



Minutes of the Meeting of the Executive Council held at the Bay Plaza Hotel 40-44 Oriental Parade, Wellington on 4-6th August 2017

Chair opened the Meeting at 4.55 pm and Janice Davey was asked to go through the health & safety procedures. The Executive were reminded that the meeting is being recorded.

Item 1 Attendance & Apologies

Ian Gray (Chair)
Jane Webster (Vice Chair)
Deb Armishaw (Registrations/IT Portfolio Manager)
David Colley (Judges Portfolio Manager)
Janice Davey (Shows Portfolio Manager)
Marion Petley (NZCF Treasurer)

Apologies: Wendy McComb – Friday only (Publications/Marketing Portfolio Manager)
Chris M Lowe (NZCF Secretary)

Moved from the Chair: “That apologies be accepted.” Carried

Item 2 Confirmation of Minutes of EC Meeting 24-26 February 2017

Corrections: Minutes heading should read Post AGM minutes 14th May 2017

Page 7 (February Minutes) General Business item 6 2. & 2.6 proposal amendment should read 2.26 & 2.27

Page 12 Debtor should read debit

Proposed change: Registration Rules defer EC decision to the proposed 4.5 to read 14.5

Page 17 Electronic votes: “too” should read to

Janice/Deb: “moved the acceptance of both sets of minutes.” Carried

Item 3 Matters Arising from the Minutes

Page 3 Governance Document Constitutional Clause 11.1 amendment – Chair confirmed that this proposal will be covered later in the meeting.

Page 5 Steward/Handlers list currently under review – query regarding who should be removed from the list – should the list only contain members of the NZCF are they automatically removed once they are no longer members? There is nothing in the General Rules & Policies (GR&P) that states they must be members

FOLLOW-UP RESPONSIBILITY	ACTION
Deb Armishaw/Janice Davey & NZCF Secretary	<ul style="list-style-type: none"> • Complete the review of the Steward Handlers list • Agenda recommendations at the November EC meeting – relating to who can be included on the Steward/Handlers list also to include any changes to rules

EC Minutes Feb 2017

Judges Manual

Review of the motion from the Feb meeting regarding judges and the two current schools – document to support incorrect process and motion – Motion as per Nov Meeting

Motion passed at Feb Meeting without supporting evidence and in contravention to Refer: the Standing Orders of the NZCF

5.3 When an amendment is passed, the original motion shall thereby be amended to incorporate such amendment and the motion so amended shall then be further discussed debated and dealt with as if it were the original motion.

Therefore the amendment passed at the February meeting is rescinded.

Discussion: A number of EC members said that they had struggled with understanding the process of this change. At the November meeting it was decided how many assignments needed to be completed and at the February meeting it was rescinded for the current school members. The EC intent at the November meeting was clear. Janice confirmed that the procedure used was incorrect in that the Tutor should have put forward a submission to the EC. A subsequent amendment at the February meeting simply should not have happened it should have been dealt with at the November meeting. The EC acknowledge that this is a procedural error which has led to further confusion. Changes were all placed on the agenda and there had been no feedback received. Long term policy needs to be put in place this has parallels with what was done with the DDP document if submitted under the old rules then it would run the full length.

Deb/Jane: “That the Janice /Annette motion as re worded be revoked and therefore the motion in the November minutes stands for the current school.”

Carried 3.0.2 Deb/David

FOLLOW-UP RESPONSIBILITY	ACTION
Jane Webster David (Judges PM)	<ul style="list-style-type: none"> • Update Judges Manual to reflect change • Advise Junior Judges from current school of the change

Debtors Marion confirmed that the debtor has since paid

Domestic Breed Section This has been included in the BSAC report for this meeting.

For the Guidance Of Judges page 15 Refer: introduction to the standard of points, the article has been written. The purpose of which is to highlight the availability of this document for breeders reference.

Discussion: Deb had concerns that the correct version of the tabby patterns is still not included. It was agreed that sometimes things are altered and it is not clear on whose authority changes are made, we can just table it again and have it approved Jane confirmed that the tabby pattern has not been looked into at this stage.

FOLLOW-UP RESPONSIBILITY	ACTION
Jane Webster (BSAC PM)	<ul style="list-style-type: none"> • Review the document for inclusion of correct Tabby patterns in the “For the Guidance of Judges” – table at the November meeting

Health & Safety The H & S Officer is currently working on the risk register.

FOLLOW-UP RESPONSIBILITY	ACTION
Janice Davey (Shows PM)	<ul style="list-style-type: none"> • Follow-up on the risk management register with Sue Mackay • Agenda for the November meeting

Teleconference Minutes Marion: there were two teleconferences held and no minutes appear to have been done. Clarification – they were in committee meetings but in order to hold an in committee meeting you have to have an open meeting to record a resolution to go into and to come out of committee. This did not happen this should be reviewed. Marion made a personal statement at the beginning of one of the meetings and is not sure if it was in the in committee segment or not?

Chair: “that the in committee teleconference minutes are tabled at the November meeting.” Carried

Portfolio Managers Reports

Anything covered in reports does not need to be brought up under matters arising.

