

Member of the World Cat Congress

NOTICE TO ALL OFFICERS, OFFICIALS, MEMBERS, AFFILIATE CLUBS OF THE NEW ZEALAND CAT FANCY INCORPORATED A MEETING OF THE EXECUTIVE COUNCIL WILL BE HELD at the Bay Plaza Hotel 40-44 Oriental Parade, Wellington on 24-26th November 2017 commencing 5.00 pm Friday

Item 1 Attendance & Apologies

Item 2 Confirmation of Minutes of EC Meeting

- 4-6th August 2017
- 28th August 2017 (Teleconference)

Item 3 Matters Arising from the Minutes

EC Minutes August 2017

- Steward/handlers lists (page 2)
- Approval of In committee Teleconference Minutes (page 3)
- Reviews desk file/job descriptions (page 5)
- Freelance Breeders submission (page 7)
- DDP review re: regarding refunding of fees (page 7)
- Feasibility Study online shopping (page 13)
- Activity Advisors (page 10-11)
- Review Allowances refer Agenda item 7.1 (b) (iii)
- Education Portfolio Sub-committee (page 19)

Item 4 Correspondence (Inwards received/Outwards endorsed)

Item 5 NZCF Strategic plan review and/or updates

- Direction and focus/Business Plan To agree the primary items for delivery and focus within the periods August 2017 to February 2018
- Peer Review (Submission)

Item 6 Matters Arising from the 2017 AGM

Item 7 General Business

Goal 1: Providing High Quality Governance and Operational policies and procedures are used to govern the management of the NZCF, the Executive Council, and shows licensed under the rules of the NZCF;

(a) Members Code of Conduct: The members code of conduct (as circulated) to be accepted and included in General Rules & Policies (Attachment A)

(b) New and Amended Policies: The policies, as circulated, dealing with confidentiality and conflicts of interest (amended from those already in use), as well as anti-bullying and social media use (both new) be added to General Rules & Policies as 'Section 8. Personnel Policies', with consequent renumbering as required. (Attachment B)

(i) Anti-bullying policy draft(ii) Social media policy draft(iii)EC Conflict & Confidentiality

Tabby Patterns: The BSAC recommends that the current descriptions of the four tabby patterns in the introduction of the Standard of Points be replaced with the more detailed versions (as circulated) which were formerly in use. **(Attachment C)**

Draft Mediation Agreement: Approval of Mediation Procedure

Goal 2: Providing Information to promote knowledge and interest amongst breeders, owners, exhibitors, and the general public of the registration, breeding, and exhibition of cats.

<u>Goal 3</u>: Providing Assistance to promote, foster and encourage best practices in the breeding of cats registered with the organisation.

<u>Goal 4</u>: Promoting improvement in health and welfare of NZCF member's pedigree, companion and domestic cats.

Item 7 Portfolio Managers Reports

7.1 Business Finance & Administration (Diane Holtom)

- (a) Treasurers Report (Marion Petley)
- (b) (i) Financial Statements for P/E
 - (ii) 2018 Schedule of Fees
 - (iii) Discussion paper on Policy & Guidelines for (EC) members Claims for refunds of costs, and payment of quarterly allowance
- (c) Appointment of Officers 2018 / setting of honoraria
- (d) Complaints reporting (Secretary)
- (e) Privacy Officers report (Christine Yeung)
- (f) World Cat Congress (Delegate-Chris Lowe)
- 7.2 Information Technology (Deb Armishaw)

7.3 Breed Standards Advisory Council (Jane Webster)

 "That the BSAC recommends that the Templecat breed (Shorthair Birman) be accepted with the standard of points and breed code as circulated." (Attachment D)

(Janice Davey)

7.4 Shows

- Annual awards 2018
- Risk management Health & Safety

7.5 Judges

(David Colley)

- Review cases of judges disadvantaged by rule changes
- Health & Safety requirements for all judges
- Discuss Continued applicability of how Show Rule 8.3 is relevant to showing of cats (for properly diagnosed cases of Feline Infectious Peritonitis (FIP) the time period shall be 90 days, and for Feline Acquired Immune Disease (AIDS) or Feline Infectious Leukemia the time shall be until a veterinary clearance certificate is produced for the cats, cattery and household involved.
- Advertising of kittens on Trade Me saying they have pedigree in them when there is no proof of this.
- Review automatic reissue of the right to judge for another 12 months. Licensing? And/or apply every year?
- Appointment of International Judges at NZCF affiliated shows.

