

Island Parrot Sanctuary Charity Business Meeting and AGM

Date: 29th November 2015.

Time: 11am-1pm

Venue: Craighall House, High Craighall Road, Glasgow G4 9UD

SC 367290

Present: Nancy Fowler/ Iain Wilson/ Ash Ronaldson/ Hamish MacFarlane/
Julie Porter/ Simon Foxlee/ Steve Porter/ Karen Adam

Apologies: Sam Kerr/ Rhonda Morris/ Jane Bennington LLOYD

1. Previous minutes accepted and signed by Nancy Fowler and Julie Porter

2. Current Charity Overview

- The present set up remains i.e. the charity parrots are being cared for by parrot orientated people on 3 main locations on mainland Scotland. 5 parrots are currently being fostered as house birds.
- This has considerably reduced overhead costs but agreed that all associated costs must be realised to indicate the current running of the charity. **Action by the appointed Treasurer**
- KA made all aware of the potential situation of one of the Aberdeenshire carers (Rorie Thomson) who may need to relocate due to work commitments. RT is currently caring for 13 parrots as Charlie the Senegal has now been fostered to Susie Malcolm. As a contingency the yellow aviary, which was removed from Kerrera and being kept under the care of CRH for the charity's future use, can be erected at KAs property. The other birds will be integrated there. **KA to contact CRH re this.** KA has asked if RT wishes to continue to foster Ester (Goffins cockatoo), as it is a house bird. Awaiting response re this. Lucky sun conure may be fostered by Iain and Ash along with Sparky however it was agreed that both Lucky and Ester need to be tested prior to being put with other birds. **Action: KA to discuss with RT.**
- As it has been agreed by all the Directors that the current charity will remain but the name will change, the preferred Name agreed is **Parrot Trust Scotland**. 2nd choice if this cannot be accepted **Parrot Welfare Centre Scotland**
- This allows the same details to be kept, same bank account etc. This means that it will remain as a ltd company under Companies House. OSCR notified of this too as have VANL. **Action NF**
- It was agreed that the current parrot logo would be kept
- Once the name has been registered, all the documentation will need to be changed to reflect this. **Action appointed Secretary**
- PARROT acronym discussed prior with suggestions: Parrot Aviculture or Aid Rescue Rehabilitation Offering or Owner Training Support or Promoting Aviculture or Aid Rescue Rehabilitation official Trust Scotland. All directors to think of other suggestions/words for next meeting in January 2016. **Action All**

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COMPANIES HOUSE

4. Finance

- Current analysis of Nov 14 to end Oct 15 currently with independent financial management accountant Ann Thanisch
- Antonia McIntyre CA will be able to sign off these accounts. Again KA acknowledged a thank you to both Ann and Antonio for committing their time to the charity free of charge.
- Companies House report was completed online by 16th November 2015.
- HMRC/Gift aid- all sponsors sent out a gift aid form to complete. Gift aid has not been received since 2013. **NF and IW** to liaise with what forms have been received and who needs re contacted. **Action NF/IW**
- Amenities stopped inc. SSE energy payments. Standing order of £11 per month commencing from Nov 1st 2015 has been organised for outstanding SSE bill from the lodge. Another bill of £1500 has been received following the last meter reading from the house. This has been questioned with SSE and SSE is undertaking an investigation requested by KA due to the extortionate high costs of £18k over a period of 4.5yrs. NF has also contacted change works an independent no fee group who also assist with investigations of this nature. KA and NF expressed concern that it would appear since 2011, rent, council tax, sundries and electricity costs have been met from charity money (last financial year 89% of costs went to this alone) with very little finance going to the actual parrots. This has now completely changed with all monies going direct to parrot care. Strict financial governance is also in place.
- Donation tins- agreed that these are to be dispensed once new charity name set up.
- Donation sheet plus thanks being kept for all cash and cheque donations.
- **Financial Report 2013/14 was discussed and tabled by NF. Please see attached reports. Total income: £80,222.06: Expenditure £67,295.94. Balance end Oct 14 £12,926.12**
- **End Oct 15= RBS acc £1271.10 + PayPal £301.56= £1572.66**

5. Parrot Overview

- Noted that there are certain birds that are better on their own on one to one situation and not in flock. These being potentially Sparky, Stanley, Cobra, Jasper, Charlie (Senegal) and Ester. Ozzie and Major are also birds that do not do well in a flock. Imperative that we grow list of potential suitable fosterers
- Any parrot deaths, PM will continue to be officially documented and a record kept of death and cause by SK. This will be kept as a Mortality and Morbidity record (M+M).
- Vet account now set up in Donview Vet Centre, Inverurie for parrots being cared for in the North. Account under name of "Parrots". Preferred vet is George Niven.
- Contingency discussed if Lawrie's Veterinary Practice does not have available avian vet. Agreed that Edinburgh Dick Vet should be approached re this. Glasgow vet school to be considered too. Also

discussed if reduced rate could be applied due to charity status plus mutual benefit for teaching students/parrots getting assessments etc.

