

**MINUTES OF THE DEXTER CATTLE SOCIETY COUNCIL MEETING
HELD ON TUESDAY 13TH NOVEMBER, 2007 at 10 a.m.IN
THE JERSEY PAVILION, STONELEIGH.**

Present: Fiona Miles, Martin Ryder, Rob Kirk, Martin Wilson, Mark Bowles, Clive Taylor

	ACTION BY:
Apologies: None	
<p>Approval of the Minutes of Meetings 1st November 2007. It was agreed that the notes of the Open Forum didn't need to be approved or ratified and could go on the website. Fiona will ask Felicity Thompson, who chaired the meeting, to approve the minutes of the Council Meeting 01.11.07; they would then come back to the Steering Committee to be approved and ratified. . It was agreed that the minutes could go on the website. It was agreed that the old Council cannot put any restrictions on the new Council or Steering Committee. It was agreed that the Steering Committee would take advice from the governance review meeting with EFP on 20th November. It was agreed that the constitution needs reviewing as a matter of urgency and that it would be better if the Steering Committee could get advice from EFP and DCS members before calling a general meeting. It was agreed that the constitution also needs to be looked at by lawyers. Fiona will look into seeing if anyone has a "word" copy of the constitution. Agreed Mike Hasshill might have a copy, if not the printers should have one. In order to comply with the constitution in that there should be a quorum of not less than 5 voting trustees, Fiona in accordance with clause 13.6, appointed all members of the Steering Committee to become full voting trustees. Form 288a had been completed by all five members.</p>	<p>FM</p> <p>FM</p>
<p>Matters Arising: It was agreed it was important that all papers should be returned from previous Council Members as soon as possible. It was agreed that all papers should be returned directly to Fiona Miles. Fiona will write to everyone personally to ensure that this was done. If anyone failed to return the necessary papers then this will follow with a solicitor's letter. It was agreed that job/role descriptions should be issued for each Steering Committee/Council position.</p>	<p>FM</p>
<p>Correspondence: Four pieces of correspondence were discussed. Email from George Godber. After a lot of discussion it was agreed Fiona would approach George, he could put it on the discussion board having removed all names. It was agreed not to respond to letters from Ken Hobbs and Bob Huntley. The Steering Committee will not respond to an email from Kate Reed, but Clive would personally like to reply to her. Agreed urgent need to complete a form 288b (to terminate director's appointments) for each ex-Council member. Ask Yvonne to do this. Again it was agreed that the constitution should be revised for members to consider at an EGM.</p>	<p>FM</p> <p>CT</p> <p>YF</p>
<p>Finance Report: Agreed Ted's resignation as Treasurer should stand and that Clive will take over. Chris reported that there was about £8,000 in bank account with bills outstanding of about £7,000 There is about £70,000 in various deposit accounts. Renewals stand at about £35,000 - £40,000 each year. The Bulletin is issued 3 times a year at a cost of about £3,300per issue including postage. It was agreed that it should be looked at this being self-</p>	<p>CT</p>

