

10.00 am, Saturday 29 August 2020
West Plaza Hotel, 110 Wakefield St, Wellington

Welcome

COVID-19 tracing register was filled in by all attendees

Health and Safety briefing from Sheree Russell

The Chair welcomed everyone to the meeting.

Item 1: Attendance and Apologies

In Attendance

David Colley (Chair), Marion Petley, Sharon Jose, Alex Ladyman, Lyall Payne, Sheree Russell, Jo Woodrow, Janice Davey, Sally Dennehy, Sue Ford, Maree Roy, Vicki Walls, Judy Wereta, Jane Webster, Victoria Skinner, Marg Harris, Jo Millar, Beryl Colley.

Marie Prendergast via Zoom (unable to be physically present due to COVID-19 lockdown level 3 in Auckland)

Apologies

Dianne LeBas, Cara Chen, Ramsey Huang, Elizabeth McGraw, Chris Lowe, Diane Holtom, Rob Shirley, John Davey.

Resolved: That apologies be accepted

**Moved: Janice / Seconded: Jo W
For: 15 / Against: 0 / CARRIED**

Voting Strength

Constitutional remits and meeting procedure - 89

- (15 delegates holding 67 proxies, 3 present being non-voting attendees, 7 postal)

General remits: 82.

Resolved: That the voting strength be accepted

**Moved: Judy / Seconded: Sue
For: 15 / Against: 0 / CARRIED**

Item 2: Election Result

In accordance with Constitutional Clause 21.10 a. Announcement of the Results of the election of Executive Council members.

The successful candidates for the two positions are:

Joanne Millar 69 (3 year term)
David Colley 50 (3 year term)

Next highest polling candidate:

Margaret Harris 48

All candidates were contacted by phone on the Friday afternoon before the AGM and advised of the election results.

The Secretary congratulated the successful candidates, which was received with acclamation.

The meeting was handed over to the Chair, who acknowledged all the members we have lost since the last AGM

Item 3: Minutes of the Previous Meeting and Matters Arising

Corrections to the 48th AGM Minutes

- Page 1 Even though no election was required, it should have been noted in the minutes that Jo Woodrow and Lyall Payne were the successful candidates each serving a 3 year term.
- Page 2 Matters Arising item pg. 12 IT Report second item – BEC should read BSAC
- Page 2 Item 5 (a) Breeders and Registrations Report line 2 “goals to forward” should read “goals to go forward”
- Page 3 (c) IT Report “Cat Congress” should read “World Cat Congress”
- Page 3 (c) IT Report Action point “Christine” should be “Chris” and “Cat Congress” should read “World Cat Congress”
- Page 5 Privacy Report, second to last paragraph, “Chris asked” should read “Janice asked”
- Page 7 top of page “Moved: Lyall/Seconded: Maree 17:” missing the “0” should read “17:0”
- Page 14 top of page “obstain” to be corrected to “abstain” on both lines
- Page 14 Item 10 Health and Safety “it’s officers” should read “its officers”
- Page 14 Item 10 Reports from Officers of NZCF ““Cat Congress” should read “World Cat Congress” and “not tabled” should read “not been tabled”
- Page 14 Item 10 Procedures of Temple Cats first paragraph “it’s” to be corrected to “its” second paragraph “templecats” to be corrected to “Temple Cats”

Matters Arising

Page 3 - IT Report – A member queried through their proxy, what action had been taken regarding the action point of WCC delegate taking the possibility of a party taking over the database and to report back to the NZCF, however the EC had not included this in with their instruction of items to take to the WCC AGM, therefore it was not addressed.

Page 4 – DDP – A member queried through their proxy, what was happening with this, Alex advised this was covered in his report

Page 5 – Privacy Report – A member queried through their proxy, if the EC had done the Privacy ABC online course as recommended by Lyall – answer, yes, the majority had either completed or partially done this.

Page 9 – Patches and Pointed Inc. remit Action point “The EC are to look at the legal opinion email regarding the above” A member queried through their proxy what has being set up for this, have any processes or policies been put in place. Kathryn Dalziel, NZCF lawyer has been consulted, there is, however a great difference between employees and contractors, which is what all our officials are. The Health and Safety manual is in the process of being updated, of which a draft will be presented at the October meeting.

Page 14 – A member asked why there have been no reports at the AGM or in Flash Cats from NZCAC. It was noted that notices go out to the membership as they are received during the year. A follow up will be done on this, with a report to be put into Flash Cats.

