



MINUTES OF THE MEETING OF THE EXECUTIVE COUNCIL HELD at the Bay Plaza Hotel 40-44 Oriental Parade, Wellington on 24-26th November 2017 commencing 5.00 pm Friday

Meeting opened with a welcome to Diane Holtom
Health & Safety briefing given by Janice

Item 1 Attendance & Apologies

Jane Webster (Chair BSAC PM)
David Colley (Judges PM)
Janice Davey (Shows PM)
Diane Holtom (Finance/Admin PM)
Wendy McComb (Marketing/Publications)

Secretary: Chris M Lowe

Treasurer: Marion Petley

Apology: Deb Armishaw

Chair: "That apology of Deb Armishaw is accepted."

Carried

Chair: the Secretary has requested that this be discussed by the Executive Council – "what format do you require the minutes to be completed in"?

- Varying styles of minutes including just resolutions
- No names attached to the comments or points
- including or not including discussion
- if someone wants something in the minutes recorded including their name that is their choice
- Recording of discussion can sometimes lead to misinterpretation
- When going into committee better explanations are to be given
- A resolution to go into committee does not have to be a unanimous vote.

EC resolved that bullet points are used for discussions with no names attached unless requested

Chair: We may have members present as observers at this meeting so we will endeavour to be as organised as possible and deal with items which they are interested in, i.e. codes of conducts etc., which will include trying not to go into committee while they are here. All EC meetings are open for any financial member

to attend and the Chair may or may not allow people to speak at those meetings. It is simple matter of courtesy that the Secretary should be advised if members are going to attend as this will allow us to ensure that appropriate arrangements can be made to accommodate them at the meeting.

Agenda Items: Chair requested that the complaints are to be left until Sunday but the Business Admin report will be dealt with Saturday under normal reporting procedure.

Item 2 Confirmation of Minutes of EC Meeting

- 4-6th August 2017

Confirmation page 6 “breech” to read “breach” (include action box)

Page 8 item 5 – business plan are given as dates are 2017 – 2018
Change it to 2017 & 2018

Page 14 Item show package fee – because should say ‘**but**’

Page online survey “**mis-givings**” to read “**misgivings**”

**Janice/David that the minutes as amended be accepted amended Carried
4.0.1 (Diane)**

- 28th August 2017 (Teleconference)

Jane/David: “that the minutes of teleconference are accepted as a true and correct record.”
Carried 3.0.2

- Teleconference In committee Minutes (15th October 2017)

Chair: a submission came through regarding this set of minutes so it would be appropriate to deal with that submission now. Not usual practice to give reasons for a resignation even if provided.

Jane/Janice: “That the minutes of teleconference (15/10/17) be approved.”

Carried 5.0

Item 3 Matters Arising from the Minutes

EC Minutes August 2017

- Steward/handlers lists (page 2) **refer to Shows PM report**
- Reviews desk file/job descriptions (**page 5**)

“The EC resolved that this be added to the business plan (completion August 2018) responsibility of all Portfolio Managers.”

- Freelance Breeders submission (page 7) circulated for comment
no further comment

Chair: resolved that the Secretary will respond to the author of the submission.

FOLLOW-UP RESPONSIBILITY	ACTION
NZCF Secretary	<ul style="list-style-type: none"> • Letter to be completed follow-up on the submission

- DDP review re: regarding refunding of fees (page 7)
Item used to be in the DDP – replied previously to this (at the time)

Chair: That this matter lie on table (Governance Officer to come back with proposed wording.)

- Page 8: Re: into committee session – draft apology

FOLLOW-UP RESPONSIBILITY	ACTION
NZCF Chair (Jane Webster)	<ul style="list-style-type: none"> • Follow-up regarding the issuing of an apology to the Registrar and the Observers

Feasibility Study – online shopping (page 13) refer Publications/Marketing PM report

Activity Advisors (page 10-11)

- needs to be a working proposal
- Need to set out responsibilities – this needs to be circulated in between meetings with a push for presentation at the AGM
- Members have indicated that they would like to see a presence of EC members at shows.
- Ian did put an article in flash cats but there had been no responses.
- This subject could be included under General Business for AGM

EC Resolved that Ian Gray be invited to prepare an item for general discussion at the 2018 AGM

Review Allowances – refer Agenda item 7.1 (b) (iii) **Marion**

Education Portfolio sub-committee (page 19) this is a proposal that Jane is currently working on – it was initially put forward by Christine Yeung at the 2017 AGM.

Judges PM **Page 23:** work together with Judges PM for general seminar
There was talk about the holding of one refresher for Judges
the other action point related to Tutor Judges appointments.

Chair: Management Statement

If you receive an email from a PM or the Secretary please ensure that you acknowledge receipt of the email then there can be no doubt that you have received the email. If you get no follow-up please advise the Secretary or Chair.

Other Discussions:

- Judges Annual licensing
- Uploading latest issues of flash cats onto the website
- Updating information on website – ensure that the webmaster is advised if there is any urgency with the upload. If any significant delays are reported refer to the Secretary for follow-up
- Page 8: Marion- IT package fee (motion required fees amended from Feb 2017)
- How items are placed on the matters arising list for each meeting
- In committee minutes: are completed for all sessions. It is the Chair’s responsibility to sign the minutes off – after receipt of a legal opinion the in committee minutes are not circulated.
- Page 7 refer: show package fee this was amended but were not amended correctly the motion was recorded later in the meeting
- Historical storage – signed off policy on destroying records

Item 4 Correspondence (inwards received/outwards endorsed)

**Catz Inc
Membership of WCC:**

Wendy/David: “That we do not feel comfortable in nominating Catz Inc. until further information is available – at which time the NZCF membership will have an opportunity to vote on nominating Catz Inc for membership of WCC.”

Carried 5.0

FOLLOW-UP RESPONSIBILITY	ACTION
ILO (Chris Lowe) to advise WCC Secretary NZCF	<ul style="list-style-type: none"> • That the matter of nomination will be discussed in February • Place on agenda for Feb EC meeting

Other discussion:

- Show Rule Change: relating to **veterinary requirements** at our shows (21 day rule & 90 day rule in particular)
- Submission regarding **Judging techniques** has been referred to the Judges PM to flag issues with all officiating judges.
- Are cats still covered under the “**Consumer Guarantees Act**”
- Timeframes for responding to **complaint follow-ups** -unless otherwise instructed the Secretary will give fourteen (14) days’ notice
- Catz Inc registration issue (highlighted in Australia) (EC member will bring back details to the next meeting)

- Comments on Personnel Policies which was lodged as a complaint and subsequently forwarded by the complainant to all EC members has not been accepted as a complaint – as it does not meet the criteria. Under our new policy all complaints are forwarded to the National Disputes Coordinator (NDC) therefore it would mean that the document would not be tabled at this meeting. There has been no response from the complainant

Chair: having talked to the member on the phone I am absolutely confident that she wanted it tabled at this meeting as a response to the agenda items but because we have not had a reply this to be tabled as a response to the agenda.

- Page 20 Conflict of interest (Wendy McComb) was identified regarding the commercial proposal. It is important that the EC give the proposal the time it deserves considering the amount of work that has already been done by Joni McComb.

EC resolved that this matter is placed on the agenda for the February meeting.

