

Minutes of the Board of Directors of the Jacob Sheep Society Ltd
held at 11.00am on Thursday 2nd March 2023
at the Carlton Club, London and via Zoom

In attendance:

John Emberton (JLE; Chairman), Janet East (JPE; Vice Chair), Jean Simmons (JS; President), Lesley Pope (LP; Treasurer), Paul Colhoun (PC; Ireland RCM), Carys Lewis (CL; Wales RCM), Peter Gorringe (PG; Southern RCM), Lisa Hutchins (LH; South West RCM), Kay Carpenter (KC; Central RCM) and Nicola Fletcher (NF; Assistant Secretary).

1. Welcome:

The Chairman welcomed all those attending the meeting whether in person or via Zoom

2. Apologies:

Apologies were received from Clive Richardson (Field Officer), Melanie Harper (Scotland RCM), and from Charlie Coe (Eastern RCM).

3. Agree Minutes of the Council Meeting held on November 3rd 2022:

The minutes were accepted as a true record of the meeting and agreed by all present.

4. Matters arising:

All Matters Arising were discussed under other items on the Agenda.

5. Correspondence:

A letter from an Irish member has been sent to the Chairman and the Chairman has responded. Following discussion, it was agreed that JE will request a meeting with the member.

JS said that future letters to the Board involving multiple members will either require signatories to physically sign letters or else be submitted with all signatories cc'd on emails.

6. Merchandise Update: It was agreed that all current stock will be reduced to half price online except the Jacob logo ties, journal binders and other items that are to be retained for ongoing sale. Discontinued items are also to be raffled or disposed of within regions as the RCMs see fit. A discussion was had about the future of merchandise and the need to have a dedicated person to lead merchandising. A vote of thanks to Jacqueline Emberton for her work managing the merchandise was recorded.

7. Social Media Report: This was previously circulated by KC. KC highlighted that the passwords for each social media account need to be available should a new person take over running the social media accounts. A discussion was had about how to encourage members to promote sharing items of interest to the social media pages.

JPE to ask Mr Barker to change the webpage dealing with sale of stock to stipulate that only members can sell their stock through the JSS website.

8. Field Officer's report: This was previously circulated by CR. LP to generate a template spreadsheet for Sale organisers to record income and expenditure and provide correct details to the Treasurer.

9. Chairman's Report: JLE had previously circulated draft revised Articles of Association. The Chairman had asked for feedback on the proposed changes to the Articles. Some changes were proposed by Board members and incorporated into the revised Articles. The final draft will be checked by a solicitor and then ratified by the members at the EGM following the AGM.

Revised Byelaws are to be circulated to the Board separately and feedback sent to the Chairman.

10. Vice Chairman's Report: JPE had circulated a draft document entitled 'Guidelines for JSS Volunteers' and received two changes to the volunteer document which she has incorporated. JPE to ask Mr Barker to publish the document on the website under Organisational Structure once approved. Volunteers contemplating or filling any of the posts should be aware of the guidelines for that post in advance of taking that post.

11. Treasurer's Report: LP had previously circulated the draft accounts which were approved by the Board, proposed by JS and seconded by JE. LP gave a summary of Society income and expenditure for the year.

JS proposed a vote of thanks to LP for her work with the Society accountants to prepare the draft accounts.

JLE suggested that it would be a good idea for the approved accounts to be published on the website and this was agreed by the Board.

JPE asked if RCMs are notified when members leave the Society, and KC said she didn't think so.

JPE suggested that this would be a good idea so that RCMs might ask why members decide not to renew their membership.

LP had previously circulated a summary document describing an issue with Lloyds bank where they discontinued their direct debit service and a number of members who pay yearly by direct debit did not have their membership automatically renewed. Libby Henson at Grassroots has recommended a service that would collect direct debits but this would incur a fee. LP will speak with Lloyds bank to investigate whether they will provide an alternative service. Following discussion, it was agreed that LP should liaise with Grassroots to find an alternative solution.

It was agreed by the Board that members renewing their membership late (lapsed) do not have to pay their joining fee again for 2023. If RCMs are speaking to these members, please ask them to put their membership number on the narrative when making bank transfers so that the subscriptions can be traced back to the correct members. A vote of thanks was proposed by JS to LP for all her hard work to date as Treasurer.

12. Office, Grassroots and NSA report:

NF reported that all is going smoothly in the office with no issues for Council's attention.

Grassroots have asked for written clarification on the protocol for providing member details for each region to RCMs. The Board agreed that RCMs should be entitled to receive lists of members from Grassroots. Following discussion it was agreed that all Board members should have access to member lists upon request, and the Chairman will send an email to grassroots cc'ing the Board and stating that all Board members listed should have access to member information upon request.