Website & mail Discussion Topics:

- transition of historical data is lost when we change PM
- Show calendar information still showing on the rollover on the website (outdated information)
- It is up to each PM to make sure areas that they are responsible for are updated on the website.
- Same criteria for PM to go direct to the Webmaster to authorize updates (insuring that the IT PM is kept in the loop-so that the invoicing can be checked)
- For continuity when using a joint email address and forwarding NZCF email to a joint email box it needs to be a personal secure email address – that is why redirections are in place, this is included as part of the EC induction document and should also be part of the IT Policy incorporating Privacy and Social Media.
- GR & P should include confidentiality and conflicts of interest policies included
- EC forum needs resetting as some members have not been receiving the emails
- The round cube email – note that if it is reaching its limit it will bounce this space can be increased
- Members to be reminded that they should be using the official email addresses

FOLLOW-UP RESPONSIBILITY	ACTION
Deb Armishaw (IT PM)	<ul style="list-style-type: none"> • NO-reply forum resetting • Forum message regarding the use of Official email addresses to be sent out to the membership

Deb/Janice: *“That the EC accept the items that have been raised acknowledging that there are other items do be dealt with through reports and correspondence.”* **Carried**

Submissions to Executive Council

3.11 All matters which members may wish to submit to the Executive Council shall first be submitted in writing to the Secretary who shall refer it to the responsible member of the Executive Council (Portfolio Manager). The Portfolio Manager may submit the matter to the Executive Council or may deal with it or may decline to submit it to the Executive Council. In the event that the Portfolio Manager declines to submit the matter to the Executive Council, he must inform the member within 30 days of receipt of the matter so that the member submitting the matter may ask the Executive Council Chairman to rule on the appropriateness of such a decision. In the

event that the Executive Council Chairman is also the Portfolio Manager responsible for the operational area that the matter addresses, then the Executive Council Vice Chairman may be asked to make such a ruling.

Discussion: The PM may decline to submit and refer to EC who may deal with or decline. Concerns were expressed that a number of the items being tabled at this meeting have only come to hand this week.

Janice: years ago on EC you used to have something in by so many days before a meeting and some of that correspondence has come in this week – General Rules & Policies (GR&P) 3.12 states 42 clear days before the next EC. There is quite a long time between meetings therefor EC should give a bit of leeway.

Chair: Adjourned the meeting at 6.20

Meeting reconvened at 8.35 Saturday 5th August

H&S Instructions highlighted by Show PM (Janice Davey)

Time Management

Jane: reminded the EC that the meeting is being recorded and also said that EC should be making the best use of their time. There is a certain amount of expense to assemble everyone at a meeting and was disappointed that it was shut early yesterday. We set the meeting time and it should be made clear to everyone that the Friday meeting starts and finishes at a set time (Apart from family emergencies) all EC members should make an effort to attend. The meeting could have continued if there had been a quorum.

Discussion: Attendance at meetings should be part of the induction policy so the EC members are aware of the time commitment required to attend four meetings a year. An indication could also be given of the workload that being an EC member entails. Only those who have the time to commit should be on EC. More effort could be made to discuss matters prior to the meeting over the EC forum.

FOLLOW-UP RESPONSIBILITY	ACTION
Deb Armishaw (IT PM) Jane Webster (Governance) EC Members	<ul style="list-style-type: none"> • Pdf of job descriptions to be uploaded to the website • Look at the GR&P to see if some guidelines for what can be discussed on the EC forum be included in the document • Review desk file as part of strategic plan • Consider reporting to EC members on a monthly basis rather than leaving until next meeting

Chair: “That the EC move into committee to discuss a Privacy matter.”

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

Chair: Minutes are to record that there is no breach of privacy.

FOLLOW-UP RESPONSIBILITY	ACTION
Ian Gray (Bus/Admin PM)	<ul style="list-style-type: none">• Advise member that no breach has occurred (either in writing or by follow-up phone call)

Nelson Cat Club Consultation with CFA and resolution is forthcoming

CAC & CAT Appointments Both positions have now been aligned with all appointed positions and will be part of the November appointment process.

FOLLOW-UP RESPONSIBILITY	ACTION
Secretary NZCF	<ul style="list-style-type: none">• To follow-up with Zena Pigden regarding a position description

EC Members (Removal Policy) Discussion: a document has been received from Zena Pigden outlining the process that CAC use and it has been suggested that NZCF could use this as some sort of baseline to develop our own policy. This came up for discussion at the AGM and EC should be developing a policy.

FOLLOW-UP RESPONSIBILITY	ACTION
Jane Webster (Governance)	<ul style="list-style-type: none">• Draft wording and circulate for the February EC Meeting (for approval of a EC remit for the 2018 AGM)

Disputes & Discipline (DDP) Document Discussion: The DDP was brought back to the February meeting for approval however not all was accepted. There is one outstanding clause 4.7 that requires completion. The document has been revamped several times over the last two years. The changes have been circulated but the DDP in its current form is not workable. Immediate problems with the document are because the EC have not passed 4.7 Amendment. There were issues with all complaints and mediation having to be dealt with by the Secretary. In 2016 the document was released and approved with a review date February 2017.

Complaints Procedure Discussion: It was agreed that because the EC is one of the review steps an EC member should not be involved

in the investigation process. NZCF took an agenda item to the WCC 2017 meeting and some responses have come back from the other Registries which might be of use for considering any new policy. Most reported that they do not get involved if there is a contract between the parties. These become private actions through the Courts. Breeders and/or cat owners do operate under the Fair Trading & Consumers Guarantee Act. Any policy accepted must provide independence from the role of Secretary. If these amendments are not accepted, agreement would be needed to enable the document to roll back to the previous version.

Chair: “That this matter lie on the table until after the MT break.”