7.6 Marketing & Publications

(Wendy McComb)

Attachments:

'A' Members Code of Conduct'B' General Rules & Policies as 'Section 8. Personnel Policies''C' Tabby Patterns'D' Templecat Breed Standard

Chris M Lowe NZCF Secretary Attachment 'A'



Member of the World Cat Congress

Members Code of

Conduct

NZCF members who do not adhere to the provisions of this code of conduct (other than the recommendations section) may be subject to NZCF disciplinary procedures, including non-acceptance of membership applications.

Behaviour towards other NZCF members (including officers and officials)

and members of the public:

- 1. I will be civil and polite in my day to day dealings with NZCF members, including officers and officials and with members of the public
- 2. I will treat other NZCF members and members of the public with respect
- 3. I will be mindful that my behaviour in any cat-related context reflects upon the NZCF and its members, and unethical, inappropriate, or uncivil behaviour may bring discredit upon the NZCF.
 - a. I will abide by agreements and will make sure I understand them fully. If I wish to vary the terms of the agreement I will ensure I have permission in writing for this, from the appropriate person.
 - b. I will not knowingly spread false information about another member.
 - c. In the event of any dispute between myself and another member, or official, I will treat them with respect and I will endeavour to reach an

amicable solution. If an amicable solution cannot be reached, I will refer to the NZCF Disputes and Discipline Policy.

Cat and kitten day to day care and welfare:

- 1. I will ensure that all cats or kittens in my care are provided with good quality food, clean water, grooming as required and clean, warm and comfortable spaces to live in. Normally this will be in my home if they are pet kittens, if they are breeding cats, refer to the Breeders Code of Conduct.
- 2. I will ensure that my cats and kittens receive prompt veterinary attention if they show signs of being unwell or injured.
- 3. I will ensure that the numbers of cats and kittens in my care do not exceed my ability to provide adequate care.
- 4. In the event that I have a concern about a kitten bought from an NZCF breeder, I will discuss this with them, and endeavour to reach an amicable resolution. If an amicable solution cannot be reached, I will refer to the NZCF Disputes and Discipline Policy.
- 5. In the event that I am unable to keep a kitten or cat, I will contact the breeder prior to re-homing (if required) and ensure that I find a good home for it.
- 6. I will ensure that all cats or kittens in my care, not intended for breeding, are desexed.
- 7. When I purchase a pedigree kitten, I will abide by any conditions or requirements agreed with the breeder, unless they give written permission to depart from them.

Showing of cats or kittens:

- 1. I will adhere to NZCF rules and regulations pertaining to the showing of cats or kittens.
- 2. I will ensure that any cat or kitten I exhibit is clean, healthy, and free of parasites.
- 3. I will accept the judges' decision as final unless I believe they have made a genuine mistake, in which case I will approach the Show Secretary with my concern.
- 4. I will treat other exhibitors and members of the public with respect and politeness.
- 5. I will be pleasant and welcoming to new exhibitors and be willing to assist them to understand the show system.
- 6. At shows, I will avoid any action or comment that might influence the judge's decision about an exhibit.

NZCF Recommendations

These recommendations indicate best practice.

- 1. That all cats owned by members are micro-chipped and registered with the NZ Companion Animal Registry.
- 2. That members consider providing cat safe enclosures for their cats, thereby protecting them from danger and protecting native wildlife.

Attachment 'B'

8. Personnel Policies

All Members

8.1 All members are to abide by the Members Code of Conduct (Appendix B).

Officers and Officials

- 8.2 All NZCF members appointed or elected to official positions within the organisation will be required to keep information confidential in accordance with the NZCF's confidentiality policy.
- 8.3 These personnel will be required to sign a confidentiality agreement acknowledging this policy.

Judges

8.4 In accordance with Judges Manual, all judges must abide by the Judges Code of Conduct (Judges Manual, Appendix A.)

Breeders

8.5 All breeders are required to abide by the Breeders Code of Conduct (Appendix C).

Confidentiality Policy

Introduction

8.6 In connection with roles and positions within the NZCF, members may be given or

have access to confidential information provided by NZCF or by third parties. In this capacity members have a duty of confidentiality.

