

Minutes of the AWNW Board Meeting

Thursday 3rd September 2009
RSPCA Llys Nini Animal Centre, Swansea

Present

Claire Lawson	Chair and TSPC Rep	RSPCA
Sian Edwards	Information Officer	Dogs Trust
Wendy Davies	Membership Officer	BHS
Karen Davies	Treasurer	BVA
Phillip Jones	No portfolio	World Horse Welfare
Alain Thomas	Vice Chair & Dep TSPC Rep	Greyhound Rescue Wales
Sally Hyman	2 nd Deputy TSPC Rep	RSPCA Llys Nini
Tina Reece	Co-ordinator (minutes)	AWNW
Fiona Leadbitter	Farm Development Division	Welsh Assembly Government
Alison Hughes	CAWES Gwent Forum Chair and CAWES Committee rep	Torfaen County Council

MEETING OPENED AT 10.30AM

ACTION

1. Welcome from Chair

The Chair welcomed all to the meeting and thanked them for attending and introduced Fiona Leadbitter from the Welsh Assembly Government and Alison Hughes from Torfaen County Council and a representative on the CAWES committee.

2. Minutes of meeting held 03.08.09

The minutes of the last Board meeting were read and agreed by all present.

3. Financial report

The financial report was presented to the Board by the Treasurer. It was proposed that the financial report be accepted as a true and accurate record by PJ, seconded by WD.

4. CAWES

There have been attempts to communicate between CAWES and the board in the past and after the circulation of Alison Hughes' communication guide recently it was felt that this joint meeting should take place. The Board agreed that it was best to have an open and frank discussion.

Alison explained that the communication guide was compiled from key recommendations she discovered in her research of the CAWES scheme. Some of these recommendations were "easy hits". Agreed that CAWES arrangements needed to be strengthened and improved.

Communication has not previously been great within the CAWES system because of the way in which they were established. It is now up to us to develop strategies to link everything together.

Many of the difficulties had arisen because of the challenges associated with changing chairs and secretaries regularly as knowledge was lost in the process. AH agreed that this would be discussed with the other CAWES chairs. AH stated that meetings between the chairs had begun to happen, which would lead to some of these problems being resolved.

The numbers of people attending the CAWES meetings was also discussed. It was agreed that a calendar of meetings and events published on the website and agendas would help this problem. The Co-ordinator agreed to post a calendar for this purpose.

AH said that some of the problems of attendance could also be down to geography with more remote meetings having lower attendance.

The board asked that more meetings and contact points be made available.

AH asked that more information on the prosecutions process be provided for Local Authorities and the joint recording of animal welfare cases to stop any unnecessary replication of work.

AH suggested that the board attend a committee meeting and perhaps co-opt one of the committee onto the board.

CL stated that it was probably best to assume the CAWES project would continue receiving funding so that they could make longer term plans.

ACTION

AH said that it was highly likely that at least some form of CAWES work would continue to exist even without WAG funding.

PJ asked if the minutes of other forums could be read and discussed at each meeting.

SH said that some organisations were still not being invited to meetings and that small charities do not have the time available to search for these invites.

AT stated that there have been serious and basic problems with people being invited in the past. There were no professional secretariats as many of the people filling these roles for CAWES were doing this as extra to their ordinary work. He also mentioned that the South Wales Forum had gone very quiet.

WD asked if the results of the report and special projects would be made available to the forums and Network.

PJ added that many of the organisations had assumed that they would be given access to the special project funding.

SH said that others also thought that they would have some input into how the money was spent, but the reality is that almost no input is required.

Ah stated that this is changing. There are plans for workshops on special projects and ideas for working in partnership. Information sharing amongst the chairs will also be key in this process.

CL said that we could solve problems collectively by sharing best practice.

AT stated that the forums needed to communicate big issues to get long term participation from members. It needed to be made clear to members how to contribute to these meetings and how to make informed contributions. He asked what could be done to ensure information on special projects and baseline data is communicated to keep members informed.

CL said this was a lesson in managing expectations amongst members as there were varying levels of knowledge in the sector which would effect engagement.

SH said that the key to successful engagement was discussing outcomes and joint working. She said it would not be a good use of time to hear what other members did during the course of their days.

SE stated that it was important to show value for members. The Network needed to be given more “juicy info”.

CL suggested that this information could be presented in the Network’s bi-yearly newsletter. Perhaps as a short paragraph from each of the chairs.

SE stated that there needed to be more training for chairs on delivering information. There seems to be a lack of awareness that information needs to be shared with the Network and be made public.

CL agreed with this point and added that she knew the special projects had just come into WAG to be reviewed. The timeline for this process could have been shared to increase engagement and buy in. It was still up to WAG however, if they wanted to release the information.

The board asked if FL could look into ongoing feedback to the network about baseline data and special projects; the implementation phase with possible input from members; results and recommendations. AT agreed to create an organogram of this information.

The board agreed to a standing invitation to AH to all board meetings.

CAWES forum chairs would be invited to attend the Network AGM by AH. She also asked that a similar meeting to today's be held in six months time to discuss any progress.

In terms of training for Local Authorities, AWWN would not be appropriate to provide this, although a survey of members training could provide this service.

