



**MINUTES OF THE EXECUTIVE COUNCIL MEETING
HELD AT THE BAY PLAZA HOTEL 40-44 ORIENTAL PARADE, WELLINGTON
ON 23-25TH FEBRUARY 2018 COMMENCING 5.00 PM FRIDAY**

Chair declared the meeting open – and reminded the EC that we record the meeting so that the Secretary can write the minutes (recording is then destroyed).

Health & Safety briefing from Janice Davey

ITEM 1 ATTENDANCE & APOLOGIES

Note: Marion unable to attend the Friday session.

Janice/Diane: “That apology is accepted.”

Carried

Chair: Acknowledged the resignation of Wendy McComb and thanked her for her time on EC as the Flash Cats & Marketing PM. A welcome was extended to Jo Woodrow who is the appointed member until the AGM. Jo’s biography taken as read (refer Attachment 1). It was also acknowledged that only limited handover was provided and Marion was thanked for her assistance with the provision of the schedule of Flash Cats advertisers.

FOLLOW-UP RESPONSIBILITY	ACTION
All EC Portfolio Managers	<ul style="list-style-type: none"> • Review and or provide a job description • Update business plan • EC induction document to include all job descriptions

ITEM 2 CONFIRMATION OF MINUTES

- EC Meeting (24-26 November 2017)
Reference to Typo’s: page 7 “January”
Page 18 have had a chance to concur
Page 23 attachment (end of personnel policies)

Janice/David: “That the minutes EC meeting 24-26 November 2017 as amended be accepted.” Carried 5.0.1 (Deb)

- Teleconference Meeting (7 December 2017)

Deb/Diane: “That the teleconference minutes be accepted.” Carried 6.0

ITEM 3 MATTERS ARISING FROM THE MINUTES

A list of action points was provided by Chris to the EC PM – a number of items identified will be reported under the Portfolio Managers responsibility.

Jane has provided apology letters (on I. Gary’s behalf) to the Registrar and observers at the post-AGM meeting 2017.

Consumer Guarantees Act – cats are still covered by the CGA

Products covered by the CGA

The CGA applies to consumer new or second-hand goods or products supplied by businesses that are:

- received as a gift
- bought on credit
- bought at auction, online, door to door or other types of sales
- hired or leased.

Goods are defined in the CGA to include personal property of every kind including intangible property, other than money or choses in action (the right to sue). This includes software, **animals**, plants and minerals.

ITEM 4 CORRESPONDENCE

- Bombay (H. Lewis) refer to BSAC report for this meeting
- Due to the lateness of receipt (L Payne) a response will be provided following the meeting.
- Catz Inc letter of concern re: NZCF Breeder (refer to complaints).
- International liaison matters – will affect NZCF with our registry. Already our registrars are receiving pedigrees from registries that we have never been aware of – but because of the link with WCC we are working through these import documents. More international liaison matters are being dealt with.

FOLLOW-UP RESPONSIBILITY	ACTION
ILO (Chris Lowe)	<ul style="list-style-type: none"> • To provide International Liaison Report to meetings of the EC • Article for Flash Cats – reminding Breeders and/or Clubs to follow-up on any concerns they have regarding recognised registries.

- Request from CATZ Inc for NZCF to support their nomination to become member of WCC. Four submissions received. This report is too late for the WCC

agenda but they had been advised that our membership were to be given the opportunity to make submission. One of the criteria is that the other registering body within the Country should be consulted. Catz Inc could stand alone or with another worldwide organization. ILO will report to WCC meeting in April.

Diane/Janice: “That this be deferred to the incoming EC.” Carried 5.1

- **Southland Cat Fanciers** are currently not incorporated (struck off in Feb 2017). Club has been removed from the NZCF list of Affiliate Clubs; they are not incorporated and have not paid their membership.
- Refer Page 21 of the Constitution regarding email meeting decisions.
- Estate ownership.

Chair: “That the EC grants dispensation to allow the estates of the two deceased members to show the cats under the deceased member’s names for the 2018 show season only.”Carried 6.0

- **Privacy Officer communication** – due to a timing issue and new PM the EC apologize that the privacy report was not tabled at the November meeting but it is tabled at this meeting
- Members response – registration costs referred to PM (L. Kemp)
- Report from National Disputes Coordinator tabled

David/Janice: “That the inwards correspondence is received and the outwards endorsed.” Carried 6.0

ITEM 5 NZCF STRATEGIC PLAN REVIEW AND/OR UPDATES

Amend the heading to read Business Plan

This will be done by email and updates will be up on the website. It will go out with the AGM papers. This is therefore deferred to email follow-up.

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.

- Portfolio reconfiguration proposal
“Matter lie on the table until Saturday.”

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.

- No items.

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

- Rehoming retired breeding cats (submissions)
- Ethics around rehoming retired breeding cats
- The EC discussed possible remits to go forward regarding the breeders code of conduct.

