



**MINUTES OF THE EXECUTIVE COUNCIL MEETING HELD at the Bay Plaza Hotel  
40-44 Oriental Parade, Wellington 24-26<sup>th</sup> February 2017**

Chair opened the meeting 5.14 pm – Janice presented a Health & Safety briefing

**Item 1 Attendance & Apologies**

**Annette/Janice: “That the apologies of Wendy McComb & Marion Petley are accepted.”**  
**Carried**

**Item 2 Confirmation of the Minutes of EC Meeting Nov 2016**

**Secretary:** thanked the EC members for their assistance with the notes provided following a computer issue thus allowing for the minutes to be completed.

**Amendments**

Heading to read **Minutes of the** Executive Council Meeting

Page 3 NAWAC permission was **sought**

Page 9 bullet point All EC members have signed **confidentiality**

Page 9 Re: Appointment of Agent: only part of the change recorded need to add 18.1 to the Registration Rules - In exceptional circumstances (such as death or incapacitation of an owner) the Portfolio Manager (Registrations) may authorise the appointment of an agent to facilitate the registration, sale, or transfer of affected cats and kittens. The agent does not need to be a member of the NZCF. Normal fees for these transactions will apply. **Gaynor: moved from the chair “that the amendment be accepted”**

Page 10 Bengal Standard decision – the first motion as presented in the BSAC report was also passed which read: “That with the exception of the glitter wording which is to be voted on separately, the proposed changes to the Bengal and Cashmere Standards of points as circulate be accepted.”

Page 11 **Deb/Gaynor: “That the EC go into committee to discuss a show issue.”**  
**Carried**

**Chair: “That EC move out of committee” Carried**



<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Deb Armishaw (IT) Wendy (Marketing) Gaynor (Business/Admin) Secretary/ EC PM Gaynor B/Admin PM Jane Webster (Governance Officer)	<ul style="list-style-type: none"> <li>• Follow-up on the Electronic Voting for 2017 elections and Constitutional Remits</li> <li>• Complete the updates for the release of a pamphlet</li> <li>• Logo survey – send out in flash cats. Place on AGM agenda for general discussion</li> <li>• All future agenda's reports and minutes to utilise the goal headings in the strategic planning document (see original submission R Griffiths)</li> <li>• Members Code of Conduct</li> <li>• Re: Constitutional Clause 11.1 &amp; 11.2 regarding amendment for the removal of EC member</li> </ul>

**Item 4**

**Correspondence**

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Deb Armishaw (Privacy Officer) Secretary	Refer: letter from SPCA for information (Animal Welfare) follow-up on the reason for information request (limits on disclosure)

**Kitten Notice Board**

There has been a report of a Breeder advertising on the NZCF Kitten Notice Board of kittens that do not appear to have been registered. Some form of check needs to be put in place to ensure that all kittens are registered

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Deb Armishaw (IT PM) Secretary	To follow up with Peter to see if ROCAP can be linked to the Notice Board allowing an additional field to be added to include registration details/number. This would be a required field so that no posting would be accepted if not completed.

**Prefix Ownership** EC resolved that dispensation be given to 4 members to be named as owners of a prefix. Registrations must be signed by at least three signatories.

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Secretary	Notify the applicants that EC have given dispensation with the rider regarding signatories

**Cross Breeds**

Letter of concern has been received with particular reference to breeds not currently approved by NZCF

**Discussion:** concern was expressed that there will always be a potential to bring in heath problem.

For instance because NZCF are ok with the domestic outcross with Manx – there could be two different genes one of which is responsible for the taillessness in domestics. NZCF are aware that mutated breeds are being outlawed by some overseas registries, and that breeders are in fact modifying the breeds.

EC agreed in principle to releasing a policy prohibiting the use of domestic tailless cats in Manx programmes.

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Jane Webster (BSAC)	Action wording and release information for publication on News Flash on the website

**New Breeds**

Annette: NZCF has the ability to accept breeds if they are imported into NZ this is of concern. When the Turkish Angoras came into the country I don't recall it was approved by EC.

Discussion: Not all registries accept everything. New breeds have to be promoted, EC does have a say in whether or not it is an accepted breed. It was recently reported by a Judges Refresher that the Toyger's were not shown in the South Island, this of course is not correct. Breeders should be reminded of the New Breeds Acceptance process before looking at importing breeds, as some of the cross breeds would be of concern.

See rules about "New Breeds" acceptance process

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
BSAC & Flash Cats	Breeders to be reminded of the "New

	Breeds Acceptance Procedure” – publish on website and perhaps flash cats.
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**Website Updates**

Letter of Concern Mid-Island Cat Club

Club highlighted concerns about requests not being responded to in particular up dates to the NZCF website.

EC acknowledged that emails do go astray and remind that if members have asked for an update and note that it has not been confirmed, a further request would be in order.

Concerns regarding breeders listings those appearing on the NZCF website are up to date with current details supplied by individuals as at the roll-over date in ROCAP 1 February 2017.

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Secretary	<ul style="list-style-type: none"> <li>• Clubs to be reminded to maintain their own Club forms so that uploads are correct</li> <li>• Steward/Handlers list is currently under review (three officers are working on this update)</li> <li>• Reminder that the IP address page does bring up old links so it is important to refresh the page to ensure you are getting the latest information</li> <li>• Copies of emails should be attached to letters of concern to enable EC &amp; the Secretary to identify follow-up required (Judges PM)</li> </ul>

**Management Breeders Website Information**

The EC thanked Ian Gray for the work that he had done in identifying the ex-breeders of NZCF who are still appearing as active breeders on [www.cat-breeders.co.nz](http://www.cat-breeders.co.nz)

Discussion: the list of breeders appearing on the NZCF website is not a definitive list. Only those who request to be listed are included. Prefixes are issued for life (at least the name is) and NZCF cannot police the advertising on websites that individual breeders have signed up for.