Action: NZCAC report to go into Flash Cats
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Resolved: “That the Minutes of the NZCF 2019 AGM as amended be accepted as a true and correct record of the meeting.”

**Moved: Jo W / Seconded: Maree
For: 15 / Against: 0 / CARRIED**

Item 4: Chairpersons Report [David Colley]

The Chair thanked those who were present and expressed his disappointment at the lack of interest in voting this year.

It was taken that his report had been read by those present and after introducing the new style Business plan, which is more Portfolio driven and designed to be used as a working document, around the obligation and structure of the EC, it will be much more transparent and will be updated for each meeting to show how any project or task is proceeding. A huge effort was put into this by our Governance Documents Officer to transfer everything across from the old document and to get it formatted into a working document for the Portfolio Managers, who then put a lot of work into updating what they have been working on, and what has been achieved.

The floor was opened to questions and comments

A point was raised regarding page 4 of the Business Plan, under SPCA title it states ongoing – Target: as required – Requirement Met: No, there was some confusion as no reports had been made. EC explained that the Requirement Met: No states that this has not been met, as we effectively do not have a SPCA Rep.

A member had numerous questions regarding this document, it was put to her that rather than taking time up at the AGM where there is limited time to get through all the business, that a written submission be sent in to be addressed at the next EC meeting. It was noted that the business plan comes up under Item 9 of the agenda.

It was moved that the Chairs report be accepted

**Moved: David / Seconded: Lyall
For: 15 / Against: 0 / CARRIED**

Item 5: Portfolio Managers Reports

The reports from the remaining members of the Executive Council.

5.1: BSAC [Lyll Payne]

Taken as read. Lyll acknowledged the BSAC Council, the BSAC Chair, Jane Webster, for the high level of work achieved throughout the year, the level of the standard of that work and the level of respect and professionalism shown to each other whilst doing this work.

He also explained how the dot indicators at the top of each project work, each dot shows how far through the project is, when all are solid coloured it shows the project is complete.

The floor was opened to questions and comments.

The Portfolio Manager was asked about the underlining on the Bengal standard, the Governance Documents Officer explained this indicates a change, as the standard had been changed, it was all underlined, this would be removed on the next print.

It was moved that the BSAC report be accepted

**Moved: Lyll / Seconded: Marg
For: 15 / Against: 0 / CARRIED**

5.2: Breeders and Registration Portfolio [Jo Woodrow]

Taken as read. Jo acknowledged the hard work all the Registrars had achieved this year, who all remained busy throughout lockdown, there was no slow down for them!

The floor was opened to questions and comments

It was moved that the B and R report be accepted.

**Moved: Judy / Seconded: Alex
For: 15 / Against: 0 / CARRIED**

5.3: Business Administration [Sharon José]

Taken as read.

A Health and Safety incident occurred during the Business Administration report, with one of the projector globes blowing with a pop and smoke – this was handled by the hotel supervisor.

The floor was opened to questions and comments

Two members present thanked Sharon for her assistance with getting their Cattery Accreditations updated

Member present thanked Sharon for being so welcoming when she came back into NZCF.

The Governance Documents Officer's report was presented, with thanks from Sharon for all her assistance and hard work throughout the year.

The International Liaison report was also presented, which included the World Cat Congress report, Chris was thanked for her years in these roles.

It was moved that the Business Administration report be accepted

**Moved: Janice / Seconded: Jo M
For: 15 / Against: 0 / CARRIED**

5.4: Information Technology (IT) Portfolio [Marie Prendergast]

Taken as read. Marie had updates from the Webmaster, Peter since her report

Two rounds of testing of the new platform for the public facing website in our “sandbox” testing environment, has been done, which has ironed out most of the bugs found.

Almost at the stage of having weekend outage to do live testing.

New release won't look much different, but will have better functionality which include:

- New registration pages with auto population of member details and sire/dam, by registration number. It also has notes section.
- New judges page with profile pages.
- New admin areas for registrars (for registrations)
- New admin area for managing judges and their profiles

The Show program has had about 3 hours work done on it, testing will be done in the coming month, to identify any problems still present.

The floor was opened to questions and comments

The portfolio Manager was asked about the judges' profiles not being updated for the past two years, it was pointed out that this issue has been going on for numerous years, not just the last two years, as there have been other higher priorities that have needed to be addressed before the profiles, however this is one of the pages that is included in the updates when the updates go live.

A point raised regarding the fact that it has been asked for some years for the Cattery Accreditations to Accredited Breeders, again this is being looked at once the updates go live.