Deb/Diane: “With agreement of the meeting the EC will move into committee to discuss a dispute.” ***Carried***

Janice/Debs: “That the EC move out of committee.” ***Carried***

“The dispute was discussed and further action will follow.”

The meeting adjourned at 7.00 pm reconvened 8.30 am Saturday 24th

- Rehoming Cats Refer Item lying on table relating to rehoming of ex breeding cats.
 - **Breeder’s code of code of conduct** – these recommendations will indicate best practice.
 - **Discussion:**
 - Good information in the breeders code of conduct but retired breeding cats need special consideration. It is not normal practice to have them PTS.
 - We do have under Reg. rules sale of cats (page 27 Registration Rules) could be expanded to include cats being rehomed and by putting a remit forward to the AGM. We are conscious of the health and welfare of our cats. Retired breeding cats require the same or greater level of care that kittens need and they should not be the burden of voluntary animal charity organisations.

A remit will be put forward for the AGM refer to Item Remits for AGM

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

- Guidelines for Managing FIP (BSAC and other submissions)
- **Portfolio reconfiguration proposal**
 - **Discussion:**
 - There have been comments over the years about increasing the Executive Council. In 2013 the Secretary and Treasurer joined the EC as Ex-Officio members
 - Consideration should be given to having people with skill sets that meet the actual Portfolio. Perhaps when people put their bio’s together that candidates come forward with their particular skill set
 - Working in an increasing litigious environment which in turn leads to less time being available to complete projects
 - There is definitely the opportunity to align tasks within Portfolios.

- If the chair was free we would expect to have a chair in a much more supportive role
- Other option is to add another EC member
- Complaints support to the Chair
- Chair could be elected for 3 years – were does it leave those EC members who say have only 1 year left on their term – the process would have to go back to the AGM – it would have to be put up as a remit, it would not bind the incoming EC
- Chair is not really an appropriate title for the role – consideration to be given to renaming ‘President’.
- We need to future-proof the organisation – when the voters put people into these EC roles they need to make sure that they are people with good customer services ability.
- Disbanding the Admin and Finance portfolio.
- Removing of the portfolio from the Chair
- Renaming the Registrations portfolio to Breeders portfolio.

Chair: “Being basically in agreement the actual wording of the motions to lie on the table until Sunday.”

ITEM 7 PORTFOLIO MANAGERS REPORTS

7.1 Business Finance & Administration (Diane Holtom)

- Followed up on setting up a page on the website for life members. Marion is looking at Life Membership badges.

FOLLOW-UP RESPONSIBILITY	ACTION
PM & Privacy Officer (C Yeung) Treasurer (Marion)	<ul style="list-style-type: none"> • To liaise regarding the job description for the Privacy Officers role. (note: L Payne did present a paper to EC) • PM to follow-up • Looking at Life Membership badges • PM to complete follow-up with the NZCF Life Members for resume for the website

Membership Exit interviews are being sent out as it is a valuable tool for the EC. A lot of our newer breeders have not yet completed. It has been a difficult year as far as getting people to make application either on time, provide the correct paperwork or the correct fees.

Deb/David: “That EC go into committee to discuss membership issues.”
Carried

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

Chair: ‘That the decisions resolved in committee will be actioned by Secretary.’ **Carried**

Animal Welfare We have had a very good response to the membership declaration with members opting to be part of the consultation process relating to cat Policy with Local Body submissions. Unfortunately the online application form did not include the option to select Yes/No so perhaps this can be done as part of the online voting process for 2019 elections and AGM.

FOLLOW-UP RESPONSIBILITY	ACTION
IT PM	<ul style="list-style-type: none"> • Discuss the option to include on the voting form
Secretary NZCF/ Animal Welfare Officer (Sue Mackay)	<ul style="list-style-type: none"> • Updated list will be provided to Sue Mackay

A submission was sent to the Whangarei District Council regarding cat policy and it was accepted as part of the consultation.

Privacy Officer

Christine Yeung was thanked for her Privacy Officer Report and the work that she has done in this role.

Governance Documents

It is high priority to have the latest documents completed – normally a task leading up to the AGM however, other matters have not allowed this to be completed. It is the intention that the production will be pushed back to the start of the year unfortunately too late for 2018 but will be on track for 2019. EC has the policy to make changes throughout the year. The Standard of Points document has been released (available on the website). The production of the booklet – will in future be moved to the 31st January of each year. Hard copy option will be retained for the EC & Affiliate Secretaries.

FOLLOW-UP RESPONSIBILITY	ACTION
NZCF Treasurer	<ul style="list-style-type: none"> • Obtain price for the hardcopy version of Governance document

Treasurers Report

(Marion Petley)

1. Financial Statements for YE 31/12/17

The financial statements for YE 31/12/17 are still to be finalized. All income and expenditure data has been entered, and most reconciliations completed, however, there are still some journals yet to completed, along with the review. All 2018 income and expenditure are also up to-date except for the direct credit journals.