**Hardcopies Minutes**

Are available for circulation to those on request for a contribution towards the postage

- People in Authority** M Ridge letter of concern (refer to complaints)
- Burmilla Colours** Letter of concern will be discussed under the Judge PM report
- Clubs Constitution** Clarification requested on what is meant by the NZCF Confidentiality Agreement and whether or not Clubs should be provided with guidelines and what procedures should be put in place

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Gaynor – Bus/Admin PM	<ul style="list-style-type: none"> <li>• Look at some guidelines that Clubs can use to cover matters of what may be considered confidential</li> <li>• Reporting guidelines taking any Privacy matters into consideration</li> </ul>

- Strategic Plan** Portfolio status listed as per the business plan (e.g. publication details would show for instance in one spot) publicise the business plan as suggested. (Linked to the strategic plan)

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Secretary / All PM	<ul style="list-style-type: none"> <li>• Extension of the Strategic Plan to cover presentation of the PM reports (listed under each goal)</li> <li>• Agenda &amp; Minutes to utilise the same format</li> </ul>

- Appointments** Sue Mackay has been appointed NZCF Animal Welfare Liaison Officer
- Zena Pigden – has been appointed to the Companion Animals **Council** Board & CAC **Trust** (the Trust appointment is until the AGM to allow for the incoming Chair the option to take up this role).

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Secretary	<ul style="list-style-type: none"> <li>• Agenda Item for the Post AGM EC Meeting appointment of CAC Trust member</li> </ul>

- Nelson Cat Club** EC supported the letter that went to CFA regarding the withdrawal of two judges (2016 show) the council report has not as yet been received.

**Deb/Gaynor: “That the inwards correspondence is received and the outwards endorsed.”**

**Carried**

**Item 5**

**NZCF Strategic & Business Plan Review**

*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*

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**Business Plan Review**

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Jane Webster (Governance)	<ul style="list-style-type: none"><li>• All action dates agreed will be updated in the new document</li><li>• Business Plan will be updated at each meeting of the EC</li><li>• 5 year plan will be presented at the NZCF AGM in May</li><li>• Re: Open to Host follow-up on the email required from NZCF Treasurer</li><li>• Payment Gateway follow-up</li></ul>
All PM report at AGM	
Deb (IT PM)	
Marion (Treasurer NZCF)	

**Item 6:**

**General Business**

- **Disputes & Discipline Procedure** (DDP) amendments (underlined) **Amendment Process**

- 0.1 Suggestions for minor amendments (minor errors or omissions which do not affect the intent) are welcome and may be submitted to the Secretary. These will usually be incorporated the next time the page is reissued.
- 0.2 Proposals for significant amendments should also be submitted to the Secretary but will require a process of assessment and approval prior to incorporation.
- 1.3 Where a member is charged / convicted of animal neglect or abuse under the Animal Welfare Act 1999, (and subsequent amendments) membership may be suspended or terminated.

**Discussion:** as to where this should be placed in the document Discipline or - membership withdrawn (collation should be with 1.4 & 3) constitution 7.2 as a result of a dispute or discipline process. Nothing in there for the general membership

**2.2.6 Insert** – in addition to any court fine may be subjected to penalties as listed.  
**2.2.7** As an outcome of an (DDP under policies) **and subsequent amendments.**

General Rules and Policies document insert into 2.2.7 a member may have their membership suspended or terminated where a members is charged or convicted

under the animal act and subsequent amendments (Policies document) nothing specifically shown in our governance documents.

### **Enter under Discipline**

#### **(See 1.3) and 1.4 moved down**

Insert under 3 - 1.4 where a member is charged / convicted of animal neglect or abuse under the Animal Welfare Act 1999, members may have their membership suspended or terminated.

#### Disciplinary powers

(Anything that is listed in 3 could be included) bringing the NZCF into disrepute needs to be included under disciplinary powers.

**Discussion:** What is the definition of prefix privileges?  
These clauses only relate to animal abuse (because there is nothing in our documents that cover animal welfare neglect or abuse.

**Discussion:** a mediator in the sense of – the complaints coordinator thought we had it right we need to filter out what is easily fixed.

2.1 **If the NZCF National Disputes Co-ordinator** or any member of the Executive Council of the NZCF or of the hearings committees has an interest in any particular complaint or disciplinary matter, they must declare this interest and shall take no part in any of the procedures. Secretary should say NZCF Secretary

#### **Mediation:**

##### **Discussion:**

Originally John Lloyd mediated and dealt with complaints as the National disputes Co-ordinator at a cost of \$250 per case up until Linda McManaway was appointed as the National Disputes Co-ordinator. Since the new rewrite of the DDP the Chair has helped with the mediation (and still does). The DDP does not say who is to mediate. This action saved the NZCF approx. \$2500 per year.

In-house mediation is still offered. Minor complaints and time allowing can be handled by the NZCF Secretary, the Secretary can then ask for a mediate to help.

NZCF Secretary is the initial contact but mediation would go to Gaynor (Chair).