There was a clear message of concern of the efficiency of the current IT situation, with several suggestions coming from the floor, particularly at looking at separating the roles of IT and Webmaster, or looking into a better operating program, however limited income is a big factor with this, and the improvements are almost ready to go live, which will see a vast improvement.

It was moved that a directive be given to the EC to look into this

**Moved: Jo M / Seconded: Lyall
For: 15 / Against: 0 / CARRIED**

Action: Those present at the AGM direct the EC to look at improving the efficiency of the current IT and ROCAP situation
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It was moved that the IT report be accepted.

**Moved: David / Seconded: Janice
For: 15 / Against: 0 / CARRIED**

5.5: Judges Portfolio [Sheree Russell]

Taken as read. The floor was opened to questions and comments

A member again raised the issue of the judges profiles, to which Sheree responded that the answer is the same as it has been for at least the past 4 years, there have been more pressing updates and

improvements that have needed to be prioritized, but we have IT's assurance they will be included with the updates .

Judges School: Jo Millar advised that this has been difficult to run since COVID-19 hit, the use of PDF training modules on each breed and using the virtual show as useful tools has certainly helped. It is hoped that the use of these can continue in the future.

We are working hard to get the Practical Exams up and running and hoping for level one to come back into force to allow this to happen. If shows are going to be able to be held next year, we will need these judges to be out on floor, but they have hands on assignments and observations still to complete with there being no shows this year.

Jo Millar personally thanked Sheree for the work she has done in this portfolio, acknowledging how well a non-judging person worked in this role.

It was moved that the Judges report be accepted

**Moved: Jo M / Seconded: Marg
For: 15 / Against: 0 / CARRIED**

5.6: Publications and Marketing Portfolio [Alex Ladyman]

Before the floor was handed to Alex to present his report, the Chair thanked Alex for all his hard work, particularly on the DDP document and for putting the remits together.

P and M Report was taken as read.

The DDP was about 80% completed as this has been a lot harder than expected. Alex advised that he would continue to work on this and it is hoped that it will be completed to present at the October meeting. Alex expressed his thanks to Cathy Webb and Kerry Holden for their input into this document.

The floor was opened to questions and comments, with there being none, he expressed a big thanks to Gaynor for all her hard work and support and to the members of the NZCF, he has enjoyed his time on the EC and has made lots of friends, who will remain so, he looks forward to catching up at shows when they are back up and running.

Historians report was also taken as read.

It was moved that the P and M report be accepted

**Moved: Alex / Seconded: Lyll
For: 15 / Against: 0 / CARRIED**

5.7: Shows Portfolio [Sheree Russell]

Taken as read. The floor was opened to questions and comments

It was asked, taking on board hopefully from Jan 2021, our show season will be back to normal. This will greatly depend on COVID-19, but we are all hoping so, but clubs may need to look at holding closed shows. Alert levels will greatly dictate as to how and when this can happen.

National Show, we have had a couple of clubs' express interest in holding the 2021 National, and these options will be discussed at the Post AGM meeting tomorrow.

Club show fees will be transferred over to their 2022 show, however some clubs have opted to hold an extra show next year

Sheree was congratulated, as she really pushed to have the shows cancelled for this year, as it was definitely the right thing to do, so well done. The Cat Fancy people were also congratulated, on how well they took this it was acknowledged that it was a very brave move.

It was moved that the Show report be accepted

**Moved: Sheree / Seconded: Alex
For: 15 / Against: 0 / CARRIED**

Item 6: Treasurers Report [Marion Petley]

NZ Cat Fancy Incorporated Treasurer's Report to the 2020 Annual General Meeting on the Financial Statements for the Year-Ending 31/12/19

Taken as read. Marion read to her report and highlighted:

INCOME	YE 31/12/19	YE 31/12/18	YE 31/12/17	YE 31/12/16
Membership Fees (Total)	25,220	23,159	23,638	24,598
Publications (excl Mship Fees)	9,235	9,201	11,273	8,742
Registrations	48,412	47,091	46,928	49,057
Shows (excl. Mship Fees)	24,813	29,845	29,343	31,126
TOTAL	\$107,680	\$109,296	\$111,182	\$113,523
Increase/(decrease) income	(\$1,616)	(\$1,886)	(\$2,341)	\$666
% Increase/(decrease)	(1.48%)	(1.67%)	(2.06%)	.59%

Please note that although the 2019 Membership Fees received show an increase of \$2,061 on 2018, this was only brought about by a fees increase for 2019, as on page 2 of this report you will see that the 2019 Membership numbers actually show a decrease on 2018.

