt that as the council approved a much larger development, a modular refurbishment should not be an issue. GH will be contacted again when it's clear what type of structure is needed at Hillcrest.</p> <p>49 Completed.</p> <p>ACTION: CL to add four actions, agreed but not assigned, in the meeting minutes of 21 April:</p> <ul style="list-style-type: none"> ● under 7. TDo to make the identified changes to the Risk Register ● under 8.c TDo to add the footnote to the Scheme of Delegation ● under 8.d TDo to close the Last Hope account ● under 8.f CL to add the new agreed by-law for the CIO constitution to a new by-law folder.
5.	Updates and actions from Officers' meetings
	<p>2024-05-09 Officers Meeting Minutes on Google Drive.</p> <p>Comments/questions regarding indicators linked to the operational plan</p> <ul style="list-style-type: none"> ● Surveying supporters - adopters are sent a survey as part of the post adoption support process. Once all the data is imported into Beacon then all supporters can be surveyed too. ● Formalising the Trustee With Responsibility role by introducing indicators and identifying deputies to provide back up and succession - trustees were asked to consider if they would be interested in any particular areas. ● Trustees will be mindful of avoiding creating extra work for staff when collecting information for the indicators. Much of it could be created automatically. ● Formalising the Trustee With Responsibility role will be beneficial but the frequency of meetings with key staff should be clearly set out, specifying who is taking actions forward with a view to reducing the workload burden on staff. ● There was general support as long as the information can be captured consistently, reliably and objectively with no staff burden. ● Supporters would need to understand how the information from a survey would be used and what it would inform, and the board would need to manage their expectations. ● XXX ● The indicators need to connect to the strategy and staff work plans, and will be used to measure success and any possible improvements to be made. ● Supporters are an asset in addition to being donors eg for sharing social media posts, introducing friends, publicising the work of the charity.
6.	Reports
a)	<p>CEO's Report 24/05/2024 on Google Drive</p> <p>The fall in adoptions noted in the report was in comparison with a boom in the previous month. The rolling figure is still steady.</p> <p>BT Local Business was engaged to manage the renewal of contracts across GRW, but it managed the process poorly. This resulted in missed engineer appointments and appointments where the engineers didn't know what they had attended to do. The contracts were cancelled and reissued, cancellation charges were wrongly applied. There was a six month delay in the work being done and GRW has been billed for £12,000 mainly erroneous charges. A complaint has been lodged with BT which is being dealt with but progress is slow. There is a risk that services could be disconnected.</p> <p>The periodic inspections of Hillcrest have proved useful for the smooth running of the centre.</p>

	<p>Comments/questions</p> <ul style="list-style-type: none"> The rolling figure for adoptions is currently 115 for the year. The figure does change month to month and there have always been periodic drops which are not usually a cause for concern. <p>b) Finance Report on Google Drive</p> <p>XX</p> <p>Bush House Vets has become GRW's first corporate kennel sponsor.</p> <p>XX</p> <p>Total income for the period up to 24 May 2024 was £173,895.29 and expenditure was £163,366.93 so a small surplus was recorded. It's hoped that retail performance will further improve during the summer.</p> <p>Comments/questions There were none.</p> <p>Public Affairs/campaigns ME gave a verbal report.</p> <p>The group had submitted a response to the public consultation in Scotland.</p> <p>c) A formal complaint was submitted to the Royal College of Veterinary Surgeons (RCVS) XX</p> <p>There was a coalition press release to mark National Greyhound Day, calling for the Welsh Government to ban racing and ME was quoted in the piece. Data has been gathered for the coalition regarding injuries to dogs at the Valley track, not only linked to collisions but due to muscular and skeletal injuries sustained by dogs still managing to complete their races. XXX</p> <p>XX</p> <p>Comments/questions</p> <ul style="list-style-type: none"> XX XX <p>d) Hillcrest working group It was agreed earlier in the meeting, under 4.15, that the formation of the Hillcrest working group is now suspended.</p>
7.	Central Risk Register/Incident Log on Google Drive
	No significant changes. XXX
8.	Items for discussion
	<p>a) AGM & CIO transition update & AGM Proxies</p> <p>It's still possible the Charities Commission will notify GRW of their decision regarding the new CIO constitution before the AGM. If not then there will be six trustees standing for three vacancies (the three longest standing trustees and three co-opted trustees having stood down), rather than twelve trustees standing for nine places.</p> <p>It was previously agreed that the AGM will be a hybrid meeting with voting in the room only, and online attendees having a proxy in the room. Seventeen members need a proxy vote so BSS has recommended that OpaVote be used for all members attending, in the room and online. Also, a member has contacted BSS to say that only allowing voting in the room is not in line with the constitution. Following discussion it was proposed that OpaVote be used for all voters, whether attending in person or online. Several laptops will be provided for those attending who don't bring a device to use for voting. BSS will provide paper ballot papers and individual voting codes in sealed envelopes as a backup in case either is needed.</p> <p>Proposed: AT Secoded: AS</p>

