

MINUTES OF STECS TRUSTEE MEETING

Held on Sunday 3rd September 2017.
West Winds, Oxmoor Lane, Biggin, Leeds, LS25 6HJ

In attendance: Barbara Boyce, Joy Gower, Karl Hahm, Margaret Mabon, Catherine Marchbank, and Tracey Smith

1. Apologies.

Gill Simms had a prior commitment. Sheila Maw was unwell.

2. Approval of the minutes from the previous meeting held on Sunday 7th May 2017.

The minutes from the last meeting had been circulated by Karl Hahm beforehand. There were no further comments or questions arising.

It was therefore proposed by Karl Hahm, and seconded by Barbara Boyce that the minutes be accepted as is, without alteration. Those trustees who had been in attendance at the May meeting unanimously agreed to approve the minutes.

3. Actions and matters arising from the previous minutes.

3.1 Update on paperwork from [REDACTED]

Cath Marchbank confirmed that she had written and emailed [REDACTED] asking him to forward his rehoming paperwork to her. He had ignored the request. Following a brief discussion it was agreed that it would be futile to make further attempts to obtain the paperwork from him. It was therefore agreed that the charity would have to manage without it.

Karl Hahm reminded the meeting that [REDACTED] had been difficult and obstructive when asked to return the charity's kennels back to STECS, and which were situated on his property. As a consequence the kennels had been written-off and reluctantly, [REDACTED] had been allowed to keep them. Karl went on to advise that throughout the 10 years he had been treasurer this was the third time STECS had written-off kennels placed on a member's home property. The three members were [REDACTED], [REDACTED] and now, [REDACTED]. Karl proposed that as a lesson learned the official policy of STECS should be that from hereon no further kennels will be provided by the charity and placed at member's homes. This was agreed unanimously.

Karl Hahm also advised the meeting that [REDACTED] had failed to renew his membership for 2017 and as at 31st July 2017 (in accordance with the Governing Document) his membership had automatically ceased. It was agreed unanimously that in the unlikely event that [REDACTED] applied to re-join STECS his application should be refused.

Action closed.

3.2 Update on STECS eBay account

Joy Gower advised that there had been little or no activity on the account. This was most likely due to the article placed in the Autumn 2016 Newsletter being amended by the editor and which as a result was both misleading and inaccurate. For example, members may think that they can only sell Scottie items.

It was agreed to republish the eBay article in full, in the Autumn 2017 Newsletter. **Action:** Joy Gower to provide wording to Karl Hahm. In addition Joy to give an update on activity to the trustees at the next meeting.

3.3 Agria Insurance

Cath Marchbank confirmed that the arrangement with Agria Insurance was now in place. This was confirmed by Tracey Smith who had adopted two dogs from STECS and had received notification of initial free insurance from them, with an invitation to purchase a policy. Karl Hahm also confirmed that some commission had been received from Agria which indicated that some adoptees have taken up the insurance cover.

On a separate note it was discussed whether Agria Insurance might be prepared to make a donation to the Christmas Party. It was agreed that Tracey would approach them. **Action:** Tracey Smith to contact Agria Insurance to enquire if they would donate any prizes to the Christmas Party (or other fund raising events). Cath Marchbank to forward the contact details to Tracey.

3.4 Bank and Building Society Signatories

Karl Hahm advised the meeting that with the exception of the Yorkshire Building Society, Cath Marchbank had now replaced Isla Reid as an authorised signatory. This had been a torturous process due to the controls now put in place by the financial institutions to prevent fraud and money laundering.

The Yorkshire Building Society would not accept amendment of the signatories as they required their change form to be signed by the chairman. This of course presented a difficulty as STECS did not currently have a chairman. It would therefore be necessary to appoint an acting chairman.

After some discussion, Barbara Boyce agreed to take on the role as acting chairman until the next AGM. **Action:** Karl Hahm to update the Charity Commission website and finalise the paperwork with the Yorkshire Building Society to enable Cath Marchbank to be appointed a signatory.

3.5 AGM venue and date 2018

Joy Gower confirmed that she had booked both rooms at Hasland Hall for Sunday 22nd April 2018.

Action closed.

3.6 Retirement of [REDACTED] (Newsletter editor)

An action had been taken by Sheila Maw at the last meeting to write to [REDACTED] to thank her for editing the Newsletter and also inform her that a decision had been taken to bring production inhouse (i.e. the trustees to take full responsibility for the Newsletter). To the best of everyone's knowledge Sheila had not written to [REDACTED].