FOLLOW-UP RESPONSIBILITY	ACTION
Secretary NZCF	<ul style="list-style-type: none"> • That this matter be placed on the agenda for the February meeting
IT PM (Deb Armishaw)	<ul style="list-style-type: none"> • To continue to liaise with Joni regarding this presentation

Meeting adjourned 7.00 pm reconvened 8.30 a.m.

Open inquorate – absent Wendy (Marion)

Chair: Incident paperwork has been provided from the hotel under the H&S policy which will also be supported by NZCF H&S report.

Plan: inquorate will make all the decision we need to if we had a quorum – will follow-up with a teleconference to ratify.

Discussion: Procedural (Complaints)

- Nelson Cat Club complaint has been referred back
- 5 open complaint files, yet to be signed off
- Finance/Admin PM will deal with the existing complaints files other than those that are to be sent onto the NDC (National Disputes Coordinator)

Chair: In general we will not be involved with complaints, if someone does not want to go to mediation it will go to a hearing.

- Repeat offenders are of concern
- Refund of complaints fee when complaints are withdrawn prior to referral to NDC

FOLLOW-UP RESPONSIBILITY	ACTION
NZCF Secretary	<ul style="list-style-type: none"> Follow-up on definition under the Consumer Guarantees Act in relation to cat Breeders

Janice/David: “That the inwards correspondence is received & the outwards endorsed”

Item 5 NZCF Strategic plan review and/or updates

- Direction and focus/Business Plan

Submission: tabled

- EC should not be taking anything out of the business plan we can use colour codes to identify so therefore would become a historical record of the action taken. We do review it at every meeting and keep it current there is not always a great deal of change under all PM.
- Is the business plan the right place for routine parts of our job perhaps more extraordinary items would be what is shown here.
- Rule changes (are traceable back) but with the plan once removed they are gone – could be another record setting in behind the business plan.
- could use a tick box on the plan – progress plan – governance doc should be out by the 31st January, gives the AGM absolutely the picture as to how the EC have performed.
- Progress to measure performance – measuring tool
- (Bus/Admin PM) submit to AGM -
- To agree the primary items for delivery and focus within the periods August 2017 to February 2018
- (Feb/August/November AGM) in November give a progress report on what has happened. Would like this to be a more powerful document currently under the ownership of the governance officer.
- Potentially it is one of the best management tools
- 2016 to 2019 needs to flow better in goals – PM personally need to work to the plan
- Updating of manuals – e.g. Judges should be done on a section by section basis.

Chair: We think the business plan is a wonderful thing – picking up on Chris’s idea of using it as a performance measuring tool. Governance documents officer to do the physical amendment, the PM Finance/Admin will be the management. We want to develop it as a performance measuring tool to present to the AGM.

Item 6 Matters Arising from the 2017 AGM

Microchipping The management process that NZCF looked at appeared to be very complicated NZCF would still like to progress with this project.

FOLLOW-UP RESPONSIBILITY	ACTION
Zena Pigden (NZCAC)	<ul style="list-style-type: none"> Follow-up on the microchipping programme – letting her know that we are still interested

	<ul style="list-style-type: none"> • Training programme changes – protocol has changed for vets to carry out training only • Zena to be asked to progress with this project
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**Page 7 Bus/Admin review procedure
Education programme**

FOLLOW-UP RESPONSIBILITY	ACTION
Diane Holtom – Bus/Admin PM	<ul style="list-style-type: none"> • Education programme • Cattery accreditation(submission from Jody Robinson-Wildey to be further reviewed

**Page 8 – Online
Elections**

The IT PM working with Peter to develop proposed online breeds section survey which will in turn assist with the Online Election Procedure.

- added email address so that it can tell you when you have voted
- collating information, and sending of to the scrutineer, in this case would be sent to the breed section (added requirements, response successfully managing a vote
- issues identified by this process will roll over into the election process
- It is hopeful that most of the negativity around the elections will be eliminated.
- We had the biggest voter turnout despite the negativity we will undoubtedly get better, it is the way of the future and we are committed to it.

AGM Dates

Review of the Date for the 2018 AGM

- The principle issue with an April is the workload on the Secretary dealing with membership (January), an EC meeting (February) and circulating documents for the AGM (March).
- Report back later in the meeting about possible options available to manage
- 2019 date has been set for the second weekend in May
- Remit for AGM setting the AGM in concrete with Constitutional change

Outclassing of Kittens

Page 10: Recommendation from AGM

- Circulate to Judges to discuss prior to Feb EC meeting
- Reclassification is currently under the responsibility of the Judges PM therefore Judges would definitely need to be consulted.
- EC agree in principle with the need to allow kittens to be outclassed on the day of the show

FOLLOW-UP RESPONSIBILITY	ACTION
Judges PM (David Colley)	Look at review of rule to allow for reclassification on the day (refer back later in the meeting)

New Title Points Page 11 – we are already capturing of data for new title points system it is on track for the new show season. The procedure only got deferred due to the IT bottleneck, but the honours registrar has been keeping a separate file.

Flash Cats (gift) Subscription for non-members gift cards will be included in the 2018 schedule of fees.

Item 7 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;

Governance:

(a) Members Code of Conduct: The members code of conduct (as circulated) to be accepted and included in General Rules & Policies **(Attachment A)**

Chair – (with Governance Documents Officer hat on) reported that she thought that the document had not been approved when in fact it actually had. A number of agenda responses specifically mentioned the Members Code of Conduct – some about wording used and one about the fact that there had been no indication it had been drafted and was to be accepted at this meeting.

This code has been in place for 3 years, having been approved at the November 2014 EC meeting. It was circulated for comment ahead of the meeting (in Flash Cats 3rd-Quarter 2014) and then circulated again after approval (in Flash Cats 4th-Quarter 2014).

The recommendations which make the final two points of the code of conduct are clearly labelled as recommendations rather than requirements under the code.

Meeting adjourned for morning tea 10.05- 10.20

(b) New and Amended Policies: The policies, as circulated, dealing with confidentiality and conflicts of interest (amended from those already in use), as well as anti-bullying and social media use (both new) be added to General Rules & Policies as 'Section 8. Personnel Policies', with consequent renumbering as required.

(Attachment B)

- (i) Anti-bullying policy draft
- (ii) Social media policy draft
- (iii) EC Conflict & Confidentiality

Deferred in case members with an interest in this proposal attend.

Tabby Patterns: The BSAC recommends that the current descriptions of the four tabby patterns in the introduction of the Standard of Points be replaced with the more

detailed versions (as circulated) which were formerly in use. **(Attachment C) refer to BSAC Portfolio Managers report**

Chair: consultation with NDC – Draft mediation agreement

Chair: this is the first step in the process we need to accept the mediation agreement – You can only go into mediation if both parties agree.

- Agree to review this process in a year
- Common Law rights - if someone defaults based on this agreement
- Non identifying way to redact a summary so that NZCF can publish the outcomes of complaints (Privacy Officer)
- Once agreement has been mediated they can then go to court based on this agreement, if they are in breach of the agreement then it is out of the hands of the NZCF

Janice/David “That the mediation agreement is adopted as a mediation process, placing it in the Disputes & Discipline document.”
Carried

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

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.

Item 7 Portfolio Managers Reports

Chair: With leave of the meeting complaints report to be held over until all PM reports have been given.