After liaising with Chris on her AGM deadlines, the auditor has been advised of the final date that the signed-off Financial Statements are required, and we have agreed on a timetable for this delivery by 28 March.

2. Approval of Accounts for Payment in Retrospect:

Diane/Janice *“That the payment of accounts for the period 01/11/17 to 31/12/17 totalling \$23,603.41 (incl. GST) be approved for payment in retrospect.”* **Carried**

Diane/Janice: *“That the payment of accounts for the period 01/01/18 to 31/01/18 totalling \$5,719.75 (incl GST) be approved for payment in retrospect.* **Carried 6.0**

EC Badges: (Ref EC Nov EC minutes page 10)
“EC resolved that treasurer is to organize the badges for the Life Members and Executive Council in accordance with the sample.”

Flight Insurance Marion is to continue booking the travel for EC members perhaps looking at the Flexi Fares instead of the travel insurance content.

Honours Medallions “EC resolved – that the medallion order is to be placed with Tribe Design.”

Review EC Expenses Following the receipt of I. Gray’s report which identified a need to perhaps review the level of reimbursements that EC members are receiving on an annual basis.

a. Review of AGM-related expenses paid to retiring and new EC members: This has not been included in the Governance documents despite being approved in 2016.

We currently have no policy in place for payment of travel and/or expenses for the Executive Council - Incoming new members & existing incumbents a change to the General Rules and Policies was passed in Feb 2016 but it has not made it into the document as there is need for clarificationclarification reimburse for a flight means reimbursed for all travel expenses which will include food and accommodation the night following unless the member is returning home by car.

Jane/Deb: *“That the travel, food and accommodation will be paid for outgoing Executive Council members attending the AGM. This will include food and accommodation the night following.”* **Carried 4.2.0**

b. Discussion (and possible review) of reimbursement of expenses and allowances paid to NZCF EC members and officials:

Currently NZCF members are reimbursed as follows:

- Executive Council members receive a \$400.00 (no GST) allowance which is payable in two \$200.00 instalments in June and December during each year of their three-year term. This fee seeks to offer reimbursement for the out of pocket IT-related expenses of broadband, printing (ink/paper/toner), and toll calls. They also receive the EC and AGM Meeting related reimbursements of a MV allowance at 60 cents per km when applicable, and any actual airport parking fees.

These meeting-related reimbursements are also claimed by the two appointed EC members – the Secretary and Treasurer.

- NZCF Officials (currently six persons) who are paid contractors, i.e., the Treasurer, the three registrars of Honours, LH/SH & PR, the Flash Cats Editor and the Webmaster all receive a quarterly reimbursement of approximately \$80.00 (incl. GST) in recognition of their home broadband expenses. These payments are additional to their contracts rates which have been in place since 2013. The Secretary, whose home is classed as the NZCF Office, receives 100% reimbursement for her home broadband and phone, excluding personal calls.
- NZCF Officials, ie, Governance Officer, Health & Safety, Historian, ILO, Privacy Officer and Health & Safety Officer receive no payment and rarely receive any reimbursements. No other costs are ever claimed.

Ian concluded his report by recommending that a policy for cost claims be adopted. He restricts this to the EC only, but I believe it should be for all members. So I would now recommend a policy be drafted in which all members receive equitable reimbursement for out of pocket expenses.

Janice/Jo: “That people who hold NZCF official roles are recompensed at \$150 allowance per year (Privacy Officer, Health & Safety, Animal Welfare Liaison, Governance Officer, Historian”. ***Carried 5.0.1***

Judges Expenses Claims that Judges make are for petrol for travel relating to supervisions or training (Tutor) but they are very rarely correctly claimed.

Petrol reimbursement – put that in the briefing to the Judges PM- Judges Manual 1.44 page 11 supervisions, petrol and accommodation is to be paid (actual receipted costs incurred for supervisions) you must produce total petrol receipt – **actual petrol costs incurred for the travel with a supporting receipt**

FOLLOW-UP RESPONSIBILITY	ACTION
NZCF Treasurer Judge PM David Colley All Portfolio Managers	<ul style="list-style-type: none"> • To change the references used to identify by initials in the accounts • Check out the ability to take out commercial policy for travel insurance • Remind Judges of the process to claim petrol reimbursement for travel – complete the update to the Judges Manual • Input into the budget and forecast will be required for the budget to be presented at the 2018 AGM timely responses required

Cattery

Accreditation Discussion: more work should be put into the NZCF Cattery Accreditation it has been the intention to review for some time.

“EC resolved that the cattery accreditation review be part of the handover to the incoming PM.”

Diane/Jo: That the Business/Admin report be accepted.” **Carried**

7.2 Judges (David Colley)

Thanks extended to Janice Davey for managing the PM while David was on leave.

