



**MINUTES OF THE EXECUTIVE COUNCIL MEETING HELD AT THE BAY PLAZA  
HOTEL 40-44 ORIENTAL PARADE, WELLINGTON ON 27-29 JULY 2018  
COMMENCING 5.00 PM FRIDAY**

**ITEM 1 ATTENDANCE & APOLOGIES**

Chair: David Colley  
Vice: Alex Ladyman (arrived 5.30)  
EC: Marie Prendergast, Sheree Russell, Ross Townshend, Jo Woodrow,  
Treasurer: Marion Petley  
Secretary: Chris M Lowe

**ITEM 2 CONFIRMATION OF MINUTES**

- 23-25 February 2018

Note: refer page 16 EC acknowledged the concern expressed by Avon (PR Registrar) regarding the use of the word “often” – this gives the wrong impression Occasionally due to a heavy work load or ill health the basic entry is actioned so that the paperwork can be posted straight away but later when time permits the whole pedigree or at least to the fourth generation is loaded.

**Chair: “That the minutes of the meeting as amended are accepted as a true and correct record.” (Note: only David & Jo were at that meeting –**

**Carried 2.0.3**

- 13 May (Post AGM) 2018

**Chair: “That the minutes are accepted as a true and correct record.” Carried**

- Teleconference Meeting 28<sup>th</sup> May 2018

**Chair: “That the minutes are accepted as a true and correct record.” Carried**

## ITEM 3 MATTERS ARISING FROM THE MINUTES

### **23-25 February Minutes:**

**Show Reporting** (Ref page 11) has been placed on the agenda for this meeting.

**BSAC FIP Document on FIP** will be discussed by email by the EC with a view to approving circulation. (Ref page 12)

**Cattery Accreditation:** discussion points of interest

- Consider levels of accreditation
- Seek feedback from those who hold accreditation with particular reference to how the accreditation can be improved
- Review consequences for those breeders who are not meeting minimum requirements – with best practice in mind – possible review of Breeders Code
- Offer accreditation incentives
- Affiliate Club involvement in future accreditation process for club members

FOLLOW-UP RESPONSIBILITY	ACTION
BSAC PM / Chair  Breeders/Registrations PM  EC Portfolio Mangers	<ul style="list-style-type: none"> <li>• Follow –up with Jane Webster regarding the FIP document</li> <li>• Follow-up report for flash cats on <b>cattery accreditation</b> ask for contribution from those accredited</li> <li>• Reports to flash cats editor by 10<sup>th</sup> of August</li> </ul>

## ITEM 4 CORRESPONDENCE

### **Membership Application Judges Reinstatement**

Sheree/Jo: “That the application for membership of **John Smithson** is accepted and dispensation be given for readmission to the NZCF Judges panel at Senior All Breeds status with the requirement to complete a seminar prior to furnishing of annual return in January.”

**Carried 6.0**

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Chair/ NZCF Secretary	Follow-up with <b>Catz Inc.</b> regarding their application for membership of WCC (agenda response for the November EC meeting)

**Chair/Alex: “That inwards correspondence is received and outwards endorsed.” Carried 6.0**

Chair: wished to set aside time at this point in the meeting to talk about the structure of the NZCF and the responsibilities within Portfolio Management.

Discussion Points:

- Scheduler payments v allowances
- Elected EC members currently receive an annual allowance
- Split responsibilities within Portfolio Management
- Key reporting
- Job descriptions – future proofing the organization
- Marketing
- Agenda items – ensuring that items are placed on the agenda with appropriate references/information
- Backup for roles – not disadvantaging those currently holding positions
- Review the honoraria taking current allowance levels into consideration
- Security of the IT system
- Software programme for online voting – possible outsourcing
- Increase income or reduce outgoings

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
IT Portfolio (Marie)	<ul style="list-style-type: none"> <li>• Review the IT contract</li> <li>• Follow-up Webmaster job description</li> </ul>
NZCF Treasurer (Marion)	<ul style="list-style-type: none"> <li>• Scheduler payments review to incorporate allowances - report back to the November EC meeting</li> </ul>