Scope

8.7 The confidentiality policy shall apply to all members of the NZCF holding appointed or elected positions (whether permanent or temporary) within the NZCF governance or management structures.

Definition

- 8.8 Confidential information is all information that the NZCF considers to be confidential or proprietary information of the NZCF or third-party sources.
 Confidential information may include, but is not limited to:
 - a. a member's name, address, e-mail, phone;
 - b. information about certain aspects of NZCF operational policies (e.g., survey data, appended consumer information, etc.);
 - c. 'in committee' discussions (e.g., in Executive Council meetings);
 - d. unpublished or pre-release versions of NZCF or third-party documents, emails, and information (e.g., drafts for discussion); and
 - f. internal use only or limited circulation documents, emails, or information (e.g., discussion emails).

Policy

- 8.9 When appropriate, written confidential information will be labelled 'Confidential' but a lack of such labels does not remove the requirement of confidentiality.Confidential conversations should be noted as such.
- 8.10 Members subject to a confidentially agreement shall:
 - a. not make any use whatsoever of the confidential information disclosed to them except for the purposes of the NZCF;
 - not reveal any of the confidential information to any person except for those officers, officials, or professional advisers of the NZCF who have a need to know the confidential information;
 - c. take such steps as are reasonable to preserve the confidentiality of the confidential information;
 - d. not make copies or duplicates of the confidential information except to the extent that it is reasonably necessary to carry out the NZCF's duties.
- 8.11 The obligation to maintain confidentiality and not to use the confidential information shall remain in effect even when a member has ceased to be an officer or official. The obligation to maintain confidentiality may be considered to have

ceased if the confidential information enters into the public domain.

Conflicts of Interest Policy

Introduction

- 8.12 All NZCF officers must commit to work together in the best interests of the NZCF and not for personal, political, third-party, or financial gain.
- 8.13 It is recognised that many social and personal relationships exist, especially within a small organisation like the NZCF. While most are beneficial in that they promote good working relationships, it is recognised that there may be circumstances where personnel holding elected or appointed positions will need to withdraw from decisions or from undertaking certain roles, so that neither they nor the NZCF can be criticised for unfair bias.
- 8.14 Real or perceived conflicts of interest should be considered in decisions relating to or involving:
 - a. financial matters,

b. disputes and complaints, and

c. assessment and supervision.

Scope

8.13 The conflicts of interest policy shall apply to all members of the NZCF holding appointed or elected positions (whether permanent or temporary) within the NZCF governance or management structures.

Policy

- 8.14 Personnel holding elected or appointed positions within the NZCF need to be conscious of potential conflicts of interest and:
 - a. avoid placing, and avoid the appearance of placing, their own self-interest or any third-party interest above that of NZCF;
 - b. disclose involvement with other organisations, businesses, or individuals where such a relationship might be viewed as an actual or potential conflict between their personal financial interests and that of NZCF, and disqualify themselves from participating in any decision with respect to those interests;
 - c. advise of a possible conflict of interest and withdraw from decisions where, owing to their social or personal relationships, there might be either real or perceived bias; and

d. refrain from accepting duties, incurring obligations, accepting gifts or favours, engaging in private business or professional activities when there is, or would appear to be, a conflict between their personal financial interests and the interests of NZCF.

Anti-Bullying Policy

Introduction

- 8.15 The NZCF recognises that bullying in the organisation has the potential for:
 - a. serious consequences,
 - b. an individual to experience health problems, loss of self-esteem, and performance ability,
 - c. divisions in the organisation to occur as people take sides, and
 - d. loss of enjoyment for members and subsequent loss of support for the NZCF.

Definition

- 8.16 Bullying is characterised by the following statements:
 - a. Bullying is defined as unreasonable and repeated behaviour towards a person or group that can lead to physical or psychological harm.
 - b. Repeated behaviour is persistent and can include a range of actions.
 - c. Unreasonable behaviour covers actions which a reasonable person wouldn't do in similar circumstances, including victimising, humiliating, intimidating, or threatening a person.
 - A single incident is not considered bullying but can escalate if ignored.
 Managing performance in line with normal policies and processes (i.e., assessments of performance) is not bullying.
- 8.17 Bullying can include verbal (in person or in phone calls) or written (including email or social media) abuse, insults, or offensive language; it can involve spreading misinformation or malicious rumours; and can be behaviour or language that threatens, frightens, humiliates, or belittles another person or group.
- 8.18 Bullying can occur unintentionally, where actions which are not intended to victimise, humiliate, undermine or threaten a person, do actually have that effect.