Professional Development Very good feedback has been received following the seminar that Chris Lowe held in Hamilton, it is hoped that a second seminar will take place in Christchurch for the Southern judges when time permits

Judges Refresher Judy Wereta thanked for coordinating the refresher for the Central Judges

David/Janice: “That \$50 reimbursement is paid to J Wereta for Judges Refresher.” **Carried 6.0**

Discussion:

- **Health & Safety** – Judges still expressing concern as to why they need to complete – the PM has reminded them that it is a requirement of our insurer that the H&S portion is required. Judges who fail to complete will not be able to judge
- **Resignations** – Rosemary Wilson and Wanda Kent acknowledged for their service over the years on the Longhair judging panel
- **No Assignments** – 14 out of 37 Judges do not have an assignment for 2018. The Judges manual requirement is that all judges must judge at least once in a two year period to retain their status. Some judges believe that “once a judge always a judge”. Albeit that feedback is definitely of value to the EC – a

much bigger picture is viewed by the EC who must look at future-proofing of the organization and with that in mind why would NZCF train more judges when the judges we have are not being utilized. There are also a number of clubs that are putting unrealistic exclusion zones on NZCF Judges some reported as 3 months either side of the show.

- **% of Judges** – most overseas Organisations have an approved percentage of Guest Judges that are permitted to judge at their shows. NZCF have been talking about this concern for years.
- **Drugged cats** – incidents have been reported – there is concern that the drugging of cats is not included in our show rules with particular reference to Disqualifications of Exhibits 11.2 (a) (iii) prepared or exhibitedas published in the show schedule

Deb/Jo “That show bylaw 11.2 9 (c) be amended to include ‘showing signs of being drugged’.” **Carried 6.0**

- **Judging Contracts** - Must be finalised before being sent to the Judges PM when a contract is sent out it should not be signed off by the PM until such time that the parties have completed the negotiations.
- **Show Reporting**- If feedback is provided on particular guest judge in written form it does give the NZCF a base to work with. Feedback about judges' behaviour etc. Show Committee or Show Manager could be required to send in a report so that any issues are actually highlighted and if things have gone wrong they can be followed up. Good accountability for the Judges and Shows portfolio management.

FOLLOW-UP RESPONSIBILITY	ACTION
Chris Lowe, Deb Armishaw, David	<ul style="list-style-type: none"> • Review the form suitability for Guest Judges • Agenda recommendation at the August EC meeting

- **Judges Annual Returns** – refer Judges Manual requirements

FOLLOW-UP RESPONSIBILITY	ACTION
David Colley (PM Judges)	<ul style="list-style-type: none"> • Notify Judges who have not furnished judging returns (28/02 cut off is 11th March) • Have not completed the H&S requirement they cannot judge

Afternoon tea adjournment

Intermediate Assignments – a discrepancy has been reported this matter will be followed up with the Judge concerned. The PM is given delegated authority to approve promotions these are then ratified by the EC at the next available meeting.

Annual Seminar – EC agreed in principle that a date should be set into the annual calendar for the Judges Refresher because of the compulsory requirement to

attend. This would give judges plenty of notice of the date (on a national basis) commencing Feb 2020.

Chair: this needs more work put into this – you have until 2020. Bring back to the November 2018 EC meeting. Looking at the bigger picture, at the moment attendance at a refresher seminar is not a mandatory requirement.

Handlers/Stewards Course – paperwork is yet to be done to come back to next meeting. There are no planned courses at this stage.

David/Deb: *“That the Judges PM report be accepted.”* **Carried**

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

- **Australian Bombay:** submission – H Lewis the breed in Australia has now been registered into two breeds, not possible in NZCF because of the Mandalay cross being Burmese.

Discussion: Our Australian Bombay cannot go into Mandalay because of the cross. Nowhere else in the world are there any Australian Bombays. Research has been done regarding how the Bombay is bred overseas. Breeder had approval to continue and use the black British Shorthair as part of the programme – if still using outcrosses it means that the breed is not progressing. NZCF ring fenced American Bombays coming into NZ because of the cranial defect.

Mandalay have recently been accepted in Australia. In NZCF our Mandalays are from different origins. The original goal of the Australian Bombay was to develop a local Bombay-like cat without the cranial defect – but that comes into conflict with what the rest of the world now calls Bombay. Australian Bombay cats have been changed to Mandalay or American Bombay elsewhere.

Jane/Debs: *“That we change the name of Australian Bombay to Bombay and the current Bombay to American Bombay.”* **Lost 1.4.1**

Submissions – Two applications for membership (which might lead to recognition of new breeds) have been received but are a long way from becoming formal applications.

Bengal Breed Section: Appointment as Bengal Representative to be made.

FIP: The aim of this document is to get something available that people can refer to in the first instance when they have a question about FIP. It will include other links for breeders to use.

Online Breed Consultations: The online Breed Consultations project has been shelved at this stage. Consultations will continue in the traditional way.