### **Mileage Allowance**

**Ross/Marie: “That the NZCF mileage allowance is set at 0.73c per Km (capped at \$200) pre-approval to exceed is required in consultation with the NZCF Treasurer (effective date immediate).” Carried**

The meeting adjourned at 7.00 pm

Meeting reconvened at 8.30 Saturday 28<sup>th</sup> July

**ITEM 5 NZCF STRATEGIC PLAN REVIEW AND/OR UPDATES**

- General discussion points – future direction
- Society (ANZ) provider/payment gateway/IT report
- Microchipping programme – certified chippers
- Breeders Code of Conduct -Just how do NZCF police
- Companion animals register
- NZCF are recognised stake holders in Local body consultancy on animal welfare matters (with particular reference to Cats)
- Breeders need to be encouraged to buy into suggested health testing
- Breeders need to look at factoring the cost of testing into their kitten prices
- Microchip numbers to be included on transfer certificates
- Breeder buy in to the compulsory microchipping by a set date ( yet to be decided)
- Updates to Steward/Handler listings
- Business Plan updates – copy to all EC members (Governance Officer to maintain)

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Breeders/Registration PM (Jo) BSAC (Ross)	<ul style="list-style-type: none"> <li>• Consultation article for “Flash cats” there is PM crossover between BSAC &amp; Registrations</li> <li>• Prepare article for Flash cats with reference to implementation of a national tracking system (using the Mycoplasma bovis as a discussion reference)</li> <li>• Follow-up with Peter regarding the adding of another field to include microchip numbers onto transfer certificates</li> <li>• Scheduler payments review to incorporate allowances - report back to the November EC meeting</li> <li>• Succession Planning – accounting manual (refer Item 3 page 7 business plan)</li> <li>• Complete template for Facebook</li> <li>• Updates completed for steward/handlers</li> <li>• Top ten template developed (show calendar page)</li> </ul>
IT (Marie)	
Treasurer (Marion)	
Marketing/Publications (Alex)	
Shows PM (Sheree)	

Note: observers in attendance: Christine Yeung, Mushfik Yeung & Emma Kimberley

## 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) NZCF Policy Document** – Christine Yeung (Privacy Officer) invited to present her submission relating to “Moving into Committee”

**Discussion Points:**

- there is a members perception regarding the secret society of the Executive Council going into committee
- Not open and transparent
- When dealing with complaints names do not have to be mentioned – they are anonymised and open for general circulation in the minutes – with care that some may fall into privacy matters
- Some industries do name & shame – our rules do not allow for that to happen at this time.
- NZCF are at the beginning of doing this – if that is what we want to do we can try and mitigate these matters before they become complaints
- Matters not discussed in committee you can use general statements such as “a member did... a breeder did....etc.
- Overseas registries can be looked at which may assist with writing of policy to manage
- Look at the Privacy Act then put it to an expert prior to adoption which will lead to a greater good for transparency and trust
- Those EC members who have not attended a Privacy training course can complete modular training on line

**Entry Forms** There has been feedback from Members/exhibitors who have reported that despite entering on forms that they do not wish to have their addresses included in show catalogues – Clubs are continuing to include them. There is no reason for Clubs to be publishing the full address of any exhibitor. This does constitute a breach under the Privacy Act. Club Show Secretaries need address details however it is the publishing of those addresses that is the issue.

The Breeders Directory on the website is a good example of only locations being listed, no postal addresses are included.

FOLLOW-UP RESPONSIBILITY	ACTION
Shows PM (Sheree)	<ul style="list-style-type: none"> <li>• Judges/steward/handlers lists are still published with full contact details these should be standardised</li> <li>• Clubs to be notified that the NZCF generic entry form has been updated and that the Club forms need to be checked – Sheree &amp; Christine to add an appropriate statement to the generic form</li> </ul>
IT PM (Marie)	<ul style="list-style-type: none"> <li>• Email addresses are listed on the</li> </ul>

	website and there have been reports of 'spam robots' picking up the email addresses
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**(b) Proposal to appoint BSAC Chairperson** (Sub-committee) J Webster