Activity Results Summary (Gross profits)

Our seven Activity accounts, (detailed on pages 4-6 of the Financial Statements), showed a total operating profit of \$35,705, which was in excess of the budgeted \$33,870, and a (10.4%) decrease of (\$4,150) on the actual 2018 profit of \$39,855. Items of note were:

- Judges: Increased fees received for Judges Training, and Stewards and Handlers Courses, and associated expenses
- Publications: On-going increases in Flash Cats postage costs brought about by NZ Post annual increases applied from 1 July each year
- Shows: Small reduction in 2019 Shows income over 2018, due to 24 Shows (100 Rings) held in 2019; whereas 28 Shows, (104 Rings) held in 2018.

Other Revenue

Total Other Revenue recorded at \$30,000, was \$1,400 under the budgeted \$31,400, and \$7,700 under the 2018 total. The one-off receipt in 2018 of \$10,000 for an Insurance Claim was the main reason for this variance.

Membership Numbers

Membership numbers for 2019 reduced by 37 members (6.99%) over the previous year, with 27 less Associate members included in this total. Membership statistics for the last seven years were:

	2019	2018	2017	2016	2015	2014	2013
Affiliate (Clubs)	24	26	27	27	28	28	30
Associate (incl Family)	64	91	91	106	100	107	121
Full	322	319	323	327	342	348	363
Family (Additional)	71	81	85	85	87	87	86
Junior	6	7	9	8	7	2	7
Life	5	5	4	4	3	3	3
TOTAL	492	529	539	557	567	575	610
Increase/(decrease)	(37)	(10)	(18)	(10)	(8)	(35)	(24)
% Increase/(decrease)	(6.99%)	(1.85%)	(3.23%)	(1.76%)	(1.39%)	(5.74%)	(3.78%)

Summary

The net operating loss of (\$1,938) for 2019, against a budgeted profit of \$2,280, and a loss of (\$2,248) for the previous year, was a reasonable result.

The floor was opened to questions and comments

It was asked if the honorariums had been reduced to 80% along with some reported reductions in incomes. This had been discussed and was opted against.

The AGM thanked Marion for an excellent job on preparing the finances.

“That the financial statements for year ending 31/12/2019 be accepted.”

Moved: Marion / Seconded: Judy

For: 15 / Against: 0 / CARRIED

Marion advised that Fluker Denton Ltd regret they are unable to continue to be our auditors due to regulation changes. They provided two suggestions to Marion, both of whom she thoroughly checked out. Based on information given and two conversations, Marion recommended Murray Baxter, who runs his own business be appointed as the NZCF Auditor. He does everything online, so it does not matter where any future Treasurer resides.

“That the 2020 AGM of the NZCF approves the appointment of Murray Baxter of Waikanae to carry out the audit of the NZ Cat Fancy Inc. year-end financial statements for the year-ending 31/12/20.” (Constitutional Clause 20.1)

Moved: Marion / Seconded: Marg

For: 15 / Against: 0 / CARRIED

2020 Budget and 2021 Forecast for Endorsement

Marion addressed the Meeting and advised that the EC management team, along with the rest of the world, had been thrown into this COVID-19 journey without any advance warning. Our first response was the decision of how to deal with the Shows situation. Sheree was our lead and she cancelled the 2020 Show Season quickly and decisively and that was exactly the right thing to do.

Following this decision, the NZCF shortfall in 2020 Shows revenue of \$25,000 was identified along with an initial estimated operating Loss of (\$12,000) for the year.

Since March 2020 tight financial management has been applied across all cost centres, along with regular checks on our cashflow. Our bank account balances to-date have been well ahead of 2019, mainly due to increased registration and transfer fee activity. Membership Fees had already been received before COVID-19 hit, and Publications income is continuing as per normal.

Our operating profit to June was \$18,500 compared to \$13,300 for June 2019, which is encouraging, however the loss our usual Shows revenue has not yet fully impacted.

The 2020 Forecast as presented at the 2019 AGM showed an operating profit of \$2,280, but now, courtesy of COVID-19, we are heading for a new estimated operating loss of (\$9,330), better than the initial estimate loss of (\$12,000), but well short of the original profit of \$2,280.

With no COVID-19 vaccine yet on the horizon, it seems our Shows Calendar in 2021 will again be reliant upon our COVID-19 Levels, and so heading into 2021, and beyond, it has become evident that we need a financial strategy for dealing with possible longer periods of sustained losses.