Jane/David: *“That the BSAC report be accepted with the exception of the FIP paper which is on the agenda separately.”* **Carried 6.0**

7.4 Shows **(Janice Davey)**

- Risk Register (Health & Safety)

Use the H & S Planning and Review pages; this could be put in to the NZCF H & S Manual. They will be new page numbers 24, 25, 26, and the other pages will follow as 27, 28, etc.

We would like to use the H & S Hazard Review which is one page. It will be page 29, and the other pages will follow as 30, 31.

EC resolved that this be adopted and the following entry be included in our business plan – ‘that a H&S review must be received from the H&S Officer annually’.

Show Results When Joan (Honours Registrar) has signed off on the marked catalogue the Shows PM will have the results uploaded to the website.

National Show

2018 EC provided with an update which included sponsorship details, stall holder support etc.

FOLLOW-UP RESPONSIBILITY	ACTION
Flash Cats & Marketing PM	<ul style="list-style-type: none"> • Follow-up on the matter regarding two advertisements that have been placed in Flash Cats. At this stage no advertising has been invoiced for. • Show Package used to create the paperwork but not on the day because they do not have the staff to do that • Companion & Domestic sections still have not been covered for on-the-day result recording
IT PM	

National Show

2019 Geyserland Cat Club have strongly objected to Patches & Pointed holding the National show on the date chosen and the location of Tauranga – this is still to be evaluated by the Show Committee.

The application was made in 2016 for Patches & Pointed to hold the show in 2019 the application was accepted by the EC.

Deb/Jane: “Patches &Pointed Inc has been awarded the 15-16 June 2019 for NZCF National Show in Tauranga.” Carried 6.0

With leave of the seconder the motion was withdrawn.

Deb/Janice: Patches & Pointed Inc. has been awarded the 15-16 June 2019 for NZCF National Show in Tauranga with no shows being approved for Queens Birthday weekend 2019 (2-4 June) Carried 5.1

Clipping of

Claws Show Bylaw 10.2, page 20

Janice/Jane: “That the wording in the Bylaw is changed ‘the claws of each exhibit MUST be clipped’.” Carried

Cap on Overseas Judges

Amendment to Show Bylaws required.

Janice/Jo: “Clubs Responsibility to Judges: 6.3 a. be amended to include ‘With the exception of the National Show at least 50% of rings must be judged by contracted NZCF Judges (1st January 2019 effective date)’.” Carried 6.0

Rationale: The EC is looking at the bigger picture especially when we have people interested in becoming judges. Why is NZCF training Judges when we have 14 of our NZCF Judges who do not have assignments for 2018?

Janice/Deb: “That the Shows PM report be accepted.” Carried 6.0

7.5 Registrations (Deb Armishaw)

- Deferred until Sunday session.

7.6 Flash Cats & Marketing (Jo Woodrow)

- Limited handover – email folders will be categorized
- Advertisers – Commercial rates etc. (no advertisers have queried the rates)
- Current advertisers seem happy about have a substantive document in front of them
- As new Flash Cats is released the last issue is put up on line. Why would you buy a subscription if it is up on line so quickly?

FOLLOW-UP RESPONSIBILITY	ACTION
Jo Woodrow	<ul style="list-style-type: none"> • Follow-up with advertisers regarding commercial rates • Redirected emails follow-up (reply all buttons to be used for all PM reporting) • Getting Flash Cats up on website promptly (library item) • Option for people not to receive hardcopy of Flash Cats – review actual number of magazines copied

	<ul style="list-style-type: none"> - currently 500 are printed. • Follow-up the opportunity to exchange NZCF articles with Dogs NZ
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Janice: We have an NZCF stall at the National if the EC members are prepared to work on the day at the stall I would like the NZCF to pay for them to attend the award ceremony. Any NZCF EC member who works on the promotional stand will provide a visible presence at the show and be available for members and the public to talk to.

“EC Resolved this matter lay on table until Sunday session.”

Jo/David: “That the Publications/Marketing report be accepted.” Carried

Meeting adjourned 6.00 pm reconvened 8.39 am Sunday 25th

ITEM 7 REPORTS CONTINUED ITEM

7.5 Registrations (Deb Armishaw)

Notes Section At the request of the PR Registrar a notes section has been included in the database. The Registrars will welcome this change.

Registration Fee Changes Adding a sire’s details to the database (imported cats) and requests to add an additional kitten to a registered litter. These fees need to cover administration, certification and postage. All registered cats sold for breeding NZCF should be able to produce a 4-generation pedigree without unknown details. This fee would cover additional or correction to the sire registration details.

Deb/David: “That an additional fee is introduced for sire corrections / additions, and when additional kittens are added to a litter registration.”
Carried 6.0

Discussion: As a registration body we are entitled to **audit**. The EC expressed concern at the practice of breeders asking for an additional kitten to be added to an already registered litter.