(refer: Attachment 1)

**“That the Executive Council accept the proposal (in principal) to restructure the BSAC to separate the Chair and the Portfolio Manager roles (refer GR & Policies BSAC Composition 3.23).”**

Discussion points:

- Should be an impartial role – not a breeder representative
- Appointment options were outlined in the proposal tabled
- Temporary appointment considered until the next election (AGM 2019)

**Ross/Sheree: “as a transitional arrangement that Jane Webster is approached to take on the interim role of BSAC Chair until the election in 2019.” Carried**

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

**Facebook Proposal: Refer Attachment 2** - presented by Alex Ladyman

Discussion Points:

- Cheapest most efficient way to get across as to who we are
- Caveats can be put in place to ensure that the format is like any business page
- Non-posting on the page itself, article in flash cats explaining its purpose – not to be used as a communication tool amongst members – used as a promo thing
- Utilise the page to call for consultation - Breed information, particularly for the buying public
- Could establish advertising option (sidebar advertisers on the page)

**Alex/Jo: “That the Facebook proposal be adopted for NZCF Carried 6.0**

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Marketing/Publications PM (Alex)  IT PM (Marie)	<ul style="list-style-type: none"> <li>• Joint responsibility between Marketing/Pub &amp; IT PM</li> <li>• Create business page</li> <li>• Establish best practice guidelines regarding the use of photographs (written consent)</li> </ul>

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

(no submissions)

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

(no submissions)

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Secretary (Chris)  IT PM (Marie)	<ul style="list-style-type: none"> <li>Check with Peter the ability to include an option for the member to be placed on the contact list for Council Policy consultancy on Animal Welfare issues</li> </ul>

## ITEM 7 PORTFOLIO MANAGERS REPORTS

### 7.1 Finance & Administration

(a)Treasurers Report

(Marion Petley)

**Chair/Alex: "That the payment of accounts for the period 01/04/18 to 30/06/18 totalling \$53,251.53 (incl GST) be approved for payment in retrospect."**

**Carried**

Discussion Points:

- Clubs Liability Insurance – no reminder was generated by the broker for the policy. The broker has advised that there will be a new underwriter to the policy with the premium starting from July 27<sup>th</sup>.
- Concern expressed regarding possible claims prior to policy renewal these would have to be underwritten by the previous underwriter.
- The same renewal date should be retained (15<sup>th</sup> September)

**WCC Travel: "The EC resolved that partial reimbursement of the travel expenses (\$480.54) is paid to Jane Webster who attended the 2018 meeting as the NZCF representative because Chris Lowe (NZCF Delegate) was unable to attend. "**

**Carried**

- Discussion followed regarding the need for Judges to make sure that they are carried personally with travel insurance

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Judges PM (Sheree) Treasurer (Marion)	<ul style="list-style-type: none"> <li>Put together a statement to be included on the Judges contracts to include reminders regarding the need to take out travel insurance</li> </ul>

**Delegated Authority** for Expenditure Approvals: delegated amount to be put in place

to manage the approval of accounts for the Treasurer and Secretary responsibilities within their PM

FOLLOW-UP RESPONSIBILITY	ACTION
Treasurer (Marion)	<ul style="list-style-type: none"> <li>To report back list of approvals (could be managed through monthly teleconference meetings)</li> </ul>

### 2019 Schedule of Fees

Discussion Points:

- All EC members to come back with any items that they believe need to have fee changes made – report back to the November EC meeting
- Concerns expressed regarding the timeliness with particular reference to the setting of membership fees – applications start coming in early December
- Different structure could be considered – one membership fee across the board and all having voting rights
- Flash cats subscription with the increased postage rate to be factored in
- Registration fees, transfer fees (percentage increase to be considered)
- Cattery accreditation review

