

Greyhound Rescue Wales



Draft Minutes of the Executive Committee

27 October 2024

Held at 9.30 via Zoom

Present: Alain Thomas (Chair), Debra Allen (Vice chair), Claire Lawson (Secretary), Amanda Simisker (Treasurer), Tina Dunstan, Malcolm Eames, Claire Gardner, Nicky Hughes.

In attendance: Tim Doyle, Karen Townend

Apologies: Beca Brown, Magda Gryczmanska, Jenny Newbury.

Agenda Item															
	Welcome & Apologies														
	<p>AT welcomed everyone to the meeting. Apologies were noted.</p> <p>The resignation of Essex Havard as a trustee, on 23 September 2024, was formally noted. AT and TDo had both replied to his email. It was agreed to send written thanks to EH for his work as a trustee. ACTION: AT to send a written thank you to EH following his resignation from the board.</p>														
1.	Declarations of interest														
	There were none.														
2.	Accuracy of the minutes of the last meeting														
	<p>The minutes of the meeting held on 8 September 2024 were agreed as an accurate record. Proposed: TDo Seconded: AS</p>														
3.	Trustees Action Log 2024 - 2025 on Google Drive														
	<p>ACTION: AT to arrange an exit interview with EH and also discuss the actions previously allocated to him. AT will then meet with BB to discuss outstanding matters and report back to the next meeting.</p> <table border="1" data-bbox="287 1317 1417 2045"> <tbody> <tr> <td data-bbox="287 1317 319 1350">4</td> <td data-bbox="319 1317 1417 1350">EH action - see AT's action above.</td> </tr> <tr> <td data-bbox="287 1350 319 1451">6</td> <td data-bbox="319 1350 1417 1451"> Completed. A further action point was agreed for the skills analysis. ACTION: TDo to devise an online form setting out headings of skills to circulate to trustees for completion. </td> </tr> <tr> <td data-bbox="287 1451 319 1541">10</td> <td data-bbox="319 1451 1417 1541">Ongoing. MG not present at the meeting to propose wording. Trustees noted MG's previous comment that the length of the inscription on the plaque will have implications for the work involved for Matthew.</td> </tr> <tr> <td data-bbox="287 1541 319 1574">22</td> <td data-bbox="319 1541 1417 1574">EH action - see AT's action above.</td> </tr> <tr> <td data-bbox="287 1574 319 1608">24</td> <td data-bbox="319 1574 1417 1608">Ongoing. TDo is prioritising automations for the Dashboard first.</td> </tr> <tr> <td data-bbox="287 1608 319 1641">40</td> <td data-bbox="319 1608 1417 1641">Ongoing. NH's video has been completed. TDo will contact BB to arrange filming of her interview.</td> </tr> <tr> <td data-bbox="287 1641 319 2045">41</td> <td data-bbox="319 1641 1417 2045"> Completed. At the last meeting lead and deputy trustees were asked to meet to discuss how they would work together in their areas of responsibility and report back. Clarity had been sought regarding areas with a staff department manager. Since the last meeting DA has written some guidelines for retail, which AT has adapted as a general version to be customised. It will be circulated when ready. <ul style="list-style-type: none"> ● Public affairs/campaigns - ME and NH have discussed their working arrangement. It was proposed that the terms of reference of the working group be amended to allow NH to become a co chair with ME, making it easier for ME to contribute during meetings. Proposed: ME Seconded: CG Agreed. ● Rescue and Rehoming - AS and MG haven't met yet due to MG's work commitments. ● Therapy Hounds - following EH's resignation there is no deputy. ● Fundraising - TDo met with CG and AS. ● Complaints - DA and NH have agreed on a way of working. </td> </tr> </tbody> </table>	4	EH action - see AT's action above.	6	Completed. A further action point was agreed for the skills analysis. ACTION: TDo to devise an online form setting out headings of skills to circulate to trustees for completion.	10	Ongoing. MG not present at the meeting to propose wording. Trustees noted MG's previous comment that the length of the inscription on the plaque will have implications for the work involved for Matthew.	22	EH action - see AT's action above.	24	Ongoing. TDo is prioritising automations for the Dashboard first.	40	Ongoing. NH's video has been completed. TDo will contact BB to arrange filming of her interview.	41	Completed. At the last meeting lead and deputy trustees were asked to meet to discuss how they would work together in their areas of responsibility and report back. Clarity had been sought regarding areas with a staff department manager. Since the last meeting DA has written some guidelines for retail, which AT has adapted as a general version to be customised. It will be circulated when ready. <ul style="list-style-type: none"> ● Public affairs/campaigns - ME and NH have discussed their working arrangement. It was proposed that the terms of reference of the working group be amended to allow NH to become a co chair with ME, making it easier for ME to contribute during meetings. Proposed: ME Seconded: CG Agreed. ● Rescue and Rehoming - AS and MG haven't met yet due to MG's work commitments. ● Therapy Hounds - following EH's resignation there is no deputy. ● Fundraising - TDo met with CG and AS. ● Complaints - DA and NH have agreed on a way of working.
4	EH action - see AT's action above.														
6	Completed. A further action point was agreed for the skills analysis. ACTION: TDo to devise an online form setting out headings of skills to circulate to trustees for completion.														
10	Ongoing. MG not present at the meeting to propose wording. Trustees noted MG's previous comment that the length of the inscription on the plaque will have implications for the work involved for Matthew.														
22	EH action - see AT's action above.														
24	Ongoing. TDo is prioritising automations for the Dashboard first.														
40	Ongoing. NH's video has been completed. TDo will contact BB to arrange filming of her interview.														
41	Completed. At the last meeting lead and deputy trustees were asked to meet to discuss how they would work together in their areas of responsibility and report back. Clarity had been sought regarding areas with a staff department manager. Since the last meeting DA has written some guidelines for retail, which AT has adapted as a general version to be customised. It will be circulated when ready. <ul style="list-style-type: none"> ● Public affairs/campaigns - ME and NH have discussed their working arrangement. It was proposed that the terms of reference of the working group be amended to allow NH to become a co chair with ME, making it easier for ME to contribute during meetings. Proposed: ME Seconded: CG Agreed. ● Rescue and Rehoming - AS and MG haven't met yet due to MG's work commitments. ● Therapy Hounds - following EH's resignation there is no deputy. ● Fundraising - TDo met with CG and AS. ● Complaints - DA and NH have agreed on a way of working. 														

