



**MINUTES OF THE EXECUTIVE COUNCIL MEETING  
HELD AT THE HAMILTON AIRPORT HOTEL & CONFERENCE CENTRE, 201  
AIRPORT ROAD TAMAHERE, HAMILTON 17-18 NOVEMBER 2018**

Chair acknowledging the presence of observers reminding them of the protocol regarding speaking rights. All Executive Council were introduced including a welcome to Lyall Payne who as the next highest polling candidate accepted a roll on EC following the removal of Ross Townshend.

**ITEM 1 ATTENDANCE & APOLOGIES**

Chair:	David Colley
Vice Chair:	Alex Ladyman (Marketing/Publications)
Lyall Payne:	Breed Standards Advisory Council (BSAC)
Jo Woodrow:	Breeders/Registrations
Marie Prendergast:	Information Technology (IT)
Sheree Russell:	Shows & Judges
	NZCF Secretary Chris M Lowe
	NZCF Treasurer Marion Petley

**Observers:** Anita Cheetham, Cheryl Davies-Crook, Janice Davey, Maureen Elder, Fred Haslemore, Diane Holtom, Dianne Le Bas, Sandy Steward

**ITEM 2 CONFIRMATION OF MINUTES OF EXECUTIVE MEETINGS**

27-29<sup>th</sup> July 2018

27<sup>th</sup> August teleconference meeting

Teleconference Meeting 24<sup>th</sup> September 2018

Teleconference Meeting 18<sup>th</sup> October 2018

**No corrections have been notified**

***Lyall/Jo: “That the minutes be adopted as a true and correct record of the meetings listed.”***  
***Carried 5.0.1 (Lyall)***

### **ITEM 3      MATTERS ARISING FROM THE MINUTES**

27-29<sup>th</sup> July Minutes:

**Page 2** BSAC FIP Document *on* FIP refer to goal 4 of these minutes

**Page 3** Catz Inc. Application for endorsement from NZCF to support membership of the World Cat Congress. This is currently in limbo as no written response has been forthcoming. Catz Inc. is no longer affiliated to WCF they are classified as a stand-alone entity that affects the entire relationship that NZCF has this needs to be sorted.

Chair: that this matter lie on the table to allow for a letter to be put together

**Page 3/4/7 & 8** refer Treasurers Report (included in Treasurer’s report for this meeting).

**Page 5** Clubs to be notified that the NZCF **generic entry form** has been updated and will be discussed with Shows report for this meeting.

**Page 6** Proposal to appoint BSAC Chairperson – Chair: happy to endorse this proposal. This was agreed in principle by the EC however, was not implemented because two people approached declined acceptance of the role. The previous EC Chair (Jane Webster) was uncomfortable that there would be areas of disconnect in BSAC when there were changes in Officers. The original terms of reference were to put someone into the role until the next AGM. (Pick-up further discussion under the BSAC report)

**Hearings Committee Appointments:** refer Page 10

Page 10 Refer submission Palmerston North Cat Club (**Attachment ‘A’**)

(To be discussed with correspondence log)

#### **Teleconference Minutes 24 Sept**

Refer wording of motion “Mandalay wording” should not include the word “Australian”..... Note: The application was to have an import Mandalay from Australia approved as full register Mandalay.

Reference to David Saddens Leave of absence – David has requested a change to the minute to read “the appointment at the National show is an exception to his approved leave of absence.”

## ITEM 4 CORRESPONDENCE

Palmerston Nth Cat Club re: **Selection Criteria for Appeals Committee**

- What criteria was used for selecting these people for the committee
- Are these open ended or annual appointments

**EC resolved** that the wording in the minutes might be a little misleading what the EC were actually doing was creating a list of people that they can draw on when they need to appoint a committee – when there is an appeal that is when they would be decided. They are not elected positions and the DDP states that the EC make these appointments.

Chair: This is a group of names who agreed to be available if required to handle a hearing under the DDP – Palmerston North Cat Club were concerned about the lack of transparency in this process.

**WCC notification regarding the need for British Breeders** to provide a minimum of 8 generation pedigree for Cats being exported to ACF breeders – The Breed Rep Marion Petley completed the follow-up and has advised the Breed Section.

**Suspension Notices of Breeders and/or Judges** issued by WCC – NZCF do not currently provide this type of information to other registries.

**Behaviour at Shows:** letter of concern read by Chair permission has been given to publish the concerns. An excellent report was also furnished by the NZCF Animal Welfare Officer Sue Mackay.

Discussion:

- Judges to take seriously the need to report cats that are unable to handled – some Judges appear to be reluctant to report
- Clubs need to monitor the exhibitors that are requesting that they handle their own cats (Clubs do have the right to not accept entries)
- Animal Welfare report should also be published
- Closed show options

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Chair (David)	<ul style="list-style-type: none"><li>• To follow-up with the Privacy Officer regarding release of suspension information and report back to the Feb EC meeting</li><li>• Arrange for publication of letter of concern around show behaviour</li></ul>
Executive Council	<ul style="list-style-type: none"><li>• Job Description for the NZCF</li></ul>

	Privacy Officer has not been signed off
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*Chair: “That inwards correspondence is received and outwards endorsed.”*

Lyall: I want an alignment of that corrected that David had referred to a previous item of correspondence I just wish to point out that piece of correspondence was not referred to me what so ever, was this a misunderstanding?