FOLLOW-UP RESPONSIBILITY	ACTION
Treasurer (Marion)	<ul style="list-style-type: none"> <li>NZCF email address (Treasurer) update contacts with new email <a href="mailto:marion.petley@xtra.co.nz">marion.petley@xtra.co.nz</a></li> </ul>
IT PM (Marie)	<ul style="list-style-type: none"> <li>There are still issues IT PM to update Peter that the Treasurer will use own email address</li> </ul>
Shows PM (Sheree)	<ul style="list-style-type: none"> <li>Show Dates variances of the those published online v flash cats edition</li> </ul>

Meeting adjourned for morning tea 10.40 until 10.55

Meeting reconvened

**Discussion Paper on NZCF Payments and Allowances** was tabled and discussion followed regarding the allowance payments for Executive Council Members and paid Officials. EC members have the option to accept the allowance (\$400 annual) or not that is a personal choice. Normal scheduler payments are made to Officials along with an allowance to cover board band connections.

***EC resolved that allowances will be incorporated into the scheduler payment rather than paid separately – there have been no increases in honoraria for many years, and to remove allowances at this stage would be seen to be inappropriate***

#### **New Travel Rate**

EC resolved that the NZCF official mileage allowance is set **at 0.73** (ex. 0.60 c per/km) This relates to Official NZCF travel only (not club payments for judges travel) Up to prepaid approval of \$200 any extension of this amount must be preapproved by the Treasurer.



**Chair: “That the Treasurers report be accepted.” Carried**

**(c) Complaints reporting (NDC – NZCF Secretary)**

### **Show Complaints**

**Chair: “That the EC complete a review of the show bylaws with reference to Objection’s at Shows. Show Bylaw: 14.1 – 14.2 14.3-14.8 leading to putting together a policy for NZCF Affiliate Clubs to manage these complaints.”**

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Shows PM (Sheree)	Review of Bylaws Has the power to co-opt assistance from members

**Disputes Procedure** Further discussion points regarding our Disputes Process:

- CFA penalties – copy of their procedure had been provided following discussion at the WCC 2017.
- Show Rules Bylaws - Codes of conducts, DDP & bylaws, consultation process will all become part of the intended review
- Financial Penalties: can be created these may cause more litigation?
- Breeder suspensions – should an opportunity be provided to them to rectify or improve
- Repeat Offenders (across the board) with a series of complaints regarding health issues, incorrect paperwork, no paperwork, no transfers, no registration – Breeders being NZCF into disrepute

**Complaints Reporting** National Disputes Coordinators recommendation

*“THAT some publicity be given (maybe in Flash Cats) reminding Breeders of their obligations at Shows to fully respect that kittens/cats that they have sold are no longer theirs, and that if they wish to gain “mileage” for themselves with actions reinforcing their breeding “prowess” then this must only be done with the permission of the new owner, and that all members of the NZCF particularly at meeting and shows held under its auspices, should be careful to show respect to one another at all times and be careful that emotive and damaging behaviours to others, does not surface.”*

The EC resolved to accept the recommendation of NC as a full conclusion of this matter and notes that there are no further grounds for appeal - the mediation agreement is binding. **(Ref 4.8)**

**Review Notes:** Arbitration system could be used especially if a member is not prepared to mediate. It will be a full and final procedure with no right of appeal

with a suggestion that legal advice is sort. Referral to the Disputes Tribunal should be encouraged. Terms of Reference to be reviewed

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Marketing/Publications (Alex) Vice Chair (Alex) Chair (David) Ross Governance Officer (Jane Webster)	<ul style="list-style-type: none"> <li>• Publish recommendation in Flash Cats</li> <li>• Terms of Reference set</li> <li>• Redraft DDP</li> <li>• Agenda November EC meeting</li> </ul>

**Breeder Suspension**      *David/Ross: “That the membership is suspended until such time that all outstanding matters relating to complaints, the furnishing of paperwork and payment of invoices are completed.” Carried 6.0*

Discussion followed:

- The handling of recidivous offenders
- NZCF must act on the lawyer’s advice and work with the Disputes & Discipline Process (as currently documented)
- Ref: 7.2 Page 11 a membership can be terminated for serious misconduct
- 2 further complaints have been received regarding health issues one of which has been successfully resolved.