#### **Meeting adjourned for lunch**

#### **Process**

- 4.1 The complaint against any member or officer must be made in writing by the person making the charges and directed to the NZCF Secretary.
- 4.3 The fees as laid out in the complaint lodgement fees below, must accompany the complaint. All fees are inclusive of GST.

- a. The lodgment of a complaint not requiring a mediator; as per NZCF Schedule of Fees.
- b. A complaint by the NZCF acting through the Executive Council Chairman; no fee.
- c. The lodging of an appeal; as per NZCF Schedule of Fees.
- d. Where a complaint is made by a person who is not a member of the NZCF; no fee.

### **Grounds for Complaints**

- 4.6 A complaint may be laid against any member or affiliated club who:
- a. is in breach of any rule or bylaw or Codes of Conduct of the NZCF;
  - b. acts in a manner which is or which may be discreditable or prejudicial, or calculated to be prejudicial to the interests of the feline world;
  - c. judges at or in any way officiates at an unsanctioned cat show;
  - d. does any improper act connected with the administration or operation of the NZCF;
  - e. is convicted by a court, or enters into a police diversion scheme in respect of any of the offences specified in para 1.2; delete (becomes a double jeopardy)**
  - f. (renumbered e) acts as the nominee or agent of a banned person with the intention of avoiding any penalties imposed upon the banned person;

**Note:** clause (g) is now not necessary as it is covered

### **Procedure**

- 4.7 The initial procedure on receipt of a complaint against a member is as follows:
- a. The Secretary shall contact the complainant within 7 days of receipt and discuss the option of mediation with them.
  - b. If the complainant agrees to mediation the Secretary shall contact the defendant to advise that a complaint has been received, and to offer mediation.
  - c. If both parties agree to mediation the Secretary may mediate the complaint or appoint a mediator.
  - d. If mediation is not agreed to by both parties the Secretary shall inform the NZCF National Disputes Co-ordinator of the complaint.
- 4.8 A complaint arising directly from the Executive Council of the NZCF shall be passed by the Secretary to the NZCF National Disputes Co-ordinator.
- 4.9 The complaint shall be brought to the next meeting of the Executive Council of the NZCF for consideration except that if the Executive Council of the NZCF is the defendant in the complaint the complaint shall be passed to the NZCF National Disputes Co-ordinator.
- 4.10 If the Executive Council of the NZCF finds there is a prima facie case to answer the complaint shall be passed to the NZCF National Disputes Co-ordinator. Where there is no prima facie case the complaint will be dismissed.

- 4.11 The NZCF National Disputes Co-ordinator shall act as secretary in all matters pertaining to the disciplinary process. For continuity and to give guidance on any technicalities previously discussed he/she will sit on all convened hearings committees in a non-voting, advisory capacity.
- 4.12 The NZCF National Disputes Co-ordinator shall be responsible for fully investigating the complaint. He/she shall contact the person or persons against whom the complaint has been made and offer that person an opportunity for an explanation and/or resolution.
- 4.13 The NZCF National Disputes Co-ordinator may, if he/she requires, appoint up to two more people to assist in the disciplinary procedure.
- 4.14 If the NZCF National Disputes Co-ordinator agrees that there is a case to answer, or if the Executive Council of the NZCF is the defendant in the complaint, the Executive Council of the NZCF will offer the complainant a hearing.
- 4.15 If the NZCF National Disputes Co-ordinator decides that there is no case to answer he/she will dismiss the complaint and all parties will be notified.

### **Process**

- 5.1 If a defendant feels that a decision or disciplinary action is wrong or unjust they can appeal against the decision. An appeal must be lodged with the Secretary within 21 days of the date of the decision.
- 5.15 The Appeals Committee will advise the Secretary of the NZCF if the original decision has been upheld or of their decision and any punishment which it finds appropriate. The findings of the Appeals Committee will be binding on all parties and no further appeals will be allowed.

### **6. Review**

- 6.1 This process will be reviewed at the last Executive Council meeting of 2017.

**Janice/Gaynor: “That the amendments with the exception of 4.7 (a-d) be accepted. **Carried****

*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.*

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- **Registration Rules Amendments**

#### **Imported Cats**

**Annette/Janice:** Amendment to 14.1 “Application to register an imported cat must be submitted to the appropriate Registrar on an NZCF registration application form, to which must be attached a **certified** export pedigree and transfer certificate issued by the registering body or equivalent, being a body officially recognised by the NZCF, in the country or state with which the cat was registered at the time of export to New Zealand. Photocopies of certified export pedigree and transfer shall be acceptable, but breeder's pedigrees shall not be acceptable.” **Carried**

**Janice/Gaynor:** Amendment to 14.4 “For NZCF registration and transfer purposes, the date of transfer in the **registry of origin** is deemed to be the date from which the importer/new owner assumed ownership of the cat.”

Amendment to 14.9 “An imported cat may be granted a dispensation for exhibition, pending the arrival of the certified export pedigree and transfer form from the **registry of origin**. Upon application to the appropriate Registrar, this dispensation may be granted for a period not exceeding 6 months from the transfer date.”

**Carried**

**Discussion:** Do these changes impact on 14.3 Registrations Amendment - Registry of Origin part of the glossy to reflect the definition. The Governance Officer needs to report other changes required in the documents allowing the EC the opportunity to confirm

**Ragdolls**

**Annette/Jane: Amendment to Registration Rule 15.31c**

15.31c. Ragdolls imported for breeding from overseas and from other New Zealand registries can only be registered if both parents are clear of the HCM mutation. Appropriate documentation (test results of both parents) must be sent to the registrar when registering an imported Ragdoll for breeding.

