



Minutes of the 50th Annual General Meeting of Friends of Animals League Held in the Tea Room at FOAL Farm on Saturday 5th June 2010

Chair	Lisa Patient
Vice Chair	Don Rossiter
Treasurer	Harold Sim
Honorary Secretary	Deborah Smith
Trustees	Ralph Baber, Clare Connarty, Liz Cordingley, Teresa Kelly, Lisa Patient, Ian Price, Don Rossiter, Harold Sim, Deborah Smith, Julia Winn
Minutes taken by	Deborah Smith & Matt Sankey

1.	Review of the Minutes from the Previous Meeting	2
2.	Matters arising from Previous Meeting.....	2
3.	Chair's Report	2
4.	Chief Executive's Report.....	3
5.	Treasurer's report.....	3
6.	Guest Speaker – John Tough	4
7.	Elections of Directors to the Board.....	5
8.	Election of Auditors	6
9.	Any Other Business	6

Chair welcomed everyone to the 50th AGM which was called in accordance with Section 5 of the Articles of Association

1. Review of the Minutes from the Previous Meeting

Minutes were accepted and signed by Chair

2. Matters arising from Previous Meeting

None

3. Chair's Report

Chair delivered the Directors' report

- 3.1. LP said that FOAL was "privileged to have such a terrific bunch of staff". She added that she was delighted to have Kim Puttock on board as the new Chief Executive
- 3.2. She informed the members that Trustees Anne Kilsby and Paul Smith had resigned but Harold Sim, Ralph Baber, Teresa Kelly and Clare Connarty had joined the Board
- 3.3. She also said that Ron Hoyle, FOAL's accountant, had resigned and all accounting was now performed in-house
- 3.4. LP stated that a strategy sub committee has been formed to look at longer-term strategies
- 3.5. Foal Farm hosted a meeting for the Association of Dogs and Cats Homes and added that their comments have been useful
- 3.6. Susan Field, FOAL's auditor, had given a talk to the Trustees regarding Governance and Trustees/Directors liabilities and John Tough had also given a very informative talk on running a charity shop
- 3.7. For the first time FOAL has produced an annual review which will be useful for engaging new people
- 3.8. All efforts are to ensure the long term future of the Charity

4. Chief Executive's Report

- 4.1. Foal Farm's strategy is a huge part of its success.
Identified a need for a fundraiser and employed Trevor Collum in November. He now has many grant applications in progress and is also working to raise the profile of the Charity
- 4.2. Smoothing the Animal Adoption process.
Identified a need for a customer services manager to improve level of service
- 4.3. Kennel Rebuild
Have reviewed all options including use of the bungalow, planning permissions and advice from other animal organisations
Foal Farm does not want a short term solution. The Dogs Trust have been hugely supportive and are working with the Foal Farm team free of charge
Isolation blocks will be incorporated into the design. Members were invited to view the plan which was on show outside the tea room
It is hoped that grant applications will help this
- 4.4. Charity Shop
Have found suitable premises in East Street, Bromley which is an excellent location
- 4.5. Volunteers
Jenny Connors came on board in June to coordinate the volunteers.
Three volunteers have won awards this week and attended a presentation evening to receive their certificates
- 4.6. Access Road
This is an ongoing issue
Currently building a relationship with neighbours and looking for a solution very soon

5. Treasurer's report

- 5.1. Period ended with a surplus, the main reason being a bumper year for legacies
- 5.2. Investments have come down in value because of the economic climate. Now looking at active investment management to ensure a better return
- 5.3. Expenses are being analysed and reviewed

- 5.4. FOAL is in good financial shape and has healthy reserves; the policy of which is currently under review
- 5.5. The end of year accounting date has been changed to 31st December to bring accounting in line with other annual events
- 5.6. There is also a change in the accounting system which is now done in house by Christine Osbourne who is doing a fantastic job
- 5.7. Auditors were brought in to assist and helped to write a procedures and control book
- 5.8. All of this is a tremendous move forward for FOAL

