

## MINUTES OF STECS TRUSTEE MEETING

Held on Sunday 18<sup>th</sup> February 2018  
The Mansion House, St. Helens Square, York, YO1 9QL

**In attendance:** Barbara Boyce, Karl Hahm, Catherine Marchbank, Gillian Simms and Tracey Smith

### 1. Apologies.

Sheila Maw and Joy Gower both had health issues which prevented their attendance. Margaret Mabon was working and had been unable to swap her shift with another colleague.

### 2. Approval of the minutes from the previous meeting held on Sunday 3<sup>rd</sup> September 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 Tracey Smith, that the minutes be accepted as is, without alteration. Those trustees who had been in attendance at the September meeting unanimously agreed to approve the minutes.

### 3. Actions and matters arising from the previous minutes.

#### 3.1 Update on STECS eBay account

On behalf of Joy Gower, Karl Hahm reported that donations received in 2017 from the eBay account amounted to £267.86. It is not possible to identify the individuals who donated eBay sale proceeds to STECS.

Catherine Marchbank informed the meeting that she had received a number of high value donations of brand new clothing, including cashmere cardigans. These were items that were not really suitable for raffles or for raising funds at events. It was therefore agreed that they should be offered for sale on eBay. The trustees present did not have any experience of selling on eBay. However recently a lady called [REDACTED] [REDACTED] had joined STECS and she had undertaken a lot of fund raising on the internet. She would perhaps be able to assist.

**Action:** Catherine Marchbank to place items for sale on eBay. Possibly with the assistance of new member [REDACTED] [REDACTED] or AN Other.

#### 3.2 Update signatories on Yorkshire Building Society (YBS) account

Following the resignation of Isla Reid it had been necessary to appoint a new signatory on the account. At the trustee meeting held in May 2017 it was agreed that the new signatory would be Catherine Marchbank.

Karl Hahm had lodged the appropriate form with YBS advising them of change of signatories. However YBS would not accept the form unless it was signed by a chairman. The chairman's position had been vacant so at the September 2017 trustee meeting Barbara Boyce agreed to act as chairman until the next AGM.

A separate minute note had been prepared beforehand and was signed by the five trustees present confirming Barbara's appointment as acting chairman. Barbara then signed and dated the YBS form in her capacity as acting chairman. Karl Hahm will now resubmit the form to the YBS.

Action closed.

### 3.3 [REDACTED] [REDACTED]

[REDACTED] [REDACTED] had previously offered his services to the trustees and had then withdrawn the offer due to health issues. His health issues were however a false alert and he had now submitted an application for the position of chairman. His application required a proposer and seconder.

[REDACTED] had however stated that if there was another candidate for the position he would not stand. Barbara Boyce confirmed that she would be applying for the position of chairman.

**Action:** Karl Hahm to advise [REDACTED] that there was another applicant and check with him that he still wished to proceed with his application.

### 3.4 STECS Patron

Karl Hahm had written to Pam St Clements's agent advising that the trustees were replacing her as patron. He had not received any acknowledgement or response. Pam St Clements had been removed from the website.

Karl had also written to Ben Parkinson inviting him to become patron. Ben's mother had subsequently spoken to Catherine Marchbank confirming his acceptance and stated that Ben had said it was a proud moment and he was over the moon.

Prior to the meeting Karl had circulated a draft press release from Ben's publicity agent announcing his appointment. It was agreed that Karl would review it on behalf of the trustees, make any corrections and re-circulate to the trustees for further comment before returning the draft to his publicity agent.

Catherine Marchbank advised the meeting that Ben and his family intended to visit Crufts on Terrier Day (Friday 9<sup>th</sup> March 2018) to support STECS.

**Action:** Karl to review press release and re-circulate to the trustees for further comment before returning the draft to Ben's publicity agent.

### 4.1 Welfare update general update

Catherine Marchbank and Gillian Simms reported that they were still compiling the paperwork for dogs rescued in 2017 and the final outturn was likely to be between 55 and 57. Karl Hahm advised that he was aware of 56 dogs being rescued in 2017. His data source was the electronic rehoming returns. He would provide a copy of his stats to Gillian so that the numbers could be reconciled and agreed.

Tracey Smith raised a concern that one pair of dogs had been rehomed separately, despite the previous owner asking that they be kept together. Catherine Marchbank explained that the dogs had been rehomed together initially but had seriously fought one another. As a consequence the younger dog was taken back by STECS and rehomed separately. STECS always takes into account the wishes of the previous owners but sometimes their wishes may not be in the best interest of the dogs. Both dogs concerned were very happy in their new homes and did not show any separation anxiety.

Catherine Marchbank informed the meeting that despite the resignation of [REDACTED], rehoming in Scotland was working well. Catherine had taken personal responsibility for the east of Scotland and she had a very active rep based near Inverness.