**2: 2: 1 (status quo) lost**

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

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Note: if this process was being followed correctly all PMs would include items directly from their reports here.

**Lymphoproliferative Disease in BRI & Associated Breeds (Jane Webster)**

Although disease tests are being developed and released all the time, this one has been brought to the BSAC’s attention through the breed rep at a time when a DNA test has just become available through Massey University. The breed sections will be provided with all appropriate information shortly.

**Breeding Practising Policy**

A template has been written and subsequently reviewed. The BSAC recommendations are just a start to a conversation between Breeders in a consultation document

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Deb Armishaw <b>(IT PM)</b>	To follow up on the IT possibilities (for online form) Survey monkey option to which may be linked directly to the website <b>(Post AGM Agenda meeting deadline)</b>

*Goal 4: Promoting improvement in health and welfare of NZCF member’s pedigree, companion and domestic cats.*

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- Re: Greenpeace Laws for the compulsory desexing of cats & dogs (update NZCF Coordinator Animal Welfare Officer S Mackay)  
**Discussion:** our organization has no policy on early desexing and there are people who believe we should. Cross bred kittens on TradeMe NZCF should regulate this (desexing contracts do not stand up in court) link provided for article from Jonathan Guy (companion animals desexing requirements) Secretary to send through the note that Sue sent initially. Interesting to note that there are backyard breeders that are desexing and fully vaccinating (Accreditation programme for the sale of cats/kittens in pet shops)
- Adoption of Coordinator Animal Welfare position description was written by Deb Armishaw.

**Gaynor/Deb: “That the job description for the NZCF animal welfare liaison position is accepted. “** **Carried**

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Jane (Governance)	Update documents with amendment  Form on website to be amended

## **Item 7 Portfolio Reports**

### 7.1 Business Finance & Administration (Gaynor Saxon)

(a) Treasurers Report (Marion Petley)

#### **Approval of Accounts**

**Chair: “That the payment of accounts for the period 01/10/16 to 31/12/16 totalling \$32361.79 (incl GST) be approved for payment in retrospect.” Carried**

**Chair: “That the payment of accounts for the period 01/01/17 to 31/01/17 totalling \$2030.23 (incl GST) be approved for payment in retrospect.” Carried**

**Outstanding Debt** 2016 debtor \$969.46 – Treasurer reported this debt will be written off.

Chair: Debit Collection action to recover this should be initiated as this is a large amount. **EC resolved that any bad debit should go to an agency.**

**ROCAP Invoices** The IT Portfolio Manager is to be kept in the loop with any requests requiring Peter to be involved as Deb is required to approve the invoices. Other EC Members are spending the IT budget without advising the PM. Normal day to day functions like updating documentation – just cc into the email. Any project must be referred to Deb first.

**NZCF Mileage**      **Gaynor/Deb: “That the NZCF mileage rate be increased to 0.60 p/km (effective from this meeting).” Carried**

**Chair: “That the Treasurer’s report is accepted.” Carried**

**WCC Agenda**      **(b) Secretary (Delegate to WCC):** The WCC 2017 meeting is coming up in April and agenda items are being called for. This is an excellent opportunity for NZCF to get opinions from registries from all over the World.

1. Outsourcing of registries
2. Health of the breeds – (general update on what has happened since the last report
3. How do they deal with complaints (each registry maybe?) Do we NZCF over regulate by dealing with complaints – feedback on the level and type of complaints
4. No registration numbers re: zoo stock - difficult to work out if they are full register.
5. Social media issues – how do other registries deal with complaints

**(c) Complaints reporting**

**Chair: “That the EC go into committee to discuss complaints.” Carried**

**Chair: “That the EC come out of committee.” Carried**

**Chair: “That the Business / Admin report be accepted.” Carried**

**7.2 Breed Standards Advisory Council (Jane Webster)**

**Domestic Breed Section**

The General Rules and Policies does not currently support the existence of a ‘breed section’ to which people who show (or are otherwise interested in) Domestic cats can belong. ROCAP has a Domestic Breed Section option which is being used, but is not supported in the policy which states.

- 2.17 A breed section shall be established by the Executive Council **for each NZCF recognized breed or breed group**

**Jane/Deb: “That two new sentences be added to para 2.17 which would then read in total:**

*2.17 A breed section shall be established by the Executive Council for each NZCF recognized breed or breed group (as set out in Registration Rules, Appendix A). A breed section shall also be established for members who show or have an interest in cats in the Domestic Division. There shall be a breed representative for any breed section which has five or more*

*active breed members. An active member is one who has bred and registered with NZCF a minimum of two litters in the past two years. There shall also be a breed representative for the Domestic breed section if there are 10 or more members. A breed section shall lose its individual breed representative if the above criteria are not met for three successive years. A breed section which does not meet the criteria for an individual breed representative will be linked with another breed section or represented by the general breed representative as recommended by the Breed Standards Advisory Council to the Executive Council.*

**Discussion:** If this is agreed in principle the changes to General Rules & Policies will be put on the agenda for the post-AGM meeting in May.

It could be considered that a Companion breed section would be useful but the majority of these cats will have some registered breed origin which would mean an appropriate breed section is available for members only showing companion cats. **Carried**

### **Criteria for Individual Breed Section**

Jane: Detailed information about how to earn individual breed section criteria etc. Interested in feedback I would like to see BS who want an individual breed section appointed, if you are a small breed section and have not meet the larger criteria they could have individual breed section criteria. Almost no change really –we are still having the elections, those that have not got enough people to meet the criteria they could still have individual breed representation.