Action KA

- Charity Parrot data now on file and can be kept and accessed by Directors. **Action IW**

6. Future of Sanctuary/Business Case.

- Meeting held on 4th Sept 2015 with Jane Bennington- Lloyd as a focus meeting has requirements and actions outlined. Please review for next meeting.
- Agreed that a business case and project manager of this is now a priority. Costings for a project manager needs to be realised. KA to ask CRH if they would consider funding a project manager to enable the charity to locate a suitable area, identify build designs and costs with timeline. **Action KA**
- Networking and fact finding to commence with visits to 5 sisters Zoo, Blair Drummond safari Park, world of wings (completed), owl centre (completed), Amazonia, Parrot centres UK wide (National Parrot Zoo). UK Parrot Society in Glasgow etc and other like places to happen. **Action KA**
- Funding will need to be sourced for major capital build and revenue for first 2 years of business.
- Legal agreement will need to be put in place to safeguard charity
- Places who have noted interest: World of Wings/Dobbie's Sandyholm, Flowers of Scotland Garden Centre

7. /8 Companies House/Constitution/VANL

- Constitution circulated prior to meeting with proposed changes to reflect the new charity mission and direction. Unanimously agreed to accept changes. NF to now contact OSCR/Companies House with changes. **Action NF**
- KA to complete the documents to join VANL. **Action KA**

9. Sponsors/members and donations.

- Sponsor info to be kept updated by JP.
- Newsletter sent out in October. Positive feedback received esp. that there was a section and photos of Directors. This should be done quarterly. Need to agree what goes in next newsletter. **Action JP**
- Current directors agreed that for future charity that there will be full members only and that there should be annual subscription. A document requires to be kept with names of members and dates when they became members and/or ceased being member. **Action Secretary**
- Agreed by group that Xmas cards and possible mug with sponsored parrot to be sent to sponsors. **Costings to be realised by SF.**
Action SF

10. Webpage/communication:

- **Simon Foxlee** has agreed to devise a new website for the charity.
- To include individual parrot profiles with ability for viewer to click on link and sponsor, which will inc PayPal/gift aid.
- Education
- What to do if you lose your parrot
- Reasons not to get a parrot/ care of your parrot etc
- Section for carers and fosterers to update with reports and photos
- Q&As section
- Video section
- JP to continue online support via FB and Gmail. Gmail address will need to be changed once new charity name accepted. JP agreed to contact KA in first instance if she is away/holiday to ensure continuity

11. Food/supplies from local supermarkets.

- Current parrot foster carers and Directors to try and access this. KA will devise letter that can be used for all to approach local supermarkets for support. **Action KA**

12. Fundraising.

- All Directors to consider fundraising ideas and for discussion at next and future meetings
- Need to network and link with other companies
- H MacF to contact major Scottish fundraiser for support and ideas.
- Ideas muted:
 - Contact various Trusts for money (e.g. Robertson's Trust)
 - Lottery
 - Weirs (Scottish Lottery Winners)
 - Celebs- R Branson/ P Faith/ Bill Baillie/ Duncan Ballantyne/R Gervais/ Liz Hurley/ Susan Boyle/M Moyne
 - Sale of feathers to anglers/ societies/EBAY/hat and clothes designers P Tracey/C Kane/ S McCartney
 - Produce- cards/ calendars/bags/toys/jewellery/ pins
 - Vet school support/ keyring coins for Ballantynes/supermarkets
 - Support and photos from professional photographer Miisha
 - Crowd fundraising
 - Screens for advertising (Local restaurants)
 - Balls/ pub quizzes

13. Directors/Members

- Agreed that it would be helpful to have directors with core skills in finance /IT/ project management/ Fundraising/secretary. Aim is to secure future directors with these skills
- Noted members: all directors/ Stevie Porter/ Simon Foxlee/ Jane Bennington Lloyd/ Hamish MacFarlane /Susie Malcolm/ Sam Kerr
- Annual Membership fees to be agreed at the next meeting

14. AOCB

- Documentation discussed and new foster format and sponsor form accepted
- Parrot SOPs further revised after SK's last comments then accepted by all.
- Booklet to be reviewed and contents updated. Agreed that a donation must be given as payment for the booklet. **Action ALL**

Ka thanked all Directors and members for their support over the past 10months.