7.7 (add item to agenda) **Registration Report** is to hand and will be presented by the Chair

7.1 Business Finance & Administration (Diane Holtom)

My best way forward was to work through Ian’s report initially as some of the items were relating to his Chair role.

Signatories Should be someone outside accounting
(Chair/Business-Admin/Vice Chair)

Undocumented Complaints

Policy needed to deal with letters of concern – included in the D&D document

- legal advice on letters of concern (Chair)

Discussion Topics:

- IT issues all sorted
- **Flash Cats** – articles (Jane: re Palmerston North City)

- Council Consultation).
- Council consultations the - NZCF does not have a policy developed that the Clubs can use for discussion with their local bodies.
- **Advisor Activity** absolutely no responses received to the articles.
- **Recognition of service** – life membership service medals review (need to be able to wear the medal – current medallion simply not practical)
- **Service Ribbons** – could also be looked at

Chair: moved from the chair “That life members of NZCF are recognised on a webpage.” (to include photograph and citation)

Animal Welfare Officer (Sue Mackay) requested that consideration be given to providing her with a regionalized list of members that she can contact when discussion Council reviews. We want to provide sue with information about our members that we are currently not authorised to release – could be an option to include on the membership form.

- **Investigate** the practice of email decision making

FOLLOW-UP RESPONSIBILITY	ACTION
Secretary NZCF	Review membership form to include approval for Council review (Animal Welfare)
Bus/Admin PM (Diane Holtom)	Review life membership service medals design Life members to be included on the website page

Privacy Officer Appointment – Christine Yeung (job description has not been provided, discussed but not completed) legal advice was obtained for appointment outside of the EC, appointment letter and confidentiality documentation signed off.

Name Badges: EC pin (particularly for EC members so that exhibitors know who folks are etc. EC council member (they can be passed on to next elected member).

NZCF Policy on Microchipping

FOLLOW-UP RESPONSIBILITY	ACTION
Bus/Admin PM	<ul style="list-style-type: none"> • Follow-up on Job Description for Privacy Officer – work with Christine to develop • Life memberships to be included on website page • Follow-up with Zena regarding the NZCF Policy statement around microchipping
Treasurer (Marion Petley)	<ul style="list-style-type: none"> • To follow-up on badges for EC members
Governance Officer	<ul style="list-style-type: none"> • Electronic discussions by EC we need to investigate rules around

	email decision making.
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- Backup method Secretary’s computer system – technician to install computer and backup will be looked at appropriate time.
- Treasurers Report (Marion Petley)
 - (b) (i) Financial Statements for P/E

Diane/Janice “ Approval of accounts for the period 01/01/17 to 31/10/17 totalling \$37,867.56 (incl GST) be approved for payment in retrospect” Carried

Discussion:

- **Job profit /loss statement:** In the past the Treasurer has been able to itemise all the details for every income centre but because of time constraints this can no longer be done.

Chair: this information is in the database however the IT query is not in place to do this and we have to acknowledge that there is an IT bottleneck at the moment so some of these reporting functions we have to put on the backburner until the really important IT work is completed.

- **Membership** down by 20 this is predominantly Associate memberships they no longer wish to show their cats because of the atmosphere.
- **People’s behaviour** is financially affecting NZCF
- Reminder to clubs about providing the calculation sheet for **benching fees** to be included in forum notice

(ii) 2018 Schedule of Fees

Chair/Janice” That the 2018 schedule of fees approved.”

(iii) Discussion paper on Policy & Guidelines for (EC) members Claims for refunds of costs, and payment of quarterly Allowance

Discussion:

- EC resolved that on a trial basis any EC member who wishes to make their own flight bookings may do so and seek reimbursement from the Treasurer.
- The proposal regarding EC allowance requires more work
- Motion was passed at an EC meeting regarding reimbursement of expenses for retiring EC members to attend the AGM. There was some difficulty with the wording and where it should sit in the document. Jane drafted the wording, and circulated to the EC (counter proposal did not match the resolution) abandoned when a separate proposal came forward. Rewording /agenda for the February meeting (circulate prior to the EC meeting)

FOLLOW-UP RESPONSIBILITY	ACTION
NZCF Treasurer	<ul style="list-style-type: none"> • Follow-up on allowing EC members to complete their own flight bookings as an option • Check out if credit card insurance is linked for insurance purposes (domestic flights)
Governance Officer (Jane Webster)	<ul style="list-style-type: none"> • To look at the rewording regarding

	AGM attendance of retiring and newly elected EC members – circulate prior to the Feb Meeting <ul style="list-style-type: none"> • Agenda for the Feb EC meeting
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Adjourned for lunch 12.30 -1.15

Appointments:

“For new appointees taking up NZCF appointed positions that a 90 day trial period will apply.” Carried

Chair: “That all applicants for appointed positions are approved.”

- (d) Complaints reporting (Secretary) (defer to Sunday)
- (e) Privacy Officers report (Christine Yeung) none tabled
- (f) World Cat Congress – report as per Flash Cats articles

Discussion:

- Suspension of WCF at the WCC there appears to have been details of this suspension being misreported. The WCC Secretary has been advised that this matter was tabled for feedback from NZCF. The WCC delegate will follow-up with the Secretary.

EC resolved “that the Judges PM will liaise with the ILO on affiliation of those organisations extending invitations to NZCF Judges for assignments overseas.”

FOLLOW-UP RESPONSIBILITY	ACTION
Judges PM David Colley	<ul style="list-style-type: none"> • Include the liaison with ILO in the Job Description for the Judges PM role

2018 World Cat Congress – is in April in Milan the WCC delegate & (at own expense) EC Chair are likely to attend. Delegate Judges have not yet been confirmed.

Diane/David “That the Business /Admin report is accepted

7.2 Information Technology (Deb Armishaw) presented by Chair

Discussion:

- Joni McComb proposal deferred until Feb meeting
- Online payment gateway – (no further progress) to this or the DR CR process.
- Training for the online credit payments is needed

“EC accept in principle the need to have a workshop which will be finalised at a later date.”

- Online consultation with follow-on to the online voting for the elections. Unfortunately with the finer tuning of this process for surveying the membership has caused an IT bottleneck but we are going to end up with a really good procedure.

FOLLOW-UP RESPONSIBILITY	ACTION
IT PM (Deb Armishaw)	<ul style="list-style-type: none"> • Recommendation for the online voting to be fine-tuned and report back to the February meeting.

- Admin pages about the integration of the database there is a great deal of work being done in IT.
- Updates for breed photographs via the breed Reps are to be requested. Breed Reps to contact IT PM direct with any updated images.

Chair: “That the IT report be accepted.” Carried

7.3 Breed Standards Advisory Council (Jane Webster)

Tabby Pattern Descriptions refer: Agenda Item (attachment C) Goal 1

Discussion Points:

- When the proposal was circulated concern has been expressed that the ticked tabby pattern disadvantaged homozygous ticked tabbies which show fewer head markings than the heterozygote ticked tabby.
- This has been discussed by the BSAC who agreed with the points raised but as the proposed changes were not finalised before this report was submitted, there will be a verbal update at the November meeting.
- Regarding this from a judge’s point of view on the bench they do not know if the cat is homozygous or heterozygous, and up until now these cats to the best of my knowledge haven’t been disadvantaged. They usually show some and again the individual standards will advise the judge what is looked for.

EC resolved: That the long version of the tabby pattern description for Classic, Mackerel and Spotted are accepted but the Ticked Tabby Pattern short version will stay until the review in November 2018.