### **Remit for AGM**

**Jane/Deb: that the EC put forward a general remit to the 2017 AGM that reads:**

That General Rules and Policies, para 3.26 (including sub paragraphs a. and b.) be altered to read: **“Breed section representative elections are held every two years at the same time as other NZCF elections. Breed section representatives must be members of the relevant breed section. Only members of the relevant breed section may nominate and vote to elect by postal ballot a breed representative to serve a term of 2 years.”**

**Rationale:** This change removes the requirement for a breed section representative to hold an NZCF prefix, thus opening up the role to non-breeder (or former breeder) breed section members.

**For the Guidance of Judges**

Still yet to be written is an article on the 'For the Guidance of Judges' document (ref: Feb 2016 minutes). The purpose of publishing this is simply to raise the profile.

**Jane/Annette: "That the BSAC report be accepted."**

**Carried**

**7.3 Shows (Janice Davey)**

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Janice Shows PM	<ul style="list-style-type: none"> <li>• Follow-up details regarding entry details for the companion cat (re: letter from Burmese NZ Central Show)</li> <li>• Show Calendar 2018 to be tabled for acceptance at the Post AGM meeting</li> </ul>
Sue Mackay (H&S Officer) & Deb	<ul style="list-style-type: none"> <li>• Risk Register Health &amp; Safety</li> </ul>

**Show Schedules** This rule was changed in 2013 but appears not to have made it into the updates. The Secretary used to receive the Show Schedules to check but this is a Portfolio Manager responsibility.

**Janice/Gaynor: "That Show Bylaw 2.1 be amended to read:**

**2.1 The Show Secretary shall issue a show schedule and at the time of issue shall send a copy to the Portfolio Manager (Shows) to be checked before it is placed on the web site, and a copy should also be sent to Portfolio Manager (Judges) and the Honours Registrar.**

**Carried**

**Health & Safety Discussion:** The H & S Manual is a NZCF Document it should be on site at any activity, shows, meetings, refresher seminars etc. NZ Judges should be doing the health and safety questionnaire holding a show is an "undertaking" and any volunteer means a person who carries out any work for a PCBU.

**Janice/Jane: "That all NZCF licensed judges are required to complete the Health & Safety questionnaire (bi-annually) which will become part of the requirement for the annual return."**

**Carried**

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Janice Shows PM/Flash Cats Editor	<ul style="list-style-type: none"> <li>• Articles on H&amp;S to be included in</li> </ul>

Deb (Judges PM)

Flash Cats

- Questionnaire to go out to Judges for completion

### **H&S Investigation**

The EC resolved following the outcome of the investigation surrounding the issuing of a Category 2 Unable to be Judged form issued at CABCC show in September 2016 (in the name of Misty) be cancelled.

### **Janice/Jane: “That the appendix changes/additions to the Show Bylaws be accepted.”**

#### Summarised

Appendix C New Title Points covering Sapphire, Ruby & Emerald

Appendix D NZCF Annual Awards System

Appendix E Vet Rejection Certificate

Appendix F Emergency Form (Health & Safety)

Appendix G Application Form for Honours Certificate

### **Changes to be added to Appendix C**

C.5 becomes C.3 and so on

New C.5

Add F To qualify for Sapphire Double Grand Champion or Sapphire Double Premier 1100 points (400)

Add G To qualify for Ruby Double Grand Champion or Ruby Double Premier 1550 points (450)

Add H To qualify for Emerald Double Grand Champion or Emerald Double Premier 2100 points (550)

This would be an extension of our current awards system □ Titled cats will be awarded an extra 10 points towards a title tier when they are placed BIS (male and female) or Best Opposite Sex.

### **Appendix C: Points Titles System for NZCF Registered Cats**

C.1 Once cats have attained the title of Champion or Premier, they may be awarded higher titles of Grand Champion, Double Grand Champion, Bronze Double Grand Champion, Silver Double Grand Champion, or Gold Double Grand Champion; Grand Premier, Double Grand Premier, Bronze Double Grand Premier, Silver Double Grand Premier, or Gold Double Grand Premier under the provisions of this Appendix. C.2 Title points are cumulative and will be carried over from year to year.

**C.3 Deleted. C.4 Deleted.** C.5 When a cat is awarded a higher title than the one which it has attained, the Honours Registrar will notify the owner of the cat, sending an honours certificate to the owner without application or fee being

required. C.6 All Champion or higher qualified cats placed in the Top Ten at NZCF shows will automatically be awarded points depending on their position in the Top Ten, towards their next higher title, being 10 points for Best in Show, 9 points for Reserve, 8 points for third, 7 points for fourth, 6 points for fifth, five points for sixth, four points for seventh, three points for eighth, two points for ninth, and one point for tenth place. Additional to these placing points, further points will be awarded depending on the number of cats beaten, e.g., if fifteen cats are entered, the top cat will earn 10 points for being first, plus 14 for the number of cats beaten (total of 24 points), the tenth cat will earn 1 point, plus 5 for the number of cats beaten (total of 7 points). C.7 The number of points required for each award will be as set from time to time by the Executive Council. Initially these are as follows: a. To qualify for Grand Champion or Grand Premier, 120 points. b. To qualify for Double Grand Champion or Double Grand Premier, 180 points. c. To qualify for Bronze Double Grand Champion or Bronze Double Grand Premier, 280 points. d. To qualify for Silver Double Grand Champion or Silver Double Grand Premier, 450 points. e. To qualify for Gold Double Grand Champion, or Gold Double Grand Premier, 750 points. **C.8 Deleted. C.9 Deleted.** C.10 When a cat is de-sexed, and moves from the entire to the neuter / spay section, it will not carry its points with it, and will have to start over again to earn its initial three challenge certificates to move into this points award system as a neuter/spay.

