**Minutes of the Trustee Meeting held on 18.08.20 held via video call**

**Present.**

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

Chair and minutes - Beth Mill

**Apologies**

Meeting opened at 19.00

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| **Item** | **Subject** | **Action** |
| **1.**  **2.**  **3.** | **Meeting minutes:**  Reviewed minutes of the last trustee meeting and discussed any remaining actions- iZettle put on hold due to coronavirus.  **Activity :**  Coronavirus- As a rescue we have followed all government guidance regarding the coronavirus outbreak. 2 new policies were introduced for home checks being carried out using social distancing and further video calls when urgent.  **Financial planning:**  Bank Balances – Nat West £68,475.83, PayPal £2656.21– Current Liabilities £51,157.20  SH 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. SL has created an online form that just needs some tweaking  When payments are made through Pay pal to ask people to select family and friends so charges aren’t deducted and reference the item being raffled.  The current commitments are due to some dogs with medical needs that may arise later in life. As a team we discussed a time limit, again if a dog has a grade 1 luxating patella that doesn’t require surgery we can’t commit to covering costs for life but may agree to contribute at our discretion. All vet bills are paid in a timely manner when called by the vets. | **SH/SL/BM** |

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| **Item** | **Subject** | **Actions** |
| **4.**  **5.**  **6.**  **7.** | **Documentation**  Vet records are being received much more frequently now. A new surrender team has been set up to take some pressure off the current foster teams, they have only observed one surrender so far. The surrender policy must be put in each chat and ask the family to read and state they have read and understand once a dog is collected they are relinquishing all ownership rights to Floof UK French bulldog rescue  The home check form has been adapted to add more questions around behaviour and what is deemed acceptable by a foster. Complaints procedure now available on the website GS is complaints lead. If the process is followed without a suitable outcome GS will investigate. Adoption contracts to have dates when neuter is expected from a rescue stance. CW is looking at some further policies for fundraising (walks, merchandise, raffles etc) and a formal trustee agreement.  **Volunteers**  ID cards are now being sent out, 2 year dates on them and must be returned to FLOOF if no longer an active volunteer.  **Social media**  A discussion was held around social media presence and algorithms on facebook to increase reach. We have a fantastic presence on Instagram and twitter. The friends of floof page is proving to be interactive and people supported with advice and questions around dog ownership.  **AOB**  Adoption packs- Kellie to ask one of the volunteers to create a certificate and we will send with a floof bandana when dogs are adopted. No rush for this to be organised.  Auction- We are still doing weekly, lots of support from members which is fantastic and much appreciated.  **Meeting closed**  **20.40** | **BM**  **GS**  **SL** |