

Minutes of the Meeting of Lucky Ewe Trustees held on Monday, 18th January 2021 at 19:00 via Zoom

Present: Joan Brown (Chair), Jill Dawson (Treasurer), Alana Paterson-Brown and Mary Gibbon (Sec)

Attending: Jenny Donaghue, Jen Gallier, Isha Harris, Alyssa Sickerdick, Richard Young

The Meeting welcomed our new workmates Alyssa, Isha, Jenny and Jen and our new volunteer, Richard.

There were no matters arising

Agenda

Item 1: Financial Matters

- Business Gateway: Joan has returned all relevant documentation to reclaim £650.
- Foundation Scotland: Lucky Ewe is seeking funding of £4,200. Joan will complete the application form including the Financial Projection and the Statement. Mary will edit Statement as required.
- Insurance Policy: cost is £780 per annum. Lucky Ewe hopes to procure a cheaper deal at renewal on 24th December 2021.
- Donations: Lucky Ewe has received £275 in private donations. It was agreed that donors should receive a Lucky Ewe “postcard” acknowledging their generosity. Jen has volunteered to create this.

Item 2: Publicity update:

- investfife website: Mary liaised with Jen Symington to write up an article about Lucky Ewe and its involvement with *Business Gateway*. This will be published on the above website under *January Case Studies*.
- Joan contributed an article to the Fife Herald and has requested a stall at Cupar Farmers Market in February.
- Co-op Poster: Isha produced an excellent poster. We will ask relevant Co-ops to display them.
- *Client Volunteer* leaflet: Mary produced a leaflet outlining what clients and volunteers could expect from a placement with Lucky Ewe. Joan has distributed to various organisations including *Options in Life*

Item 3: Building the Beneficiary Base

- Jen has put together a database on excel to begin capturing information regarding beneficiaries in order to record outcomes and progress.
- Jen has agreed to look at the survey responses received, nineteen of whom left their email addresses.
It was agreed that it would be useful if we could all access this. Joan will facilitate this.
- 16+ will not be engaging at present with Lucky Ewe while Covid restrictions are ongoing.
- We have a number of new volunteers: Richard, who is from a farming background and is already proving invaluable, Heather who hopes to come on a Sunday and Trish who is meeting with Isha on Friday 22nd January to discuss coming for a visit.
- Isha will create a Volunteer Application Form.
- Jenny has drawn up a document mapping feeding options.

Item 4: HMRC Pay Roll/ New Admin/Farm Initiatives

- Alyssa and Isha are making great headway in getting the 12 Cloud Payroll up and running and putting together all necessary employee information to achieve this, including ensuring pay will be ready by 28/01/21, creating an employee form and providing a timesheet template and an employment contract template.

Item 5: Vulnerable Persons Policy

- It was agreed that we should all refresh our understanding of the guidelines of the Lucky Ewe *Child and Vulnerable Persons Protection* policy.
- All PVG memberships should be updated.

Item 6: Lucky Ewe Website

Joan will contact Simon about any new information or updating needed on the website.

There was no other business and the meeting finished at 20:45.

The next Trustee Meeting will take place on Tuesday, 16th February 2021 by Zoom at 19:00.

All Lucky Ewe members are invited; please email Jill (jill.darroch@googlemail.com) if you are attending.