Secretary: confirmed that what was sent out to Lyall was exactly what was requested by the Chair. (Chair to discuss with Lyall and report back)

**Alex: suggested reworded: “That confirmation of the correspondence is received.”**

## ITEM 5 NZCF STRATEGIC PLAN REVIEW/UPDATES

Not discussed

## 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

(a) Submission name change “Bombay” (H Lewis) **attachment ‘B’**

- Noted: the word “Australian” was only added as a differentiator after the importation of three (American) Bombays via Australia.

**Lyall/David: “That the application for the name change to “Bombay” be approved.”**  
**Carried 6.0**

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
NZCF Secretary BSAC – SOP Officer	<ul style="list-style-type: none"> <li>• Advise outcome to member</li> <li>• Update SOP Shorthair and circulate to judges (amendment to SOP 2019)</li> </ul>
BSAC	<ul style="list-style-type: none"> <li>• Update Breed Code ROCAP &amp; SOP</li> </ul>

(b) **Codes of Conducts** (refer Teleconference Meeting 27/8/18)

Chair: The EC have been through these Codes of Conducts – so one of the things that has become apparent to the EC this year is that we have a lot of rules but no consequences – and in an effort to deal with the negative culture which appears at

times it is hoped that the code changes will assist. All changes have been on the agenda and no submissions have been received.

Discussion:

- Need to have some way to deal with people who are costing NZCF both time and money change is definitely needed
- The applying of consequences is what our members want
- Consultation, discussion and the codes have been clarified
- Concern expressed re: the non-acceptance of membership application – terminology does not appear to be correct
- Legal opinion tabled – only option for removal of membership at the moment is for animal welfare issues, fraud, complaint by Chair
- Members have a right to renew their membership on an annual basis
- Conditions of membership relate to adhering to the Codes of Conduct

Lyall/Alex: **“That the declaration wording on the annual forms are updated and are amended accordingly to read renewal of application, New Members application.”**  
**Carried 6.0**

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
NZCF Secretary	<ul style="list-style-type: none"> <li>• Ensure that the membership forms are amended to meet the changes in title and codes</li> </ul>
Governance Documents Officer	<ul style="list-style-type: none"> <li>• Codes of Conducts updated</li> </ul>

**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.

### **Health & Welfare Policies**

Discussion:

- Policy brief Code of Welfare temporary housing of Companion Animals circulated by the no reply forum
- In relation to “Cat Policy” MPI link will hopefully encourage more people to look at policies and to provide more feedback
- There are Councils bringing in stand-a-lone policies so it is important that we are responding to them
- NZCF Animal Welfare Officer - Sue Mackay makes submissions she does not put them in without approval. NZCF have in the past managed to get some references removed (there is a shared responsibility for the management of this Breeders/Registration PM Jo & Publications PM Alex are the two PM who follow-up with Sue).

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Breeders/Registration PM (Jo)	<ul style="list-style-type: none"> <li>• To provide website link regarding MPI subscription to “Cat Policy” – send out on no reply forum</li> <li>• Accredited Catteries to be linked into at least the minimum requirements</li> </ul>

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

- Rehoming retired breeding cats (**refer Breeders/Registration Report for this meeting**)

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

- Guidelines for Managing FIP

Discussion: A number of breeders, owners are dealing with FIP the document should be released it is an excellent article. The follow-up work required to update the Governance Documents are not yet complete. BSAC PM endorsed the recommendation for publication but requested that this be referred back to BSAC for any updates prior to release.

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
BSAC (Lyll)	<ul style="list-style-type: none"> <li>• Refer article back to the BSAC for any updating.</li> <li>• Release for publication by members forum and face book page</li> </ul>

## ITEM 7 PORTFOLIO MANAGERS REPORTS

### 7.1 Finance & Administration

#### **(A) TREASURER’S REPORT (Marion Petley)**

**(i)** Financial Statements for nine months ending 30 September 2018

**(ii)** Approval of Accounts for Payment in Retrospect:

*David/Alex: “That the payment of accounts for the period 01/09/18 to 30/09/18 totaling **\$13,009.49 (incl. GST)** be approved for payment in retrospect. Carried 6.0*

**(iii)** Report on Other Regular Items:

- Cash position
- Membership
- Outstanding debtors
- Update on NZCF Insurance policies (2)

**Clubs Liability** David/Jo: “That this meeting approve the changed action regarding our Clubs Liability Insurance, and further, it is also recommended that the NZCF change its insurance broker when this insurance cover

renewal due on 01/01/19.”

Carried 6.0

**(iv) Reports on Matters Arising from the July 2018 EC Meeting Minutes:**

Marion declared a conflict of interest – as Treasurer scheduler payments review

- a. Report on Officials Scheduler Payments: including incorporation of current Broadband Allowances (Ref: July18 EC Minutes p.3.) Allowances - relating to broadband agreed at the last meeting the reimbursement allowance becomes part of their scheduler payment.

David/Jo: “proposal that we move to option 3.” Carried 6.0

Discussion:

- CPI increase (no longer utilized) there were three options tabled
- NZCF is a voluntary organization – it is up to the membership to decide

- b. **Succession Planning:** (NZCF Treasurer) – update of NZCF Accounting Manual Treasurer reported that she is really mindful there needs to be succession planning. Desk file of course is updated on an as required basis– Jane (Governance Documents Officer) will be assisting with the Manual reformatting etc. Delegation on financial authority will be included (Ref: July 18 EC Minutes p.4.)