Import cats often only have entered into the database the sire and sometimes his parents, but not the full pedigree. For example the dam is with NZCF and the **sire is Catz Inc. registered** - all we would have in our system are the parents and if one of those kittens was sold for breeding we would not be able to produce a 4-generation pedigree. If we are going to register those kittens in our organisation we

should be able to produce a 4-gen pedigree for every kitten. Importing is from outside of our registry not just 'overseas'. Refer 14.8 page 22.

Registration Rule 14.8 will be invoked to cover this requirement.

EC are aware of breaches in a number of registration rules. The publishing of disciplinary outcomes (redacted summaries) could be considered.

FOLLOW-UP RESPONSIBILITY	ACTION
Deb Armishaw / NZCF Treasurer / Registrars Flash Cats Editor / Deb Armishaw	<ul style="list-style-type: none"> To liaise regarding the additional fee to be included in the Schedule of Fees Article to be included in Flash Cats regarding registration requirement. A declaration is signed annually that members will abide by the rules

Deb/Jo: "That the EC go into committee to discuss some registration issues." **Carried 6.0**

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

Deb/David: "That outcomes of the issues discussed in committee will be conveyed to the relevant parties." **Carried 6.0**

Deb/Jo: "That WCC is to discuss why other registries do not incorporate colours on their pedigrees." **Carried**

Deb/Diane: "That the Registrations report be accepted." **Carried**

Morning tea 10.00-10.30

7.7 Information Technology (Deb Armishaw)
Payment Gateway

A demo is available for this segment of the report, on application there will be a confirmation generated that the payment has been processed. Because the NZCF accounting system is outside of ROCAP - it is MYOB - the NZCF Treasurer will need to be notified. Problems have been identified with tables behind ROCAP which has created extra work behind the database. Peter has been asked to present a live demo either at the AGM or the National Show.

EC resolved that PM will discuss the presentation with Peter

FOLLOW-UP RESPONSIBILITY	ACTION
IT PM	<ul style="list-style-type: none"> Following up with Peter regarding the IT presentation (costings required) report back to EC for email approval

Online Voting Discussion:

- The online consultation process for BSAC has been put on hold as it is not nearly as developed as required at this stage. This has caused a bottleneck for IT. The idea was to have BSAC PM being able to manage the BSAC consultation without Peter having to be involved.
- The online procedure for last elections was done at very short notice. Feedback from concerned members alluded to certain EC members being able to go into the system which is simply not correct.
- Concerns noted:
 - (1) When signing in you should use your name, membership number and email address.
 - (2) There was no ability to not register a vote especially in relation to Breed Representatives. This year there are no elections for Breed Reps.
 - (3) Biography pop-up windows were in pdf and some browsers do not display that way so a web link would be helpful
 - (4) Acknowledgment that vote has been successful even if it just pops up on the page
 - (5) Could individual passwords be provided?
 - (6) As there are four EC positions there needs to be a facility if a member wishes to exercise a vote for all four candidates they can but a tick box system could be used so that if member only wanted to support one candidate they could, e.g.,
 - I wish to vote for this person
 - I do not wish to vote for this person

Possible Remits: Albeit that the development is too late for use at the 2018 AGM, having an online voting ability for General as well as Constitutional remits

FOLLOW-UP RESPONSIBILITY	ACTION
IT PM	<ul style="list-style-type: none"> • If the online voting remit gets passed at the AGM the incoming PM is to discuss the development of the database with Peter.

New site development – (Submission-Joni McComb)

- All information tabled including the follow-up presented by Jane who met with Joni and Debs.
- The EC expressed concerns about the capacity that NZCF has to develop the exact site within the ROCAP database – albeit that the technical ability is available.
- With Local Councils starting to introduce compulsory microchipping NZCF need to look at providing this.

Janice/Diane: “At this present point in time the NZCF will not proceed with this proposal.”

Carried 6.0

- Thanks to Joni McComb for the submission.

Deb/David: “That the IT equipment discussed is written off and disposed of locally.”

Carried 6.0

FOLLOW-UP RESPONSIBILITY	ACTION
IT PM NZCF Treasurer (Marion)	<ul style="list-style-type: none"> • Liaise with the registrars regarding the disposal of the equipment • Will check on the disposal dates for (1 x desktop, 1 x laptop & 1 x printer)

Deb/Janice: “That the IT report be accepted.”

Carried 6.0

ITEM 6 (CONTINUED) 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.

- **Portfolio reconfiguration proposal (the wording of the motions for which were to lie on the table until Sunday).**

Rationale:

Disbanding the Admin & Finance portfolio (but keeping the IT portfolio as a 'second job' for another portfolio holder) will make it possible for the Chair to concentrate on that very busy role and provide oversight and support for all portfolio managers.

Setting up a breeder-focused portfolio (formerly Registrations, now Breeders & Registrations) provides a portfolio which focuses on cat breeding - something which has seemed to be missing. (There are portfolios for all other core functions of the NZCF - Registrations, Shows, Judges, etc.) Additional areas of responsibility include cattery accreditation, mentoring programmes, vaccination issues, and general cat illnesses, new breeders' information pamphlet, etc.