Unanimously agreed.

During the afternoon the panel discussion will take place and questions invited. The speakers will be ME (attending online), TDo, Sam Gaines (RSPCA), Vanessa Waddon (Hope Rescue), and Bronwen Dennis (Blue Cross).

b) Proposed North Wales Sub Group

The aim of the group is to establish a greater presence for, and knowledge of, GRW in North Wales to broaden the scope for fundraising and rehoming, promoting GRW through social media, word of mouth, group walks and other events.

The group will report back to trustee meetings.

The group must include at least two trustees (one under the CIO constitution). It would be useful to have a staff member on the group too.

It was suggested that social media in North Wales would need to be bilingual. BB is bilingual and is happy to be responsible for translating content into Welsh and responding to any comments in Welsh. It was agreed that BB become one of the admins for the Facebook group.

The sub group can consider whether to have its own Facebook group.

It was proposed that a North Wales Sub Group be established.

Proposed: AT Seconded: CL

Agreed.

The North Wales Sub Group members were agreed: BB and EH, with AT providing back up when needed.

The group will finalise the terms of reference and consider who they would like to invite to join the group.

ACTION: BB to arrange a first meeting of the North Wales Sub Group with EH and AT.

BB was thanked for arranging for Steffan Rhodri (SR) to film two promotional videos for GRW, one in English, one in Welsh. TDo will add subtitles to both videos as viewers often watch without volume.

XX

ACTION: XXX

A foster recruitment day is planned in Llanfairfechan on 6 July. It's possible that there could be a tie up between that event and a North Wales social walk or similar.

c) Tributes, Gifts, and Awards Policy on Google Drive

The policy is in draft form for discussion, annexes still need to be written. It will provide consistency and fairness.

- B8 - external individuals could receive an award to avoid the process becoming insular and repetitive.
- XXX
- XXX
- Some administrative support will be needed to organise the awards.

Comments/questions

- It was suggested that trustees attend the staff barbeque as a way of meeting staff informally. **ACTION: TDo** to make a recommendation regarding inviting trustees to attend the staff barbeque.
- It was suggested that continuity in the Award Subcommittee could be achieved by having a member who isn't a trustee.
- Long service awards would be recognised at the time of the anniversary rather than at the next AGM as it could be demotivating if the anniversary isn't recognised at the time.

It was proposed to set up an Awards Subcommittee.

Proposed: CL Seconded: AT

Unanimously agreed.

The Awards Subcommittee members were agreed: CL, TDo, DA and JN.

XX

XX

ACTION: CL to convene the first meeting of the Awards Sub-committee after the June AGM.

9.	Date of the next meeting
	Sunday 30 June 2024 11.00 - 15.00 AGM at Dogs Trust, Bridgend (followed by a short Trustee Meeting) Sunday 21 July 2024 9.30 - 13.30 (Zoom) Sunday 8 September 2024 11.00 - 16.00 at Hillcrest Sunday 27 October 2024 9.30 - 13.30 (Zoom)