**Janice/Gaynor: “that the structure points be accepted.” Carried**

**Points** D.2 The points used to calculate NZCF Annual Awards are earned in the same way as those for title points. Refer para C.6.

**Best Rings** D.3 a set number of ring results are used in the calculations and that number is decided by the Executive Council from time to time. The best point scores from the set number of rings during the show season will be used to calculate placings in the NZCF Annual Awards at the end of the year. The total number of points are added together from the best placings, i.e., only the best scores from the set number of ring results will be used even if a cat has additional top ten placings. D.4 Should there be insufficient finalists using the set number of ring top ten scores, the best over one less ring will also be taken into account until a pool of finalists of at least ten can be obtained. From that pool of finalists the winners will be the ten cats which have the highest points. The minimum number of scores to be taken into account must be no less than three. If there are not enough cats with three scores or more, then the unfilled placings will remain vacant.

### **Results and Awards**

Certificates and Publication D.5 NZCF Annual Awards certificates are sent out by the Honours Registrar once the show season has ended and all outstanding marked catalogues have been received and processed. Once a reasonable time has elapsed for the certificates to have reached the owners by post the NZCF Annual Awards results are made public on the NZCF website.

**Awards Dinner** D.6 The NZCF endeavours to hold an Annual Awards dinner once a year (often in conjunction with the National Show) which honours the NZCF Annual Awards winners from the previous show season.

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Jane Webster (Governance) & Janice Davey (Shows) “NZCF Judge” Definition for Glossary	Deb presented a definition, EC felt it had more detail than necessary – this is to be readdressed

**Janice/Gaynor: “That the shows report be accepted.” Carried**

**7.4 Judges (Deb Armishaw)**

**Refresher Seminar**

Three refreshers have been held – the report for the first one which was the Central was presented at the November EC meeting. Responses to all areas of concern highlighted at all three seminars have been given on the Judges Forum

**Discussion Points:**

- National Refresher opportunity
- PM attendance at refreshers (how would that be funded)
- On Line voting for Judges Registrar vs PM role
- Judges Role on the EC (could lead to another seat on EC which would be welcomed especially with the increase in workload - good opportunity to get a 7<sup>th</sup> elected member onto EC.
- New creation will require a number of rule changes. Next highest polling candidate (exactly the same as electing an EC member) the Judges Guild, registry are treated as a different group.
- Tutor Judges – selected by their peers (electronic voting)
- On-line contracts are currently under review – contracts need to be streamlined ensuring quality and standards for all judges
- Judges - feel that Health & Safety policy has no relevance to Judges as they are not a PCBU
- Steward/Handlers listing on website –under review (Deb/Janice & Chris)

**Note: The EC are interested to note the future of an elected Judges Role on the EC & Electronic voting for Tutor Judges have been discussed by the Judges at the refreshers and the EC look forward to receiving submissions from the Judges.**

**Deb/Gaynor: That the Judges PM report be accepted. Carried**

**7.5 Registrations (Annette Dunn)**

**Annette/Gaynor: “That the EC move into Committee to discuss training proposal. Carried**

**Gaynor/Annette: “that the EC come out of committee.” Carried**

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
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Deb (IT PM)	To contact Avon to discuss software issue.
Annette (Registrations PM) Deb (IT PM)	To discuss succession training plan with the Registrars, Peter & Chris

### Imp NZ

Refer EC decision to remove "Imp NZ" from Catz Inc. registrations

14.5 The name of an imported cat cannot be changed nor can any words be added to nor deleted from the name by the applicant for New Zealand registration. The name may include overseas titles. The name of an imported cat shall include the notation 'Imp.' together with the name of the country where the cat was first registered, in abbreviated form, e.g., 'Imp Aus.', 'Imp UK', etc. The suffix 'Imp UK [or wherever] in Dam' is also permitted.

### Proposed change:

4.5 The name of an imported cat cannot be changed nor can any words be added to nor deleted from the name by the applicant for **\*\*NZCF\*\*** registration. The name may include **\*\*titles from other registries\*\***. **\*\*Except where cats are imported from a registry within New Zealand, the\*\*** name of an Imported cat shall include the notation 'Imp.' together with the name of the country where the cat was first registered, in abbreviated form, e.g., 'Imp Aus.', 'Imp UK', etc. The suffix 'Imp UK [or wherever] in Dam' is also permitted.

**EC resolved that as they have already agreed to include the registry of origin therefore "Imp NZ" from "Catz Inc." shall be put back into the rule**

### ROCAP

#### Discussed:

- **Microchip number** – ability to add at the same time as registering and needs to print out on the registration form and transfer forms as well.
- **Comments box** is going to be added to the on line regos and transfers for members to be able to add in comments like "require a 5 Gen Ped" or "please return to me for posting" etc.
- Ability for Registrars to **add comments** to Transfer Certificates. –They are often asked to put "not to be transferred entire again" or "not to be leased" to be added when completing breeding transfers - plus some imports have this on their pedigrees when they come into NZ and it concerns them that they cannot "replicate" this requirement themselves - would be good to not have to do these "manually".
- When registering kittens the box I have for notes is not big enough. That is the notes not seen by anyone other than the registrar.