Janice/Diane: “That the Registrations portfolio be renamed to Breeders & Registrations Portfolio and be expanded to focus on support for breeders and best practice for cat breeding in the NZCF. Some additional responsibilities will include the induction and support of new breeders, oversight of cattery accreditation, the mentoring schemes, education on and recommendations about general cat and cattery specific illnesses.”

Carried 6.0

David/Deb: “That the roles of Secretary and Treasurer be portfolios of the Executive Council, assigned to the respective ex officio Executive Council members who will be the portfolio managers.”

Carried 6.0

Clarification: Requested regarding current approval for payments. Approval for payments will be given by the Chair.

FOLLOW-UP RESPONSIBILITY	ACTION
NZCF Treasurer	<ul style="list-style-type: none"> • Email approvals should be included when approving the payment in the bank. Process procedure to be finalised with the holders of bank approvals

David/Janice: “That with the Secretary and Treasurer no longer reporting to the Admin & Finance portfolio this portfolio is disbanded with its remaining functions going to other portfolios as follows:

complaints support to the Chair

approval of payments

oversight of the following officials:

Governance Documents Officer to the Secretary

Animal Welfare Liaison Officer to the Breeders & Registration PM

Historian to Flash Cats & Marketing

Privacy Officer to the Chair”

Carried 6.0

David/Deb: “That the Chair not hold a portfolio so that they can focus on the oversight of the work of the NZCF and the Executive Council, and provide support to all portfolio managers. As a result the BSAC portfolio held by the current Chair is transferred to Diane Holtom up until the AGM.”

Carried 5.01

FOLLOW-UP RESPONSIBILITY	ACTION
IT PM Secretary NZCF NZCF Chair/Vice Chair Governance Documents Officer	<ul style="list-style-type: none"> • Updating of the website to reflect the change • Rationale to be provided by email to include in the minutes • Flash Cats article on the new Breeders & Registrations Portfolio • Business Plan to be updated • Widespread Governance documentation updating including Constitution and forms

FIP Document **Refer matter lying on table from Saturday BSAC document on FIP** will be discussed by email by the EC with a view to approving circulation.

ITEM 8 REMITS FOR THE ANNUAL GENERAL MEETING

8.1 Removal of EC Members [Constitutional Remit]

Current wording of Constitution

11. Cessation of Executive Council Membership

11.1 Persons cease to be Executive Council members when:

- a. they resign by giving written notice to the Executive Council,
- b. they are removed by majority vote of the Executive Council at an Executive Council meeting, or
- c. their term expires.

- 11.2 If any Executive Council Member is absent from two consecutive meetings without leave of absence on the motion of the Chair the Executive Council shall declare that person's position to be vacant.
- 11.3 All property and documents obtained or produced during their term remain the property of the NZCF and must without delay be returned to the NZCF at the end of a term of office or removal from office.

Add as para 11.2 (and renumber following paras):

11.2 Removal by majority vote must meet the following criteria:

- a. The Executive Council member being removed must have been advised of the intention to vote to remove at least 14 days before the vote, advised of the reasons for it, and have been invited to submit a response to be considered.
- b. The reasons for such a vote must be serious misconduct (including breaches of confidentiality) or significant and/or sustained non-performance of Executive Council duties.
- c. The vote may only occur at a face-to-face meeting or teleconference. The member being removed is entitled to be present (with a support person if desired).

Rationale:

At AGM-2015 some concern was raised by members that the 'removal by majority vote' clause in the Cessation of Executive Council Membership section of the Constitution was very open ended and with no guidelines could open to mis-use.

This amendment seeks to provide some guidance around how the removal by majority vote clause can be used, including the right for a member so removed to have been informed about the intent to remove, the reason for it, and an opportunity to respond. It also specifies what sorts of reasons would give rise to such an action and limits the methods by which such a vote is permitted.

Chair: "That this be put forward as an EC remit to the AGM." Carried

8.2 Fixing the AGM Date [Constitutional Remit]

Current wording of Constitution

21. Conduct of Meetings

- 21.2 The Annual General Meeting shall be held no later than 6 months after the end of the financial year. The Executive Council shall determine when and where the NZCF shall meet.

Amend para 21.2 to read:

21.2 The Annual General Meeting shall be held no later than 6 months after the end of the financial year. The Executive Council shall determine when and where the NZCF shall meet but the second full weekend falling in May each year shall be reserved for the use of Annual General Meeting.

Rationale:

Due to previous AGM resolutions the AGM cannot be held on the same date as a show and so it become quite difficult to plan for and set the date of the AGM. Reserving a weekend for the AGM each year will resolve this problem but the additional wording means that the authority of the Executive Council to set a different date if they need to do so still remains.