Scope

8.19 This policy applies to all members (including officers, officials, and affiliates) as well as non-members (e.g., contractors, visiting judges, show staff, exhibitors) who are participating in NZCF or NZCF-related activities (e.g., NZCF meetings, club meetings, conferences, refreshers, and shows).

Obligations

8.20 The NZCF will do the following to minimise and respond to bullying within the organisation:

- a. The Executive Council will minimise bullying within the organisation by:
 - i. establishing respect for the broad range of human values and character strengths required for the NZCF to survive;
 - actively looking for ways to create a positive environment that officials and members feel is pleasant, fair, rewarding and positively challenging;
 - iii. encouraging positive leadership styles;
 - iv. training key officers and officials to receive bullying reports and give support and advice;
 - v. directing attention towards behaviour rather than people, and aiming to promote harmonious relationships across the organisation;
 - vi. providing people who believe they have been bullied with a range of options to resolve the issue;
 - vii. promoting low-key solutions before formal actions where appropriate;
 - viii. aiming to repair the relationship and promote positive interaction;
 - ix. openly discussing bullying, in both formal and informal settings, and providing information and training about it;
 - x. identifying factors that contribute to bullying, and putting effective control measures in place;
 - xi. ensuring the NZCF's processes and systems are fit for purpose and regularly reviewed; and
 - xii. having regular membership surveys on NZCF culture.
- b. Members (and non-members participating in NZCF activities) agree to:
 - tell appropriate officers or officials (including show officials) if they experience or see any bullying behaviours – if an officer or official is the person behaving in a bullying manner then advise the NZCF Secretary;
 - ii. try low-key solutions (e.g., talking to the person initially, if safe to do so);

- iii. follow the NZCF's informal or formal processes when making a report;
- iv. keep an eye out for other people, providing support when seeing a person being isolated or experiencing reprisals; and
- v. accept that perceptions of bullying may need to be negotiated.
- c. Officers and officials agree to:
 - i. ensure all members have clarity on what their roles entail through rules and policy documents and codes of conduct;
 - ii. intervene early to call out and deal with any unreasonable behaviour before it escalates;
 - iii. record and investigate complaints fairly and in line with the NZCF's policies and processes;
 - iv. look for informal solutions before escalating an issue to higher levels (e.g., mediation or investigation) where appropriate.
- 8.21 When dealing with an allegation of bullying the NZCF will:
 - a. treat all matters seriously and investigate promptly and impartially,
 - b. ensure neither the person who complained nor the alleged bully are victimised,
 - c. support all parties involved,
 - d. find appropriate remedies and consequences for confirmed bullying as well as false or frivolous reports,
 - e. communicate the process and its outcome,
 - f. ensure confidentiality,
 - g. use the principles of natural justice,
 - h. keep good documentation, and
 - i. have specialist external advisors available to help.

Social Media Policy

Purpose

8.22 This policy is intended to provide members of the NZCF with clarity on the appropriate use of social media in a way that will provide support for, and not detract from, the NZCF's role in the cat fancy and the wider community.

Definition

- 8.23 'Social media' is any online environment where websites or applications enable users to create and share content or to participate in social networking, for example Facebook, Twitter, video sharing sites like YouTube, personal blogs, Wikipedia, podcasts, and many more.
- 8.24 Participation in social media is any conversation or activity that occurs online where people can share information relating to or reflecting on the NZCF, its members, or anybody who participates in NZCF or NZCF-related activities.

Scope

8.25 This policy applies to all members as well as non-members (e.g., contractors, visiting judges, show staff, exhibitors) who are participating in NZCF or NZCF-related activities (e.g., NZCF meetings, club meetings, conferences, refreshers, and shows).

