

**Minutes of Trustees Meeting 09/01/19 (electronic).**

Meeting opened at 2004hrs.

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| 1. | **Present.**  Sandra Whiffen (chair) , Terry Brown , Keliie Fairhall | SW |
| 2. | **Minutes Of Last Meeting.**  Read and agreed. P KF S SW | SW |
| 3. | **Activity**  The trustees discussed the level of activity, and each individual dog to be able to plan financial responsibility. At the time of the meeting we have 33 dogs on our books , although 5 have been adopted (contracts going out tomorrow). There are a number of dogs on adoption trial, and 4 currently up for adoption). | KF |
| 4. | **Finances And Planning**  The rescue has funds on account totalling £13,386.50 (bank and Paypal).  Currently financial liability to the dogs in foster, and funds committed to adopted dogs is £9,890. This leaves an operational fund of £3,496.50 on account.  The trustees agreed to monitor the number of dogs coming in against our committed finances. They have allocated an average cost of £400 per dog as a guide to activity eg 30 dogs in foster would require funds on account of £12,000.  The trustees agreed that it may be necessary to close for surrenders and admissions if we do not have sufficient funds to service their care. This is a last resort, and every effort would be made to rehome dogs in care to be able to create capacity. | SW |
| 5. | **Charity Status.**  Documents have been submitted and accepted, TB expects to have the registration complete by end of Jan 2019 | TB |
| 6. | **Social Media And Data Protection Officer.**  Facebook, page members still increasing daily.  Twitter, slight downturn in views but is linked to what we have to post up. Followers increasing.  Insta , followers increasing.  Website, traffic up to 3,000 views per day. A lot of direct traffic not from other social media platforms. Increases considerably after any MailChimp emails.  MailChimp, our newest marketing tool. All set up for Adoption Alerts, Volunteer Newsletters and Foster Newsletters. Will generate a lot of new website traffic. It is possible to autopost direct to Twitter and Insta from this platform.  Data Protection  TB to resume the role, and to prepare a Data Protection Policy For Volunteers. To be approved by the trustees before implementation. | TB |
| 7. | **Team Structure**  The split into 3 teams is working well. Needs to be a better plan for posting up foster updates, and adopted dog updates. Management group to decide on a two days for each team to post up their foster updates. Featured dogs can be posted up more than once a week, but daily updates are unnecessary.  Adopted dog updates can be spaced out to ensure we don’t flood the social media platforms on any particular day. Due to the increasing numbers of rehomed dogs, it may only be possible to post updates for them every couple of months. |  |
| 8. | **Documentation/BA/Fostering Guideline/Microchip Registration**  Better effort being made to collect and secure documentation.  BA’s need to be completed at surrender or within 72 hours (as a baseline).  Fostering Guidelines. New draft prepared, for review by the trustees and management team next week.  Microchipping  Next project for TB. There are 11 companies, and we will need an account with them all. Once set up, a volunteer to take over the role needs to be found. | TB  TB  TB  TB |
| 9. | **Date of AGM and Venue**  April 2019, date to be confirmed in a few days. Venue also needs to be booked once date confirmed. Afternoon slot 2-4pm | KF |
| 10. | **A.O.B**  Invoices from vets need to be titled FLOOF UK c/o the foster carer. SW spending quite a lot of time asking for amended invoices. Info to be added to the new fostering guidelines in plain and simple terms  Adoption Contracts  Sent out by post and a tracked email. No need for the hard copy to be signed and returned.  Adopted Dogs  Three attempts at contact, then give up.  Vaccinations  Legally, all dogs in our care should have the core vaccinations recommended by BSAVA, Canine Distemper Virus, Canine Adenovirus/Infectious Canine Hepatitis, Canine Parvovirus, Leptospirosis. If no evidence exists to prove vaccination , it should be commenced at the first vet visit. To be confirmed with LLP. The same applies for flea and worming treatment.  Additional Trustees  Advert to be prepared by TB for 3 additional trustees. Ideally looking for people with additional skills for the trustees group such as IT/media, accounting, financial management and fundraising. Ad ready by the end of Jan to go out. New trustees to be introduced and voted in at the AGM | SW  SW/TB  SW  SW  TB |
| 11. | **Date of Next meeting.**  AGM, see item 9  **Meeting closed 2220.** |  |