

MINUTES OF STECS TRUSTEE MEETING (FINAL)

**Held on Saturday 29th September 2018
Rydings Barn, North Road, Bretherton, PR26 9AY**

In attendance: Joy Gower, Karl Hahm, Margaret Mabon, Catherine Marchbank, Sheila Maw, David Prime, Gillian Simms and Tracey Smith

1. Apologies.

Barbara Boyce had mistakenly understood that the meeting was scheduled for Sunday 30th September. As a consequence, she had made a number of other commitments for Saturday 29th September and was therefore unable to attend.

Karl Hahm chaired the meeting.

2. Approval of the minutes from the previous meeting held on Sunday 22nd April 2018.

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 Catherine Marchbank, and seconded by Gillian Simms, that the minutes be accepted as is, without alteration. Those trustees who had attended the April 2018 meeting unanimously agreed to approve the minutes. Catherine Marchbank in her capacity as an Officer signed the minutes.

3. Induction and agreement of responsibilities for David Prime (Secretary)

The trustees welcomed David to his first trustee meeting. A list of the Secretarial tasks which had been carried out by the other trustees was circulated and discussed. It was agreed that David would now take over these tasks with the exception of:

- Taking the minutes of meetings.
- Filing abridged versions of the minutes on the website.
- Preparing the preliminary notice of the AGM.
- Filing annual returns and accounts with the Charity Commissions in England and Scotland.

These tasks would continue for the time being to be undertaken by Karl Hahm.

Karl Hahm will provide David with a STECS letter template and add him to the circulation list for emails addressed to secretary@STECS.net.

A discussion also took place regarding the STECS artefacts (i.e. minute books, and legal & other correspondence etc.). It was understood that original STECS paperwork still remained with the former Secretaries Isla Reid and Jim Clegg. David Prime therefore took an action to contact the former Secretaries to identify what artefacts they still possessed and (if appropriate) to make arrangements to collect them.

Action: David Prime to contact Isla Reid and Jim Clegg to arrange collection of any STECS artefacts which they may still possess.

4. Actions and matters arising from the previous minutes.

4.1. Update on sale of donated items on eBay

Catherine Marchbank confirmed that STECS member [REDACTED] [REDACTED] had been approached and she had happily undertaken to sell donated items on eBay on behalf of the charity. These were items which were more appropriate to sell on eBay (rather than sell at an event with limited attendance) and were mainly high-quality clothing. To date [REDACTED] had raised £55.48 and there were still many items to sell.

Karl Hahm advised the meeting that if need be, [REDACTED] [REDACTED] had also offered to sell items on eBay on behalf of STECS.

Action closed.

4.2. Update on Northern Ireland re-homing vacancy

The vacancy in Northern Ireland remains unfilled. It was noted that [REDACTED] [REDACTED] was still listed on the STECS website as the regional re-homer. His details need to be removed and replaced with the generic welfare contact details.

Action 1: Ongoing. Catherine Marchbank and Gillian Simms to continue search for suitable volunteer to take responsibility for rehoming in Northern Ireland.

Action 2: Catherine Marchbank to update STECS website to remove [REDACTED] [REDACTED].

4.3. Update on amendment and reprint of re-homing paperwork

The re-homing paperwork had been updated and reprinted. The new forms had previously been circulated to the trustees for comment and proof reading. [REDACTED] [REDACTED] had arranged the printing and had confirmed that the new forms had been sent out to the regional co-ordinators. He had donated the postage costs amounting to £11 to STECS.

Action closed.

4.4. Raffle of Garden Party print on Facebook

The print had successfully been raffled on Facebook prior to the Garden Party. It had raised the maximum amount possible of £118. Action closed.

The next item to raffle on Facebook was a Whippety Wood book, signed by the author, and donated by Tracy Smith and Susan Garnett. This had been publicised in the Autumn Newsletter and should be raffled in mid-late October once the newsletter had been posted out.

It was also discussed whether a Kennelgarth book signed by the author (Betty Penn-Bull) would make a good prize for a Facebook raffle. The maximum amount that could be raised was £118 and it was considered by the majority of trustees that the book was worth more than this amount. It was therefore agreed that Catherine Marchbank would organise for the book to be sold on eBay with a reserve of £100.

Action: Catherine Marchbank to organise sale of Kennelgarth book on eBay.

4.5 Donation to Happier Days for Strays

Karl Hahm confirmed that he had made a payment of £50 to Happier Days for Strays in Sunderland to thank them for handing over Bobby.

Action closed.

4.6 Booking of Hasland Hall for the 2018 Christmas Party

Joy Gower confirmed that she had booked Hasland Hall on Sunday 2nd December 2018 for the Christmas Party. The hall was booked from 10.00 am to 5.00pm and it included the side room.

Action closed.