6. Guest Speaker – John Tough

- 6.1. John began by saying that having a shop is a “wonderful source of informing the public about the Charity” It can also be a means of recruiting volunteers in all areas
- 6.2. JT explained the concept of presentation as a means of increasing value
- 6.3. JT warned, though, that shops do create extra administration and legislation, and that a lease can be a downside
- 6.4. Bromley Shop
Having looked at about 20 shops “16, East Street, Bromley” has been selected.
Total size is 700 sq feet of which 500 sq feet is retail and the remainder for support
The premises are Double Aspect, in good condition and on a bus route and the “pedestrian flow” count is over 300 per hour
It is in a good location and presents a good opportunity
It is offered on a sub lease which means there are two parties to negotiate with
Rental is to be £20,000 per annum but there is a 3 month rent free period and the lease will include a break clause at three years
Although the Foal Farm shop is very successful it is remote and not achieving the best prices
The new shop will take better stock
A former member of staff has expressed an interest in running it
It is hope that the shop will bring in a profit of £30k

7. Elections of Directors to the Board

Members were invited to read “RS1 – Trustee Recruitment, Selection and Induction” which can be found on The Charities Commission website.

In accordance with Article 29 one third of the trustees have to step down. Don Rossiter and Julia Winn therefore retired from the Board and offered themselves for re-election.

DONR Proposed Carole Vernon
 Seconded Clare Connarty
 No votes against
 No abstentions
 All in favour

JULIAW Proposed Pat Mack
 Seconded Kim Puttock
 No votes against
 No abstentions
 All in favour

In accordance with Article 36 the following were appointed during the year and in accordance with that article then retired. In accordance with Article 32 they are all recommended for re-election

CLAREC Proposed Hannah Winn-Rossiter
 Seconded Clive Martin
 No votes against
 One abstention
 Carried by majority

TERESAK Proposed Anne Kilsby
 Seconded Deborah Smith
 No votes against
 No abstentions
 All in favour

RALPHB Proposed Harold Sim
 Seconded Deborah Smith
 No votes against
 No abstentions
 All in favour

HAROLDS Proposed Lisa Patient
 Seconded Don Rossiter
 No votes against
 No abstentions
 All in favour

In accordance with Article 32 Jackie Sands offered herself for election to the Board. LP asked that she outline to the members why she should be considered. JS said that she had previously been Deputy Manager of FOAL Farm for eight years and acting manager for one year. She proposed that she should join the Trustees as an Animal Welfare Trustee, suggesting that the “ever changing animal legislation” required this role.

JACKIES Proposed Phyliss Judd
 Seconded Anne Kilsby
 No votes against
 8 abstentions
 Carried by majority

8. Election of Auditors

Susan Field has offered to audit FOAL’s accounts for the following year

Proposed Lisa Patient
Seconded Kim Puttock
No votes against
No abstentions
All in favour

9. Any Other Business

- 9.1. Pat Mack was presented with a plant, gloves and a gold painted (to mark the Jubilee) trowel in thanks for her hard work as the main volunteer gardener
- 9.2. Deborah Smith thanked Lisa Patient on behalf of all the Trustees and Members for all her hard work and steering FOAL through difficult times
- 9.3. Esther Nuttal asked for a Dog Walkers Meeting
Subjects to include:-
 - Keeping and holding of keys
 - Improved communication
 - Notice board
 - Better lists of what is required
- 9.4. Lisa Patient proposed a vote of thanks to all volunteers who work in all weathers and circumstances. Jenny Connors informed the meeting that as a result of “Volunteers Week” every volunteer will receive a Certificate within the week

- 9.5. Mr Millbank reminded the Board that the “Olive Millbank Cattery” required an annual wash down to conform to the agreement that it would be “kept in a pristine condition”.
- 9.6. Carol Beatley said that a donation of £1,000.00 by the late Kitty Burgess was given as part of the “Buy a brick” campaign. As yet no plaque has been erected in her memory and she asks that this now happens. LP will enquire further.
- 9.7. A home vetters meeting was requested.
- 9.8. Vicky Fricker said that as this was FOAL’s 50th Year more information on events and volunteering opportunities relating to the celebrations should be made available. LP will enquire further
- 9.9. Joan Payne asked if when adopting animals people are automatically registered as members. LP said they are not but they are given the opportunity to join
- 9.10. Esther Nuttal suggested that the Memorial Garden Plaques should be advertised at the Country Festival Day

Meeting closed at 1:15 p.m. and members were invited to take refreshments