So, at a recent informal Zoom Meeting of the Executive Council, I proposed some suggested financial guidelines for approval. Firstly, by presenting an updated 2020 estimated Budget (with no Shows) showing a loss of (\$9,330), and a 2021 Forecast with two options; Option #1 providing for a normal trading year with a full Shows Calendar, (with a profit of \$8,300), and Option #2 being a year with no Shows again (with a loss of (\$8,730)).

Some thought had been given to increasing some fees for 2021, but this was discounted by preferring to support our members in another year of pandemic crisis. Consideration was given to the increase to Membership Fees in 2019, and that our breeders had been supporting us so well this year with their increased registration work. It should be noted that in 2021 cost-saving measures will be applied with most EC Meetings being held by Zoom, except for the AGM and Post-AGM and the October EC Meeting.

The final consideration was that over the years we have been able to set aside \$134,696 in Retained Earnings (our balance at 31/12/19). So, the final part of the Strategy proposal was for the EC to agree to simply use our Balance Sheet, i.e. our Retained Earnings, in the short term to cover our operating losses. This means at the end of 2020, with a deficit of (\$9,330) it is estimated that our Retained Earnings will reduce to \$125,370. And then, depending on COVID-19 and our Shows Calendar in 2021, the Retained Earnings will either increase (with Shows) to \$133,670, or reduce further (no Shows) to \$116,640.

The EC agreed to the entire proposal as presented, along with the recommendation that an assessment of future strategies from 2022 onwards will be required before the next AGM in 2021, should COVID-19 still be with us, with no vaccine. The Treasurer also voiced her reluctance to support our Retained Earnings going below the \$100,000 mark.

The floor was opened to questions and comments.

It was queried as to whether Zoom meetings were classed as face to face meetings or as teleconferences. The meeting was advised they are classed as Teleconference meetings. It was then suggested that it be considered for the October meetings to remain as a face to face meeting, as this is the meeting that all the major BSAC items go through and people often wish to attend and speak to these items. It had been discussed by the EC prior to the AGM that the October and the AGM remain as face to face and the Feb and July meeting be moved to become Zoom meetings for budgeting reasons.

Research has been done on the future of shows and the quandary is not having any idea what levels are going to be at any given time, so we need to prepare and plan as best as possible. Level 1 and 2

it will be up to clubs if they wish to hold show from Jan 2021 and this will be regardless if some parts of the country are in level 3 or 4, so clubs will have the choice, however National Awards would not be done for general fairness if any part of the country are unable to participate in holding shows. Clubs will need to disclose in their schedules how refunds will be handled on the chance of cancellation due to any increase of alert levels.

A suggestion was made that the CPI increase not be applied to the schedular fees for next year, however as we are supporting our membership by not increasing membership or registration fees, it is not unreasonable to support our officials by keeping the CPI increase, which is only 0.8%

Adjourned for lunch 12.38pm – re convened 1.37pm

A question was raised from the floor as to whether the NZCF would consider carrying over the Affiliated membership fee to next year, however they are still covered by the Insurance and protected by NZCF rules and regulations.

(a) “That the 2020 AGM of the NZCF accepts the 2020 Budget as presented.”

**Moved: Marion / Seconded: Jo M
For: 15 / Against: 0 / CARRIED**

(b) “That the 2020 AGM of the NZCF endorses the 2021 Financial Forecast as presented.”

**Moved: Marion / Seconded: Jo M
For: 15 / Against: 0 / CARRIED**

NZCF Privacy Officers Report to 2020 AGM [Lyll Payne]

By leave of the meeting, Lyll presented the Privacy report

Professional advice was sought on Breed Reps being able to obtain contact details of those in their breed section, it needs to be clearly stated on membership and renewal forms that this information will be shared to the Breed Reps. It is however not unreasonable that some membership details need to be shared in order to conduct our business.

On June 11th clubs were advised about new Privacy laws coming into force as from Dec 1st. Lyll completed an external assessment to help identify how prepared NZCF was for this change, this has been forwarded to the EC, to ensure the assessment questionnaire was completed accurately.

It is recommended that all Clubs go to the Office of the Privacy Commissioner www.privacy.org.nz to check what they need to do to ensure they are compliant, as there are hefty fines for non-compliance.

It was identified that Clubs need to be responsible for themselves in the readiness of ensuring they are compliant; in fact, they should not just follow NZCF in case WE get it wrong.