- c. **Travel Insurance for NZCF Judges contracts:**  
(Ref: July18 EC Minutes p.7.) Judges coming into the Country should have full insurance cover. ACC & Ministry of Health do look after injury related accidents for those from Australia & UK but people coming from the US have no cover at all. Pre-existing conditions are of major concern. Add this item to the Judges contracts and include the wording to the effect

**“It is strongly recommended that Judges do take out full travel and health insurance.”**

**Discussion:**

- In the event of a claim if the judge cannot prove that they paid for the ticket this creates issues with the insurance company. There have been instances when clubs have paid for flights and have lost money
- This needs to be followed up with an Insurance Broker
- Key thing is that the contract / invitation is correct in relation to insurance cover
- NZCF don’t need to be involved in the contracting of Judges this is a matter between the inviting club and the Judge (Unless it is a National Show Judge)

**Chair:** suggest the meeting leave this topic – comeback tomorrow with some recommendations to follow through.

- d. **NZCF EC Delegated Authority for Expenditure Approvals:**

(Ref: July18 EC Minutes pp.7.-8.)

FOLLOW-UP RESPONSIBILITY	ACTION
NZCF Treasurer (Marion)	<ul style="list-style-type: none"> <li>• To complete the Delegated Authority</li> </ul>

Governance Document Officer (Jane)	approvals – and present to the February 2019 EC Meeting <ul style="list-style-type: none"> <li>• Jane to complete reformatting</li> </ul>
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- e. **2019 Schedule of Fees:** Approval of Schedule being prepared by NZCF Treasurer. (Ref: July18 EC Minutes p.8.)

**Discussion:**

- Recent issues with ROCAP
- Judges school for 2019 (5 Students)
- 6.1 % increase in scheduler payment
- Shows IT costs \$2500
- Will be working with a deficit budget over the next year
- Flash cats electronic v hardcopy (not in 2019)
- Postage increases (Flash cats, registrations)
- Membership fees – breakdown increases required across the board
  - Single \$70, Double \$95 Family (3 members) \$120
  - Associate Single \$45
  - Associate Family \$55 (double)
  - Associate (3 members) \$65
- Reworking or reissue of registration paperwork will be charged (this will include reprints)
- Removal of the .50c fee structure e.g. transfer fee \$6.50 to \$7
- Medallions \$20 each

**David/Jo: “That the schedule of fees tabled with the amended item of \$20 for medallions be accepted. Carried 6.0**

- f. **Financial Distress (of NZCF Affiliated Clubs)**  
(Ref: July18 EC Minutes p.16.)

A draft proposal to EC has been prepared – this policy needs to be promoted to the Affiliate Clubs.

**5. Other Financial Items:**

- a. Review of fees payable to the National Disputes Co-ordinator (NDC) – due October 2018.

**Chair:** requested that this be held over until Sunday

- b. 2019 Budget and 2020 Forecast: Progress on 2019 Forecast Update to 2019 Budget and input 2020 Forecast – due for presentation to 2019 AGM.

**Chair:** advised that there are observers in attendance who wish to speak to the acceptance of the Templecats so the items will be dealt with slightly out of order after lunch commencing with the BSAC report

The meeting adjourned for lunch –12.24 – 1.15

**Refer Item 7.3 BSAC report – (Lyll Payne)**

- (a) Applicant for acceptance of the Templecat Cheryl Davies-Crook addressed the



meeting.

**Discussion Points:**

- Applicant totally understands the animosity amongst the Birman breeds regarding the shorthair gene in the Birman breed but there are other breeds that have both Longhair and Shorthair cats accepted
- The Standard put forward mentions intermateability with Birmans there are conflicts with procedure within the standards submitted
- Birman Breed Rep (Janice Davey) discussed submission from the Birman Cat Club and Sacred Temple confirming that no consultation has taken place prior to this subsequent application for acceptance. Process not followed properly
- The programme was originally put together to introduce a new colour “Cinnamon” into the Birmans and to do so Shorthair variants were used in the programme (why were these variants not desexed just like other approved experimental programmes)?
- Pedpet pedigrees readily accessible appear to have anomalies with the name of Templecat being used in early 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> generation pedigrees. Not shown as variants on the pedigrees - investigation into the pedigrees is required
- When NZCF developed the PR Registrar it was around the Silson report with confirmation constituting the breed on that basis the provisional register was developed. When the original breeder applied to NZCF it was for a new colour
- 2001 application to Catz Inc. was for recognition of new breed called Templecat and this also included acceptance of cinnamon
- Breed is not recognized by any other registry now that Catz Inc. is no longer affiliated with WCF (however they were when the first application was presented)
- Applicant queried why the EC had only just received the paperwork when the application was made to the BSAC in August 2018. The NZCF Secretary did not receive copies of any paperwork until three days prior to the meeting

**David/Lyall: “That the application for acceptance of the Templecat be referred back to BSAC for review and submission for the Feb EC Meeting.” Carried**

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
BSAC (Lyall)	<ul style="list-style-type: none"><li>• Refer back to BSAC follow-up to be placed on the agenda for February 2019 EC Meeting</li></ul>
Birman Breed Rep (Janice Davey)	<ul style="list-style-type: none"><li>• Consultation with the Breed Section</li></ul>

(b) Recognition of the **American SH**  
Discussion:

- Procedural issues have been highlighted
- Post AGM meeting – imported American shorthair neuter given dispensation to being shown with “Guest Breed Status”
- Breeding stock already in the country have been registered under the breed code ASH
- Challenge status for the 2019 show season – the amount of exposure the kitten has had should fulfil the requirement
- Executive has not approved the American SH as a recognized breed with NZCF challenge status
- EC cannot give dispensation based on incorrect procedure (for awarding of the

challenges which have already been issued by officiating judges)

**Lyall/Jo: “That the American shorthair (ASH) is referred back to BSAC for review for acceptance at the EC Feb meeting.”** **Carried 6.0**

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
BSAC (Lyall)	<ul style="list-style-type: none"><li>• Recognition of American Shorthair</li><li>• Proposal to appoint BSAC Chair further discussion required with the Council</li></ul>

**Lyall/Alex: “That the BSAC report be accepted.”** **Carried 6.0**

**Disputes & Discipline Process** – updated given by the Chair. The reason I am raising this now JH Lloyd has indicated that he will not be seeking reappointment.