Chair: “That this be put forward as a remit to the AGM.” Carried

8.3 Allow Executive Council Members to vote on urgent matters via Email [Constitutional Remit]

23.7 Executive Council Meetings maybe conducted

Modify ‘b’ to have “or” inserted and add:

(c) By use of email to obtain a vote, whereby all Executive Council voting members may be deemed to have read what each Executive Council member has written and acknowledge that by using a voting format to record their decision.

Rationale:

This will allow the Executive Council Members to make decisions outside of the quarterly meetings on urgent matters and when a teleconference or video conference or other media is not cost effective or deemed necessary to allow Executive Council to have continuity for the day to day running of New Zealand Cat Fancy Inc. business.

The addition of this clause in no way, shape or form, will replace the standard meetings and as is the usual practice any decisions will be ratified at the next face to face meeting.

Chair: “That this be put forward as a remit to the AGM.” Carried

8.4 Rehoming of Ex-breeding Cats [General Remit]

Registration Rule 17.6b where an ex-breeding cat is sold or gifted for rehoming, the cat:

a. shall have received at least one current (within the preceding 12 months) vaccination against Panleukopenia, Rhinotracheitis, and Calicivirus and the vets certificate, 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

c. shall be desexed prior to rehoming.

Rationale:

Currently there is no rule on the rehoming of ex-breeding cats. The addition of this rule will allow the ex-breeding cats the same protections and assurances that are currently provided to kittens, breeding and pet only cats.

Chair: “That this be put forward as a general remit for the AGM.” Carried

EC Discussion:

Further remits will be discussed via email

1. Constitutional Clause 12.4
2. General Rules & Policies - 5.1 (amendments f-i) online voting for Constitutional & General Remits
3. 5.1.1 GR&P Chair's vote at NZCF meetings
4. GR&P 5.2 & 5.3 online voting 2019 onwards

ITEM 9 ANY OTHER BUSINESS

Purchase of Software:

Deb/David: That Adobe Acrobat Pro is purchased for the Secretary’s office. Carried 6.0

FOLLOW-UP RESPONSIBILITY	ACTION
IT PM	<ul style="list-style-type: none">• Follow-up on the purchase of Adobe Acrobat Pro for the Secretary’s Office

Meeting Expenses

Jo/Deb: “That the meeting expenses \$4,370.56 (+ GST) are approved for payment.” Carried 6.0

Chris M Lowe
Secretary NZCF

ATTACHMENT 1: JO WOODROW BIOGRAPHY

I was fortunate to have grown up with Siamese as a child and enjoyed their loud, demonstrative love especially for getting under the covers on cold nights, a living Hot Water Bottle! Once I went flatting, I was owned by many moggies over the years of varying sexes, colours and coat lengths but it wasn't until I returned in 2009 from living in the UK for 11 years, that my husband and I discovered Maine Coons.

We knew this was the breed for us and soon purchased our first Maine Coon, Jack. There followed another a year later, for they are addictive and a year after that, I started breeding Maine Coons under a joint prefix with an experienced Maine Coon breeder who wanted to retire from breeding but keep a hand in my training and she remains a mentor for me now, as well as close personal friend.

Having shown my first Maine Coon up to Gold, I soon got involved in clubs and joined the Canterbury All Breeds Cat Club Inc and the NZ Maine Coon Cat Club. I am now treasurer of both clubs and was heavily involved in the organizing and running of the 2017 National Cat Show in Christchurch, the first since the 2011 one was cancelled due to the February 22nd earthquake.

As an insurance broker at the time of the quakes, it was an extremely busy and stressful time in the years that followed and my one solace was looking forward to coming home to my lovely cats and kittens. I soon realized that the office life no longer held much excitement for me and that I wanted to concentrate on breeding good quality, healthy Maine Coons and I quit my job in 2014 with the support of my loving and longsuffering husband!

Since then I have imported 2 new stud cats into NZ from Germany and Australia with plans for a 3rd this year, an expensive but necessary exercise to ensure a variety of bloodlines and prevent inbreeding or overuse of studs in a limited genepool.

One of my key focusses is on Health Testing to ensure my kittens have the best start in life and best chance of living long and vigorous lives with their new families so I have invested much time, effort and money into achieving good health results and always strive to improve my beloved breed. Although I don't have the benefit of decades of breeding cats behind me, I have a strong network of likeminded friends and fellow breeders who I readily discuss and review ideas and initiatives with and although we may not always agree, I always try to find a middle ground to work from and this is a quality I can bring to the EC to try to provide a fresh point of view and a new way of thinking. I am no shrinking violet and will speak up if I feel I need to.

Outside of Cat Breeding, Showing and being an active Committee member of 2 clubs, I am also a Coach at North Canterbury Riding for the Disabled which I enjoy immensely and I also enjoy walking and hiking with my husband. If time permits, I am also a recent convert to World of Warcraft. If you can't sleep, let me know and I will tell you all about it!