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Deb (IT PM)	<p>Application for Litter Reg form (Bitmap) needs to be removed from the website</p> <p>Litter Registration form added in “pdf” as well as excel to be added (the same as what has been done for the “import rego form”</p>

**Annette/Debs: That the Registration PM report be accepted.” Carried**

## **7.6 Information Technology (Deb Armishaw)**

### **Electronic Vote AGM 2017**

Peter has advised that he can set up a linked web portal from the NZCF site for the 2017 elections. It will still require hardcopy to be sent out to the membership and a Returning Officer will still be required. Unique identifiers will be needed too allow checks to be made such as Membership number, Surname and electronic IP address etc. Membership can choose to do their voting for elections and Constitutional remits electronically **OR** by postal voting.

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Marion (Treasurer)  Deb IT  Gaynor (Business/Admin)  Deb IT PM	<ul style="list-style-type: none"> <li>• Audit Process send through Brendan’s report (setting up of tables to register audit trails)</li> <li>• Complete set up for online voting for 2017 AGM as discussed with Peter to include reporting functions</li> <li>• Appointment of Returning Officer</li> <li>• Back up procedure for Honours with integration into the ROCAP database rather than standalone procedure</li> <li>• Show Package update – allow changes on show day to be made</li> <li>• Receipting issue for Secretary – also the ability to ‘fix’ minor data entry errors</li> </ul>

**EC resolved that the fee that Clubs pay for the use of the NZCF Show Package be set at - first time users pay \$100 + GST and subsequent use will be charged out at \$50 annually. (Loyalty Reduction)**

Jane: requested that Deb set as high priority access to the information that Dr Aberdeen has requested around the British SH research.

**Discussion:** This is an external request from someone who is looking at a disease. Concern was expressed regarding the number of hours that may be needed to extract the report/s in detriment to Officers with issues that could be pushed aside. As reported there are a number of important IT developments that are classified as high priority. Marion suggested that access to the database could be extended to her as Breed Rep as it appears that the report/s would have to be done for each individual breeder and she was happy to do that.

Chair: The PM is the one who assesses the priority.

FOLLOW-UP RESPONSIBILITY	ACTION
Deb (IT PM)	To follow-up with Peter to see if a report of this type can be done

**NZCF Email** Since the November meeting all EC members, have been allocated an NZCF email address using webmail. The Registrars have now also been included. Gmail accounts previously created need to be shut down or disabled. It would be preferential to remove those addresses from the address book/contacts lists.

**Work in Progress** There are a number of works in progress in the background, as they progress and are incorporated or advanced through the appropriate stages, this will be reported to EC.

**Janice: asked for the EC to acknowledge the input that Deb has brought to the IT Portfolio. The standard of reporting and function is amazing and exciting for NZCF.**

**The meeting adjourned at 5.50 and reconvened at 8.10 am**

Marion Petley & Wendy McComb (due to arrive 9.30)

**Item 7 – reports continued.....**

**Judges Manual**

**4. Reimbursements to Judges**

- 4.1 The following sets out the entitlements for judges when the NZCF is expected to fully or partially fund expenses:
  - a. For attendance at refresher seminars; travel is not currently paid for, nor accommodation nor meals.
  - b. Tutor judges are paid their travel, accommodation, and meals when holding a refresher seminar. Also incidental expenses like venue hire, morning teas, and photocopying are paid. If a refresher seminar is being held in conjunction with a tutor judge judging at a

show, then travel, meals, and accommodation are paid by the club. Prior approval must be granted by the Portfolio Manager (Judges).

- c. For supervisions or assessments, travel and one night's accommodation, if necessary, can be claimed.
- d. GST receipts **must** accompany all claims. Boarding passes and EFTPOS receipts are not valid receipts and will not be honoured. Judges paying for travel with flying points will not be reimbursed
- e. Judges may attend refresher seminars anywhere without permission.
- f. When air travel is involved for supervisions or refreshers, judges must get prior approval from the Portfolio Manager (Judges).
- g. The rules surrounding reimbursement of expenses by clubs are covered in the Show Bylaws.

**Deb/Jane: “that the changes to the Judges Manual relating to reimbursement to Judges are accepted.”** **Carried**

## **Suspension**

### **Annual Return**

- 1.53 The Portfolio Manager (Judges) shall send to all judges during the 1<sup>st</sup> week in January the annual return and Judges Code of Conduct (Appendix A) which shall be amended from time to time by the Executive Council. The Portfolio Manager (Judges) is instructed that should a judge fail to return their annual return by the 20<sup>th</sup> January of each year, and then the Portfolio Manager (Judges) will notify the judge by email that their licence as an NZCF judge will be withdrawn unless an annual return is received by 31<sup>st</sup> January. Failure to provide a return will result in approval for all assignments contracted for that judge being withdrawn until such time as the completed annual return is supplied.

### **Demotion**

- 1.54 Demotion from a panel to the one below may be resolved by the Executive Council after notice to the judge concerned by registered post and on the agenda. Any written report received by the Portfolio Manager (Judges) from a club about a judge's unbecoming conduct or incompetent performance at any NZCF show or overseas, will be forwarded to the Executive Council for a decision.

### **Suspension**

- 1.55 All judges are required to be current full financial or life members of the NZCF. Failure to maintain membership will result in suspension of judging licence.
- 1.56 Executive Council may suspend by a majority vote from the judging panels, any judge who is in breach of any of the clauses in the ‘Code of Conduct’

for Judges, after notice to the judge concerned. The suspension will be determined on a case-by-case basis.