Ross Townshend had started some work around what might be a good process he did consult with John Lloyd. Some of the issues are how do you act with an independent person, mediation, follow-up. This is a huge time factor for EC and the Secretary. If it belongs in a court room send them there. Discuss tomorrow about the setting up of subcommittee to review the DDP. The people that agreed to be available for hearing committees.

### **Meeting referred back to Treasurers Report**

#### **5. Other Financial Items:**

- a. Review of fees payable to the National Disputes Co-ordinator (NDC) – due October 2018.

**Recommendations were tabled as part of the Treasurers report. Noting that the review of the DDP is linked into this and that the review had been initiated by Ross Townshend in consultation with JH Lloyd (NDC) now that John has indicated that he will not be seeking reappointment the EC resolved that the review needs to be completed before revisiting the policy around payment of fees.**

#### **(B) Appointment of Officers 2019/setting of honoraria**

Secretary tabled the list of applicants and requested that the EC take time to look at the NZCF Secretarial role, it is simply to big especially now that 3-4 teleconference meetings have been added. Because of the current work load of this position I have not put an expression of interest in for the role as it stands I have however indicated that I am giving you notice that I am prepared to assist in the interim in the Membership Coordinators position and Prefix Registrar at least until an appointment is made to the Secretary’s position. I am passionate about the organisation moving forward it is your task to sort this mess out.

**Chair:** this is not news to both of us Chris has worked tirelessly for this organisation the abuse she has put up with this year is abominable this is more a testament to her character – things are going to change – I especially encourage people to come forward to learn these jobs – people cannot be in these positions forever. If you know someone come forward... received with Acclamation.

Discussion:

- How does the meeting perceive this role
- What is the future of this role
- Who are the people that you can utilize
- What structure is the right one for front line interaction
- Minute secretary could be an option
- Significant amount of reporting has been done since the new EC came on board some of the reporting has taken as much as 4 hours to research
- IT issues reporting has also been significant
- Significant email files
- Increased level of liaison with PM & Affiliate Clubs
- Secretary & Treasurer now have Portfolio Management within their own right this has created more work
- Front line work could be done by the EC PM

**Chair: "That the applicants who have expressed interest in advertised positions are confirmed with the exception of the CAC & NZCAT roles which will be discussed tomorrow."**

**Carried**

Note: these roles were originally set up to allow EC members to be appointed

NZCF Secretary	re-advertise
NZCF Treasurer	Marion Petley
Membership Coordinator	Chris M Lowe
Prefix Registrar	Chris M Lowe
Longhair Registrar	Kaye Dixon
Shorthair Registrar	re-advertise
Provisional Registrar	Avon Aspden
(Jane Webster in training for back-up)	
Honours Registrar	re-advertise

Note: Janice Davey applied to be backup person for Joan Hill (new retiring) EC asked her to take up the role (with approved training) this would not include Show Package work

Webmaster	Peter Davidson
Flash Cats Editor	Gaynor Saxon
ILO	Chris Lowe
Note: (includes the WCC delegate role for 2019)	
BSAC	Jane Webster, Marion Petley, Christine Yeung, Zena Pigden, Maree Roy,
NZCF Animal Welfare Officer	Sue Mackay
Health & Safety Officer	Sue Mackay

**Chair:**

Succession Planning - We should be having minor parts of roles you cannot walk into any of these jobs unknown. Is it possible for people here today to put their hands up for any of these vacancies? Complaints & IT have been the biggest issue for me.  
Vacant Positions to be Re advertised on the Membership forum/website

- (C) Secretary's Report – tabled reports of other Officers**
- (i) Complaints reporting
  - (ii) Governance documents
  - (iii) WCC – delegate (**Jane Webster**)

Whole-heartedly recommend the NZCF’s continued attendance at the World Cat Congress annual meeting and consider:

- that the role of delegate should remain with somebody with a wide-ranging knowledge of all aspects of the NZCF, as the greater familiarity they have with every facet of the organisation the better they are placed to discuss things with other attendees, both inside and outside the formal meetings; and
- that the role of adviser is made available on a ‘no cost to the NZCF’ basis to any member in good standing – perhaps with preference given to the NZCF’s officers and officials - because the opportunity to attend seems too valuable to miss out on.

**Position Descriptions** have been completed for all roles.

Produced a supplementary report for other Officers – so you have Privacy file, NDC, Health & Safety, WCC, Animal Welfare Officer, Membership, Prefix, Historian & Governance Officer - think it is a good idea to carry on with those reports they need to be appreciated for what they do.

**(D) EC Chair report**

**Chair/Alex: “That the Chair’s report be accepted.” Carried**

**Privacy Officer report** (Christine Yeung)

- Interesting enquiry from the Registrations Portfolio, which lead to some discussion around whether our pedigree database should be ‘open’ meaning pedigree information and potentially health testing information could be publicly available, similar to Dogs NZ

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Breeders/Registration (Jo)	<ul style="list-style-type: none"> <li>• Go back to Privacy Officer and discuss releasing information about the differences of Open v Closed Registry so the Membership can make a learned decision</li> <li>• Consideration of the setting up of a working group to discuss – with remit coming back to the AGM</li> </ul>

- Need to assure the membership that we want to abide by the rules of the Privacy Act but when they do not breach we can release information. Thereby respecting people’s privacy.

