**Minutes of the Trustee Meeting held on 17.12.2019 held via electronic means.**

**Present.**

Beth Mill (chair and minutes) , Stephanie Lowry, Suzanne Harvey and Gary Swift

**Apologies .**

Kellie Fairhall

Meeting opened at 8pm

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| **Item** | **Subject** | **Action** |
| **1.**  **2.**  **3.** | **Meeting minutes:**  Reviewed minutes of the last trustee meeting  **Activity :**  At the present time we have 17 dogs in foster plus the 6 pups, no dogs in adoption trials or due to go up for adoption due to the festive period. The trustees discussed each dog and upcoming appointments as well as dogs with severe medical needs.  **Financial planning:**  At this time we have £42,634.76 in the bank and PayPal, committed to dogs currently in our care or dogs that are adopted with outstanding medical needs totals: £40,264.49 leaving us with an operational fund of £1770.27. As we are approached with surrenders where possible we are requesting vet records are submitted to the Charity for viewing to ensure we can financially support any dogs coming in. 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 20 dogs in foster would require funds on account of £8,000.  We now have a charity bank account which 3 trustees have payment cards for. All trustees have access to the account for monitoring purposes and all expenses are accounted for with receipts.  Gift aid: HMRC have requested further paperwork be submitted in November- this has been completed and we are still awaiting an outcome.  Direct debit mandates will be able to be set up shortly. SL to enquire about iZettle  Fundraising via amazon smile now in place with a Floof wish list | SH  SH  SL  BM |

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| **Item** | **Subject** | **Actions** |
| **4.**  **5.**  **6.**  **7.**  **8.** | **Documentation**  Surrender forms are now electronic, if there are 2 owners an email needs sending from both confirming surrender of the dog- securely sent.  A surrender policy and adoption guidelines also created in line with our charity registration. Other policies include a rehoming policy and neutering policy.  **Marketing & Promotions**  Business cards and leaflets- more now need ordering with our charity number on.  More charity pots to be ordered and dispatched- member of the team monitors location and monies raised.  **Volunteers**  New volunteer forms have been developed and volunteers requested to complete them so we are able to keep the database up to date.  SL is overseeing mail chimp and ID cards which is a work in progress.  **Social media**  The Facebook page, friends of floof page, Instagram and twitter continue to grow. Volunteers supporting with the running of social media platforms. Discussion around content posted on the main page- to signpost members to ‘Friends of Floof’ page for advice and sharing of pictures. Twice weekly updates on foster dogs on the main page.  **Purchase of dogs**  Dogs adverts are sent to and to be agreed by the management team with a reason why they are considered at risk, we must ensure we have finances to enable us to take in new dogs. Dogs being surrendered to be discussed by the management team on a case by case basis ensuring appropriate homes are available to support said dogs.  Dog records spreadsheet to be kept up to date by SH aided by the management team, we are to have a weekly rundown on each dog, what treatment they have and estimates to be requested for major surgery.  **A.O.B**  **Medical follow up-** discussion to be held with adoption liaison team to ensure no dogs are missed, we have a good system currently.  **Next meeting: April 14th 2020 8pm** | **SL**  **BM** |