4.7 Invite Huse to attend Scottish Gathering

Tracey Smith advised the meeting that she had spoken to Huse and they had been unable to attend either the Scottish Gathering or the Garden Party. They had however sent a generous quantity of free samples and leaflets for distribution at the events.

Action closed.

4.8 Purchase additional tables for the Garden Party

Catherine Marchbank advised that the action was still ongoing. She was still trying to source some light-weight, robust and affordable tables. It was agreed that she should liaise with Sheila Maw who had recently bought some tables for the retired police dogs' charity. It was also clarified that the tables required were for stall holders (not for attendees to picnic) and the quantity to purchase should be 10.

Action: Ongoing. Cath Marchbank to purchase 10 tables for use by stall holders at events.

4.9 Article about Dougal for Newsletter

Karl Hahm confirmed that he had spoken to both [REDACTED] [REDACTED] (re-homer) and Mr and Mrs [REDACTED] (Dougal's new owners). Accordingly, a short article and photo of Dougal had been added to the Autumn 2018 Newsletter.

Action closed.

5. Welfare general update (Catherine Marchbank)

Year to date STECS had rescued 36 dogs, compared to 45 for the same period in 2017. In recent weeks activity had increased significantly.

The re-homing of one of the dogs, Tobi, had been unsuccessful and he had been readmitted back into STECS. The dog was quite boisterous and the new owner [REDACTED] [REDACTED] had not been able to cope. In addition, it was very likely that the dog (Princess) recently rehomed with [REDACTED] [REDACTED] may be returned as she is too lively for her.

It was confirmed that STECS does not currently send a formal acknowledgement to new owners thanking them for adopting a STECS dog. The only paperwork that they have is a copy of the adoption contract. After some discussion it was agreed that while not strictly necessary, it would look more professional if they also received a separate acknowledgement letter. Sheila Maw offered to take responsibility for sending a letter to new adoptees.

Action: Sheila Maw to liaise with Gill Simms to agree an acknowledgement letter and commence sending to new adoptees asap.

Currently the STECS website does not have a downloadable "application to adopt" form. There is a copy of the adoption contract however. It was thought that this may have been an error and whoever posted the form on the web had meant to post the application form. It was agreed that the application form should be on the web and the adoption contract should be removed.

Action: Gillian Simms to add the "application to adopt" form to the website and remove the adoption contract.

6. Treasurer update (Karl Hahm)

Karl Hahm advised the meeting that veterinary spend to the end of September 2018 was £28,002 (2017 £25,661). This was up by £2,341 (9%).

Two legacies had been received since last meeting. These were [REDACTED] [REDACTED] £500, and [REDACTED] [REDACTED] £8,661.28. The total amount of legacies received year to date was £90,507.70. There were two further legacies in the pipeline:

- [REDACTED] [REDACTED] £5,000 (problems selling property due to structural issues) DD 23.03.17

- [REDACTED] [REDACTED] approx £15,000 residue of 3% (£15,000 already paid on a/c). DD 03.10.16

The key membership statistics were:

- New members ytd 69
- Non renewals 90
- Numbers currently stand at 734 UK plus 13 overseas

A phishing letter had been sent to 47 inactive life members (i.e. they did not pay a voluntary subscription and had not made any donations for at least the last eight years). The objective was to reduce Newsletter costs by removing anyone from the members list who was no longer interested in the charity or who may have passed away. The letter asked the recipients to confirm that they wished to remain members and if so ensure that their personal details were up to date. This was to meet the new GDPR regulations. The results were as follows:

- 17 responded and confirmed membership
- 1 lady has dementia and is in a home. Her niece asked for her name to be removed.
- 29 did not respond and have been removed from membership.

7. Sales and Marketing update (Joy Gower)

This item has been added to the meeting agenda as a regular slot to enable Joy Gower to give any pertinent updates to the other trustees, and to enable the sharing of sales and marketing ideas.

Joy confirmed that the 2019 calendar and Christmas cards had been printed. The format of the calendar had been changed to allow people to add notes and appointments etc. A set of Christmas cards was passed around the meeting and received a very positive response from the trustees. The print quality was better than some of the previous years and the vintage images were considered to be delightful. Joy also confirmed that the Autumn 2018 catalogue had been completed and was currently at the printers.

Catherine Marchbank asked if there was any old or slow-moving stock that could be used for raffles or tombola. Joy confirmed that she regularly reviewed the stock and indeed, also confirmed that she had passed a number of slow-moving items to Karl Hahm to be used as raffle prizes.

Karl Hahm enquired if STECS could also have a memorabilia stall at the Scottie England show. This could be an opportunity of shifting more of the second-hand items currently held by Paul and Christine Yates. Joy agreed to approach Scottie England and ask the question.

Action: Joy Gower to ask Scottie England if STECS can have a second stand at the show, selling Scottie memorabilia.