**EC Chair Complaint**

Complaint laid by EC Chair (Webster) on behalf of NZCF – matter closed due to timeout status – EC Chair (Colley) has written to the member involved regarding any future breeches of the NZCF Rules or Codes of Conduct that a complaint will be raised by the EC Chair.

**Hearing Committee** Note: DDP Appeals Process Refer 5.3 “the Executive

Council of the NZCF shall appoint an Appeals Committee of three people to hear the case.”

**David/Alex: “That the EC appoint those candidates who have accepted nomination for the NZCF Appeals Committees.” Carried**

Northern Reps:	Linda Flude Sue Ford Anita Cheetham Robyn Morrison	Jenny Thomsen Dianne LeBas Ann Skilling
Central Reps:	Christine Ryan Linda Morgan Diane Gaskin	Kerry Holden Kay McArthur
Southern Reps:	Zena Pigden Noel Davis Barbie Muller	Llewellyn Clarke Rachel Henderson

(d) International Liaison reporting (ILO) Chris Lowe

### Check Pedigrees

EC Recommend:

**NZCF publish information perhaps in a short flowchart of the process to help breeders with their importing plans to avoid a cat arriving in NZ that can't be registered when NZCF do not recognise the registry. (Liaise with WCC, NZCF Registrars & Breeders Registrations PM)**

Chair: "That the report be accepted"

### NZCF Animal Welfare

(Sue Mackay) report provided by Sue Mackay two Consultations with local bodies reported. A list of NZCF Members who have agreed (by giving permission on the membership applications this year to be contact by Sue regarding consultation with Local Councils has been provided by the Secretary. Unfortunately this declaration was not included on the online application form.

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Secretary (Chris) IT (Marie)	<ul style="list-style-type: none"><li>• Check with Peter to see if field can be added to the online membership form to include <b>"Do you wish to be contacted by the NZCF Liaison Officer relating to Cat Policy Local Body Submissions."</b> Yes/No</li></ul>

## 7.2 Information Technology

(Marie Prendergast)

### NZCF Show Package

Annual follow-up reports have been provided by Clubs using the show package these should be utilised by the IT PM (reports: Patches & Pointed, Palmerston North Cat Club Burmese Central and Southern Cross All Breeds)

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
IT PM (Marie)	<ul style="list-style-type: none"><li>• Peter to provide an update on priority listing of IT work to be completed</li><li>• Judges Information/database pages (priority)</li><li>• Honours system (titles upgrade should be available for upgrades to appear for this show season</li><li>• Show Programme – review, up and running for next season with testing complete early in 2019</li></ul>

	<ul style="list-style-type: none"> <li>• Review Webmaster role</li> <li>• Setting of project dates</li> </ul>
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Marie/Sheree: “That the report be accepted.” Carried

**7.3 Breed Standards Advisory Council** (Ross Townshend)

**American Shorthair** Accepted as a Guest Breed with a show pet being imported into NZ – however reported that we are making heavy weather of sorting the process.

**Mira dolls Application** Membership process is underway for the applicant

**Scottish Fold: Christine Yeung (BSAC) was asked to report to the meeting.**

- breed profile written (NZVA) MPI both want them banned
- NZCF can highly recommend to these organisations otherwise we will not have any umbrella to control the breed.

**Siamese Group** Emma Kimberley has been appointed Breed Rep until the election process in May 2019

**Ross/Jo: “move the adoption of the BSAC report.” Carried**

**7.4 Shows** (Sheree Russell)

**Show Day Complaints** (D Colley) ideas discussed around how show day complaints could be handled

- Appointment of a show representative
- A presence of the EC at all shows – reports could be done by EC
- Exhibitors/workers would report to the show rep thus giving an extra tier to the reporting rather than the club having to deal with matters when they are all very busy running the show
- Taking out the confrontational aspect
- Show Day feasibility study has been discussed prior to this meeting
- Could incorporate reporting functions to cover judges

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Shows (Sheree) Secretary (Chris)	<ul style="list-style-type: none"> <li>• Show Day representative study notes tabled in 2013 review with the possibility of placing on agenda for November EC meeting</li> </ul>

- **A National Show package** (D Colley) should not be reinventing the wheel a desk file should be put together to enable any host club to utilise for hosting of the NZCF National Show to include timelines, expectations etc.
- **Hosting the National Show in 2020** (D Colley) expression of interest has come from Sacred Temple to host the show.
- **Health & Safety** – written report to be provided for incident at Hamilton show
- **Guide & Assistance Dogs** – incident at Hamilton discussed these dogs are legally entitled to go into most areas/situations.