KA reflected on the difficulties the new group of Directors had encountered since they formed in Feb 2015, which ultimately resulted in the closure of the parrot sanctuary in Kerrera.

Despite all the challenges the parrots are now in a much better environment and being cared for daily by parrot orientated people.

KA thanked everyone for his or her dedication, belief and support. The future of the parrot charity will only go from strength to strength.

Ka read out an email from Sam Kerr apologising for the fact he was not able to attend the AGM and also that he will now be resigning as a Director completely. SK however thanked all the directors and members for their support and has stated that he will continue to be the vet support for the sanctuary parrots. KA thanked SK for his commitment over the past 10months as a Director and the fact that he will continue to provide invaluable vet support.

At this point, KA handed over the chair to member S Foxlee to chair the AGM at 1245hrs

AGM

- All directors stood down.
- Previous AGM minutes 31st August 2014 accepted as a true and accurate record by Julie Porter and Sam Kerr by email.
- **Nominations for Secretary:** Ash Ronaldson nominated by K Adam/seconded by J Porter. Position accepted by A Ronaldson
- **Nominations for Treasurer:** Iain Wilson nominated by N Fowler and seconded by K Adam. S Foxlee asked I Wilson to declare if he had ever been bankrupt. I Wilson stated he had not. S Foxlee asked if I Wilson was happy to accept Treasurer position. I Wilson accepted position
- **Nominations for Communications:** Nominated by N Fowler and seconded by K Adam. Position accepted by J Porter
- **Nominations for Vice Chair:** Nominated by S Porter, seconded by K Adam. Position accepted by N Fowler
- **Nominations for Chair:** Nominated by J Porter, seconded by N Fowler. Position accepted by KA.

As the new appointed chair KA welcomed everyone into their new positions, thanked all for their time and noted that it was now a new start, time to raise the profile of the charity and build a brighter and better future for the parrots. Onwards and upwards.

The meeting was brought to a close at 1300hrs.

Current running action plan updated as follows in conjunction with the above plans

Karen/Ash:

- Contact CRH re yellow aviary
- Devise Sanctuary Directors doc
- Realise project managers costs and approach CRH
- Network with other animal centres
- Close down trip advisor re Kerrera Lodge. KA to ask Mac to do this as it's in her name. Y MacMillan has confirmed she has contacted trip advisor re this.
- Devise letter for supermarkets
- Remove Y MacMillan's name from PayPal. Confirmed that all previous addresses noted in PayPal have been removed.
- Review booklet
- Annual membership fees
- Recontact RT re Ester
- Devise members doc
- Update documentation with new name
- Devise doc for yearly revalidation of all docs
- Contact Lawries Vet centre re prices
- Contact Edinburgh and Glasgow Vet Schools
- Complete VANL form
- Fundraising ideas

Nancy/Iain

- Gift aid
- VAT number/VAT exemption
- Realise income and outgoings
- Accountant data base
- Contact RBS bank re info once new name agreed for current bank account
- Constitution- changes to OSCR and Companies House
- Network with other animal centres
- Contact Companies House to remove Yvonne Macmillan's name.
- Review booklet
- Annual membership fees
- Donation tins
- Donation doc for cash/cheques
- Iain- parrot data on file
- Fundraising ideas

Julie

- Communication/Gmail/FB
- Thank you to sponsors/donations
- List and update sponsors email details inc sponsored parrot names,
- Sponsor newsletter
- Network with other animal centres
- FB update following name change
- Monthly contact with Northern Carers and fosterers

- Members spreadsheet
- Devise document on "10 reasons not to get a parrot"
- Review booklet
- Annual membership fees
- Fundraising ideas

Simon- Web design and Xmas cards/mugs please

Iain- to visit Northern Carers and take photos. Liaise with NF/SF please

Hamish- organise meeting with major fundraiser please

Next meeting Jan 2016 TBC

Karen R Adam. CHAIR.