Secretary NZCF – Matters Arising Report

Discussion: refer allocation of Portfolio’s post AGM meeting, Secretary reported that she was not comfortable in releasing the minutes with personnel being named. Chair confirmed that this matter had been resolved.

Freelance Breeders Submission received – Registrations PM requested that this submission should have been directed to her Portfolio Management for follow-up

FOLLOW-UP RESPONSIBILITY	ACTION
Deb Armishaw (Registrations PM) & Secretary NZCF	<ul style="list-style-type: none"> Follow-up on the submission and bring back any recommendation to the November EC Meeting

Setting of Meeting

Dates **Discussion:** The AGM should be set at least a year ahead. In 2009 there was a proposed rewrite to constitution and 2013 was split the other one was modified – AGM the National Show would be allocated 2 years in advance. The Executive acknowledged that because of the earthquakes they allowed more flexibility.

FOLLOW-UP RESPONSIBILITY	ACTION
EC Members	<ul style="list-style-type: none"> Recommendation that a remit be put forward to the 2018 AGM that AGM dates & National Shows are to be set two years in advance

The meeting adjourned 10.03 for Morning Tea reconvened at 10.27

EC resolved that the **DDP reworded** 4.7 lay on the table until Sunday morning (this will allow us to pass 4.7 and put the DDP into action)

AGM 2019 Shows cannot be held on the weekend of the NZCF AGM

“EC resolved that the meeting be held the second weekend in May 2019 11-12 May 2019.”

Post AGM Portfolio allocation and unsubstantiated allegations

Deb/Janice: “That EC go into committee to discuss this.”

Carried 5.0.1 (Ian Gray)

Deb/Janice: “That the EC come out of committee.”

FOLLOW-UP RESPONSIBILITY	ACTION
EC Chair	<ul style="list-style-type: none"> A draft apology to the complainant will be sent to the Secretary

Bank Signatories **Marion:** from the matters arising from the May Post AGM there is an error that needs to be corrected in relation to reference to Janice Davey’s Portfolio and existing authorisation.

Jane/Janice: PM Admin finance should read Janice Davey PM Shows and Janice Davey remains an existing authoriser. Carried 6.0

NZCF Website Letter of concern about NZCF website has been completed and clubs need to make sure that they follow-up on matters that they have not received a response to.

Social Media A draft will be presented to the EC this will be circulated prior to the November meeting for comment.

FOLLOW-UP RESPONSIBILITY	ACTION
Deb Armishaw	<ul style="list-style-type: none"> A draft will be circulated for comment prior to tabling at the November EC meeting

- **NZCF Shows IT Package Fee** – refer Treasurers report (for details)
- **Broadband reimbursement** for (Flash Cats Editor) refer Treasurers report

Item 4 Correspondence (inwards received/outwards endorsed)

- Submission re: **NZCF principle Registry in New Zealand** – referred back to the Registrations PM for follow-up and report back at next meeting
- General CFA penalty guidelines- take into consideration

Chair: “that the correspondence be accepted”. Carried 6.0

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 2018 to February 2019.

Chair: that this discussion is deferred until Sunday

Item 6 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;

- **NZCF Policy Document – Draft “Bullying Policy”**

Discussion: There has been feedback particularly from shows, exhibitors, judges, breeders etc. Inherent and rife and NZCF does not have a policy to deal with it. It was first mooted in 2013 and there were issues identified in need of a policy. EC agreed that they think as an organisation there is enough bullying across the whole organisation that there is a need for a policy and this can be incorporated into our General Rules and Policies.

FOLLOW-UP RESPONSIBILITY	ACTION
Deb Armishaw Jane Webster (Governance Officer)	<ul style="list-style-type: none"> • A draft will be formatted to go out to the membership • Scamming explanation to have a cover added to the document

NZCF Executive Council **Confidentiality Agreement** (Agenda Attachment A)

Confidentiality Agreement Discussion:

- The agreement needs to be more robust, the current policy is not fit to purpose for the Executive Council. The draft binds people after they leave EC as will. This document covers all EC members including the Secretary & Treasurer.
- If the idea by using legalese is to make it more binding suggest that we send it to the lawyer and get a legal opinion so then we will know that there is no debate.
- Conflicts of interest section should be pulled out of this document it should be a policy statement. With the entire document is that we are not being really clear if this is an agreement for EC members we are not clear as to what our officials have to sign (the wording changes) The EC document should be able to be used as a general use document. (Both should go in General Rules & Policies so that the only way they can be changed is through EC.

FOLLOW-UP RESPONSIBILITY	ACTION
Deb Armishaw Jane Webster (Governance Officer)	<ul style="list-style-type: none"> • Review the document including the conflicts of interest statement • GR&P updates to cover • Refer back to EC for comment prior to seeking legal opinion

Chair: circulate to EC members (2 weeks to reply) prior to seeking a legal opinion.

- **Introducing NZCF Area Activity Advisors** (Agenda Item Attachment B)

Ian: a paper has been written and circulated for comment regarding the proposal to have three area advises appointed. At this stage no feedback has been received. The intention would be to have a representative to cover Northern, Central & Southern. It would be to have a network between clubs and EC to encourage activities around showing within those regions on a different basis like club days bringing Judges together for seminars.