Australian Bombay: To develop (during 2018) a proposal to merge the two Bombay breeds into a single standard, with due consideration of the Burmese head defect for which we now have a DNA test.

Discussion:

- A change was made to the standard allowing British to be part of the breeding group over and above the original allowable outcrosses.
- This will still require some changes to ROCAP but will be less of an impact for both Peter and the Registrars, and keeping in line with overseas registries including country of origin for nomenclature that the Bombay (American) remain BOM and the AUB possibly be renamed NZB or BNZ (Bombay New Zealand).
- Instead it seemed possible to take the first step in the process and satisfy the primary request by simply renaming the current 'Australian Bombay' to 'Bombay' and the current 'Bombay' breed (apparently inactive) 'American Bombay'.

EC Resolved that the following breeds are renamed:

Australian Bombay (AUB) changes to Bombay (BOM)

Bombay (BOM) changes to American Bombay (AMB)

Meeting adjourned at 3.30-3.45 for afternoon tea

Observer present: Sally Dennehy

Scottish Fold The NZCF has been approached by the representative of the Companion Animal Veterinarians branch of the New Zealand Veterinary Association (CAV) to discuss “the health challenges that Scottish folds face” and the “concerns raised by NAWAC” about the breed. CAV is planning an article on Scottish Folds in their March magazine and would like to include measures that NZCF is taking for the welfare of these cats. This will be followed up for an article for release in the magazine.

Persian Breed Section The consultation was delayed this was because of the short lead in time for the consultation it certainly was not the fault of Sue Mackay the breed rep as may have been implied in the August EC Minutes. Sue has already initiated a facebook page for section members to communicate any concerns leading into consultation. The bottleneck at the BSAC was the cause and this was also one of the consultations that was to be part of the online voting.

Birman Breed Section Consultation: Online voting – caused delays in consultation which meant that the standard was circulated prior to the consultation I have apologised to the Birman Breed Section for that. The statement regarding the acceptance of Cinnamon was incorrect – and was poor research on my part – realised that the wording had not be put forward by the submission – and I updated the standard myself; this was not appropriate.

BSAC do recommend the acceptance of the Templecat breed and they accept the very strong feeling of the breed section.

Concerns regarding the name it would not be normal for BSAC to rename a cat that has been accepted by another registry – if a change was recommended the name would be Birman Shorthair.

The BSAC have used the normal procedure followed in the past particularly with the acceptance of the Cashmere.

Templecat Application Janice Davey registered a conflict of interest as Breed Representative and EC voting member

Chair: acknowledged

Discussion:

- EC acknowledged the excellent job done by the Janice Davey Birman Breed Rep and also the exceptional turn out by the breed section.
- The BSAC still recommend provisional acceptance of the Templecat which is not in line with the breed section vote.
- Unilateral one way intermateability; Templecat - variants would not be able to

be shown

- as regards the name (submission from Sacred Temple against the name) It would not normally be acceptable for us to rename a breed that is already recognised in another registry could be “ Birman Shorthair”.
- With regards the procedure for approving a new breed this is the procedure we have followed in the past particularly with the Cashmere, it was discussed and agreed that it was the correct procedure.
- BSAC decision to recommend the breed was not part of the breed section consultation; intermateability yes that breed section needed to be asked about that – that was why there was a single question.
- Somebody was exceedingly helpful and provided wording that they believed was the correct wording of the standard with particular reference to the tail, coat, and the single withholding faults for challenges – recommendations including the updates to the standard were accepted by the BSAC
- Straight profile was of concern because of the Siamese in the background but felt that the nose shape was adequately covered in the standard.
- 70 in the consultation 59 voters 42 members against the breed, 4 agree (option a & b) 10 did not respond, 3 undecided. Cannot believe that BSAC are over riding the decision of 71% vote of the breed section.
- Procedure stops old breeds continually blocking new breeds - this is a healthy breed that is accepted by one registry in the world. There was nothing malicious about non consultation.
- The applicants have options because the two registries are in NZ they can register with Catz Inc and call the LH variants Birman. That is of concern with the introduction of the shorthair gene into the gene pool
- NZCF would not accept the LH variant as Birmans – the concern is would they subsequently request them to be accepted as Birmans in NZCF. This of major concern

Chair: matter lie on the table until Sunday (Sally left the meeting)

Pergals Application:

“That the BSAC does not recommend the acceptance this hybrid breed.”

Chair/Janice: “That the NZCF does not accept the “Pergals” hybrid breed.”

Chair/Janice: “That the BSAC report (except for Templecats) is accepted.”

7.4 Shows (Janice Davey)

Behaviour at Shows Issue of a cat being benched after vetting was complete, was reviewed by the EC and clubs are reminded that they must ensure that the veterinary requirements are adhered to with particular reference to Show Bylaw 8.6.

Policy

Statement: **“Allegations of breaches of any NZCF rules are to be Directed to the registered office of the NZCF Secretary and not directly to individual Portfolio Managers.”**

FOLLOW-UP RESPONSIBILITY	ACTION
Secretary EC	<ul style="list-style-type: none">• Notify clubs

Discussion Items:

- Annual Awards 2018 – confident that the extension to the annual awards system is ready for recording the 2018 show awards
- Submission regarding Judging methods referred to the Judges PM
- Risk management – Health & Safety booklet put together more work needed - There has been an increase in the number of reported incidents
- Closing date for 2019 Show Date Applications will be 28th February 2018
- Facebook page – discussed with Peter
- Website will have the ability to list Club Top 10's
- Spread sheet of UTJ & UTH tabled
- Verbal abuse at shows – including judges, exhibitors (NZCF is committed to providing a family atmosphere at our shows) an extension of the Clubs responsibility – extended and becomes an endorsement – PM to bring proposal back bring back to EC
- Exhibitors code of conduct

NZCF steward/handlers do you have to be a member of NZCF to remain on the list?

Recommendation: A document is put together (Judges PM) to be placed back into the Judges Manual. (separate section within the manual which relates only to steward/handlers) to include curriculum and policy details

With leave of the meeting the amendment to the Show Bylaw 10.1 & 10.2 was withdrawn so that disqualification clause can be looked at.

FOLLOW-UP RESPONSIBILITY	ACTION
Show PM	<ul style="list-style-type: none">• To bring forward amendment to Show Bylaw 10.1 & 10.2 agenda for February meeting

FOLLOW-UP RESPONSIBILITY	ACTION
Chris Lowe (Tutor)	<ul style="list-style-type: none">• To provide a copy of the steward/handlers file to the Judges PM for updating and inclusion into the Judge Manual

Veterinary Requirements - also included in the Judges PM report. Massey University wanted to do a study on the corona virus but were unable to proceed as they could not get enough control cats free of the virus.

- The 21 day & 90 day rule under our Veterinary requirements. Policing of the rule is difficult. FIP there is so much stigma around the disease and this includes lack of understanding.
- Massey University are currently doing free autopsies, (to investigate this further).

EC invites submission on the rules relating to veterinary requirements at NZCF shows.