NSA update: JS and KC will attend the upcoming Breed Society Forum at Cheltenham Tigers RFC on 4th May. If RCMs would like to nominate two eligible young people between 18-35 years of age to attend the meeting, please let JS know.

13. Officer and RCM nominations:

JS reported the results of the recent nominations for Board positions:

Chairman Elect - Janet East was elected unopposed.

Northern Region - no nominations have been received.

Wales - Siwan Harries was elected unopposed.

Ireland - Matthew Kehoe was elected unopposed.

South West - Richard Fenwick was elected unopposed.

Scotland - Melanie Harper was re-elected unopposed.

Eastern - Tom Green was elected unopposed.

JS thanked the retiring RCMs for their reports and all their hard work for their regions. The Board look forward to seeing them in the future at Society events.

14. Reports from Regions – Issues requiring Council’s attention

Ireland - PC asked why a Judge had refused to judge shows in Northern Ireland. JS explained that it is the Field Officer’s role to manage judges and in this instance he was satisfied with the judge’s explanation.

Following a letter to the Board that was sent in advance of the November 2022 Board meeting but withdrawn before the meeting, PC asked for apologies to be given to a member whose name was included as a signatory on the letter without permission by the member(s) who wrote the letter. Following discussion, JE agreed to contact the member.

PC apologised to the Board for circulating the letter addressed to the Board to all of the Ireland members.

PC has sent a quotation for a new Breed promotion stand to the Treasurer. Funding for the stand was approved by the Board.

PC then left the meeting.

South West: LH said that as she is stepping down at the end of her three year term, she hoped that the new RCM will have better communication with the Board. She wished the new RCM luck in their new role.

Wales: CL said that the Region is not going to the Smallholders Festival so funding is not needed due to lack of members to man the stand.

CL highlighted that she has been in contact with a suitable hotel for the 2024 AGM and has provided the Chairman and Vice Chairman with costings. It was agreed that CL should provisionally book the function rooms for the hotel and the Treasurer will pay the deposit to the hotel.

Scotland: MH had enquired about an allocation to the Scotland region from funds gifted by Miss Bartholomew. JS and JLE said that as this money is not designated for Scotland, MH can apply for dedicated funds to buy a stand for Scotland. MH should submit quotations to the Treasurer.

Southern: PG summarised regional activities in 2022. PG enquired when the Southern Region is due to host an AGM. JLE and JS to check with CR.

PG enquired about funding for regional activities. LP said that if Regions need funds for a specific event they can be requested in advance from the Treasurer. It is important to keep good accounts and receipts of money spent and submit these to the Treasurer.

Central: KC gave a summary of activities in the Central region. KC suggested that it would be a good idea to establish a National show for England, moving around different major shows in different regions. The Board agreed that this is a good idea. KC to investigate whether the Royal Three Counties would host it for 2024.

The Board approved funds for a breed promotion stand at the Royal Three Counties - JS to check that the NSA events do not clash with the date of the show.

15. AGM Update

2023: Central Region. 53 members are currently booked in. Some people have booked rooms but not yet sent in their booking form. Fantastic hotel and flock visits are organised so please encourage people to come to some or all of the weekend. Hoodies commemorating the weekend will be available for purchase. KC to email out to all members via Grassroots to encourage them to attend. Entries for the photo competition and wool cup items to be sent to Bob Bramley and Barley Gould, respectively.

The multi flock visit at Pard House is considered an exhibition so APHA must issue a licence approving the gathering of the animals. This is important to note for future gatherings of animals from multiple flocks for exhibition. JS proposed a vote of thanks to Kay and her committee for their hard work organising the AGM.

2024: CL had previously given an update on bookings and planned activities for the 2024 AGM in Wales. She will book the hotel as soon as possible and the Treasurer will pay the deposit directly to the hotel.

16. Any Other Business

LP, KC, MH and PC had met to discuss Marketing. Various topics were discussed including how to promote Sales through video streaming etc. and how to encourage members to promote Jacob sheep. It was agreed that this should be an Agenda item for the next Board meeting in November. LP to circulate notes from the meeting.

PG suggested that the Society consider publishing a yearbook similar to those published by other breed societies. This could contain articles from members, show results, show and event dates for the upcoming year, and member lists so that it would replace the Handbook. It was agreed that this should be included as an Agenda item for the November 2023 Board meeting.

JS proposed a vote of thanks to the Chairman and Secretary.

17. Date and Time of Next Meeting:

Thursday 2nd November 2023 at 11.00 am at the Carlton Club, London.