- Trying to promote the NZCF in a positive way by activity – we have lost a number of clubs particularly in the Northern.
- IT – this is where our future is – it is no use that IT is the poor relation. Maybe if it does (Web page should be targeting who the advertisers are) bring back to the November meeting.
- Run a trial for NZCF Facebook page at the end of the year we get feedback
- Ambassador’s role – needs to be people who know their way around the governance documents.
- Possibility under Constitutional Clause 9.1 (a) to add more EC members there is a minimum requirement of 6 Councilors – it would make us have more capability by having more EC members

FOLLOW-UP RESPONSIBILITY	ACTION
Ian Gray (Bus/Admin PM) Marion Petley (Treasurer)	<ul style="list-style-type: none"> • Write a position description and guideline • Circulate to EC • Flash Cats Article to promote • Look at a budget for this project

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.

Domestic Breed Section Proposal

Discussion: The domestics are under the General Breed Section in ROCAP you can be a domestic breed section member, but there is no breed section the and when the BSAC proposed a standard for the domestics, one of the points raised was that we had not consulted with the domestic exhibitors those people who have opted to be identified as a domestic exhibitor they should be considered and consulted with. There are inconsistencies with colour classes and consultation would be helpful and we need to formalise that Domestic members do exist. Although taking into consideration unlike their pedigree cousins they would never be able to breed so therefore why have a separate breed section.

FOLLOW-UP RESPONSIBILITY	ACTION
Deb Armishaw (General Breed Section Rep)	<ul style="list-style-type: none"> • A draft rewrite will be done and sent out through the General Breed Section – some pictures can also be put up on the website

Amendment 2.17 – General Rules & Policies

Jane/Deb Add two new sentences (marked) 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.” **Carried 6.0.0**

FOLLOW-UP RESPONSIBILITY	ACTION
Jane Webster (Governance)	<ul style="list-style-type: none"> • Check to see what alignments may be required in the Show Bylaws

Meeting adjourned for Lunch 12.36 reconvened 1.32

Membership of Breed Sections (suggested amendment)

Delete the final sentence in para 2.3 a. as follows: Full members pay the full membership fee every year as set by the Executive Council each year. Every full member has the right to vote at meetings of the NZCF, part of the membership fee is a subscription to the NZCF journal (Flash Cats). To be a full member you must have your primary place of residence in New Zealand. **Full members can belong to breed sections and take part in all activities of the NZCF.**

Amend para 2.18 as shown: As part of their membership fee, all members except honorary members are eligible to belong to one breed section and breeder members to belong to the breed sections of all breeds they are actively breeding. Any member except honorary members may belong to additional breed sections, to a maximum of

six sections in total for all classes of membership except affiliate. Affiliate members may belong to all breed sections provided that such breed sections are to be relevant to the constitution of the particular affiliate member. Application can be made at the time of application for membership, or at any later date, by applying for membership and by paying the prescribed additional fee.

Amend para 2.19 as shown: All members of each breed section shall sponsor the breed and be responsible for assisting in the development of a comprehensive standard for the breed, and proposing amendments and revisions of the standard for the breed. All members other than associate or junior members may vote on issues put to their breed section.

Proposal withdrawn by BSAC Portfolio Manager

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

Goal 4: 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 (Ian Gray)

(a) Treasurers Report (Marion Petley)

Complaint Fee: Application for refund

Chair: we are looking at an adjustment of 5.1 & 5.2 being incorporated back into the DDP

- The complaint was dealt with under the 2016 DDP and there was no provision for returning monies under the 2016 policy.
- Could look at amending the policy for 2018 but this should not be paid in retrospect.
- DDP is up for review in November, anybody has the right to make a submission (within the 42 day timeframe)

Chair: The application from the Club for the refund of the \$51 fee has been declined." Carried 5.0.1

Online Shop Trial A larger loss than expected was reported. The small budget of \$200 should have attracted a 32% profit rather than 16%. The other costs associated with the trial were higher than expected. Janice reported that the NZCF had a sales table at the Easter show in Auckland and it was apparent that the most popular items were those between \$10-\$15

FOLLOW-UP RESPONSIBILITY	ACTION
Wendy McComb (Marketing/Publications PM)	<ul style="list-style-type: none"> • A feasibility study to be completed • Report back to EC November meeting

(b)Financial Statements for P/E

Chair: “That the Accounts for Payment 1/04/17 to 30/6/17 \$35781.78 be approved.” Carried 6.0.0

Membership tracking around a 5% loss at this point

Flash Cats **Discussion:** There are some outstanding debtors (\$4070 + gst) the advertisers have now been provided with copies of the magazine, PM held the debtors invoicing back until they were supplied.

Direct Credits There are massive amounts of direct credits coming through. Processing these has markedly increased the data entry workload of the Treasurer. To try and assist with this Marion is entering one figure under Registrations but this will prevent the Job Profit & Loss Statements being produced for the EC reports. The receipt is identifying having to source the individual receipt is the issue.

This will impact on the budget, registrations, annual report data in that ROCAP cannot currently give that information for registrations therefore there will be no end of year report figures available.

Deb: The backend of the database does not support this function. Taking into consideration exactly what ROCAP stands for it is “Registry of Cats & People” and Peter is working really hard to rectify some of the issues.

FOLLOW-UP RESPONSIBILITY	ACTION
Deb Armishaw (IT PM)	<ul style="list-style-type: none"> • Discuss this issue with Peter • Establish a test environment so a trial can be done through the “online gateway”

Term Deposit **Janice/Wendy: Approval to invest \$20K 4% for a period of 2 years.”**

Carried 6.0.0

Terms & Conditions Peter has put this together (October last year) Jane has also assisted. The online shop proposal is sitting in there albeit no decision has yet been made to proceed, it is recommended that his option remains in the T & C. This is for credit card transactions only (debit card is the same as doing an internet banking but will appear in our system as a credit card payment). The T & C document has been circulated.