**Chair:** PM have the ability to contact their groups and discuss matters raised at the EC meeting – there will always be times were PM have to start work straight away – commonsense prevails in what information is released prior to the minutes.

**7.2 Information Technology (IT)** Marie Prendergast

- Titles upgrade – matter of priority all being linked together, great progress being made, there are some life testing taking place with Joan.
- A lot of work being done on the Registration Pages – including comments sections, microchip numbers can be included in the comments section. Has not yet gone live still needing to work through the feedback that has come back
- Judges information has been done on that table but is still not live (as everything is linked)
- If we use other than outside hours to have Peter to complete these updates EC may have to look at paying \$160 p/hr rather than the \$80 that we are currently paying
- Show Program updates/improvements - We want to get this completed before 2019 show season, perhaps with help of another developer to allow the current one to concentrate on other important projects
- EC acknowledged there are a number of important upgrades required, but these need to be prioritised
- The whole ROCAP database/website is complex beast, and whilst certain updates or projects seems to be small and trivial, sometimes, the reason it takes a lot more effort than most of us think is the complex links between the ROCAP database and the website...they are not stand alone apps.
- Two projects that will have to take front seat once registration pages are done are: Show package (perhaps by another developer) & Points System

**EC resolved: Marie to set up a meeting with Peter & the Registrar travel has been approved.**

**Marie/Lyall: “That an outside contractor is approached to review the show programme.”** **Carried 6.0**

**Marie/Jo: “That the IT report be accepted.”** **Carried 6.0**

### **7.3 Breed Standards Advisory Council (BSAC)**

(refer previous session on page 10)

### **7.4 Shows (Sheree Russell)**

- Titles - PM to release update to the membership
- **National Show 2019:** refer to letter from the Host Club Patches & Pointed who have asked the EC to consider a couple of ideas they have around ensuring that the National is a prestigious event

(Chris declared a conflict of interest as President of the Host Club)

- (a) **Supreme Title (permanent title)** that any Supreme winner at the National (i.e. Supreme LH exhibit, Supreme SH, Supreme Companion & Supreme Domestic) be awarded the National Supreme title.

Notes: the Club are intending to honour previous supreme winners in a roll of honour – every effort will be made to capture the information by utilising the research skills of the Jane Webster (NZCF Historian) along with photographs from more recent winners.

By adopting the National Supreme title it will mean that the information will become part of our registry we will have that historical record in place (we do not have that ability at the moment)

Discussion:

- National Champion (Nat CH) could be considered as an alternative name
- Clubs do have the right to set their own process to select the Supreme however, this relates to the **National Ring only** when the host clubs choose to hold a multi ring show
- Supreme judging will be by all judges who have only judged one section/division prior to supreme with the exception of the NZCF Judge who will not have judged any exhibit prior to the supreme.
- Each Judge will still award Top 10 in division e.g. the All Breeds Kitten Judge will select top 10 Longhair Kitten, Top 10 Shorthair Kitten and then award a Top 15 (could be extended depending on the number of entries) All Breeds. The same Judge will decide how many of those kittens will go forward into the supreme ring (could be up to five nominations from each judge)

**(b)Scoring in the All Breeds selection** – that points are allocated to all exhibits placed as follows – if a top 15 The BIS All Breeds Kitten would be awarded 20 additional points counting towards their final points allocated for their division top 10 placing (which of course includes a point for each cat they have beaten)

Points calculation **EXAMPLE**

e.g. Best in Show Shorthair Kitten competed against 50 SH exhibits gaining

10 points for the BIS + 1 point for each kitten they beat = 10+49 total allocated = 59

In addition that kitten competes against the Longhair top 10 kittens and comes out the BIS all breeds exhibit and is then allocated an additional 20 points

Therefore: total points for the National Ring would be 59 + 20 = 79

- If the Club hosting wishes to hold a multi ring show this top up of points would only relate to the **NATIONAL SHOW RING** (one ring only) not the Club rings.
  - It could be seen that if there is a large group of cats this could disproportionately advantage
  - There has been negativity around the Host Club staging a one ring National and this was one way the Club could add to the prestige of a National Show giving it the profile it deserves
  - NZCF have previously looked at the possibility of implementing a double points allocation only to find that ROCAP simply cannot work with a double points system alongside the title allocations – whereas this idea will only bring forward a set number of points on an all breeds drop down table within ROCAP and will not bring forward the number of cats beaten
- (b)** Host Club is also to run **Supreme & R/up within each Breed** – they consider that attaining a supreme of breed at a national show is a very worthy achievement

**EC resolved that they will support the National Supreme title**

**Sheree/Lyall: “That the EC accept the additional All Breeds top 15 for the National Show.” Carried 6.0**

FOLLOW-UP RESPONSIBILITY	ACTION
Shows PM (Sheree)  Marie (IT)  Jane (Governance Documents Officer)	<ul style="list-style-type: none"> <li>• Update membership on the progress with the upgrade of the titles</li> <li>• Refer update to IT to ensure that provisions are made for the new Title Nat Sup (National Supreme)</li> <li>• Review the National Show policy to reflect the additional National Supreme Title and the <b>option</b> to stage All Breeds rings at the National Show</li> </ul>

Meeting adjourned 5.30 reconvened at 8.35 Sunday

7.4 Shows (Sheree Russell) continued.....

- **Steward/Handlers Competition: NZCF need to set some terms of reference to support the initiative of the host of the National (Patches & Pointed) to bring back this award for 2019**

This would be an NZCF award therefore the Club would like to have some assistance with the cost of the award (last time they managed to get it sponsored by Quality Presentations - body sashes) but would like to request that the Portfolio Manager make that approach on behalf of NZCF or alternatively an appropriate prize should be put together.

