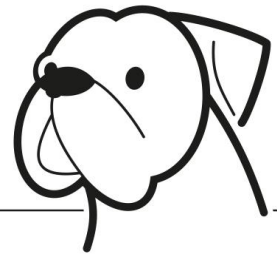


Notts and Yorkshire Boxer Rescue

Dedicated to the welfare and protection of Boxer dogs



MINUTES OF EXTRAORDINARY EMERGENCY MEETING OF TRUSTEES CO-ORDINATORS OF NOTTS AND YORKSHIRE BOXER RESCUE HELD AT 10AM ON 14TH JULY 2018 AT UNIT 1, STOREFIRST, OBSERVATORY WAY, KIRKBY IN ASHFIELD, NG17 7RD

Members present:

Matthew McDonnell, Nicola McDonnell, Andy Foster, Jules Foster, Jo Jenkins, Karen Hodge, Gail Wilkin, Emma Roberts, Stuart Roberts, Lisa Clibbery, Kerry Lambe, Mark Fenton, Chris Cobb, Fiona Leatherland.

Declarations of Interest – None Declared.

The meeting was opened by Chairman Matthew McDonnell who read out Tracy Dawes letter of resignation to the attendees. Mrs Dawes' email has been acknowledged.

Matt had called this emergency meeting and had prepared a list of items/agenda to be discussed as a result of the unexpected events and invited those present to add to the list at any time.

The trustees and co-ordinators agreed that they had three options available to them at this point. They were:

1. Dissolve the rescue.
2. Dramatically reduce the scale of the rescue to a more manageable level; all agreed it had grown enormously over the last few years.
3. To continue with the rescue in its current form, although all agreed there may need to be some temporary reductions in service whilst new roles and responsibilities could be delegated.

These options were discussed at length as all present felt that Tracy's resignation would have a massive impact and all options had to be explored. Scaling back the rescue was talked about, costs were looked at and holding off on any dogs coming into rescue was also discussed. The possibility of reducing the number of kennels for financial reasons from 4 down to 3 was discussed as at the present time there was one unoccupied with one dog due to go out.

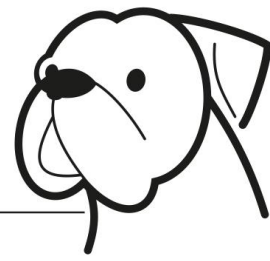
After lengthy discussions it was put to a vote and option 3 was unanimously decided upon and therefore no change in procedures would take place. We would treat any new application to surrender a dog on its individual merit (as has always been the case) and would still take on dogs that needed foster care, ie old/sick dogs.

Each team member agreed that they were happy to continue with their current role but it was highlighted that some flexibility would be required by the team to fill the roles previously carried out by Tracy.

Following on from this discussion, Emma and Stuart Roberts offered to foster a dog called Molly who was mentioned during the discussions above. Further phone calls to ascertain what Molly's condition is and her medical needs would be made and the information fed to Emma and Stuart so they were fully aware of the situation.

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Dog Co-ordinators

The dog co-ordinator role was discussed. Nicola, Lisa and Karen are currently on the rota. Chris offered to cover as and when required. Mark, Kerry, Fiona and Andy offered to be included on the rota. Further discussions surrounding the rota took place with the final list of co-ordinators being Nicola, Karen, Mark, Andy, Fiona and Kerry. Nicola offered to write up a new rota schedule. Andy will be trained in kennel procedures and etiquette. Lisa's suggestion that she comes off the co-ordinator rota to focus on events and day to day running tasks was accepted.

We discussed how long we were required to keep any paperwork relating to dog rehoming. No-one was certain of any definitive timescale, Jo offered to research this and feedback the findings.

Increasing and improving the move to digital storage was discussed. Now we have Office 365 there is a massive amount of online digital storage space, all dog related paperwork should now be scanned and stored digitally to alleviate the need for storing boxes of paperwork. Depending on requirements we would be looking to transfer older files to the digital storage. Nicola agreed to ascertain if scanned signatures would be acceptable.

The possibility for a new method of inputting dog details was discussed, but no decision made. This will be reviewed at a later date.

CHARLOTTE HANSON

Matt to notify Charlotte of Tracy's resignation and confirm future plans, ie Charlotte to continue to deal with all foster dogs. However, discussion had to take place regarding whether it will still be possible to use Charlotte for the dogs in kennels given that there is only now Chris available to transport the dogs during the week as everyone else works – Chris confirmed she would struggle to do this. It was suggested that Ian (the vet who attends Calagran) could be asked to treat the dogs in kennels.

It was felt we needed one of the co-ordinators to be the contact person for liaising with Charlotte and Chris agreed to do this.

JAYNE STRANGE

Matt agreed to notify Jayne of Tracy's decision to step down from NAYBR and to reiterate that it would be business as usual.

KIM HUNT

Matt also offered to notify Kim as above.

CALAGRAN KENNELS

Jules offered to notify Julie Adams as above.

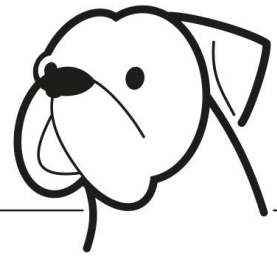
EVENTS

Karen and Fiona will be attending Anglian Boxer event in Farndon 21st July.