Action: Statement to be added to membership application and renewal form to clearly indicate the sharing of contact details to the Breed Reps

It was moved that the Privacy report be accepted

**Moved: Lyll / Seconded: Marg
For: 15 / Against: 0 / CARRIED**

Item 7: Proposed Constitutional Amendments

7.1C: Executive Council

"THAT the following changes be made to Rule 12, to allow for voting of Executive Council members via email and to Rule 30.1 by adding a new definition for this":

12.1 f: Upon the closing of nominations, each eligible member will be provided with access to voting via electronic means ~~voting~~ or a ballot paper will be mailed to them.

12.1 g: The election ballot shall contain a list of candidates for the Executive Council and be accompanied with each of the candidates' biographical notes, if provided. If voting is via ~~an electronic means~~ election site, biographical information will be placed on the NZCF website or circulated by other means and the membership advised of this

12.1 h: Each member shall be responsible to ensure that their ballot is properly completed and signed and placed in the mail with the proper postage affixed or otherwise forwarded by a commercial delivery service to the appointed returning officer by the date required. If voting is via ~~an electronic means~~ election site, each member shall be responsible for completing their vote ~~by electronic means~~ by the required date.

30.1 j: 'electronic means' means use of email or an electronic election site. Where email is used for voting, a member may vote by sending an email to the returning officer from an email address held by the NZCF that is attributable to the member. The returning officer may specify minimum requirements the email must adhere to (including, but not limited to, stating the member's membership number, and including a declaration that the sender of the email is the relevant voter);

And THAT the equivalent amendments to the General Rules and Policies 4.2 and 4.3 are made, as follows:

General rules and policies – Rule 4.2: Voting papers will be sent to all eligible voting members along with a copy of all the candidates' biographies or each eligible member will be provided with access to electronic voting. If voting is via ~~an electronic means~~ election site, biographical information will be placed on the NZCF website or circulated by other means and the membership advised of this. This will be sent 28 days prior to the date set for the AGM.

General rules and policies – Rule 4.3: The voting papers must be returned by the date specified on the ballot paper. Any that are received after this date shall not be counted. Note that any postmarked envelopes that are marked prior to the cut-off date but received after the cut-off date will also be disregarded. It is the member's responsibility to ensure that their votes are counted. If voting is via ~~an electronic means~~ election site, each member shall be responsible for completing their vote by electronic means by the required date.

Rationale: Changes to the Constitution are required to allow for the voting for Executive Council members through the use of members' email address or other electronic system. Our current voting system is not impregnable (given that voting may be done online simply by knowing a member's membership number). Therefore, voting via email only through a member's email as attributable to the member should be appropriate, and would provide flexibility (should the Executive Council wish to adopt such flexibility at the time). Measures can be adopted for integrity

purposes, such as including the member's membership number, and including an appropriate declaration.

Please note: This remit is intended to permit (not require) the Executive Council to adopt email voting if they desire.

**Moved: Alex / Seconded: Jo W
For: 89 / Against: 0 / CARRIED**

7.2C: Executive Council

“THAT the following changes are made to Section 21 for Proxy cross referencing”

21.6 All proxies shall be registered with the Secretary at least 7 days prior to the meeting to which the proxy relates. The form of proxy is to be in the form the Executive Council includes in ~~standing orders~~ General Rules and Policies.

Rationale: The proxy form is located in the GRP (see Appendix 1) rather than in the Standing Orders.

**Moved: Alex / Seconded: Lyall
For: 89 / Against: 0 / CARRIED**

7.3C: Executive Council

“THAT the Expansion of definition of "majority vote" to take proxies into account, be made to 30.1 b”.

30.1 b: 'majority vote' means a vote made by more than half of the members ~~who are present at a meeting and~~ who are entitled to vote and voting ~~at that meeting upon~~ a resolution put to that meeting.

Rationale: A possible interpretation of the definition of "majority vote" would require proxies, postal votes, and electronic votes at an AGM or SGM to be ignored (for example, Rule 20.1 requires that an auditor to be appointed by "majority vote". See also Rules 16.2, 17.1(d)).

The deleted text is to allow votes from persons who are not present at the meeting to be taken into account in the vote.

**Moved: Alex / Seconded: Lyall
For: 86 / Against: 3 / CARRIED [96.6%]**

Action: EC asked to look at postal voting forms with possible amendments needed

Item 8: General Remits (other proposed motions)

8.1G: Executive Council

A call was made to have this remit called out of order as it stated it was a constitutional change, however it was explained that it was in the correct place, just the wrong wording was used, therefore a motion was put forward to amend the remit to read “that the following changes be made to the General Rules and Policies”

**Moved: David / Seconded: Lyall
For: 76 / Against: 6 / CARRIED [92.7%]**

“THAT the following changes are made to the ~~constitution~~ General Rules and Policies for voting via email”.