**Sheree/Marie: that the report is accepted.” Carried**

**7.5 Marketing & Publications** (Alex Ladyman)

- Flash cats – suggestion that the publication should be signed off prior to going to print
- Advertising-a discount had been given to CABCC due to a show date being advertised with incorrect date
- Conflicts of interest (when PM are club members) we need to identify by providing a “list of potential conflicts” (such as breeding partners, business conflicts
- Facebook setup has been initiated
- Marketing our shows - How are you selling, how you are marketing the product. Understand that a lot of the Produces of the products that are our advertisers are set earlier in the year – may be a good time now to go out for existing advertising, need a quote from fisher print and/or from review.

FOLLOW-UP RESPONSIBILITY	ACTION
Marketing/Publications (Alex)	<ul style="list-style-type: none"> <li>• Template for brochures to be located review and updated</li> </ul>

**Alex/Jo: That the Marketing/Publications report be accepted.” Carried**

**7.6 Judges** (Sheree Russell)

- Outstanding Issues – Judges behavior
- Appointment of International Judges at NZCF affiliated shows (D Colley)  
*Note: Percentage of Judges for NZ Cat Shows – Was passed at 50% was tabled at 25-33%*

**EC resolved that clubs have a minimum of one full ring with NZCF Officiating Judges**

- Expressions of interest in appointment of Tutor Judges are coming in
- Updates of Steward/handlers spreadsheet have been very slow coming in
- Interest in Steward/handlers course coming in with very good uptake in Hamilton, Palmerston North and Jo Millar has also indicated that she is willing to hold a course in Christchurch.

**Facebook Posting** Letter of concern received from QFA (Australia) regarding an NZCF Officiating Judge posting photographs and inappropriate information on

Facebook this matter has been referred to the judge concerned and the Judges Tutor for follow-up.

**Judges Training School** Sheree/Jo: “That the applications for Judges Training School for Christine Yeung & David Colley be accepted.”

Sheree/Marie: “report is accepted.”

FOLLOW-UP RESPONSIBILITY	ACTION
Shows & Judges PM (Sheree)	<ul style="list-style-type: none"> <li>Advise Affiliate Clubs and Judges re: EC decision regarding NZCF Judges to be contracted for at least one full ring at all shows except the National Show</li> </ul>

**7.7 Breeders/Registrations** (Jo Woodrow)

- Online registrations – *add in email address and use for automated marketing program, e.g. shows.* (D Colley)
- Discussion following recommendations for protection of the NZCF brand
- EC ratification of the dispensations applied for an import Bengal (show pet) American SH (show pet) Change of name of cat due to breeders error
- Outstanding issue regarding the Bengal breeding cats that have never been transferred correctly – a suggestion is to be made to the breeder/s concerned that application could be made to have these cats accepted onto the PR Registrar – this in turn will allow them to at least register their kittens.

**Melanistic Bengal** (DNA to confirm colour) has been referred to the Bengal Breed Rep to follow-up with the breed section, to date there has been no feedback.

**Feedback Sth Meeting** Performance improvement plan could be put in place some breeders are not following the rules maybe they don’t understand the rules.

Points of Interest: webinar sessions, subcommittee meetings to discuss and/or write terms of reference for FIP, vaccination protocols. Stop reinventing the wheel. Royal Canin are doing online seminars, Orivet are also contributing and theses session are released onto Utube once the webinar is complete.