1. Must be a certified NZCF steward or handler to enter the competition
2. Must have at least stewarded or handled at least once prior to the National show (this of course can be more you could include what they have done in 2018)
3. They must attend the National show in 2019 for judging
4. Judging will be carried out by two nominated judges who are at the show (pre-selected by EC if you wish) no expenses paid
5. NZCF Judges could be asked about what they think would be a pre-requisite to folks to enter this competition.
6. NZCF Judges can set the marking schedule for the officiating examiners to use
  - The terms of reference indicate that the intention is clear in that a **Steward/Handlers competition** will be held at the National show and this is to be an NZCF award
  - Handlers & Stewards work tirelessly at shows and this is a way to honour (need to honour workers) Some Clubs use workers raffles, handlers choice ribbons etc.
  - Business plan should be put together so that any Club looking at hosting a National does not have to reinvent the wheel.

**Sheree/David: “The idea presented for the Steward/Handlers competition for the**

**National show be accepted. Carried 6.0**

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Shows PM / Judges (Sheree)	<ul style="list-style-type: none"> <li>Put notification on the NZCF Judges forum about the terms of reference with particular reference to what they consider to be the prerequisite to entry</li> </ul>

- Annual Awards Submission (D Grace) see attachment ‘c’ to agenda**

Discussion Points:

- Original submission tabled at the 2018 AGM
- Honour’s Registrar system is still considered as being one of the best workable points system which was modified by changing the number of qualifying rings
- Point’s scores are always contentious, don’t indicate the quality of cats this submission is a second bite at the cherry if the rule wants to be changed it should be done at the AGM
- It must be evidenced based – there appears to have been an anomaly in the number of cats to calculate the points in support of the submission
- Concerns were expressed about the affect this would have on Specialist Clubs With a Points system that runs alongside the title points you would therefore only get title points for one ring under this submission
- A variety of cats have been winners not just Birmans

**EC resolved that this matter is referred back to Denise Grace and/or Palmerston Nth Cat Club (who was the original writer of the remit in 2018) for the submission of a remit to be considered at the 2019 AGM.**

**National Show 2020 (Sally Dennehy)** gave notice that Sacred Temple have withdrawn their offer to host the 2020 show in Wellington this was a committee decision who could not guarantee that they could put all their focus and energy into planning for the show with the knowledge that there was a move to change the annual awards points system. They believe that the show needs to be hosted by an all breeds club.

**Sheree/Jo: That the changes to the NZCF generic entry form be accepted.” Carried**

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Shows PM / Sheree	<ul style="list-style-type: none"> <li>Circulate updated generic entry form to club secretaries – include copy of downloads page on website</li> <li>Show package template for top 10 publications have a link to Affiliate Club Secretaries to record top ten details</li> </ul>

**Show Bylaw – recommended updates**



1. Veterinary requirements move 8.1 exhibitors heading and incorporate clause 8.1 under contact with illness heading (thus delete heading Exhibitors)
2. Clause 14 Objections at Shows: 14.1 to read ...cash deposit of \$50 (thus increasing from \$10 to \$50)
3. Add a new title “Responsibilities of Exhibitors”

When an officiating judge is on the floor exhibitors are not to go near their cat’s cage. This includes grooming or getting things out of bags underneath the cages - exception if one of your other cats require attention and what you need is in your show bag please ask the handler or steward in the first instance to get the bag if they are unable to make sure the judge is not near your cage or a cat is scratching and looking like they may need a litter box.

The intention of this recommendation is clear may need rewording - it is in the members code of conduct so it needs to be included in the Show Bylaws.

Avoid any action or comment that might be seen to influence the judge’s decision about an exhibit. (This is in the Members Code of Conduct – Showing of cats or kittens Clause 6 but think it also needs to be moved into the Show Bylaws.)

Refrain from talking to the judges when they are on the floor unless they have asked you a question.

Unless you are a club official (judge, handler, steward etc) or have permission from the owner please do not remove anyone else’s cat from its cage. Exception is in an emergency, and show Bylaw Clause 9. Safety Procedures apply.

**Sheree/Jo: “that these recommendations are reworded with the assistance of the Governance Documents Officer and are inserted into the show bylaws for 2019.” Carried**

Suggested amendment to **Show Bylaw 7 Judges Responsibilities to Clubs and Exhibitors** need to be reviewed (submitted by M Roy)

**That show bylaw 15.31 is added to read:**

**Reclassification of Kittens at Shows 15.31 Kittens (4 - 9 months of age) which are found at a show to be incorrectly registered may be reclassified (or ‘outclassed’) on the day of the show when any three judges confirm and agree. The judges must complete the ‘Reclassification of Kittens at Shows’ form (Appendix J to Show Bylaws) and a copy of the completed form must be given to the owner and show secretary, and another sent to the registrar.**

Registration and Health Programmes Ragdoll HCM 15.32 All breeding Ragdolls must be DNA tested for the HCM gene and results submitted to .....

**Show Calendar 2019** – Geyserland Cat Club have changed their July show date to 21<sup>st</sup> July 2019. Auckland Cat Club yet to confirm their date.