Rule 5.1 g: Any eligible member not in attendance, and who has not nominated a proxy, must have returned their ballot with a postmark showing a date on or before the due date for ballots to be returned as shown on the ballot paper(s) for their vote by ballot to count, or have submitted their vote by electronic means prior to the close of the ~~electronic~~ voting process for their vote to count.

Rule 5.1(i): Votes by ballot or electronic means shall be recorded prior to the meeting. The results of ballot counts cast on an item on the agenda shall not be made known until after a vote from the floor has been taken. Scrutineering (if any) of the ballot paper or ~~electronic~~ voting count shall be by whatever method is determined as appropriate by the Executive Council.

Appendix 1: The proxy form needs to be amended to allow for only non-constitutional changes to be voted on by the proxy (i.e. where they have voted by electronic means).

Rationale: Voting via email is arguably already available for changes to the Constitution (see R 5.1(f)), but some changes for clarity should be made, as seen in the proposed amendments. (For “other business”, the status quo has been preserved (that the member must need to be present or have appointed a proxy) as the motions are not.)

**Moved: David / Seconded: Alex
For: 76 / Against: 6 / CARRIED [92.7%]**

8.2G: Executive Council

A call was made to have this remit called out of order as it stated it was a constitutional change, however it was explained that it was in the correct place, just the wrong wording was used, therefore a motion was put forward to amend the remit to read “that the following changes be made to the General Rules and Policies”

**Moved: David / Seconded: Jo W
For: 75 / Against: 7 / CARRIED [91.5%]**

“THAT the following changes be made to the ~~constitution~~ General Rules and Policies re: retaining quorum on declaration of conflict”.

Rule 3.7A: Members of the Executive Council must declare any possible conflicts of interest. They must abstain from speaking, voting and must leave the meeting whilst the issue is being dealt with, unless a Member’s declaration of a conflict of interest would cause the meeting to not have quorum, in which case the Member may remain in the room but must abstain from speaking and voting.

Rationale: The Executive Council is concerned that should two Members of the Executive Council declare a conflict of interest at a meeting, that they would be required to leave the room and would result in the loss of quorum, and ultimately and inability to make a decision. (Rule 3.6 of the General Rules and Policies provides that “[t]he quorum for meetings of the Executive Council shall be five voting members” (this Rule also reflects Rules 23.1 and 23.2 of the Constitution in relation to Members present at meetings).)

The Executive Council considers that an exception to Rule 3.7A should allow a Member (or Members) to remain in the room but be required to be silent and to abstain from voting, thereby

retaining quorum. (Rule 3.7A of the General Rules and Policies provides that upon a declaration of a conflict of interest, a Member of the Executive Council must “abstain from speaking, voting and must leave the meeting whilst the issue is being dealt with”.)

The exception would only apply where the application of Rule 3.7A would cause a loss of quorum. A majority of the members entitled to vote would allow a motion to be carried.

**Moved: David / Seconded: Lyall
For: 75 / Against: 7 / CARRIED [91.5%]**

8.3G: Executive Council

A motion was put forward to insert “of the General Rules and Policies”

**Moved: David / Seconded: Lyall
For: 82 / Against: 0 / CARRIED**

“THAT the following para is added to Section 3 of the General Rules and Policies, and that subsequence para be renumbered accordingly”.

Annual Appointment of Officials

3.14 The annual appointment of officials is carried out at or before the last meeting of the Executive Council each year.

Expressions of Interest

3.15 At least one month before the Executive Council meeting the Secretary will invite expressions of interest for all annually appointed positions, including, or not, and not limited to:

- a. Secretary;**
- b. Treasurer;**
- c. registrars (longhair, shorthair, provisional, honours, and prefix);**
- d. national disputes co-ordinator;**
- e. membership co-ordinator;**
- f. Flash Cats editor;**
- g. health and safety officer;**
- h. historian;**
- i. international liaison officer;**
- j. information technology contractor;**
- k. webmaster;**
- l. privacy officer;**
- m. governance documents officer;**
- n. breed standards advisory council (chair, standards of points officer, and members);**
- o. animal welfare liaison officer; and**
- p. NZCF representative Companion Animals New Zealand board.**

3.16 Position descriptions should be circulated with the invitation and positions which are paid honoraria should be indicated.