FOLLOW-UP RESPONSIBILITY	ACTION
NZCF Secretary Shows PM PM & H&S Officer Judges PM	<ul style="list-style-type: none"> • To send reminder to the Club concerned • Update the 2019 Show Date Application form with closing date • Policy statement to be included in Club Show Schedules • Review of the Steward/Handlers list to be completed • Risk Management Health & Safety agenda for February meeting • Updated steward/handlers curriculum to be included in the Judges Manual

Meeting adjourned: 6.05 pm

Reconvened Sunday at 8.30 (absent Wendy McComb) (Sally Dennehy observer)

Chair: Being still inquorate the issue of acceptance of the Templecats is deferred to the February Meeting

(Sally left the meeting after being thanked for her contribution to the discussion)

Disputes & Discipline - refund there used to be a provision if the complaint was proved, but this is no longer in the document. Withdrawn complaint - an extra paragraph between 4.2 & 4.3 be added, worded:

Janice/David 4. Complaints

4.3 A. Fees will be refunded if a complaint is withdrawn before mediation or at the direction of the mediator or the Complaints Committee.

(this will have a review date November 2018)

Carried

10. Benching and Preparation

10.8 Removal of an exhibit from show:

10.8 Removal of an exhibit before the show has been officially closed without the prior permission of the Show Manager or Show Secretary will result in the loss of all club awards and NZCF annual awards points and any titles points. For planned early departures, permission should be sought as soon as possible, and a minimum of 24 hours before the start of the show, using the form at Appendix I. Emergency early departures still require the permission of the Show Manager or Show Secretary which should be recorded on the form at Appendix I.

FOLLOW-UP RESPONSIBILITY	ACTION
NZCF Secretary	<ul style="list-style-type: none"> • Review date D&D November 2018

Governance Documents Officer	<ul style="list-style-type: none"> • Update D&D and Show Rules • Reformat the form provided by Show PM (signature to be included)
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AGM 2018 date – review work flow issues have been identified, and with the February EC meeting along with the suggested April AGM has caused difficulties. **This decision is deferred until the Teleconference meeting**

Kitten Outclassing Recommendation from the PM:

David/Janice: for a kitten that appears to be entered in a wrong colour class – we ask for an allowance to be made for the kitten to be judged on three judges have had a change to concur and agree. Then the cat colour class will apply –

Discussion:

- The kitten colour will be free but the cat would be chargeable.
- Have to think about (reclassification) the breeders are required to provide a copy of their pedigree with their entry form if there is an issue on the floor, must have the paperwork on the day.
- If they have a **title** under the original colour how are you going to do it on the day. Genetically the colour must be correct on the pedigree. (Judges would not re class an adult cat without that information being made available on the day).
- Novice cat (first time showing – not titled)
- This is not a change to the General Rules & Policies so the wording can be finalised between meetings and it is clear in the minutes that kittens can be reclassified on the day
- Only lose titles for anything but silver and caramel (as long as the base colour does not change)

FOLLOW-UP RESPONSIBILITY	ACTION
Governance Documents Officer	<ul style="list-style-type: none"> • Review the wording of the resolution) • Investigate to extending to untitled cats • Review date November 2018

2018 Show Calendar– there have been some changes (there is a considerable drop in the number of rings being held) some clubs are combining shows.

2018 National Show - Committee is working really well. Recently lost their venue as it is not going to be completed on time. Show all going ahead at new venue, schedule is on the website. Awards dinner also changed venue because of the location of the show now booked with Bay Plaza. Some follow-up to be completed regarding the awards dinner. Parking could be an issue still to be negotiated.

National 2019 – a proposal from Patches & Pointed will be tabled in February
Discussion:

- Ian’s intention was to have clubs ballot for the National show
- we did not have clubs coming forward to take on the national shows this club had put in their application in November 2016
- National show for 2020 have to ballot (goes to the AGM)
- Auckland indicated that they would pick the hosting up if Patches & Pointed withdrew.

FOLLOW-UP RESPONSIBILITY	ACTION
Treasurer & Shows PM	<ul style="list-style-type: none"> • To follow-up on the medallions and numbers required

Janice/David: “That the shows PM report be accepted.”

7.5 Judges

(David Colley)

Discussion:

- Change of rules for cross over judges and making it up to those that have been disadvantaged

Chair: Agenda for the teleconference changing the supervised assignments to 4 & 4 from 4 & 2

(applies to the current school and going forward)

- H+S requirement is compulsory requirement for all judges – will this be part of the annual return (this is a requirement in all areas) If those who have not yet complete this want help the H&S Officer and the Show PM are available to assist.
- Judges are required to judge at least once every two years to remain on the judges panel (those who need dispensation come back to the Feb meeting)
- We should be helping to get Judges at least local assignments
- Statistics – There are a lot of international judges officiating at our shows “what is wrong with our judges? Does an international judge mean more entries?” Apology for not completing the work that ILO has been working on – this year
- 2017 out of our 39 Judges only 29 had NZ appointments covering 60 rings - why did we allow 41 International all breeds judges to come into the country. Our judges are not being utilized (it is not right – how are we going to progress)
- Already significant numbers of overseas judges coming in 2018 we are not currently in a position to bring in a rule at this meeting.

The EC agree in principle with the report regarding the lack of the use of NZCF judges in NZ. Janice & David to work together on the proposal and the ILO will provide international data regarding the use of overseas judges.

- Go back to the Judges and discuss how to handle “**when is it time to retire**” The CFA Psychology of Judging paper could be utilized.

Refreshers:

- Items on the agenda need to be consistent irrespective of where the refresher is being held.

- Chris Lowe is putting together a seminar and has requested that dispensation be given to allow those judges attending to have it count as a refresher. If they attend they will get dispensation 2017 & 2018
- EC also remind that this does not take away the judges right to hold a refresher seminar.
- Dates will be a fixed date mid-January –February if you are not attending these you needs to attend a refresher seminar before 28th February 2018.

David/Janice: we accept the seminars being organised by Chris Lowe will count towards dispensation – two seminars will be held one in the North and one in Christchurch.

FOLLOW-UP RESPONSIBILITY	ACTION
Judges PM	<ul style="list-style-type: none"> • complete notice for the Judges forum regarding dispensation being applied
Chris Lowe	<ul style="list-style-type: none"> • prepare a budget for the seminars

Chair: the EC are behind this idea for professional development which is useful, interesting and different. It is a really good way going forward

- Show rule 8.3 and its relevance to the showing of cats today
- False advertising on Trade Me about kittens that have pedigree in them when there is no proof of the sort.
- Look at why we automatically reissue the ‘right’ to a judge for another 12 months look at ‘licensing’ them or re applying every year
- Judges ability to judge – the completion of a form annually does that mean it should automatically be signed off. – was to include a line which is a declaration that they are capable.
- Listing of Judges on our approved Judges list will include listings for overseas eligibility. **(what is the criteria for overseas registries)**

David/Janice: “that the judges PM report be accepted.”

7.6 Marketing & Publications (Wendy McComb)

Report presented by the Chair

Item missing from the NZCF shop (water filter) a reimbursement is required (this is to be written off) Drinking Fountain: \$61 less GST & freight

Written off as reimbursement

Chair: “That the marketing & Publications report be accepted.”

7.7 Registrations (Deb Armishaw) presented by Chair

- **PM to send letter to breeder** as a reminder that there is paperwork outstanding that requires remediation to complete the import process.
- **PM to send letter to breeder** to remind of the requirements to be met when initiating a lease. This includes late payment fees, and possible suspension of breeding/prefix until the matter is remediated. Required to make payment within fourteen days of letter receipt or face suspension as per Registration Rules 15.2;

15.3; 15.5; 15.6; 15.8; 15.9; 17.13

- **PM to complete letter** as a reminder that there is paperwork outstanding that requires remediation to complete the import process.