FOLLOW-UP RESPONSIBILITY	ACTION
Breeders/Registration PM (Jo)	<ul style="list-style-type: none"> <li>Ideas for Performance improvement plan (EC November meeting)</li> </ul>

**Jo/David: “report be accepted” Carried**

**ITEM 8 ANY OTHER BUSINESS**

**(a) EC Meetings** Discussion:

- Two or three day meetings
- Monthly teleconferences
- Costings and timelines
- Accounts could be presented on a monthly basis at the teleconferences rather than always being approved in retrospect
- Change the location of the meetings now have 4 EC members in the Northern area (possibly more cost effective to move)

**EC resolved** that the November meeting will be held in Hamilton (Ross Townshend’s (Board Room) 66 Norris Avenue TeRapa Hamilton. Accommodation one night only at Distinction Hotel Te Rapa. Teleconference meetings will be held monthly on either the 3<sup>rd</sup> or 4<sup>th</sup> Monday before processing the creditors

(b)**Request from CATZ Inc.** for NZCF to support their nomination to become a member of WCC.

FOLLOW-UP RESPONSIBILITY	ACTION
Secretary (Chris)	<ul style="list-style-type: none"> <li>• An update of the position will be requested report back to the November EC meeting</li> </ul>

(c) **Publishing of Addresses** Christine Yeung (NZCF Privacy Officer) addressed the meeting and outlined her concerns with the number of incidents being reported of clubs publishing addresses in show catalogues without the permission of the exhibitor

- Publishing an address with no permission constitutes a privacy breach under the provisions of the Privacy Act.
- review NZCF Show Entry Form's Privacy Act declaration
- publishing of email addresses & contact postal addresses on the NZCF website
- The declaration on the membership form is adequate to ensure that permission is gained

FOLLOW-UP RESPONSIBILITY	ACTION
Shows (Sheree) consult with Secretary Privacy Officer (Christine Yeung)	<ul style="list-style-type: none"> <li>• Review the generic entry form on the website to ensure that there is an appropriate declaration to cover</li> <li>• Affiliate Clubs to be reminded</li> </ul>

**(d) Matters Arising from the AGM**

- **Outclassing of kittens (at shows)**  
Registration rules 15.2.2 allowing registration rule changing

Note: with the change of the PM this registration rule has not been completed.

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Breeders/Registration (Jo) Judges (Sheree) Consult with Governance Officer (Jane Webster)	<ul style="list-style-type: none"><li>• Review the registration rules relating to colour changes and judges panel rule changes place on agenda for November EC</li></ul>

### **Cat Care Emergency**

- follow-up on the availability of NZCF cages for emergencies
- where are the cages currently and should they be available in other locations nationwide?

### **Financial Distress**

Initially what is NZCF going to do about Clubs that are in financial distress?

- Viability could be accessed as part of the annual renewal process
- Clubs have to be responsible for self-care – advertising is free – fundraising
- Investigate NZCF corporate sponsorship
- Combining shows
- Show date changes no perceived clashes

### **Health Reports**

- Should have the ability to be added to records for cats on the database
- HCM can be added so what about other health testing.
- Complaints outcomes should be included in the minutes.

### **Minutes of Meetings**

- Minutes should be a true record of what has transpired at the meetings.
- Reading sufficiently well so everyone gets an understanding of what has gone on at the meeting.
- Meeting required deadlines when possible including Portfolio Managers responsibilities



## **Letters of Concern**

The members providing letters and/or emails of concern have been acknowledged.

Chair: Referred the meeting back to the correspondence file to address some letters of concern that have been sent in my members with particular concerns relating to

**(a)** Candidates for election not declaring a conflict of interest in other words nondisclosure

- Members have every right to a reply
- Legal view is “You must let democracy run its course.”
- Court case – the public should be made aware
- When standing for election – you are offering yourself as a candidate and that is permitted
- Confidentiality Agreement was provided

**(b)** Declaration of voting from secret ballot

- Procedure flawed

**Setting of Dates** February meeting 22-24 Feb 2019

Monthly teleconference calls the first to be held 27<sup>th</sup> August 2018 (4<sup>th</sup> Monday)

## **Meeting Expenses**

David/Ross: “That the meeting expenses \$4235.49 (+ GST) are accepted.” Carried

Chris M Lowe  
Secretary NZCF  
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