Eligibility and Requirements

3.17 Expressions of interest in appointed position shall be accepted from those who:

- a. are financial full, family, or life members of the NZCF (with the exception of the national disputes co-ordinator and IT contractor);**
- b. do not hold a position of office in a similar registry; and**
- c. whose place of permanent residence is New Zealand.**

3.18 A summary of experience, skills, and suitability for the role should accompany all expressions of interest except from incumbent officials.

3.19 Appointees must be prepared to sign confidentiality agreements.

Appointment

3.20 The Executive Council shall appoint officials for the positions advertised from the expressions of interest except that if none are provided or are considered suitable, they may appoint members with appropriate skills or experience.

Term of Appointment

3.21 Annual appointments are from 1 January – 31 December each year unless otherwise decided by the Executive Council.

3.22 Training periods for new appointees will normally run from the time the appointment is confirmed until 31st December and will be unpaid for new appointees to positions which will receive honoraria.

3.23 New appointees to positions shall serve a 90-day trial period after which their appointment may be confirmed or terminated by the Executive Council at the next meeting held.

Rationale: To give clarity and guidance to the annual appointment process and to the terms of any such appointment.

**Moved: David / Seconded: Lyall
For: 82 / Against: 0 / CARRIED**

8.4G: Mid Island Cat Club

“That this General Meeting of the NZCF direct the NZCF Executive Committee to investigate, draft and action in time for the next Show Season, changes to the Annual Award system to require that the National Awards reflect the meetings desire to ensure that the majority of the points for such National Awards are earned when the Cats being awarded have competed against cats other than just their own breed”.

Rationale: The Mid-Island Club is concerned about the ability of a cat to succeed in attaining a placing in the NZCF Annual Awards where the majority of its points it has been awarded have been earned when only being judged against its own breed.

A motion was put forward to remove the wording from Annual Award System onwards

**Moved: Alex / Seconded: Marion
For: 29 / Against: 51 / Abstain: 2 / LOST [36.3%]**

The Chair advised that the remit go to vote as it is written.

**Moved: Sue / Seconded: Marion
For: 24 / Against: 58 / LOST [29.3%]**

Meeting adjourned for the National award presentations.

James Hanford-Cable, Emma Kimberley, Christine Yeung, Mushfik Yeung, Sheryl Brown, Adele Frost, William Frost, Kim Russell (photographer) joined the meeting for the presentations.

Reconvened after presentation, members who arrived for the presentation departed.

8.5G: Patches and Pointed Inc.

“That Show Bylaw 4.7 is amended to read all kittens entered in the show shall be a minimum of 16 weeks old on show day”.

Rationale: Four Calendar months rules out kittens from being shown despite that they have already met the vaccination requirements for exhibition (ref: 4.11)

Registration Rules 17.6 (a) shall have received 1 vaccination and be at least 10 weeks of age although NZCF recommends a minimum age of 12 weeks

At that stage most have already been desexed prior to being transferred to their new owners.

Under the current rules (4.8) kittens under 4 calendar months are permitted to be placed on exhibition or display as long as vaccination requirements have been adhered to as they are also subject to the normal veterinary clearance on the day the Club can see no reason why kittens at 16 weeks cannot be accepted for showing purposes.

It is hoped that this minor change will enable Clubs to pick up entries of kittens that literally are 4 months old – albeit shy of a matter of days or at the most 2 weeks to meet the current 4 calendar month requirement.

If this remit is successful it would be with further recommendation that the current Show Rule (4.10) that requires Domestic and Companion Kittens to be desexed prior to being shown remains.

NZCF is one of the few registries left in the World that do not allow kittens under 4 calendar months to be exhibited – maybe it is time for a change.

**Moved: Patches and Pointed Inc / Seconded: Janice
For: 10 / Against: 71 / Abstain: 1 / LOST [12.3%]**

Item 9: Discussion and Approval of Plans

For the balance of the current and next five (5) calendar years.

Item 10: Any Other Business

(With the leave of the meeting any other matter that the meeting decides to discuss.)

Social Media Best Practice Guidelines

This was circulated with the Agenda for feedback, as none was received, it will be put up on the website as soon as possible

Prefix Application Forms

With leave of the meeting Sue spoke to an issue with the prefix application forms, suggesting that a space be allocated on the form to allow for the printing the name of the supporting signatories

Action: Prefix Application form be updated to add this into the form.

With no further business, the Chair addressed the meeting, thanking the outgoing EC for their support and hard work over the past year.

The meeting closed at 4.01 pm.