**Sheree/Jo: “That the Shows PM report be accepted” Carried**

## **7.5 Marketing/Publications** (Alex Ladyman)

- review of the disciplinary and disputes procedures (DDP) temporarily on hold

- 2 other printing companies are being considered to produce Flash Cats
- Consideration may be given for flash cats to be available via email
- All but 2 Advertising contracts for 2019 have been confirmed
- Advertising in print media is reducing and the difficulty in securing advertisers leads to my proposal to continue with the current rates for 2019-2020
- Postage now sits at \$3.60 for the magazine perhaps reducing the size to A5 booklet may reduce the cost of postage this will be discussed with Gaynor
- Digital v Offset printing under discussion
- Facebook page has been successfully launched
- Options being explored for alternative forms of advertising, for example advertising via our website
- At the last EC meeting we resolved to have a document to include personal interests register – for transparency reasons this may need to include any delegations for approval of accounts
- Schedule of fees will remain at the back of the magazine due to the front option being a good advertising space
- Club brochures will be need to be revamp – Host Club requesting for the National stand this should also include enough copies for the Registrars to utilize when they send out transfers

**Alex/David: “That the current advertising rates remain as guidelines for the 2019 magazine”. Carried**

**Alex/Sheree: “That the Publications/marketing PM report be accepted.” Carried**

## **7.6 Breeders/Registrations (Jo Woodrow)**

Dispensation:

1. That dispensation is ratified for the kittens to be registered under the owners prefix - the registration to be backdated to the date of birth, this will allow for correct registration and transfers to be completed (despite the previous owner – who is an ex NZCF breeder having not completed the transfers of the stock)
2. Termination of the membership for repeat offending has been completed
3. ACF amendment to British Shorthair registrations notified to NZCF on 15th October. Now require 8 generations on any imports into Australia showing only Persian outcrosses. Specifically they do not want to see Selkirk or Folds in the lineage (Marion Petley - Breed Rep)
4. Kittens being supplied to Petshop are being sold with NZCF letterhead pedigrees despite not being transferred correctly. Letter sent to breeder to resolve outstanding registration issues with a recommendation that follow-ups are improved in the future
5. Prefix Application – objections based on similarity with “Glitteratti” have been received to the acceptance of the prefix “Glitterpaws”

**Jo/Lyall: “That the EC rejects the application for prefix “Glitterpaws.” vote 3.3**

**Chair exercising casting vote in favour of registering the prefix Carried**

**CABCC Outbreak** (reports tabled by Jo Woodrow & Sheree Russell)

Subsequent to a report supplied to the EC further investigation and reporting is now

available. This included a survey of exhibitors at the Patches & Pointed Inc show. With the exception of 3 cat families which can be clearly linked to CABCC attendance, no one was affected by illness during or after the show.

Discussion:

- Communication is the key between all parties at all times
- If Ross Townshend had not reported the incident of illness in his cats we would not have been able to connect the dots
- Some good suggestions for changes to bylaws have been suggested by the Animal Welfare Officer (Sue Mackay)
- There are a number of recommendations made regarding vetting, cleaning of cages, reporting of illnesses following a show both by exhibitors at that show but also by NZCF to other clubs holding shows within the withholding period plus updates for exhibitors on husbandry and quarantining show cats to avoid spread of infectious issues.
- There have also been a number of emails accusing a vetted out cat as being the cause. This is simply untrue and the owner has given me permission to disclose the information as I see appropriate. I would like EC guidance in this area due to the persons involved in the accusations.

**Lyall/Alex: “That the EC wish to acknowledge how well that CABCC handled the event and they be congratulated for how they handled the recent outbreak of disease.” 5.0.1(abstention Jo) Carried**

Chris Lowe (Secretary NZCF) – speaking not only as the person who has apparently been named in a formal complaint lodged with the National Disputes Coordinator which allegedly relates to discrepancy in procedure from the Registered Office and subsequently as a Show Official with Patches & Pointed Inc. I ask why the EC are even discussing and now agreeing to acknowledge one clubs contribution to the management of this event. This has taken a huge toll not only on me personally but also a Club who have absolutely tried to manage the follow-up despite not being notified until the eve of the show. This should not be a “blame game” it should focus on what can be done to avoid this in the future.

At no stage has that complaint been forwarded to me in either capacity and I certainly have not been given the opportunity to respond unlike other parties to the complaint I absolutely do not agree with the process that EC have taken.

And because of the continued incorrect process I withdraw my offer of notice to manage the Membership Coordination and Prefix Registrars content of the NZCF Secretaries role until that role is filled.

Discussion:

- There were two clubs involved in the follow-up of this both clubs should be commended for all the work they did in notifying the exhibitors from both Club shows, this has never been done before.
- The complaint was not lodged with the registered office –therefore it does not exist

Chair: all complaints and in fact any matters relating to the NZCF must be lodged

With the registered officer of the NZCF.

- The complainant did not respond to follow-up by the NDC
- There is no complaint to answer to

Meeting adjourned reconvened at 11.35 am

Breeders/Registrations report continued.....

- Information on microchipping going into December Flash Cats
- Cattery accreditation needs revising; discussing *who* should undertake cattery accreditation; whether personal vets are independent.

Discussion regarding wording of rule 17.6A.

**Chair: “motion to accept the wording of proposed rule 17.6A ” Carried**

**new rule 17.6A read as follows:**

**17.6A Where an ex-breeding cat is sold or gifted for rehoming, the cat: a. shall have a current vaccination against Panleukopenia, Rhinotracheitis and Calicivirus, and the vaccination records shall be provided by the breeder at the time of delivery of the cat;**  
**b. shall not be showing signs of illness which may be considered infectious or contagious; and**  
**c. females will be desexed prior to rehoming and males will desexed with a stand down period of 6 weeks.**

Note: change to the wording in part a) only.  
No change to b) or c).

