**Minutes of the Trustee Meeting held on 30.04.20 held via electronic means.**

**Present.**

Suzanne Harvey- Minutes, Stephanie Lowry, Beth Mill, Kellie Fairhall and Gary Swift

**Apologies**

Meeting opened at 18.30

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| **Item** | **Subject** | **Action** |
| **1.**  **2.**  **3.** | **Meeting minutes:**  Reviewed minutes of the last trustee meeting  **Activity :**  Coronavirus – our stance – we are not putting dogs up for adoption, we are not promoting unnecessary travel, we are dealing surrenders on a case by case basis with minimum travel where possible. All volunteers are briefed before any journey and advised re being sensible and allowing social distancing etc. Letter being provided to evidence why they are travelling in line with DEFRA guidelines. This will be continually reviewed as guidance changes  **Financial planning:**  Bank Balances – Nat West £60,960.40, PayPal £2,716.18 – Current Liabilities £57,240.08  Su has been working on the accounts and Gift aid the process is lengthy as individuals need to complete a declaration with their agreement to claim.  When payments are made through Paypal to ask people to select family and friends so charges aren’t deducted.  The current commitments are due to some dogs with medical needs that may arise later in life. Therefore to look at putting a time limit on pre-existing conditions i.e 3 years unless previously agreed with the adoptees | SH/BM |

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| **Item** | **Subject** | **Actions** |
| **4.**  **5.**  **6.** | **Documentation**  Adoption contracts to include dogs real name and Neutering – must put a timeframe and a clause into the adoption contract that dog can be taken back into FLOOF if not neutered during that timeframe unless agreed between the two parties. An email will be sent from FLOOF advising that the adopter is not complying with rescues policies if not done and subsequent action will be taken. There will be a separate team to follow up on all operations or health care needs moving forward. This is to be discussed to find someone organised and able to dedicate the time.  **Volunteers**  Julie T and Stephanie will be looking at the spreadsheet and improved ways of working, sourcing ID cards for regular volunteers. No homechecks taking place at the moment due to Covid-19 and the restrictions on travel.  **Events**  Events – management – organising, logging, following up funds and collection pots – form for an event – completes it, screenshots it and sends in and follows up money. Most events for this part of the year are cancelled. We will need a lead for events going forward to monitor.  **Meeting closed** | **SH**  **BM/ KF**  **SL** |