The welfare co-ordinator for Northern Ireland was still vacant. There were very few members based in Northern Ireland therefore after some discussion it was agreed that the vacancy should be advertised on FaceBook in an attempt to cover a wider coverage of non-members who may wish to join STECS and fill the Northern Ireland vacancy.

Catherine Marchbank suggested that STECS volunteers at events (such as Crufts) should wear branded clothing. The benefits of this were discussed by the trustees and it was agreed that this was a good idea. It was agreed that Catherine would liaise with her contacts to design and procure some clothing prior to Crufts on 9<sup>th</sup> March 2018. The clothing could also be offered for general sale through the shop.

**Action (1):** Cath Marchbank and Gillian Simms to advertise Northern Ireland vacancy on FaceBook.

**Action (2):** Catherine Marchbank to arrange STECS branded clothing for the use of volunteers at public events.

#### **4.2 Welfare update – circulate list of welfare volunteers**

Gillian Simms had circulated a full list of welfare volunteers prior to the meeting. Gillian had identified the volunteers who had not renewed their membership. There were seven individuals.

It was agreed that the volunteers who had not renewed their membership should be contacted and asked to confirm (1) if they wished to continue as a volunteer, and (2) if so, invited to re-join STECS.

**Action:** Karl Hahm to write to the volunteers who had not renewed their membership.

### 4.3 Welfare update – reprint and refresh of rehoming paperwork

Stocks of rehoming paperwork were getting very low and it was necessary to print some more. Catherine Marchbank would speak to the member who previously organised the printing.

It was agreed that this was also an opportune time to update the forms for:

- (1) The correct contact email address, and
- (2) Inclusion of a privacy statement in accordance with the provisions of the Data Protection legislation.

**Action:** Catherine Marchbank and Gillian Simms to update paperwork and arrange printing of new stock.

### 5.1 Treasurer update – open new savings account

Karl Hahm advised the meeting that he had closed the Darlington Building Society account. They had failed to pass on the last interest rate rise. The account was paying only 0.25% interest and which was now uncompetitive.

Karl had identified a charity deposit account backed by Shawbrook Bank and managed by the Charities Aid Foundation. The account was fixed for 12 months and paid 1.29%. It was agreed that the maximum amount guaranteed by the FSCS (£85,000) be deposited in this account. Karl Hahm, Catherine Marchbank and Tracey Smith to be the authorised signatories (any two from three).

**Action:** Karl Hahm to submit application to the CAF to deposit £85,000.

### 5.2 Treasurer update – cancel Anilog standing order

Karl Hahm confirmed that he had written to Innov8ive Software to cancel the Anilog contract when the initial three-year period ended in April. He had not received any response.

Karl Hahm then produced a letter addressed to the bank giving instructions to cancel the monthly standing order. Karl and Catherine Marchbank signed the letter in their capacity as authorised signatories on the bank account.

### 5.3 Treasurer update – 2017 accounts

The draft accounts for 2017 together with additional analysis of vet fees, income from events and membership numbers had been circulated prior to the meeting. The headlines were:

- Charitable spend significantly down, in line with the reduction in the number of dogs rescued (down from 81 to 56).
- Net membership had increased from 769 to 801. There were 112 new members in 2017.
- Legacies received amounted to £108k
- Net worth of the charity now stood at £548k

The attendees at the meeting did not raise any specific questions on the accounts.

## 6. Amendment to Governing Document

The members at the 2017 AGM had agreed to the following two changes to the Governing Document:

- (1) The wording of **clause (1) Composition of the Governing Body** in the Governing Document to be amended to read “The Governing Body of the Scheme shall comprise nine elected Trustees of whom five shall be Officers of the Scheme”.
- (2) Add the following clause to the Governing Document section entitled **Rules Governing Meetings, The Annual General Meeting**:

“If a candidate for an Officer role is unopposed, and/or if the number of trustee candidates does not exceed the number of trustee vacancies, their appointment to the Governing Body must be ratified by a majority vote of the members in attendance at the AGM. Should the candidate’s appointment fail to be ratified, the Governing Body may co-opt a person other than the rejected candidate, to fill the vacancy. The co-opted person will serve until the next AGM.”

A separate trustee minute note confirming acceptance of the above proposed changes was signed by the trustees present. It was also acknowledged that if all four vacant Officer roles were filled at the 2018 AGM the number of trustees could increase to 10, which would be in excess of the number specified in the newly amended Governing Document. It was therefore also agreed that there would be a transition period to the 2019 AGM to allow the number of trustees to reduce to nine. In 2019 two trustees would be retiring and only one position would be offered for election.

**Action (1):** Karl Hahm to lodge a copy of the trustee minute and updated Governing Document with the Charity Commission and the Office of the Scottish Charity Regulator.

**Action (2):** Karl Hahm to update website with new Governing Document.

## 7. 2018 AGM

Karl Hahm had circulated the draft 2017 AGM minutes prior to the trustee meeting. There were no further comments from any of the trustees and it was agreed that they would now be the final version for approval by the members at the 2018 AGM.