Hockey – Calagran kennels had set the challenge for themselves and 3 rescues to face each other in a hockey tournament to raise funds. Matt has emailed a pdf of the tickets Tracy in May but we believed that no-one had printed or started to sell tickets. Andy, Jules & Gail had been trying to contact French Bulldog Saviours to find out if they were still attending and if they had sold any tickets but had been unable to make contact.

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Ridgeback rescue had already withdrawn from the contest, this potentially now left only NAYBR and Calagran to play hockey. It was decided to continue to try to contact FBS and also to ask if it would be possible to postpone the hire of the sports ground to an alternative date. The ground hire had been fully paid for and it would be a shame to lose this money.

Aztec Norfolk All About Dogs – Those attending will communicate after the meeting to discuss stock required and confirm the arrangements for transport etc.

Arkwright Arms – mini dog funday 8/9/18. This is being arranged by Calagran staff with the support of NAYBR.

Emma offered to take charge of co-ordinating bag packing events and act as point of contact for donations.

RESCUE VAN

Karen has insurance docs but not the log book, it was believed Tracy has this and this would need to be collected along with the van. Someone would need to "manage" the van ie take it for MOT and servicing etc. Andy volunteered to do this. Karen offered to change insurance names over for Andy to be added and Tracy to be removed for this to be possible. This would leave Karen, Lisa, Fiona and Andy insured to drive the van. The registered address for the van would also need to be changed as Tracy requested her address and details to be taken off all NAYBR communications, Andy agreed to use his address for this.

MOBILE PHONE

It is believed the contract is about due for renewal. Gail offered to look into the renewal and research the market to find the best deal.

LIABILITY INSURANCE

Rescue insurance is up for renewal 17/8/18 Matt will sort out the renewal and have the documentation sent to his address. There are 2 questionnaires which are supplied with the renewal, Karen and Fiona will complete these.

Jo agreed to look at Trustees liability insurance and report back to the team.

FOLLOW UP's

Chris does this and agreed to continue

REG123 / OFFICE 365 / WEBSITE

Matt will continue to administrate this area, he will ensure that everyone has the correct login and password to access 365 and this should be used now for all NAYBR communication. Tracy's account will need to be deactivated at some point in the process of departing following the resignation, Matt will co-ordinate this.

BATTERSEA

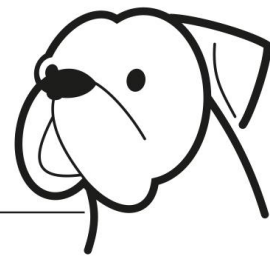
An email will be sent to them to notify them of our current situation.

PET PLAN

We have the informal agreement in place with them whereby a 20% discount is available. It was decided not to increase our level of commitment to Pet Plan at this time but have not ruled out a future review.

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PETS AT HOME

Emails to PAH and also to Support Adoption for Pets will be forwarded to relevant trustees and co-ordinators by Jules as usual.

KENNEL CLUB

The registered name will need to be changed in order that Tracy is not contacted by them in future. Emma agreed to become the new point of contact for this.

TRAINING

It was discussed that someone should be appointed to keep track of changes in law in relation to dogs. The team as a whole agreed to monitor this and circulate any changes identified. Emma offered to be the co-ordinator for future training.

H&S

Matt will renew H&S policy and certificates.

VOLUNTEERS HANDBOOK

Matt has this on computer and Mark volunteered to have another look and decide if changes need to be made before it is released into circulation to our helpers.

MICRO-CHIPPING

We already hold all the information and passwords for this and Karen and Nicola are the only people who can, at present, do this. Karen has said she is happy to keep this role. Updated forms were discussed as it's been noted there is no space for a micro-chip number on the relinquishing owners form – this was felt a necessary addition. This can be alleviated by amending the existing form.

CALENDAR

This has been started and three dogs have already been photographed. Lisa is looking into other rescue dogs for the remaining months on the calendar.

SPONSOR A DOG

Emma has put together a "Sponsor a Dog" booklet. Gail suggested a "Dog Of The Month" to be promoted and people could donate to this dog. Mark suggested sponsors for each of the kennels we rent. After a discussion nothing was decided and it was agreed to return to this topic at a later date.

MEMBERS EMAILS

Matt is happy to send them. He stressed the team need to give him info to put in the emails; stories and events we have attended for example. Andy offered to do photos for emails and talk to someone about the photos for Santa Paws in December.

SOCIAL MEDIA

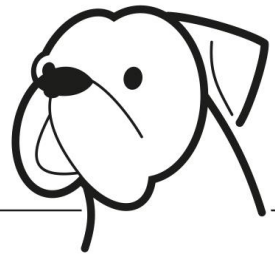
It was agreed that no one would add new members for a full 48 hours after people had requested to join the FB page. This gives the admins time to check out the applications to make sure they are genuinely interested and not previous owners tracking dogs.

EBAY

Lisa has put Ebay on hold as she is looking to put smaller items on.

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AMAZON

Karen is dealing with Amazon and will create a wish list nearer Christmas for the dogs in kennels. Bryan character will be used to promote Amazon Smile and this can be promoted on a members email.

AOB

It was decided to leave a float in the cash tins used at shows and events of possibly £20 and lock the tins in our storage unit so the person collecting items for a show or event would have this on hand. Welcome cards and bereavement cards now sent out by Jules who will keep the cards in her home to ensure a speedy response with the cards.

Date and time of next meeting to be confirmed.

Member's Copy