David/Wendy: “That the Terms & Conditions (T&C) be accepted.” Carried 6.0.

FOLLOW-UP RESPONSIBILITY	ACTION
Marion Petley (Treasurer)	<ul style="list-style-type: none"> Report Egate v ROCAP issues direct to Peter copying IT PM into document

Meeting adjourned for 5 minute break reconvened at 3.35 pm

IT Show Package Fee

Clarification requested regarding what was passed by the February EC meeting in relation to subsequent use of the package. 1st package \$100 + gst and as a token gesture for loyalty the second fee would be \$50 with no mention of gst. Marion recommended that the charge as it appears on the schedule of fees should stand i.e. Initially 100 + gst (first time a club uses it) Loyalty \$50+ gst (every time the club uses it subsequently)

Discussion: It states annually, the intent was if a Club is a first time user any subsequent use the fee is charged out at 50% of the original fee – in the same year they would pay \$50 (per show fee)

Palmerston North Club paid \$115 for their use in May because it was after the Feb EC decision. Would it be possible to leave this payment in credit rather than refunding?

Clubs not holding shows – we normally refund (fee paid in advance can carry through into the next year) club can apply for a refund

Deb/Jane: “Fee for the each subsequent use will be \$50 + gst” (effective from 26 Feb).” Carried 6.0.0

Broadband

Marion: requested an opportunity to speak to the unminuted discussion around the broadband issue expressing her disappointment that the information that she tabled at the meeting appeared to not have been taken into account in particular relating to the non-payment of broadband to the Editor. Janice confirmed that the Editor had requested that this matter be discussed a letter from Gaynor was tabled as requested by the Chair. The first port of call for an issue such as this should have been the Marketing/Publications PM.

The EC acknowledged that the Editor does most of her job on line, which includes downloading huge photographic files which uses up huge amounts of data. However, it was not considered appropriate that the payment of the broadband costs can apply retrospectively.

FOLLOW-UP RESPONSIBILITY	ACTION
Ian Gray (Business/Admin PM) Marion Petley (Treasurer)	<ul style="list-style-type: none"> Review the Broadband payments options Take into account those Officers/Officials that do not receive a payment Report back to the November EC

	Meeting
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Jane: this review should also include the AGM costs for retiring EC members – this was discussed but it has not been updated in the governance documents. A document was circulated on the EC forum and a subsequent counter proposal from Marion was provided it was supposed to be included in the Feb EC Meeting agenda but it was not picked up by Gaynor for the February meeting.

Deb: Given the courtesy to reply – the proposal that Marion has submitted can be included as part of the review in November, travel and allowance review should be circulated prior to the November meeting

FOLLOW-UP RESPONSIBILITY	ACTION
Ian Gray (Business/Admin PM) Marion Petley (Treasurer)	<ul style="list-style-type: none"> counter proposal (Treasurer) to be considered with the review of Allowances/Expenses report to the November EC meeting

Chair: *that the Treasurers report be accepted. Carried 6.0.0*

Appointment of a Privacy Officer:

Janice: *“That the EC go into committee to discuss this matter.” Carried*

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

Chair: *“That the position of Privacy Officer is offered to Christine Yeung subject to obtaining a legal clearance (from Kathryn Dalziel) to appointing someone outside EC. (This position would be part of an annual appointment process).” 4.2.0 (Deb Armishaw)*

Naming / Logo

change Survey: The result of the survey appears inconclusive in relation to a Name change.

Chair: *“That the EC drop the project to consider a name change. Carried 5.0.1 (Deb)*

(c) Complaints reporting

Chair: *“that the EC go into committee to discuss complaints” Carried 6.0.0*

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

“That one complaint was dismissed, the secretary write and advise the EC decision”. Carried 5.0.1

Chair: *“That letters be sent to the Judges as per the in committee decision.”*

Amendment to the DDP in relation to Clause 4.7

Discussion:

- Original procedure all complaints sent to the NZCF Secretary and then onto the Chair or Secretary then to EC to establish if there was prima facie case
- This amendment will require an immediate appointment of the National Complaints Coordinator
- EC would only be involved following a hearing process where they implement the findings of the hearing committee
- flow chart to show clearly what the path is
- Concern expressed regarding the financial implications around what could be considered minor matters, such as outstanding paperwork etc.
- Current procedure is bogging down the EC
- When it comes to a decision the decision making body has the opportunity to recover costs on any party. (If the wording covers that or not) there is nothing in the current document if it goes to a hearing.
- Affordability covers the public as will who must pay the fee action.
- There are a lot of administrative type questions that members/public raise and we need to offer the members the ability to not make this a complaint.
- Could tier the structure fees based on the type or severity of the complaint. Base fee \$51 a graduating fee could be put in place
- May need another piece in there regarding costs pro-rata or a set percentage of the fee – can come back as part of the review for November
- It is common in judicial process for costs to be reserved, and we could incorporate that in the process if needed
- Brochure released to explain how to go about complaints
- Approving this amendment means that we have a working DDP. Then the review will go back out to the membership.

4.7 On receipt of a complaint against a member the Secretary shall inform the NZCF National Disputes Co-ordinator who shall contact the complainant and defendant within 7 days of receipt and discuss the option of mediation with them.