Karl Hahm advised the meeting that [REDACTED] had not renewed her membership. No one had received any contact from [REDACTED] since before the last Newsletter. This therefore suggested that [REDACTED] did not wish to be involved anymore.

Action closed.

4.1 Welfare update general update

Catherine Marchbank reported that 38 dogs been assigned to STECS so far in 2017.

Catherine confirmed that there was currently a long waiting list for dogs. The application form needed to be updated to (1) reflect that adoptees must be members of STECS and (2) the minimum donation of £80 had been changed. **Action:** Catherine Marchbank to update application form and circulate to the trustees for information once updated.

Catherine also advised that the Northern Ireland co-ordinator was unwell and had asked for his name to be taken off the contacts list. It was agreed that the back page of the Newsletter must be amended and a plea for help in Northern Ireland added to the Welfare Report in the Newsletter. **Action:** Karl Hahm to amend the Autumn 2017 Newsletter.

4.2 Welfare update – circulate list of welfare volunteers

A full list of welfare volunteers had not yet been circulated. Karl Hahm stated that it was important that the trustees knew who the volunteers were. In addition, (1) volunteers not renewing their membership should be removed and (2) it aided the treasurer when paying expense claims for rescues. In particular it also enabled the trustees to know who to contact in the event of an emergency if (say) the Welfare Officer was not available. Catherine Marchbank agreed to circulate the list to all of the trustees as soon as possible.

Action: Catherine Marchbank to circulate list of volunteers (roles, names, addresses and contact details) broken down by region.

5. Garden Party 2017

A fairly lengthy discussion took place to discuss the Garden Party that had been held in August and reflect on the lessons learned. The trustees expressed their thanks to Catherine Marchbank for finding a new venue at such short notice and congratulated her on a successful event. In summary the following decisions were agreed:

- Subject to availability the 2018 event would be held at the same venue – Thompson House Equestrian Centre, Standish. Both the indoor and outdoor arenas should be

booked thereby insuring against bad weather. A decision on whether to hold the event indoors or outdoors can be made on the day.

- The date will be Saturday 11th August 2018.
- The venue should be booked from early morning to allow more time to get the tables and chairs etc. delivered to enable the event to be set up before people start arriving.
- Check ventilation options if we hold indoor next year. There must be a possibility to get some through-drafts.
- Some more fold away tables should be purchased. There was a shortage of tables this year as some of the tables for use by the visitors were needed for the stall holders.

Action: Cath Marchbank to (1) book venue and (2) purchase some more tables.

Joy Gower informed the meeting that Patch Wheatley had donated a print of his Garden Party painting to STECS. It was agreed that this should be auctioned on the STECS FB page. **Action:** Catherine Marchbank and Gillian Simms to advertise the print and auction on the STECS FB page.

6 Christmas Party

Joy Gower confirmed that Hasland had been booked for Sunday 26th November. After some lengthy discussion the following was agreed:

- The timing would be 12.30pm to 4.00pm. Entrance payable on the door (no ticket sales in advance).
- Margaret Mabon would produce some hot food for sale on the day. Attendees would not be encouraged to bring their own picnics. Included in the ticket price would be tea, coffee, cakes, biscuits, minced pies and non-alcoholic mulled wine. Karl Hahm will update the advert in the Autumn 2017 Newsletter accordingly.
- The dog shows would comprise Fancy Dress, Dog judge would most like to take home, and Nicest eyes. Tracey Smith will make up goodie bags for 1st, 2nd and 3rd place.
- More party games should be held as fillers to ensure that the momentum was maintained as several trustees felt that in 2016 the party dragged a bit between the dog shows and rescue parades.
- The bag donated by Radley will be placed in the raffle (star prize).
- Catherine Marchbank will contact [REDACTED] to confirm that he will be Santa for the day.

7 AGM 2018 Preliminary Notice

Karl Hahm advised that there would be four vacancies in 2018 – President, Chairman, Secretary and Treasurer. Although it was not ideal that all of these vacancies occurred in the same year the charity was unfortunately bound by its Governing Document and could not amend the three year rotation clause. Karl would prepare the preliminary notice of the AGM to be included with the Autumn Newsletter.

Working backwards from the AGM date the following timetable would need to be met:

- 31st March 2018 – Newsletters mailed out
- 24th March 2018 – closing date for notification of AGM business and Officer nominations.
- 10th March 2018 – final copy of Newsletter to printers.

Joy Gower suggested that the application form for the Officer roles could be printed on the reverse of the preliminary notice. This was deemed by everyone to be a good idea and Karl Hahm agreed to draft a generic application form and add it to the preliminary notice. Joy would organise local printing. **Action:** Karl Hahm to prepare preliminary notice of the 2018 AGM, along with an application form for the Officer vacancies and send to Joy Gower. Joy Gower to arrange printing and include with the Autumn Newsletter.