Policy

- 8.26 It is an obligation on all NZCF members that they shall promote the purposes of the NZCF and shall do nothing to bring the NZCF into disrepute. This obligation includes participation on social media.
- 8.27 The NZCF's Constitution, rules, and applicable codes of conduct (for judges, breeders, members, and exhibitors) include requirements and guidelines for the behaviour of NZCF members and these are also applicable to social media.
- 8.28 Any person subject to this policy must:
 - a. act in a way which falls within the community expectations of good and appropriate manners;
 - b. be polite and respectful to the NZCF, its members, its affiliates, and any other related parties, including visiting judges; and
 - c. respond to others' opinions respectfully and professionally.
- 8.29 Any person subject to this policy must not:
 - a. criticise, disparage, or make derogatory or negative comments about the NZCF, its members or affiliates, or any domestic or international judges;
 - b. make negative or adverse comments about show exhibits; or
 - c. harass, bully or intimidate any person or organisation.
- 8.30 Written permission must be obtained before any statements or comments are made on social media on behalf of the NZCF, or which may be construed to be on behalf of the NZCF, or before using the NZCF logo. Requests under this para should be directed to the Secretary.
- 8.31 Any person subject to this policy must obtain written permission from any member of NZCF or any visiting judge before publishing photos or videos of them on social

media. Requests may be made, and permission given, by email.

8.32 No photos, videos, or results shall be posted until the conclusion of a show.

Policy Non-Compliance

- 8.33 Misuse of social media can have serious consequences for the reputation of the NZCF and the enjoyment of the hobby for members and exhibitors. All complaints of misbehaviour on social media by any person subject to this policy will be investigated and disciplinary action may be taken, or information passed to NetSafe or the New Zealand Police.
- 8.34 The NZCF has a formal Disciplinary and Disputes procedure which must be followed by any person making a complaint about a breach of this social media policy, and may include the payment of a complaint fee.

Attachment 'C'

PROPOSED STANDARDS OF POINTS INTRO TABBY PATTERNS

Classic

All markings to be clearly defined and dense. <u>On the forehead there should be a</u> <u>letter 'M' giving the impression of a frown. There should be an unbroken line</u> <u>running from the outer corner of each eye, and pencilling on the cheeks. The edges</u> <u>of the ears should be the same colour as the markings with a central patch of</u> <u>ground colour resembling a thumb print.</u>

A series of lines run from above the M-marking over the top of the head and extend to the shoulder markings, which should be shaped like a butterfly <u>seen</u> from above. Both upper and lower <u>'wings'</u> should be clearly defined in outline with the central areas broken by small areas of ground colour. On the back there should be an unbroken line running down the spine from the butterfly to the tail, with a stripe on either side running parallel to it. The stripes should be separated from each other by stripes of ground colour. On each flank there should be an oyster-shaped patch surrounded by one or more unbroken rings. Both sides of the cat should have symmetrical identical markings. On the neck and upper chest there should be unbroken necklaces, the more the better. The denser concentration of colour should extend from the feet up the back of the leg to the hock joint. The legs should be barred evenly with bracelets going down from the body to the toes, which are spotted. The tail should have complete rings, as numerous as possible with a solid tip of the darker colour. The abdominal region should be spotted.

Mackerel

All markings to be clearly defined and dense. On the forehead there should be a letter M giving the impression of a frown. <u>There should be an unbroken line</u> running from the outer corner of each eye, and pencilling on the cheeks. The edges of the ears should be the same colour as the markings with a central patch of ground colour resembling a thumb print.

A narrow unbroken line runs from the back of the head to the base of the tail, on either side of which should be a broken spine line from which narrow vertical lines run down the body. These lines should be as narrow and as numerous as possible and should be unbroken. <u>On the neck and upper chest there should be unbroken</u> <u>necklaces, the more the better.</u>

The denser concentration of colour should extend from the feet up the back of the leg to the hock joint. The tail rings, should be narrow and as numerous as possible, either broken or complete, with a solid tip of the darker colour.

Spotted

All markings to be clearly defined and dense. The spots may vary in size and should be round and evenly distributed. They should not run together in a mackerel pattern in any part of the coat. On the forehead there should be an 'M'. There should be an unbroken line running from the outer corner of each eye, and pencilling on the cheeks. The edges of the ears should be the same colour as the markings with a central patch of ground colour resembling a thumb print.