4.8 If both parties agree to mediation of the complaint they will be required to sign an agreement that they will be bound by the ruling of the mediator. Once the mediation agreement is signed by both parties the NZCF National Disputes Co-ordinator shall appoint a mediator.

4.9 If mediation is not agreed to by both parties the NZCF National Disputes Co-ordinator shall investigate the complaint.

4.10 The NZCF National Disputes Co-ordinator shall be responsible for fully investigation the complaints and may, if he/she requires, appoint up to two more people to assist in the disciplinary procedure.

4.11 After investigation, the NZCF National Disputes Co-ordinator believes that there is a case to answer the Executive Council of the NZCF will offer the complainant a hearing. 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.

4.12 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.

4.13 where any member of the NZCF by their own admission admits that they have breached a rule or regulation or is convicted by a court or enters into a police diversion scheme in respect of any of the offences specified in para 1.2, the Executive Council may upon giving 28 days written notice and with the consent of the members concerned impose a penalty upon that member by consent without further process. In such case the Executive Council will order that no report of the matter be published in the official journal of the NZCF unless there is good reason to do so.

Deb/Janice: “That the amendment as tabled be accepted carried 6.0.0

National Show Seminars

Refer to Judges PM report for follow-up

Service Recognition

Discussion:

- Annette Dunn put this proposal through when she was on the EC. It was agreed that recognition of service is a really good idea (but there was no follow through to put a policy in place at the time).
- Life membership medallions are inappropriate and because of their size are not practical to be worn.
- Service medals such as the armed forces use could be utilised to cover all recognitions within the NZCF
- The existing members badge with a bar underneath could be utilised.

The EC resolved:

“That the NZCF publish its member recognition scheme in the next magazine and note the bar/badges are awarded at the 2018 National Show Awards dinner.”

FOLLOW-UP RESPONSIBILITY	ACTION
<p>Ian Gray (Business/Admin PM)</p> <p>Chris Lowe (Delegate) WCC</p>	<ul style="list-style-type: none"> • Publish in flash cats article outlining what member recognition is all about • Proposal to come back to November EC meeting • Look at options of badges/bars for EC approval prior to 2018 National Show • Table report (Nov EC) and publish article on the Royal Canin encyclopaedia launch

NZCF Animal Welfare Report

Thanks was extended to Sue for all the work she has done putting together a wonderful and informative report.

FOLLOW-UP RESPONSIBILITY	ACTION
Sue Mackay (Animal Welfare) Jane Webster	<ul style="list-style-type: none"> • Publish in flash cats the graph presented with August report • Publish report regarding what happened with the consultation process in Palmerston North

Ian/Deb: That the Business Admin/Finance report be accepted.” Carried 6.0.0

Members Code **Janice:** reminded the meeting that the Members Code of Conduct has never been signed off. Has been circulated to the membership but because of the delay it should be repeated.

FOLLOW-UP RESPONSIBILITY	ACTION
Deb Armishaw (IT PM)	<ul style="list-style-type: none"> • Will place the document on the membership no-reply forum

Chair: “That the additional items be accepted with Bus/Admin report “
Carried 6.0.0

7.2 Information Technology (Deb Armishaw)

- Discussion regarding Online voting process for 2018 and BSAC surveys
- Payment Gateway terms and conditions – approved (see Treasurers report)
- Company had approached offering a programme for picking up show management for NZCF
- EC had the opportunity to see screen shots of ROCAP adding names of cats and prefixes assisted in explaining what work Peter is doing behind the scene to help with Registrars highlighted issues
- Colour issues highlighted in the show package are been followed up
- Administration functions have been simplified and the EMS codes which were mooted at the AGM are part of a two tier access
- Breeders listings also need tidying up

Recommendation: is that a request and approach is made to each breed section to compile photos with the correct resolution for the website. Peter will select the best profile for the page.

Honours System Further consultation is required to set the tier system into the 2018 process.

FOLLOW-UP RESPONSIBILITY	ACTION
Deb Armishaw (IT PM) Janice Davey (Show PM)	<ul style="list-style-type: none"> • Go back to the Company regarding show management – declining the offer • To liaise with Deb for final implementation of the 2018 awards (honours) system

Recommendation: That a desk top computer is purchased for the NZCF Secretary

Desk Top Computer *Deb/Janice: "That this meeting authorise the purchase of a computer (approved budget \$2500)."* **Carried 6.0.0**

Deb/Janice: "That the IT report be accepted." **Carried 6.0.0**

7.3 Breed Standards Advisory Council (Jane Webster)

- Item 1 (recorded under Item 6)

BSAC Resignation Jody Robinson-Willey was thanked for her dedication and hard work during her term on the Breed Standards Advisory Council

Persian Breed Section Consultation:

Sue Mackay is putting together the consultation documents which will also include the opportunity to look at health and welfare issues within the breed

Online Survey on voting

The response rates for the elections was really high despite people's miss giving's. Some breed section responses have been as low as 25% so we are hoping that the online survey will lift that.

Item 2 – Education Portfolio/Sub-Committee – withdrawn from the agenda

FOLLOW-UP RESPONSIBILITY	ACTION
Jane Webster (BSAC PM)	<ul style="list-style-type: none">• Education Portfolio Sub Committee proposal is tabled for the November EC Meeting

Jane/Deb: "That the BSAC report be accepted."

Carried 6.0

7.4 Shows (Janice Davey)

National Show 2018

Dominion Cat Club 2018 National show

Discussion: Three contracts for international Judges (Club currently has selected two international judges but will discuss the appointment of a further judge at the next committee meeting).