Chair/Janice: That the registration of the two kittens identified will be carried out by the NZCF at no expense as discussed.

EC resolved that the PM recommendation regarding suspension is deferred to the Teleconference meeting

Chair: That the registrations report be accepted

Personnel Policy Submissions:

Chair tabled a response to the all of the agenda responses which had been received.

The following NZCF members provided responses on this topic:

S. Ford,
D. Gaskin,
D. LeBas,
L. Payne
Geyserland Cat Club,
Hamilton Cat Club,
Hutt Feline Club,
Palmerston North Cat Club, and
the NZCF Privacy Officer

All agenda responses were circulated to EC members before the meeting and as many comments as possible from those responses have been included in the discussion notes. Thank you to all those who took the time to comment and especially those who provided helpful suggestions of where things might be changed or altered to improve the proposals.

The areas highlighted in the circulated document were marking items which were additions or need more discussion - sometimes because there are pros and cons identified and sometimes because they would have follow on requirements which the EC might not yet be in a position to supply.

(Refer Attachment 1)

Meeting adjourned for lunch 12.35 - Reconvened 1.05 pm

(d) Complaints reporting (Secretary)

Chair: That the EC go into committee to discuss complaints

Chair: That the EC come out of committee

Two complaints have been referred onto the NDC for mediation

The other one is forwarded to the NDC as the EC find there is a prime facie case to answer.

Meeting closed 2.15 pm

Attachement 1

8. Personnel Policies

Overall

Some responses suggested that all members should have input into the policies.

All Members

8.1 All members are to abide by the **Members Code of Conduct (Appendix B)**.

A number of responses specifically mentioned the Members Code of Conduct – some about wording used and one about the fact that there had been no indication it had been drafted and was to be accepted at this meeting.

In fact, this code has been in place for 3 years, having been approved at the November 2014 EC meeting. It was circulated for comment ahead of the meeting (in Flash Cats 3rd-Quarter 2014) and then circulated again after approval (in Flash Cats 4th-Quarter 2014).

The recommendations which make the final two points of the code of conduct are clearly labelled as recommendations rather than requirements under the code.

Officers and Officials

8.2 All NZCF members appointed or elected to official positions within the organisation will be required to keep information confidential in accordance with the NZCF's confidentiality policy.

8.3 These personnel will be required to sign a confidentiality agreement acknowledging this policy.

Judges

8.4 In accordance with Judges Manual, all judges must abide by the Judges Code of Conduct (Judges Manual, Appendix A.)

Breeders

8.5 All breeders are required to abide by the **Breeders Code of Conduct (Appendix C)**.

Confidentiality Policy

Overall

There appeared to be no comment on the requirements of the confidentiality policy.

Introduction

8.6 In connection with roles and positions within the NZCF, members may be given or have access to confidential information provided by NZCF or by third parties. In this capacity members have a duty of confidentiality.

Scope

8.7 The confidentiality policy shall apply to all members of the NZCF holding appointed or elected positions (whether permanent or temporary) within the NZCF governance or management structures.

Definition

8.8 Confidential information is all information that the NZCF considers to be confidential or proprietary information of the NZCF or third-party sources. Confidential information may include, but is not limited to:

- a. a member's name, address, e-mail, phone;
- b. information about certain aspects of NZCF operational policies (e.g., survey data, appended consumer information, etc.);
- c. 'in committee' discussions (e.g., in Executive Council meetings);
- d. unpublished or pre-release versions of NZCF or third-party documents, emails, and information (e.g., drafts for discussion); and
- f. internal use only or limited circulation documents, emails, or information (e.g., discussion emails).

Policy

8.9 When appropriate, written confidential information will be labelled 'Confidential' but a lack of such labels does not remove the requirement of confidentiality. Confidential conversations should be noted as such.

8.10 Members subject to a confidentially agreement shall:

- a. not make any use whatsoever of the confidential information disclosed to them except for the purposes of the NZCF;
- b. not reveal any of the confidential information to any person except for those officers, officials, or professional advisers of the NZCF who have a need to know the confidential information;

- c. take such steps as are reasonable to preserve the confidentiality of the confidential information;
 - d. not make copies or duplicates of the confidential information except to the extent that it is reasonably necessary to carry out the NZCF's duties.
- 8.11 The obligation to maintain confidentiality and not to use the confidential information shall remain in effect even when a member has ceased to be an officer or official. The obligation to maintain confidentiality may be considered to have ceased if the confidential information enters into the public domain.

Conflicts of Interest Policy

Introduction

- 8.12 All NZCF officers must commit to work together in the best interests of the NZCF and not for personal, political, third-party, or financial gain.

Overall

The conflicts of interest policy has been expanded slightly from that tacked onto the bottom the confidentiality agreement. In the original text it focused almost exclusively on conflicts of interest which were financial in nature. This policy has been expanded to include items b. and c. – disputes and discipline and assessment and supervision. It is still necessary to accept that this is a small organisation and we will always need to differentiate between 'this person is my 'daughter-in-law / partner / best friend / worst enemy' and 'I know this person from our work together on the same committee over the last 10 years'. **This may need to be reflected in the policy.**

Agenda Responses

One submission was in favour of these changes while another felt that the introductory paragraph needed rewording.

- 8.13 It is recognised that many social and personal relationships exist, especially within a small organisation like the NZCF. While most are beneficial in that they promote good working relationships, it is recognised that there may be circumstances where personnel holding elected or appointed positions will need to withdraw from decisions or from undertaking certain roles, so that neither they nor the NZCF can be criticised for unfair bias.
- 8.14 Real or perceived conflicts of interest should be considered in decisions relating to or involving:
- a. financial matters,
 - b. disputes and complaints, and
 - c. assessment and supervision.

Scope

- 8.13 The conflicts of interest policy shall apply to all members of the NZCF holding appointed or elected positions (whether permanent or temporary) within the NZCF governance or management structures.

Policy

- 8.14 Personnel holding elected or appointed positions within the NZCF need to be conscious of potential conflicts of interest and:
- a. avoid placing, and avoid the appearance of placing, their own self-interest or any third-party interest above that of NZCF;
 - b. disclose involvement with other organisations, businesses, or individuals where such a relationship might be viewed as an actual or potential conflict between their personal financial interests and that of NZCF, and disqualify themselves from participating in any decision with respect to those interests;
 - c. advise of a possible conflict of interest and withdraw from decisions where, owing to their social or personal relationships, there might be either real or perceived bias; and
 - d. refrain from accepting duties, incurring obligations, accepting gifts or favours, engaging in private business or professional activities when there is, or would appear to be, a conflict between their personal financial interests and the interests of NZCF.

Anti-Bullying Policy

Overall

On the need for an anti-bullying policy – and indeed any of these policies - some responses felt that this was not making the NZCF 'a warm and welcoming place'. From the point of view of people who deal with the complaints being filed with the NZCF, we can assure you that a number of our members **do not** find it a warm and welcoming place and **do** want policies in place which make it clear to all members what behaviours are unacceptable. Although there seem to be a variety of opinions about the details of the policy, it is worth remembering that any member could have submitted a proposal prior to the EC's draft being circulated, or an alternate proposal for consideration afterwards. One of the respondents was specifically invited to supply an alternate policy which they had mentioned in their response, but we have had no response to this invitation.

