



NOTICE TO ALL OFFICERS, OFFICIALS, MEMBERS, AFFILIATE CLUBS OF THE NEW ZEALAND CAT FANCY INCORPORATED A MEETING OF THE EXECUTIVE COUNCIL WILL BE HELD at the Bay Plaza Hotel 40-44 Oriental Parade, Wellington on 24-26th February 2017 commencing 5.00 pm Friday

Item 1 Attendance & Apologies

Item 2 Confirmation of minutes of EC Meeting (18-20th November 2016)

Amendments:

Refer Page 3: sort to read "**sought**"

Refer Page 5: only part of the adopted clause is included refer **18.1 Registration Rules (add)**

In exceptional circumstances (such as death or incapacitation of an owner) the Portfolio Manager (Registrations) may authorise the appointment of an agent to facilitate the registration, sale, or transfer of affected cats and kittens. The agent does not need to be a member of the NZCF. Normal fees for these transactions will apply.

Refer Page 9: to read "**confidentiality**" agreements

Refer Page 11: minute to include Gaynor/Janice

"That, with the exception of the glitter wording which is to be voted on separately, the proposed changes to the Bengal and Cashmere standards of points, as circulated, be accepted."

Item 3 Matters arising from the minutes

- **Bengal Group Standard of Points:** "That the EC decision on whether glitter should be optional, desirable, or preferred be reviewed as the result of concerns raised by breeders."
- **Adoption of the changes to the Judges Manual** concerns raised (D Armishaw)

Item 4 Correspondence (inwards received/outwards endorsed)

- Management of people advertising on websites as registered NZCF breeders when they are not

Item 5 NZCF Strategic plan review and/or updates

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;

- **Disputes & Discipline Procedure** (DDP) amendments (underlined)

Amendment Process

0.1 Suggestions for minor amendments (minor errors or omissions which do not affect the intent) are welcome and may be submitted to the Secretary. These will usually be incorporated the next time the page is reissued.

0.2 Proposals for significant amendments should also be submitted to the Secretary but will require a process of assessment and approval prior to incorporation.

1.4 Where a member is charged / convicted of animal neglect or abuse under the Animal Welfare Act 1999, prefix privileges may be withdrawn.

2.1 If the NZCF National Disputes Co-ordinator or any member of the Executive Council of the NZCF or of the hearings committees has an interest in any particular complaint or disciplinary matter, they must declare this interest and shall take no part in any of the procedures.

Process

4.1 The complaint against any member or officer must be made in writing by the person making the charges and directed to the Secretary.

4.3 The fees as laid out in the complaint lodgement fees below, must accompany the complaint. All fees are inclusive of GST.

- The lodgement of a complaint not requiring a mediator; as per NZCF Schedule of Fees.
- A complaint by the NZCF acting through the Executive Council Chairman; no fee.
- The lodging of an appeal; as per NZCF Schedule of Fees.
- Where a complaint is made by a person who is not a member of the NZCF; no fee.

Grounds for Complaints

4.6 A complaint may be laid against any member or affiliated club who:

- is in breach of any rule or bylaw or Codes of Conduct of the NZCF;

- b. acts in a manner which is or which may be discreditable or prejudicial, or calculated to be prejudicial to the interests of the feline world;
- c. judges at or in any way officiates at an unsanctioned cat show;
- d. does any improper act connected with the administration or operation of the NZCF;
- e. is convicted by a court, or enters into a police diversion scheme in respect of any of the offences specified in para 1.2;
- f. acts as the nominee or agent of a banned person with the intention of avoiding any penalties imposed upon the banned person; or
- g. has a complaint laid against them in relation to abuse or neglect of their cat(s) with regard to the five freedoms (provision of food and water, shelter, veterinary care, exercise, and affection) as required under the Animal Welfare Act 1999.

Procedure

4.7 The initial procedure on receipt of a complaint against a member is as follows:

- a. The Secretary shall contact the complainant within 7 days of receipt and discuss the option of mediation with them.
- b. If the complainant agrees to mediation the Secretary shall contact the defendant to advise that a complaint has been received, and to offer mediation.
- c. If both parties agree to mediation the Secretary may mediate the complaint or appoint a mediator.
- d. If mediation is not agreed to by both parties the Secretary shall inform the NZCF National Disputes Co-ordinator of the complaint.

4.8 A complaint arising directly from the Executive Council of the NZCF shall be passed by the Secretary to the NZCF National Disputes Co-ordinator.