Karl Hahm passed around a bespoke feeding bowl, featuring a tartan design and Scottie dog logo. It also had the name of one of his dogs painted on the dish. He had imported the bowl from the USA several years ago. He asked the meeting if they thought that offering bespoke items such as this would be a good idea. He considered that there must be lots of small pottery businesses who could design and supply individual feeding bowls. The feedback from the meeting attendees was mixed. Notwithstanding, David Prime advised that he had a contact in Beverley who could possibly produce a bespoke bowl with the personal name of a Scottie painted on it. He would check them out.

Action: David Prime to investigate if his merchandising contact would be able to supply bespoke feeding bowls unique to STECS.

8. Newsletter

Joy Gower confirmed that the Autumn 2018 Newsletter was currently at the printer. The Newsletters should start to be despatched week commencing 1st October 2018.

Working backwards from the 2019 AGM the timetable for the Spring 2019 Newsletter was:

- AGM 14th April 2019
- Closing date for nominations 16th March 2019
- AGM agenda needs printing by 18th March and Newsletter despatched that week.
- Saturday 9th March 2019 is Terrier day at Crufts.
- Cut-off for Newsletter 12th March 2019.
- Cut-off all content except Crufts 3rd March 2019

Karl Hahm asked if any of the other trustees would like to take over responsibility for producing the Newsletter. Nobody volunteered. He therefore reluctantly agreed to take responsibility for the Spring 2019 Newsletter. So far, he only had one potential article – a story about recently adopted [REDACTED] [REDACTED].

9. Garden Party 2018 feedback

The trustees took it in turn to provide feedback. David Prime started by stating that on the day he had spoken to a lot of visitors to the event. He had not received any negative comments and was of the opinion that people had enjoyed it very much.

The general consensus of opinion was that the indoor arena at Thompson House had many advantages but the event is better if held outside. After all, it was supposed to be a Garden Party. Several trustees made suggestions for incorporating parts of the outside with the indoor facilities. Ventilation is a concern and it was known that some members had stayed away because they had breathing difficulties in the indoor arena and/or where allergic to horses. After some discussion it was agreed that STECS should try Thompson House for one more year and avoid calling it a Garden Party.

Action: Catherine Marchbank to check availability of Thompson House from mid-July to early September. Available dates to then be circulated to the trustees to check their personal availability.

Karl Hahm wished it be recorded in the minutes that the raffle hosted by his wife Jean had done particularly well this year with ticket sales up by £100. The best result for five years since Elizabeth Payne stopped doing the Cameron Raffle. Although the trustees had given approval for up to £100 to be spent on prizes this had proved unnecessary. All prizes had been donated by either Jean or the other trustees.

Karl Hahm also wished to record his appreciation for the substantial work undertaken by Tracey Smith in securing donations of food and other pet products from corporate sponsors. The success rate in securing sponsorship was probably less than one in seven. The samples provided by the corporate sponsors enable everyone to come away from the party with lots of goodies.

Karl had also observed that some of the attendees were rooted to their seats and did not appear to be walking around the stalls. Some of the people had said that they could not manage to walk around the stalls and hold their dogs at the same time. The provision of time-out pens for owners to leave their dogs and enable them some free time to wander round the stalls was discussed. However apparently in previous years this facility had been provided but had not been used by people. Therefore, the idea was not progressed further.

Karl did confirm however that if people were approached at their seats they were usually willing to buy items or raffle tickets. This was evidenced by going around at the last minute to sell raffle tickets, selling tickets for the cake raffle, and selling small handmade Scottie items. Karl had therefore looked into buying some usherette trays which would facilitate selling to people at their seats. Sign-written ones appeared to cost £50-£70. It was agreed that Karl should follow this up further and report back by email to the trustees.

Action: Karl Hahm to investigate purchase of two usherette trays and if applicable buy them.

10. Christmas Party 2018

The Christmas Party was booked for Sunday 2nd December 2018. The catering options were discussed. It was considered that sales of hot food last year were down because there was too much free food (cakes and biscuits) being given away. Therefore, this year the complimentary refreshments should be limited.

It was agreed that Tracey should make up 50 Santa bags using the samples that she had received from the corporate sponsors. The final planning arrangements for the event will be taken off-line and discussed between the trustees intending to come along and help at the event.

It was agreed that Joy Gower should book Hasland Hall for 2019. Assuming the Hall was available Sunday 24th November was the preferred date.

Action: Joy Gower to book Hasland hall for the 2019 Christmas Party.

11. Review and refresh of STECS website

It was agreed that this matter will be carried forward to the next meeting.

12. Sponsorship of individual dogs

It was agreed that this matter will be carried forward to the next meeting.

13. Next meeting and venue

Barbara Boyce had previously indicated that she may be able to secure a meeting room at the council offices in York for no charge. Karl Hahm will talk to her direct to see if there is a room available on a Saturday in February. He will then circulate potential dates with the other trustees. It was agreed that the meeting should be held on a Saturday as the train service is much better on a Saturday (vs Sunday).

14. Any other business

There was no other business

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