One submission felt that people should be allowed to express their opinions another felt that the proposed policies should be both dropped and taken to an AGM for a vote. One respondent suggested that because they felt that there were bullies on the Executive Council that this policy should not be introduced

until the bullies had been reformed. Another thought was that bullying was rampant in the NZCF but that these policies should be dropped.

The policy was adapted from the template on WorkSafe New Zealand's website. One response felt that it was too long and should be a code of conduct.

Introduction

- 8.15 The NZCF recognises that bullying in the organisation has the potential for:
- a. serious consequences,
 - b. an individual to experience health problems, loss of self-esteem, and performance ability,
 - c. divisions in the organisation to occur as people take sides, and
 - d. loss of enjoyment for members and subsequent loss of support for the NZCF.

Definition

One response felt that the word 'unwanted' needed to be included in the definition.

- 8.16 Bullying is characterised by the following statements:
- a. Bullying is defined as unreasonable and repeated behaviour towards a person or group that can lead to physical or psychological harm.
 - b. Repeated behaviour is persistent and can include a range of actions.
 - c. Unreasonable behaviour covers actions which a reasonable person wouldn't do in similar circumstances, including victimising, humiliating, intimidating, or threatening a person.
 - d. A single incident is not considered bullying but can escalate if ignored. Managing performance in line with normal policies and processes (i.e., assessments of performance) is not bullying.
- 8.17 Bullying can include verbal (in person or in phone calls) or written (including email or social media) abuse, insults, or offensive language; it can involve spreading misinformation or malicious rumours; and can be behaviour or language that threatens, frightens, humiliates, or belittles another person or group.
- 8.18 Bullying can occur unintentionally, where actions which are not intended to victimise, humiliate, undermine or threaten a person, do actually have that effect.

One response felt that 'can occur unintentionally' was a get out of jail free card.

Scope

- 8.19 This policy applies to all members (including officers, officials, and affiliates) as well as non-members (e.g., contractors, visiting judges, show staff, exhibitors) who are

participating in NZCF or NZCF-related activities (e.g., NZCF meetings, club meetings, conferences, refreshers, and shows).

One response felt that there was no way to apply this policy to visiting judges. It is hoped that, when we have had a chance to train key personnel at shows to deal with bullying (to de-escalate, or deal with things while they are more easily resolved), that any bullying behaviour by any judge whether NZCF or a guest, would be able to be curbed.

Obligations

- 8.20 The NZCF will do the following to minimise and respond to bullying within the organisation:
- a. The Executive Council will minimise bullying within the organisation by:
 - i. establishing respect for the broad range of human values and character strengths required for the NZCF to survive;
 - ii. actively looking for ways to create a positive environment that officials and members feel is pleasant, fair, rewarding and positively challenging;
 - iii. encouraging positive leadership styles;
 - iv. training key officers and officials to receive bullying reports and give support and advice;

One submission felt that the NZCF Secretary should be receiving reports of bullying and while this is the case further on it might be considered useful to have a number of people in the NZCF who have received training to handle these issues in the first instance – as they happen, and before they escalate.

By comparison we have a person at each show looking after Health & Safety, rather than having just one person in the organisation dealing remotely with Health & Safety at events all up and down the country. This was highlighted because we don't yet have the mechanism to provide this training so it is something the EC needs to consider.

Another response wanted to know where the money was coming from for this training. Ideally if training could reduce the money we spend on dealing with complaints about bullying, this would seem to be money well spent.

- v. directing attention towards behaviour rather than people, and aiming to promote harmonious relationships across the organisation;
- vi. providing people who believe they have been bullied with a range of options to resolve the issue;
- vii. promoting low-key solutions before formal actions where appropriate;

- viii. aiming to repair the relationship and promote positive interaction;
- ix. openly discussing bullying, in both formal and informal settings, and providing information and training about it;
- x. identifying factors that contribute to bullying, and putting effective control measures in place;

One response helpfully suggested the removal of a comma in the preceding subpara.

- xi. ensuring the NZCF's processes and systems are fit for purpose and regularly reviewed; and
- xii. having regular membership surveys on NZCF culture.

One submission felt that surveys were of little value as they weren't binding.

Surveys are tools for gaining feedback from the membership, and are not generally binding – but the NZCF has remits to the AGM for that purpose.

Another response felt that there was no point in surveys because members were now not allowed to give an opinion, which did rather miss the point that the policy they were referring to related to using social media rather than using the already available methods of providing feedback – as well as surveys if the EC made more use of these.

The survey subpara was highlighted because it was something we are not currently doing, but would like to be doing more of. The continued development of the online voting system used at the last AGM elections seems likely to make this easier.

- b. Members (and non-members participating in NZCF activities) agree to:
 - i. tell appropriate officers or officials (including show officials) if they experience or see any bullying behaviours – if an officer or official is the person behaving in a bullying manner then advise the NZCF Secretary;

One submission felt that the Show Bylaws should be followed for incidents happening at shows. The Show Bylaws appear to be primarily focused more on exhibits and exhibitors (thus excluding some people who might need this policy) but it might be possible to amend them to support the Anti-bullying Policy and then split this policy into a number of documents. Not sure if that's the best option. Complaints at shows which do not relate to Show Bylaws are advised to the Show Secretary rather than the NZCF Secretary.

- ii. try low-key solutions (e.g., talking to the person initially, if safe to do so);
- iii. follow the NZCF's informal or formal processes when making a report;

One submission felt all processes should be formal.

- iv. keep an eye out for other people, providing support when seeing a person being isolated or experiencing reprisals; and
 - v. accept that perceptions of bullying may need to be negotiated.
- c. Officers and officials agree to:
- i. ensure all members have clarity on what their roles entail through rules and policy documents and codes of conduct;
 - ii. intervene early to call out and deal with any unreasonable behaviour before it escalates;
 - iii. record and investigate complaints fairly and in line with the NZCF's policies and processes;
 - iv. look for informal solutions before escalating an issue to higher levels (e.g., mediation or investigation) where appropriate.

8.21 When dealing with an allegation of bullying the NZCF will:

- a. treat all matters seriously and investigate promptly and impartially,
- b. ensure neither the person who complained nor the alleged bully are victimised,
- c. support all parties involved,
- d. find appropriate remedies and consequences for confirmed bullying as well as false or frivolous reports,
- e. communicate the process and its outcome,
- f. ensure confidentiality,
- g. use the principles of natural justice,
- h. keep good documentation, and
- i. have specialist external advisors available to help.

The issue of an external advisor again raised a concern about money and the fact that dealing with bullying was not the NZCF's core business.

Social Media Policy

Overall

One submission felt that this policy should be dropped and that it was in itself bullying.

Purpose

8.22 This policy is intended to provide members of the NZCF with clarity on the appropriate use of social media in a way that will provide support for, and not

detract from, the NZCF's role in the cat fancy and the wider community.

Definition

- 8.23 'Social media' is any online environment where websites or applications enable users to create and share content or to participate in social networking, for example Facebook, Twitter, video sharing sites like YouTube, personal blogs, Wikipedia, podcasts, and many more.
- 8.24 Participation in social media is any conversation or activity that occurs online where people can share information relating to or reflecting on the NZCF, its members, or anybody who participates in NZCF or NZCF-related activities.

