

Greyhound Rescue Wales



Minutes of the Executive Committee

8 September 2024

Held at 11.00 at Hillcrest and via Zoom

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

In attendance: Tim Doyle, Karen Townend.

Apologies: Malcolm Eames, Claire Gardner, Essex Havard, Nicky Hughes, Amanda Simisker (Treasurer).

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 21 July 2024																														
	The minutes of the meeting held on 21 July 2024 were agreed as an accurate record. Proposed: DA Secoded: MG There were no matters arising not on the agenda.																														
4.	Actions Log 2024 - 2025 on Google Drive																														
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	<p>57 Completed. Further enquiries are being made by a friend of JN.</p> <p>58 Ongoing. BB has identified three people to join the group to date.</p> <p>59 Ongoing.</p> <p>64 Ongoing. TDo will check with JB if this has been done.</p> <p>65 Ongoing. TDo will follow this up with NJ, she has spoken to a RSPCA inspector.</p> <p>66 Ongoing.</p> <p>67 Ongoing. Will be discussed at the next Officers' meeting.</p> <p>68 Ongoing. Will be dealt with at the next Officers' meeting.</p> <p>69 Ongoing - on the agenda.</p>
5.	Decisions Log on Google Drive
	The folder has been set up but no further work on this has been done due to other priorities.
6.	Updates and actions from Officers' meetings
	<p>2024-07-30 Officers meeting minutes on Google Drive.</p> <p>Comments/questions</p> <ul style="list-style-type: none"> There were two corrections for accuracy: <ul style="list-style-type: none"> under Therapy dogs - AM corrected to AS under Trustees Responsibilities - DN corrected to DA. Small changes have been made to the membership options so that the concessionary rates are now available to people in employment who are also in receipt of certain state benefits. The previous categories of waged and unwaged could be unfair to those people working but with lower incomes. GRW's constitution gives trustees the authority to change membership fees without the need for approval at an AGM.
7.	Reports
a)	<p>CEO Report 30/08/2024 on Google Drive</p> <p>Comments/questions</p> <p>HR</p> <ul style="list-style-type: none"> XX XX ACTION: Tdu XXX XX XX XX XX <p>Rescue and Rehoming</p> <ul style="list-style-type: none"> The new Assisted Adoption Scheme formalises financial assistance offered to some adopters. Although it may reduce the number of potential adopters for some dogs it will remove the risk of GRW overcommitting financially and be clear to adopters what their financial commitment will be if they adopt that particular dog. The scheme will be monitored and if it impacts the adoption chances of some dogs then it can be reviewed in the future. <p>Fundraising</p> <ul style="list-style-type: none"> AT found the SaD sign ups graph in the report very helpful and asked that similar graphs be used for other activities when they are being pushed. In future reports, more information was requested regarding grant applications - the amount, the organisation concerned etc. SaD includes membership of GRW as it is a practical way of allowing people to pay monthly membership, rather than splitting the annual payment into twelve, which would have made processing fees very costly. It simplifies membership into two schemes. <p>Retail</p> <ul style="list-style-type: none"> In retail, the number of transactions in July has fallen by 20% compared to last year but income is only down by 10% which was noted as an encouraging sign.
b)	<p>Finance report on Google Drive</p> <p>Comments/questions</p> <ul style="list-style-type: none"> The graph in the report shows the cash balance in the current account over the last year. It has stabilised over the last few months after a downward trend but there is concern that it may fall again during winter trading months. XXX

	<ul style="list-style-type: none"> Although the high street hasn't recovered to pre pandemic levels, it is an encouraging sign that XX GRW sells some items on Vinted and eBay and could consider selling more online but this has to be balanced against offering desirable stock in the shops too. The shops could be encouraged to do more Facebook posts featuring items for sale to engage supporters, and increase footfall. It was suggested that supporters could be encouraged to sell their items online for GRW, eBay offers the option to choose a charity to donate a percentage of the sales to and GRW is registered for this. This may be an easier option for some people than travelling to a shop with their donations. The Gift Aid letter sent to donors has been rewritten in a friendlier tone. TDo will add a signature to the letter to make it more personal. Feedback had been received from the Cardiff shop to say that it had encouraged existing donors to bring more donations into the shop after having received the letter notifying them of money raised by the sale of their items. <p>c) Dashboard TDo is currently building the dashboard using a Google tool, and shared the progress with trustees. Data will refresh every twelve hours so it will always be up to date.</p> <p>d) Public Affairs/campaigns In ME's and NH's absence, TDo updated trustees.</p> <ul style="list-style-type: none"> The coalition has generally been quiet over the summer due to staff being on leave. XX XX XX XX <p>e) Complaints Report 1 on Google drive DA outlined the complaint received from XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX and her response after following up the matter. No further action required. Report 2 on Google drive XX Report 3 on Google drive DA outlined the complaint received from XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX and her response after investigating the matter. No further action required.</p> <p>DA was thanked for dealing with the complaints.</p>
8.	Central Risk Register/Incident Log on Google Drive
	<p>There were two changes to the risk register:</p> <ul style="list-style-type: none"> XX XX <p>The recent cyber security audit was very valuable and JN was thanked for arranging it. It will need further discussion and some resulting additions to the risk register in the future.</p>
9.	Items for discussion
	<p>a) CIO Transition Update On the Charities Commission's website there is an option for an online service agreement change whereby trustees can suggest changes to the objects clause and the trustee benefits clause in advance of the conversion to a CIO. It may be possible to make an application online and ask for the additional clause that is in the CIO constitution but not in the current constitution, and the objects clause and ask for one new clause and two slightly different clauses under benefits to trustees from the CIO to be incorporated. The membership has already approved the new constitution so it was agreed that AT, with DA shadowing, make the application on the Charities Commission website, to include some of the CIO content into the current constitution using the online service agreement approach. ACTION: AT and DA to add additional clauses from the CIO constitution to the current constitution on the Charities Commission website.</p> <p>b) Information Security Policy on Google Drive The proposed policy is based on a model policy from the assessor, with minor changes. Comments/questions</p>