- Show Contract details read by PM (all costs are the responsibility of the Club apart from the listed items for the National ringschedule circulation in flash cats, show package, NZCF presence on show day. Supreme rosettes, medallions and top ten ribbons.

Chair: refer Constitution Clause 26 common seal – just want to make sure we are doing this correctly.

Janice/Deb: "That the EC ratify the contract for the National show." **Carried 6.0.0**

Awards Dinner At the Angus Inn 2nd June (more details in the November report)

The meeting adjourned for Morning tea 10.22 reconvened at 10.43 (David not in the room)

Show report ...continued

Janice: “That the EC go into committee to protect the exhibitor.”

Chair: “That the EC come out of committee”

Chair: “That we have the Secretary receive the evidence as moved in committee from the exhibitor (within 10days).” 6.0.0 Carried

Deb/Jane: “That the club be given the opportunity to reply and that the matter be dealt with at the November EC Meeting.” Carried 4.0.2

2018 Show Calendar

FOLLOW-UP RESPONSIBILITY	ACTION
Janice Davey (Shows PM)	<ul style="list-style-type: none">• Follow/up on Kapiti Horowhenua show date 2017• Review the cut off time for application due to the number of clubs who have not confirmed dates

Discussion: Chair Maybe we should have a close off date for schedule release, and judges contracts. Long term we should have a time frame in place. If the deadline is not met then the fee could be forfeited.

Janice/David: “That the 2018 show calendar be accepted.” Carried 6.0

Show Rules: Requests for show entries can currently only be made by the NZCF Secretary when it is more usual for the Shows Portfolio Manager to need this.

Janice/ David: “ that show bylaw 4.4 is amended to read:

4.Show Entries

4.4 The Club show secretary shall retain all show entry forms for thirteen months from the close of the show, and upon written request from the **Show P/F Manager or NZCF Secretary** within the thirteen months, any show entry shall be sent to the **Show P/F Manager or NZCF Secretary** within seven days of receipt of the request.

Carried 6.0.0

10. Benching and Preparation.

10.1 The claws of each exhibit should be clipped prior to benching,

Want to add **must be clipped or the exhibit will be disqualified**

10.8 No exhibit shall be removed from the show before the scheduled closing time without the prior permission of the show Manager or Show Secretary.

Want to add after Secretary **Without prior permission all club award and NZCF annual ward points and any titles point will not be issues to those exhibit**

Discussion:

- several clubs contact PM regarding handlers and Judges being injured by cats that have not had their claws clipped
- This is a H & S issue but perhaps the clubs should not be forced into an instant show disqualification
- Front claws are often clipped but many have not had the back claws done
- Whose responsibility is it to disqualify?
- UTH or not in show condition could be utilized
- 10.8 Show Manager could issue a standard form – permission statement
- Reasons would need to be legitimate to leave early
- Exhibitors leaving early especially at National shows when supreme awards are being presented, it is disrespectful to the club and judges
- Need to consider the scheduled closing time, what happens if the show close runs over the advertised time?
- No exhibit should be removed prior to being announced by the Show Manager

Chair: *“With leave of the mover/seconder the motion and amendment have been withdrawn.”*

FOLLOW-UP RESPONSIBILITY	ACTION
Janice Davey (Shows PM)	<ul style="list-style-type: none"> • Review both proposed show bylaw changes and place on the agenda for the November EC meeting

Website Information Chair: “That a vote of thanks be given to Zena Pigden for the work she has put into the information sheet for exhibitors.”

FOLLOW-UP RESPONSIBILITY	ACTION
Janice Davey (Shows PM) Deb Armishaw (IT PM)	<ul style="list-style-type: none"> • Have the exhibitor information sheet loaded to website by 1st January 2018 • To check with Peter as to how the website could be made more interactive – by perhaps providing a movie clip.....to look at producing for the November EC Meeting

Website Show Results Discussion:

- Members would like to see a webpage with results particularly for National show
- Facebook page v. group for invited members only (not public) could be used for announcing shows and linking to results on the website –there is a cost involved

- Accessible show results and photographs
- Several PM would be involved with development namely Shows, IT & Marketing
- Report currently is title points advancement does not tell you what cats have won
- Electronic shows file would have to be provided to the webmaster to allow Peter to put something up on the website whereas the Facebook page administrator can approve a provisional result (21 days to approve) posting to go up on the page
- EC are committed to this development – and a plan could be put together to trial this

Deb/Janice: “That a Facebook/group for publishing results be set up.” Carried 6.0.0

Health & Safety There are still 8 Judges who have not completed the H&S training paper. This requirement needs to be included in the GR&P document and the Judges Manual. This was passed at the February meeting should be included in the annual update and published prior to the show season.

Reminder to Judges:

- That as judges they are working in the same workplace as everyone else,
- This means that they need to cover the same things as everyone else
- It will do them no harm to know what efforts the club have to do to make it a safe workplace for the “Judges”
- They will have a right to request the hazard register, and in fact, if they don’t do this paper work, clubs will have to do an induction which will include the H & S info that they can’t possibly know! And this may be true for any international judge who won’t have the opportunity to do it.
- One thing that constantly pops up from judges is crowding in the judge’s areas, and the numerous requests for roping off the areas. They don’t seem to understand that roping would be a hazard in itself, people often have glass frames in the way, and will fall over ropes. If they are going to insist on it, clubs will have to put the ropes higher, or have double ropes, low and high, or have flags above the rope. The control of one hazard must not create another hazard, and as such I am totally against this one.