8 Autumn 2017 Newsletter

Karl Hahm had been working on the Newsletter and had sent progressive updates to the other trustees. There was currently three pages of content still required. It was agreed that the following articles would enable all pages to be filled:

- Iona (Margaret Mabon)
- George (Gill Simms)
- Pet Care cards (Joy Gower)
- Australian update (Joy Gower)
- eBay reminder (Joy Gower)

The articles need to be with Karl no later than 11th September to enable him to update the draft, get it proof read and off to the printers before he went on holiday on 14th September.

Joy Gower agreed to despatch the Newsletter and arrange for the Treasurer Report, Christmas Draw tickets and AGM preliminary notice to be printed locally. Despatch to members would be early – mid October.

It was agreed that the Christmas Draw prizes should be:

- 1st Prize – latest Radley picture bag (Autumn Days)
- 2nd Prize – House of Bruar Scottish hamper
- 3rd Prize - £100 gift voucher.

Action: Karl Hahm to purchase Radley bag and approach Husse to see if they will donate the 3rd prize.

9. Offer of help from member

██████████ had applied to be appointed as a trustee at the last AGM but had been unsuccessful. Notwithstanding, he had subsequently contacted STECS and offered his services as he was aware that STECS did not currently have a Secretary. It was generally considered that there was little point in co-opting him as he would need to stand for re-election in April next year.

It was agreed that he should be written to and invited to apply next year for an Officer role. There was a reasonable probability that no other person would apply for the Secretary role which has now been vacant for almost three years. He should also be invited to come along to the Christmas Party where the other trustees could meet him in an informal environment and both sides could perhaps get to know each other better. **Action:** Karl Hahm to contact [REDACTED].

10. Bullying and code of conduct

The trustees had given a commitment at the 2017 AGM to discuss the recent allegations of bullying and consider the introduction of a code of conduct.

Joy Gower started the discussion by stating that she was disappointed that the motion for an independent review into the bullying allegations, proposed by Isla Reid, had not been passed by the members. She felt very strongly that anyone accused of bullying should have the full opportunity to defend the allegations.

A general discussion took place and it was agreed that the trustees should treat each other with respect. Karl Hahm considered that the issues during 2015 and 2016 leading to the resignations of a number of trustees would not have arisen if:

- Individual trustees had not undermined the authority of the Welfare Officer and by-passed him when they had an issue with one of the other trustees. He had witnessed this behaviour on several occasions during his trusteeship where one trustee took it upon themselves to meddle in re-homing matters and by-pass the Welfare Officer, and
- Individual trustees had respected the formal decisions made by the majority of the other trustees, and had not kept reopening the matter, hoping to get the decision that they wanted.

Karl suggested that avoidance of these two aspects of behaviour would be a good starter for a code of conduct. It was also suggested by others that the formation of sub groups should be avoided. The trustees should give the matter some more thought and the discussion will be carried over to the next trustee meeting. At that meeting feedback for the 2018 AGM will need to be agreed.

11. STECS Patron

Tracey Smith had asked for this to be added to the agenda. She had been reviewing all of the information she could find online about Pam St Clement. No mention could be found from Pam St Clement that she was patron of STECS. None of the trustees had had any involvement with Pam St Clement. She was not a member and did not participate at all with the charity.

It was therefore generally considered that it was time to refresh the patron and find a more fitting and appropriate individual. The most popular suggestion was Ben Parkinson. Ben's mum owned a STECS Scottie. Ben was the most severely injured, surviving soldier from the Afghanistan war. It was agreed that STECS should approach him.

Action: Karl Hahm to get Pam St Clement's name and photo removed from the STECS website. Karl Hahm to write to Pam St Clement's agent to advise that STECS no longer wished her to be patron. Catherine Marchbank to contact Ben Parkinson and ask him if he would be the STECS patron

12 Date and venue for next meeting

Based on the AGM timetable and associated despatch date for the Newsletter (see item 8) it was agreed that the next trustee meeting should be scheduled for Saturday 17th or Sunday 18th February 2018. This should enable the trustees to review and finalise the content for the Spring Newsletter.

Barbara Boyce was hopeful that the trustees would be able to use the Mansion House in York for the next meeting. This was a one-off opportunity while she was Lord Mayor of York. However the building was still undergoing maintenance and might not be ready by then. It was therefore agreed that the exact date and venue would be kept flexible for the time being.

13. Any other business (AOB)

There was no other business