### **Removal**

- 1.57 Executive Council must remove from the judging panels, any judge who is convicted in a Court of Law for a criminal offence or fraud, cruelty to animals, or unsatisfactory premises, after notice to the judge concerned by registered post, and on the agenda.

**Jane/Janice: “That the amendments to the Judges Manual 1.53 -1.57 be accepted.”** **Carried**

**Judges Resignations** A letter of acknowledgment has been sent to the two retiring Judges Margaret Harris & Tania Peterson. EC also acknowledged the resignation of Emma Kimberley from the Shorthair Training Panel.

**Refresher Seminars** This is an annual requirement which should be done within the current calendar year (current membership year). Refreshers are part of the Judges Compliance. Clause 3 needs to be reviewed.

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Deb (Judges PM) Secretary	Review Clause 3 Judges Manual “Refresher Seminar”. And placed on the agenda for the August EC Meeting

**Burmilla Colours** A letter has been received regarding a Judges interpretation of the Burmilla colour standard.

**EC resolved that a reminder is to be sent out to the judges regarding the need to judge to the standards.**

**Tutor Judges** Only two expressions of interest have been received (which is very disappointing). Albeit unlikely that a school would be held in the near future there may be a need to call for assistance.

**EC resolved that they support Janice Davey in her continued role as Tutor of the current Judges School. And that Chris Lowe be appointed (Lead Tutor role) to support and assist with and to maintain the management going forward towards a rewrite of the training curriculum and the process for appointment, removing and retraining of Tutor Judges.**

**Judges PM** Two Judges had sent in expressions of interest in assisting the Judges PM. At this time it was felt that there was a need for continuity and with the possibility that Deb may not hold the PM after the AGM that she would in the meantime co-opt the assistance of Janice

Davey as her Shows PM responsibilities do cross over into the Judges PM. This can be reviewed after the AGM

**Judges Survey**

At the last meeting Chris Lowe reported to the EC about the project that she wishes to take on regarding the status of Judges in NZCF. All Judges would be invited to contribute to the discussion (not by forum but by personal submission). This is linked into the WCC discussion around what the other Registries do to ensure that their trained judges are fully utilised.

**Non-Attendance  
Judges Refreshers**

All applications for dispensation have been approved by the PM

FOLLOW-UP RESPONSIBILITY	ACTION

(Wendy McComb & Marion Petley present)

**Judges Manual**

Chair: the matter lying on the table regarding the Judges Manual to be dealt with (Deb declared a conflict of interest).

**“That for the entire duration of any Judges School shall operate under the Judges Manual rules which applied when the school began.”**

**Discussion:** This is a matter which will affect not only the current Judges school but also those from the previous school. If this is accepted this will become the policy for all schools. It was confirmed that Janice as the current Tutor did inform the students that they were to be trained under the current curriculum therefore the changes made to the Manual at the February meeting would not be applied.

Acknowledged that previous discussions regarding this have not been minuted therefore some confusion has been caused. Chris felt that all affected Judges should be notified.

Jane suggested a substantive motion: worded as follows

**“That the people affected by the following amendment proposal to the judges’ manual are consulted and the proposed amendment be placed on the agenda for the august meeting.” (Not seconded)**

Discussion: Changes have been on the agenda and there has been no feedback received. This is a long term policy that will be put in place.

**Janice/Annette: “That for the entire duration of any Judges School shall operate under the Judges Manual rules which applied when the school began.” Carried 4.1.1 (Deb)**

**Item 7.8**

**Marketing/Publications (Wendy McComb)**

**Rebranding**

**Discussion:** The NZ Kennel Club is rebranding themselves for the competitive market place so perhaps NZCF should be doing the same. NZCF needs to access the future viability of Flash Cats. There could be an opportunity for NZCF to take out some pages in the Kennel Club magazine – we do have a number of breeders and exhibitors showing and/or breeding dogs and cats. A number of new advertisers have been contacted.

**Pet Insurance**

A meeting has been held with Petnsure but further companies are also to be looked at so that NZCF gets the best possible option for the membership.

**Janice/Wendy: “That the revised flash cats advertising rates be accepted.”**

**NZCF Sales**

Janice is putting together a promotions/sales table for NZCF at the Easter Show. It is also hoped that this will be the start of the promotion “NZCF shop”.

**Jane/Wendy: “That \$200 of stock is purchased for the NZCF sales table for the Easter Show.” Carried**

FOLLOW-UP RESPONSIBILITY	ACTION
Wendy (Marketing)	Look into the possibility of setting up an on-line newsletter for the website To include links to the websites.
Gaynor (Editor)	Review the printing costs (review with reduction in numbers in mind)

**Wendy /Gaynor: That the Marketing/Publications PM report be accepted.” Carried**

Chair: “That the EC go into committee to discuss complaints.”

Chair: “That the EC come out of committee.”

**Mr Lyall Payne (at his request) was accorded the opportunity to make a statement to the Executive Council.**

**Chair: “The EC wished to extend their full support and confidence in Deb Armishaw to fulfil her role as an Executive Council Member.” Carried 5.0.1 (Deb)**

**Marion:** (NZCF Treasurer) said that she wished to talk about a concern that she has regarding the appointment of signatories to the NZCF account.

**Item 8 Other Business**

**Meeting Expenses**

**Chair: “That the expenses for the meeting of \$3,479 (+ GST) be approved.” Carried**

There being no other business the meeting closed at 1.35