**David/ that the reworded rules are accepted.” Carried 6.0**

- **Amendment to Rule 14.4 -**

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.

**Amended to read:**

14.4 For NZCF registration and transfer purposes, **the date of payment of transfer fee to NZCF is deemed to be the date from which the importer/new owner assumed ownership of the cat not the date of transfer from the registry of origin.**

**Jo/Lyall: “That the Breeders/Registrations PM report be accepted. Carried 6.0**

**7.7 Judges** (Sheree Russell)

- **Appointment of Tutor Judges**  
Janice Davey (AB) Sue Ford (AB)  
Chris Lowe (AB) Kay McArthur (SH)  
Jo Millar (AB) Ann Skilling (AB)

Recommendations: Judy Wereta also expressed an interest however she is registered for the SH Judges training School for 2019

**Sheree/Lyall: “That Sue Gordon be appointed as a student mentor for the Judges school and that the other Tutors be appointed.” Carried**

**David/Sheree: “That Chris Lowe is appointed as the Coordinator of the Judges School.” Carried**

- 5 Students have now applied for the Judges Training School

**Sheree/Jo: That Judy Wereta’s application for SH training is accepted.” Carried**

**Sheree/David: “That Elizabeth McGraw is to be reinstated to the Shorthair Panel.” Carried**

**Steward/Handlers** courses are planned in January in Te Awamutu & Palmerston North

**John Smithson:** has renewed his WCF licence which enabled him to sign of some NZCF Contracts for 2019 shows. Suggested that he offer to assist with the Steward/Handlers course in January and that would be accepted as a completion as a refresher before being accepted as an NZCF Judge.

Discussion: Catz Inc are currently not affiliated with any recognised overseas body, it is no longer part of WCF but some of their judges may still be registered. A letter is required to be sent to Catz Inc with concerns regarding their status (**details to confirm**)

**Sheree/Alex: That the Judges PM report is accepted.” Carried**

- Submission (D A Skilling) (refer Attachment D)
  - (i) Judges training & Curriculum
  - (ii) Tutor Judges & Judges Guild
  - (iii) Standard of Points (SOP)
  - (iv) Workforce & Subcommittees

Discussion:

- Judges Training submission – not called short cutting ( but may be seen to undermine the hard work the others have done)
- Module training is already done in NZCF
- Hands in fur training is managed by the Tutor/s can take up to 2 years
- Assignment work could be included on a library basis on the website to include shortcut diagrams, history and other learning tools
- Subcommittees could be put in place for training
- Judges Guild has been used before with difficulty
- Generic examinations should be used for Judges/ Steward & Handlers exams

FOLLOW-UP RESPONSIBILITY	ACTION
Judges PM / Sheree	<ul style="list-style-type: none"> <li>• Seek interest from Judges through notification on the Judges forum for subcommittee to work on SOP’s and training curriculum</li> <li>• Expression of interest to rewrite</li> </ul>

**Sheree/Alex: That the Judges PM report is accepted.” Carried**

## ITEM 8 ANY OTHER BUSINESS

### **(1) Show Reporting (David Colley) - Record Card**

Notes: NZCF are looking to do away with the Show Complaints with the use of a Show Reporter (?) who will furnish the Club and the Chair a report on the show within 5 days of the Show and the report will be used to handle issues that have arisen from the show

Discussion:

- EC agreed in principle to the adoption of a Show Representative – this was first mooted a number of years ago when a report was tabled by Chris (as ILO) the follow-up was never completed following changes of Portfolio Managers
- The template is only submitted as a guideline - Perhaps more work needed on report card as there were concerns expressed about using a number grading system some clubs will take exception to that process
- Appointing an EC member to take on this role has merit
- Persons appointed would have to have a good knowledge of the show bylaws
- OR are we just looking at having somewhat who can be the “first port of call” to direct people to the appropriate manager on the day depending on what issue needs to be dealt with

### **(2) Discussion Document Disputes & Discipline Procedure (Colley/Townshend)**

Chair: Ross had started a review of the Procedure, but with his departure EC should give consideration to appointment of a sub-committee to review with that in mind I have approached some people and they have all agreed they are more than happy to assist with the process.

Ian Gray, Cathy Webb, Kerry Holden, Alex would be the coordinator

Discussion:

- We have a DDP in place you cannot change aspects of that today
- John Lloyd is not seeking reappointment as he believes there is a major shift in the culture of the organization moving away from what was originally put in place to deal with complaints
- A lot of time and energy has been spent on complaints by the Secretary & EC it has to be reviewed
- Until such time that a National Disputes Coordinator is appointed all complaints must be lodged with the Registered Office (NZCF Secretary) and these will be referred to the Executive Council Chair in the interim

### **3) Approval of Meeting Expenses**

**Lyall/David: That the November EC meeting expenses of \$4,190 (+ GST) are approved.”**  
**Carried**

**(4) Vacant Appointed Positions – advertising**

Companion Animals Council & NZCAT – Zena Pigden has applied to take up these roles again for NZCF.

Discussion:

- These roles were originally set up to allow for an EC member (in particular the Chair) to be appointed (note: when the Chair’s position changed it was considered appropriate to reappoint Zena in 2018)
- There has been lack of reporting to EC
- Review in 2019

**EC resolved that Zena having expressed an interest in continuing in the roles that she be appointed**

**Refer:** page 11 of these minutes Honours Registrar – Janice updated the EC that she will not be available to take up this role.

**EC resolved that all vacant positions are to be advertised by a notice on the forum and website.**

NZCF Secretary  
Chris M Lowe