The board then discussed the education resources developed by WAG for CAWES. It was stated that many members were not consulted during the education mapping phase of the project.

FL said that they were now at the starting point for this year's resources and were open to suggestions.

SH said that age mapping would be beneficial as they need to know who to target and how. She added that the Welsh curriculum has a pet issue.

AT stated that the project needs to get to those who need it most. Communities First would be a great vehicle for getting into these areas. They need to try something new that will work.

SH said that outcomes were important. Local Authorities should engage with third sector partners for added benefit during these events which and neutering vouchers and microchipping being made available.

FL said it was unlikely that special project information would be published before this year's Network conference.

CL thanked AH and FL for giving up their time to attend the board meeting.

ACTION

AT

AH

ACTION

5. Sanctuaries Working Group

The Co-ordination explained that eight applications to be involved in the working group had so far been received. A date for the first meeting would be sent out to those wishing to be involved once the deadline had passed.

6. Planning for conference 09

CL stated that Dr Jennifer Mayher and a colleague would present on their research in the afternoon of the conference. The board agreed to pay her expenses for this event.

The Co-ordinator said that she was still awaiting confirmation from Inspector Chris Simpson from the RSPCA that he could speak.

There was a brief discussion about whether to invite other related agencies involved in interpersonal violence. It was eventually agreed that the conference would be used as an opportunity for the Network to develop a coherent position and direction on this issue, and so it would not yet be appropriate to invite outside organisations to be involved.

7. Any other business

No other business.

8. Date for next meeting

Possible dates for the next meeting would be circulated by email between the four Board members not up for re-election this year.

MEETING CLOSED AT 2.30pm

AWN Wales bank accounts 03/08/09

INCOME:

Date	Detail	Amount
28/02/2007	AWA Seminar March 07	£ 500.00
20/02/2007	AWA Seminar March 07	£ 50.00
20/02/2007	AWA Seminar March 07	£ 375.00
13/04/2007	AWA Seminar March 07	£ 250.00
?	WCVA grant	£ 4,000.00
12/12/2007	AGM 07 registration fees	£ 525.00
04/03/2007	Payments for Codes Sem	£ 165.00
20/03/2008	Payments for Codes Sem	£ 45.00
28/04/2008	WCVA grant - extra funding	£ 3,000.00
09/05/2008	Payments for Codes Sem	£ 60.00
07/10/2008	Payments for AGM 08	£ 200.00
11/11/2008	Payments for AGM 08	£ 20.00
02/12/2008	Payments for AGM 08	£ 60.00
04/12/2008	Payments for AGM 08	£ 20.00
26/05/2009	Payments for Sanctuaries Event	£ 80.00
08/06/2009	Payments for Sanctuaries Event	£ 420.00
19/06/2009	Payments for Sanctuaries Event	£ 80.00
24/06/2009	Payments for Sanctuaries Event	£ 40.00
17/07/2009	Payments for Sanctuaries Event	£ 100.00

EXPENDITURE:

Date	Details	Total
08/06/2007	RWAS catering	£ 411.31
19/06/2007	Mike Radford exp. AWA Seminar	£ 167.89
19/09/2007	Base Creative website	£ 111.63
12/12/2007	AGM Travel Bursary	£ 35.00
24/12/2007	Charlton House catering for AGM 07	£ 516.41
03/03/2007	Liberty Stadium venue & catering - Codes Sem	£ 458.26
10/03/2007	AGM Travel Bursary	£ 30.00
19/03/2008	Base Creative website upgrades	£ 1,104.50
26/03/2008	Mike Radford exp. Codes Seminar	£ 261.80
09/05/2008	Codes Seminar Bursary	£ 40.00
17/05/2008	Base Creative website	£ 164.52
29/05/2008	Codes Seminar Bursary	£ 40.00
27/06/2008	Codes Seminar Bursary	£ 40.00
23/07/2008	Overpayment from Cardiff RSPCA	£ 30.00
02/09/2008	Base Creative site update and hosting fees	£ 352.50
16/09/2008	Office Solutions (Membership review supplies)	£ 79.77
16/09/2008	Australian Welsh (Membership review printing)	£ 171.55
17/09/2008	Franking (postage for membership review)	£ 108.22
29/09/2008	Stamps (for membership review send back)	£ 216.00
29/09/2008	Stamps (for AGM invite sendout)	£ 139.32
20/10/2008	Base Creative hosting fees	£ 111.63
14/11/2008	AGM Travel Bursary	£ 40.00
17/11/2008	Positif Politics AGM seminar fee	£ 352.50
19/11/2008	AGM Travel Bursary	£ 40.00
19/11/2008	AGM Catering	£ 479.40
11/12/2008	Overpayment from Dogs Trust	£ 20.00
29/12/2008	Seminar Travel Bursary	£ 40.00



ANIMAL WELFARE NETWORK WALES



Total Income		£ 9,990.00

Balance		£ 4,427.79
----------------	--	-------------------

27/05/2009	Sanctuaries Event Venue Hire	£ 234.60
29/05/2009	Base Creative hosting fees	£ 161.00
17/07/2009	Sanctuaries Event Catering	£ 458.85
Total expenditure		£ 5,562.21