A commitment had been made at the 2017 AGM that the trustees would discuss the bullying issues that had been raised at previous AGM meetings and give feedback at the 2018 meeting. After some discussion it was agreed that the bullying issues had now evaporated as both those who felt they had been bullied, and those who were accused of bullying, had now left the Governing Body. It was now a non-issue and the Governing Body had operated very convivially

since the last AGM. Notwithstanding it was agreed that the president should include the following points in her report at the AGM:

- The issue of bullying has gone away. Both those who felt they had been bullied and those accused of bullying had left the Governing Body.
- In conjunction with the sentiments expressed by the members at the last AGM, the trustees felt that there were more important things to deal with (i.e. the dogs) rather than people's egos.
- It was however agreed that individual trustees should not undermine the authority of the Welfare Officer or any other Officer.
- Individual trustees should respect the formal decisions made by the majority of other trustees and not keep reopening the matter, hoping to get the decision that they wanted.
- If an individual trustee demonstrates any bullying then it should be incumbent on the other trustees to ask the perpetrator to desist and temper their behaviour.

It was also agreed that the trustee meeting prior to the AGM should be restricted to essential formal business and further planning for upcoming events and restricted to 90 minutes. The trustee meeting should start at 11.00 am. The AGM will start at 1.00pm.

## **8. Husse sponsorship**

Tracey Smith advised the meeting that every time STECS rehomes a dog she notifies Husse. Husse should then be contacting the adopter to discuss the dog's dietary requirements and providing a free 2kg starter pack of the most appropriate food. She was unsure however if Husse was actually contacting the adopters.

Catherine Marchbank therefore phoned one of the recent new adopters who advised her that they had not had any contact from Husse. It was agreed that Tracey should contact the recent adopters to check if Husse had spoken to them, and she should speak to Husse to check their understanding of the arrangement.

**Action:** Tracey Smith to speak to new adopters and Husse.

## **9. Feedback on the 2017 Christmas Party and planned events for 2018**

### **9.1 Christmas Party**

A brief discussion took place to discuss the 2017 Christmas Party. Key feedback:

- Attendance was very good, undoubtedly helped by intensive advertising on FaceBook during the weeks leading up to the event.
- Donations for visiting Santa were almost £zero. It had been an oversight not to place a donations box with Santa. The idea of asking people to pay a set fee for visiting Santa was discussed but rejected.
- Karl Hahm considered that the new approach to the tombola did not work. Winners were invited to pick a prize rather than be given a pre-ticketed prize.
- The stall holders took up too much unnecessary table space which reduced the amount of space for guests to sit and take part in party games.

A decision on the 2018 Christmas Party would be deferred until the April trustee meeting when Joy Gower would hopefully be present and give her input. There was some concern that Hasland Hall was now too small for the event.

## **9.2 Annual Garden Party 2018**

The Garden Party had already been booked for 11<sup>th</sup> August 2018 at the Thompson House Equestrian Centre. For the avoidance of doubt it was agreed that the event would be held outside but in the event of inclement weather on the day the organisers may decide to move the event inside the main horse arena. Karl Hahm will note this in the Spring Newsletter.

It was agreed that the timing would be 12.30pm to 4.00pm. Entrance fee £5 payable on the door (no advance tickets).

Karl advised the meeting that his wife, Jean, wished to organise the raffle this year. Nobody had any objections. It was also agreed that in the event that she could not assemble a good selection of quality raffle prizes, as a last resort only, she would be authorised to spend up to £100 on prizes.

## **9.3 Other events 2018**

It was agreed that there would be no event held this year in the south west of England. Not many members live in this region and attendance in recent years had been very low.

Karl Hahm confirmed that he had booked Cochrane Hall in Alva for the Scottish event. This would be held on Sunday 20<sup>th</sup> May 2018. It was agreed that the timing would be 12.30pm to 4.00pm. Entrance fee £5 payable on the door (no advance tickets). Catherine Marchbank volunteered to host the event. Finalisation of the event details would be discussed at the April trustee meeting.

## **9.4 Garden Party print**

A print of the Garden Party painting had been donated to STECS. It had previously been agreed that this should be auctioned on the STECS FB page. After some further discussion it was agreed that rather than auction the print, STECS should try raffling the print on FaceBook.

**Action:** Gillian Simms to advertise and raffle the print on the STECS FB page.

## **10. Spring 2018 Newsletter**

A work in progress draft of the Spring Newsletter had been circulated prior to the meeting. The trustees were happy with the content. The Newsletter would be finalised after Crufts on 9<sup>th</sup> March 2018.

The trustees also agreed that a copy of the letter from the University of Nottingham giving an update on the Scottie Health Study should be included with the Newsletter.

**13. Any other business (AOB)**

There was no other business

**END**