4.9 The complaint shall be brought to the next meeting of the Executive Council of the NZCF for consideration except that if the Executive Council of the NZCF is the defendant in the complaint the complaint shall be passed to the NZCF National Disputes Co-ordinator.

4.10 If the Executive Council of the NZCF finds there is a prima facie case to answer the complaint shall be passed to the NZCF National Disputes Co-ordinator. Where there is no prima facie case the complaint will be dismissed.

4.11 The NZCF National Disputes Co-ordinator shall act as secretary in all matters pertaining to the disciplinary process. For continuity and to give guidance on any technicalities previously discussed he/she will sit on all convened hearings committees in a non-voting, advisory capacity.

4.12 The NZCF National Disputes Co-ordinator shall be responsible for fully investigating the complaint. He/she shall contact the person or persons against whom the complaint has been made and offer that person an opportunity for an explanation and/or resolution.

4.13 The NZCF National Disputes Co-ordinator may, if he/she requires, appoint up to two more people to assist in the disciplinary procedure.

4.14 If the NZCF National Disputes Co-ordinator agrees that there is a case to answer, or if the Executive Council of the NZCF is the defendant in the complaint, the Executive Council of the NZCF will offer the complainant a hearing.

4.15 If the NZCF National Disputes Co-ordinator decides that there is no case to answer he/she will dismiss the complaint and all parties will be notified.

Process

5.1 If a defendant feels that a decision or disciplinary action is wrong or unjust they can appeal against the decision. An appeal must be lodged with the Secretary within 21 days of the date of the decision.

5.15 The Appeals Committee will advise the Secretary of the NZCF if the original decision has been upheld or of their decision and any punishment which it finds appropriate. The findings of the Appeals Committee will be binding on all parties and no further appeals will be allowed.

6. Review

6.1 This process will be reviewed at the last Executive Council meeting of 2017.

- **Registration Rules Amendments**

Imported Cats

Amendment to 14.1 "Application to register an imported cat must be submitted to the appropriate Registrar on an NZCF registration application form, to which must be attached a **certified** export pedigree and transfer certificate issued by the registering body or equivalent, being a body officially recognised by the NZCF, in the country or state with which the cat was registered at the time of export to New Zealand. Photocopies of certified export pedigree and transfer shall be acceptable, but breeder's pedigrees shall not be acceptable."

Amendment to 14.4 "For NZCF registration and transfer purposes, the date of transfer in the **registry of origin** is deemed to be the date from which the importer/new owner assumed ownership of the cat."

Amendment to 14.9 "An imported cat may be granted dispensation for exhibition, pending the arrival of the certified export pedigree and transfer form from the **registry of origin**. Upon application to the appropriate Registrar, this dispensation may be granted for a period not exceeding 6 months from the transfer date."

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.

Amendment to Registration Rule 15.31c

15.31c. Ragdolls imported for breeding from overseas and from other New Zealand registries can only be registered if both parents are clear of the HCM mutation. Appropriate documentation (test results of both parents) must be sent to the registrar when registering an imported Ragdoll for breeding.

Goal 3: Providing Assistance to promote, foster and encourage best practices in the breeding

of cats registered with the organisation.

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

- Re: Greenpeace Laws for the compulsory desexing of cats & dogs (update NZCF Coordinator Animal Welfare Officer S Mackay)
- Adoption of Coordinator Animal Welfare position description

Item 7 Portfolio Managers Reports

7.1 Business Finance & Administration (Gaynor Saxon)

- (a) Treasurers Report (Marion Petley)
- (b) Financial Statements for P/E
- (c) Complaints reporting

- World Cat Congress – Agenda items

7.2 Breed Standards Advisory Council (Jane Webster)

7.3 Shows (Janice Davey)

- Points system for New Titles (report back)
- Draft Risk Register (Health & Safety – D Armishaw)

7.4 Judges (Deb Armishaw)

- Review Judges Manual, section 4 (Reimbursements to Judges)
- Appointment of Tutor Judges – Expression of interest
- Judges Contracts "the way we do things" (Judges Registrar role)
- Long Service Awards

7.5 Flash Cats & Marketing (Wendy McComb)

- Pet Insurance – Pet Sur Proposal

7.6 Registrations (Annette Dunn)

- Refer EC decision to remove " Imp NZ" from Catz Inc registrations

7.7 Information Technology (Deb Armishaw)

- Availability of storage on ROCAP for immediate access

Item 8 Any Other Business

Chris M Lowe
Secretary NZCF