Lines should extend from the top of the head down the back of the neck, breaking into spots on the shoulders and along the spine. Any necklaces must be broken. In an adult coat a solid spine line is a serious fault. An apparent solid spine line in kittens should show signs of breaking into spots. The spots should not be speckled with any agouti hairs and should be solid to the roots (except in silver tabbies), showing good contrast with the ground colour.

The denser concentration of colour should extend from the feet up the back of the leg to the hock joint. The legs should be barred or spotted and the tail ringed with complete or broken rings and have a solid tip of the darker colour. The abdominal region should be spotted.

Ticked

The coat should be evenly ticked with two or three bands of colour extending well down each hair. On the forehead there should be an 'M'. <u>There should be an unbroken line running from the outer corner of each eye, and pencilling on the cheeks. The edges of the ears should be the same colour as the markings with a central patch of ground colour resembling a thumb print.</u>

The darker harmonious colour should be more apparent down the spine line shading to a paler but harmonious colour on the belly and inside the legs. Any necklaces should be broken. The body should be free from spots, stripes or blotches.

The denser concentration of colour should extend from the feet up the back of the leg to the hock joint and be seen on the tip of the tail. Markings on the extremities may be entirely absent or range from slight shading, to kneecaps, to distinct stripes.

Attachment 'D'

PRELIMINARY STANDARD ONLY BREED CODE: TEM - TEMPLECAT

GENERAL TYPE STANDARD

The Templecat is a shorthaired strong-boned cat developed from the Birman breed. There must be strong definition between colour of points and white of paws and gauntlets.

Head	Strongly boned, slightly rounded in the muzzle. Broader than high, forehead slopes well back, is slightly convex in profile with flatter appearance in front of and between ears.
Jaw	Strong, cheeks full and well developed.
Nose	Medium in length, in proportion to size of head, slightly Roman in shape but not to excess.
Chin	Full and strong with a straight bite.
Ears	Medium in size set moderately far apart and slightly flared.

Eyes	Almost round in shape widely spaced but not bold.		
Body	Of good length, yet muscular and solid. Neck strong and of medium length. Broad chest. Males much more robust than females.		
Legs / Paws	Strongly boned. Medium in length. Large round paws. Stiff rear legged gait.		
Tail	Length to just before the shoulders. Carried thrown backwards with a curl at the tip.		
Coat	The coat is short and plush yet still remaining silky to the touch.		
Colour	Head: Mask (adult) should cover the face to over the eyes but joined to ears by tracings. Chin shaded to match the mask.		
	Legs: Leg point colour to go up to just above the elbows on the front and to merge into flanks at the rear. Leg colour lighter inside legs.		
	Gauntlets: Front paws white gloved in an even line across the paws at the third joint. Back paws have white gauntlets which cover back paws extending in a line up the back of the legs in the shape of a spearhead, to reach a point just below the middle of the hock. Evenly matched gloves and gauntlets are desirable.		
Paw Pads	Pink or pink blotched with the points colour.		
Eye Colour	Decidedly blue, clear and bright the deeper the better.		

SCALE OF POINTS

Head Includes size, shape of eyes, ear shape and set		25
Body Includes shape, size, bone and length of tail		25
Coat Coat / Condition 1		20
Gloves / Gauntlets	10	
Colour		20
Points	10	
Body colour	10	
Eye Colour		10
	TOTAL	100

Faults

- 1. Strongly almond shaped eyes.
- 2. Areas of white in points other than gloves / gauntlets.
- 3. Blotches / spots of colour in gloves or gauntlets.
- 4. Lack of width in head.
- 5. Small rounded ears.

Withhold Challenge

- 1. Lack of white gloves on any paw.
- 2. Lack of gauntlets on back legs.
- 3. Crossed eyes.
- 4. Kink in tail.
- 5. Coloured toes.
- 6. White chin spot.
- 7. Squint.

Note:

The white feet are characteristic of the Templecat and whilst it is desirable to have them perfect, they should not be given preference over the **type** of the cat. A cat may be **slightly** imperfect in gloves and gauntlets yet still be eligible for top awards. While allowances should be made for incomplete point colour in kittens; in adult cats it is desirable to have even points colour.

COLOUR CHARTS

Refer to Birman Colour Charts.