Scope

- 8.25 This policy applies to all members as well as non-members (e.g., contractors, visiting judges, show staff, exhibitors) who are participating in NZCF or NZCF-related activities (e.g., NZCF meetings, club meetings, conferences, refreshers, and shows).

Policy

- 8.26 It is an obligation on all NZCF members that they shall promote the purposes of the NZCF and shall do nothing to bring the NZCF into disrepute. This obligation includes participation on social media.
- 8.27 The NZCF's Constitution, rules, and applicable codes of conduct (for judges, breeders, members, and exhibitors) include requirements and guidelines for the behaviour of NZCF members and these are also applicable to social media.
- 8.28 Any person subject to this policy must:
- a. act in a way which falls within the community expectations of good and appropriate manners;
 - b. be polite and respectful to the NZCF, its members, its affiliates, and any other related parties, including visiting judges; and
 - c. respond to others' opinions respectfully and professionally.

One agenda response was concerned with the use of **must** and **must not** in the following two paragraphs and instead suggested that the rewording of paragraph 8.28 would eliminate the need for para 8.29 (the **must not** para).

This was a very helpful suggestion, though refer below for the GCCF's comments about the need for a clear rule (and that would use **must**) and not a guideline (which might use **should**).

- 8.29 Any person subject to this policy must not:
- a. criticise, disparage, or make derogatory or negative comments about the NZCF, its members or affiliates, or any domestic or international judges;
 - b. make negative or adverse comments about show exhibits; or

- c. harass, bully or intimidate any person or organisation.

This para received the most comment.

The social media policies of a number of organisations were reviewed and wording pulled from various sources, including cat fancy sources, and though some other groups used similar wording with **refrain from** rather than **must not**, the comments of the GCCF in developing their social media policy summarised the issues at hand:

“... the Board considered adopting The Kennel Club social media policy... However, the Board agreed that the Kennel Club policy **offers only guidelines, without providing a clear rule**.... This would not offer the protection the Board seeks for GCCF, its stakeholders, and most importantly individuals, a number of whom have expressed concern and asked that something should be done.” *[emphasis added]*

I feel it is worth quoting some more of the GCCF report to give an alternate point of view to the oft-repeated statement that the introduction of these policies is an attempt by this Executive Council to introduce a ‘gagging order’ – and are unlawful or against declarations of human rights.

“Additionally, there are significant legal exceptions to the right to freedom of speech quoted by the proposal’s detractors. *[The exceptions]* include using threatening, abusive or insulting words intending or likely to cause harassment, alarm or distress, or sending another any article which is indecent or grossly offensive with an intent to cause distress or anxiety. In effect personal abuse via social media is another form of bullying and *[GCCF]* has agreed ‘unacceptable and aggressive behaviour’ should not be tolerated (rule 4:30).

“GCCF does not need internet trolls and bullies, and there should be provision for action against them to be taken when necessary without recourse to legal expenses. The Board’s proposal allows this.”

It should be noted that this paragraph which caused so much protest appears to have been a problem **only** when it related **to the NZCF**. It seems that a rule against criticism or disparagement **on social media** is more acceptable when it serves to protect NZCF members, clubs, and judges, but it was unacceptable to give the NZCF as a whole the same protection.

Some submissions went on to state that a rule against members using social media to criticise and disparage the NZCF was unlawful.

The reputation of the NZCF is part of the organisation’s assets and members criticising or disparaging it **on social media** run the risk of diminishing the NZCF in the eyes of the public and, by doing this, tarnishing the point of difference that breeders (in particular) have between them and those belonging to other registries, or no registry at all. If people wish to advertise that their cats are registered with the NZCF, it seems to make poor sense that other members should be allowed to make derogatory comments about the NZCF on social media – or to be allowed to make disparaging comments themselves.

One of the responses was very helpful in suggesting alternate wording which was felt would make it clear this wasn't intended to prevent all criticism by reminding people of the existing channels for comments and criticism and encouraging people to use them. The suggested wording was an addition to the beginning of para 8.29 to read:

"Constructive criticism is encouraged and welcomed. Submissions can be made through the NZCF Secretary, however any person subject to this policy must not:"

8.30 Written permission must be obtained before any statements or comments are made on social media on behalf of the NZCF, or which may be construed to be on behalf of the NZCF, or before using the NZCF logo. Requests under this para should be directed to the Secretary.

8.31 Any person subject to this policy must obtain written permission from any member of NZCF or any visiting judge before publishing photos or videos of them on social media. Requests may be made, and permission given, by email.

8.32 No photos, videos, or results shall be posted until the conclusion of a show.

The preceding two paras received some comment, including advice from the Privacy Officer. They were highlighted because it was already apparent within the EC that there were differences of opinion. Some being in favour of limiting photography and sharing of photos online – potentially with judges (points raised at AGMs 2016 and 2017) - and the unnaturally intense scrutiny of videos of judging (AGM 2017). Others felt that any restrictions should not impinge on the use of social media as this is one of the best tools to promote shows – sometimes even while they are in progress (live streaming World Cat Show, etc). Two submissions commented on the historical aspect of photos taken at shows.

The privacy officer's advice was that New Zealand law allows for photos taken in public places. One agenda response was strongly in favour of unrestricted photo-taking and sharing (though not while a show was in progress), while acknowledging that requests not take photos by any person would be adhered to. Another response supported both these paragraphs as they stood.

Policy Non-Compliance

8.33 Misuse of social media can have serious consequences for the reputation of the NZCF and the enjoyment of the hobby for members and exhibitors. All complaints of misbehaviour on social media by any person subject to this policy will be investigated and disciplinary action may be taken, or information passed to NetSafe or the New Zealand Police.

8.34 The NZCF has a formal Disciplinary and Disputes procedure which must be followed by any person making a complaint about a breach of this social media policy, and may include the payment of a complaint fee.

Summary

Some of the need to make these policies has been driven by the continuing rise in complaints from members and the public about bullying and harassment, often involving social media. Having an anti-bullying policy is also part of our commitment to meet the requirements of the health and safety legislation which was recently expanded to include workplace bullying.

With a few notable and much appreciated exceptions the overall the tone of the responses to the draft policies was in itself negative and disparaging of the effort put into drafting these policies. It seems likely that, had this sort of comment and language been used by the Executive Council toward a member of the NZCF, people would have been outraged, yet many of those responding felt that were not constrained by any need to behave in a reasonable, good mannered way when making a submission to people who have volunteered to serve on the Executive Council.

Personal Comment

Before I was elected to serve on the Executive Council I made submissions – many submissions – to the EC and I never felt the need to deliver them using the sort of disparaging tone and words that were used in these submissions. Even when my issue was not resolved at the EC level and I had to take it to an AGM it was able to be raised and resolved in a polite, reasonable manner.

As social media is sometimes suggested to 'turn of the politeness gene', it appears that some members of the NZCF feel that there is no requirement to bother with such niceties when dealing with the fellow members who are collectively **doing the work of the NZCF** as EC members. All of those who submitted responses have had and continue to have the opportunity to serve as Executive Council members and take their turn in this role. I hope that should they do so in the future that submissions and responses – even when critical or relating to passionately held opinions – are delivered with somewhat more politeness and less disparagement than those this EC has received of late.

Jane Webster