<p>financing by increasing advertising. Gift Aid brings in £6,000/£7,000 a year.</p> <p>The Financial Year end is 31st December. It was generally felt that Dexter's should be better promoted, stands, promotional posters and leaflets for all groups to use at their local/County shows. The Council should give more support to the regional groups. Agreed need for an office debit card and Chris will look into this. Agreed that Yvonne could sign cheques up to £250.00. Fiona and Clive need to complete the relevant documentation and become signatories.</p>	<p>CS</p> <p>FM/CT</p>
<p>Employment Issues: Yvonne Froehlich It was agreed to ask Yvonne to stay on as Breed Secretary while the steering committee are in transition. It was agreed that Breed Secretary is probably not the best description of the job it would be more likely to be Breed Manager, Society Manager or similar. Yvonne will be asked to stay on until the new job description has been decided. Agreed that she be offered a 5% salary increase and a new contract. Agreed the importance of the office being manned 5 days a week. Yvonne came to the meeting to discuss this and agreed to accept the new package. She had been promised a salary review last December, so the increase will be backdated accordingly. A CONFIDENTIAL MINUTE WAS TAKEN AT THIS POINT There are a few ways that the system could be streamlined – Members could be asked to volunteer in the office to do more mundane tasks. Yvonne said that “Grassroots” could be asked to give a demonstration on how the registration system works to the members at a General Meeting. All members should be encouraged to register their email addresses, Mailings could be sent to Group Secretaries to forward on to the members. It was agreed proper procedures should be set up in the office – e.g. Health and Safety Policy, First Aid procedures. Clive will deal with this. Agreed need to let members know what is happening and the time scales. Herd renewal returns need to go as soon as possible and people should be encouraged to do this on line. The registration system is slow and more time needs to be allowed for this early in the year. A lot of people are unsure how to register online and some terms are confusing – “dead” means that the animal has gone for slaughtering. A formal complaints/compliments procedure needs to be adopted. Yvonne will help Fiona with the letters to Council members about returning all paperwork.</p>	<p>CT</p>
<p>Elaine Burden Elaine works 4 days a week and is happy to continue with this but needs a Contract of Employment. It needs to include sick pay entitlement and holiday entitlement. Clive will arrange this. It was agreed she should have a pay rise of 5% backdated to the beginning of October. Her appraisal should be done by Yvonne. It was agreed her four days holiday due could be paid in cash as overtime.</p>	<p>YF</p>
<p>Management Plan It was agreed need to be open and transparent to other members/groups. Need to get former Presidents on board. Perhaps a high profile person needs to be new President – Prince Charles, Celebrity Chef etc? Members need to know position that Yvonne is staying for the present and that she has agreed to work with the Steering Committee during the transitory period. A flier can go out with the Bulletin in December to this effect. It was agreed to take the time to get things right. It was agreed that the Steering Committee was only a caretaker council until</p>	

<p>new Council elected at EGM. The general opinion was that there should be seven members on the Council with co-opted members to do different duties. It was agreed a survey should be done of the members to include: “The Council should be smaller rather than bigger – what do you think?” “Should there be regional representation on Council?” “Do you agree with inflation indexed fees?” “Would you like a database for where to move animals on for finishing?” “Should there be a 3 month moratorium for registration?” Martin Ryder will put the survey together. Agreed to find out where member’s priorities are – showing, beef, dairy or leisure. Need to let members know where registration fees go. Agreed separate site on the website for Steering Committee only – Mark to look into this.</p>	<p>MR</p> <p>MB</p>
<p>Election: This will take place when it can be done. Ken Hobbs had initially called for a new constitution to be put in place. The results of an election have to be announced at an AGM according to the constitution.</p>	
<p>Work Undertaken on Behalf of Steering Committee: Judges Clearing House: Robert will speak to Sally Poole and Bev Rawlings to see if they will care take the job temporarily for a year. Bull Coordinator: Fiona to ask Yvonne if she knows how many bulls are coming through the scheme now. Technical Advisors: Beryl Rutherford, Duncan McIntyre and Andrew Sheppy – Fiona to approach them. Probationary Judges: Robert’s paperwork from last year needs to be looked at. We await papers from Mary Kay. Field Advisor Coordinator: Mark will contact Mick Oliphant thanking him. The office will run the Field advisors for the present. Flier will go into the next bulletin advising members to contact their local advisor direct. However we need to let the field advisors know to contact the office if they are required to do an inspection. Merchandise: Caroline and Fiona to do stock take of what they hold. Martyn R thought a stock take had been done for the year end 2006. Figures could be worked from there. It appears that groups haven’t been invoiced for their stock. Fiona to look into this. It was agreed a catalogue be done to send round to all groups detailing what is available. This will help to raise the Society’s profile. Clive to do this but at a later date.</p>	<p>RK</p> <p>FM</p> <p>FM</p> <p>FM</p> <p>FM</p> <p>FM</p> <p>CR/FM</p>
<p>Native Breeds List It was agreed it was imperative that the breed needs to go back on to the Native Breeds List. Fiona is having a meeting with Andrew Sheppy who is on the new government Farm Animal Generic Committee. Agreed Andrew could speak to Di about the details. A letter will also go from the office putting our case forward. Fiona to co-ordinate this. She also has another contact she can approach in Bristol.</p>	<p>FM</p>
<p>Any Other Business Agreed Steering Committee expenses stay as at present. Fiona has been approached by Mervyn regarding a possible show/sale by Kivells Auctioneers at Bristol next autumn. Agreed this was OK.</p>	
<p>Date of next meeting: 4th December, 2007.</p>	