Janice/Wendy: “That the shows PM report be accepted.” Carried 6.0.0

Meeting adjourned for lunch 12.32 lunch break reconvened 1.08

7.5 Judges

(David Colley)

Judges Registrar

EC resolved that the Judges PM considers the Judges

registrar role pros and cons and reports back to the EC November 2017 meeting with his recommendations

Annual Licensing Deb: point of order as this matter is marked

Confidential the meeting should go into committee.”

Chair: “That the meeting go into committee.”

Chair: “That EC come out of committee.”

EC resolved “That a working party be created with PM to appoint members and state a time frame for delivery of the first cut draft of these papers. “

Judges Refresher 12 Judges attended the Seminar at the National show.

- Consideration should be given to setting of seminar date well in advance (annually)
- Proposal as to how an online refresher could be done and who is going to run that? With an option to still attend a seminar
- Still part of the rules that Judges are to attend and annual refresher – 2014 refreshers were put into abeyance but they have now been reinstated

Training Judges As this was only a verbal report it was withdrawn from the report.

Tutor Judges November 2014 a process was supposed to have been tabled that did not happen. It was subsequently resolved either at the February or November meeting in 2015 that tutors would be appointed as and when required. A process as to how to appoint would be put in place – a draft has been put in the manual

FOLLOW-UP RESPONSIBILITY	ACTION
David Colley (Judges PM) Deb Armishaw Janice Davey (Shows)	<ul style="list-style-type: none"> • To work together on the Tutor Judge appointment policy • To include an element about Judges behaviour in Manual • Complete the updates of the Judges Manual for approval November EC meeting • To work with Judges PM to come up with refresher seminar policy

Overseas Judges Appointment of NZCF Judges at our shows is declining in many cases there have been shows with over 50% of the Judges are International. Our All Breeds Judges are getting the assignments but our other Judges are missing out on opportunities. This needs to be reviewed

FOLLOW-UP RESPONSIBILITY	ACTION
Chris Lowe (International Liaison WCC) David Colley (Judges PM)	<ul style="list-style-type: none"> • A report is to be presented at the November EC meeting • Questionnaire to be circulated to NZCF Judges • Steward/Handlers review to be completed

David/Janice: “that the Judges PM report be accepted.” Carried 6.0.0

7.6 Marketing & Publications (Wendy McComb)

FOLLOW-UP RESPONSIBILITY	ACTION
Wendy McComb (Marketing/Publications PM)	<ul style="list-style-type: none"> • F/up on the uploading of the latest issues being placed on the website • New Members and advertisers magazines to be sent out by the PM

Pet Plan NZCF to receive 10-% of every policy taken out with the membership receiving a gift.

Advertisers There has been an increase in the number of advertisers and the Kennel Club will be consulted regarding an exchange opportunity to each share a page or two in each other’s magazines.

FOLLOW-UP RESPONSIBILITY	ACTION
Wendy McComb (Marketing/Publications PM)	<ul style="list-style-type: none"> • F/up Kennel Club proposal • Complete the brochure for release to new owners & subs to flash cat • Cat shop viability report

Computer Repair Concern was expressed by Deb & Janice regarding incorrect approvals being given for the paying of a technician to set up the NZCF email address on an EC member’s personal computer. The Treasurer confirmed that she was acting on the approval of the Chair and the delay was affecting the PM’s ability to complete EC tasks.
(refer: 15.1 NZCF may only use money – approved by EC or majority vote Ian did not have the authority to approve)

Chair: “That Pub/Marketing report be accepted.” Carried 6.0.0

7.7 Registrations (Deb Armishaw)

Recommendations: “Due to privacy I would like to briefly go into committee to discuss the matter regarding registration.” Carried

Chair: That the EC come out of committee

Deb/David: “A letter to be sent to the breeder as per motion passed in committee along with an invoice from the Treasurer.” Carried 6.0.0

Prefix List Chair: “That the prefixes as accepted are ratified.” Carried

Dispensation Deb/Janice: “That the dispensations be ratified.”

Carried 6.0.0

FOLLOW-UP RESPONSIBILITY	ACTION
Deb Armishaw (Registrations PM)	<ul style="list-style-type: none"> • Agenda for November EC meeting review of registration rule/show rule regarding reclassification of exhibits on show day • Registration rule be modified 11.4 that incorporates into the process that we allow for the provision of existing prefix, if there are no clashes. Agenda for November EC

Disposal PC Will be advertised on the no-reply forum

FOLLOW-UP RESPONSIBILITY	ACTION
Deb Armishaw (Registrations PM)	<ul style="list-style-type: none"> • Draw up advertisement for the no-reply forum re: disposal of Joan Hills computer • Check book value of item
Marion Petley (Treasurer)	

Chair: “That the Registrations PM report be accepted. “ Carried 6.0.0

Item 6 General Business (continued....refer pages 9-12)

Meeting Expenses

Chair: “That the meeting expenses \$2264 + gst be approved for payment.” Carried 6.0.0

National Show Judges

Chair: “that the EC approve the two named judges and a third named judge will be added to the national ring.” Carried 6.0.0

Peer Review re: strategic plan unfortunately the submission was received too late to be considered at this meeting it will be tabled at the November EC Meeting

The Chair expressed his thanks for their understanding and participation at the meeting wishing all a safe journey home.

Meeting closed at 3.05