



MINUTES OF THE EXECUTIVE COUNCIL HELD at the Bay Plaza Hotel 40-44 Oriental Parade, Wellington on Friday 13<sup>th</sup> – Sunday 15<sup>th</sup> November 2015 commencing at 5.00 pm

- Item 1** Attendance & Apologies – Zena welcomed the members to the meeting (Gaynor absent)
- Item 2** Confirmation of Minutes of EC Meeting (28-30<sup>th</sup> August 2015)  
Corrections:  
 Page 3: Bulk Purchase: 'envelops' should be 'envelopes'.  
 Page 16: The two mentions of Show Bylaw 13.1 should be 7.8a. 13.2 is correct. Emma Kimberley (man the stand – National Show Pg 4 should be Jane Webster)  
 Marion: Page 16 13.2 complaint about a judge was discussed (no change)

***Diane/Deb: “That the minutes are accepted with amendments as submitted.”*** **Carried**

- Item 3** Matters arising from the minutes (Gaynor present)
- **NZCF Logo Rebranding** – Gaynor currently looking at some designs.
  - **Historian Committee** - report back on process for accessing cat records which are not covered by the Privacy Act (Jane Webster to report back)
  - **Kitten/Cat Notice Board** -rehoming section has been added
  - **Link to Standards** - Clubs to provide a link to the NZCF website especially for overseas judges
  - **Training Questionnaire** – (alternative approach to judges training) results have not been circulated to the EC (Deb Armishaw to circulate)
  - **Microchip Project** – Financial implications (Marion to review)
  - **Judge Emeritus** – included in PM report
  - **Privacy Procedure** - referred to the current Privacy Officer (Deb Armishaw) to review.
  - **Code of Conduct for Committees** (referred back) Gaynor to come back to the next meeting with a view to separating the code from the confidentiality document
  - Refer **NZCF Show Package** – f/up with Palm Nth covered in verbal addition to IT report (Z Pigden)
  - Jane – **nominations for elected positions** should be advised to the membership as they are received so that the membership is given an opportunity to nominate someone who might be a better candidate. This would be for Executive Council and Breed Representative positions. EC would need to agree on a process to allow for this to happen.

FOLLOW-UP RESPONSIBILITY	ACTION
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Deb (Judges PM)	Circulate the Training Questionnaire results
Jane (Governance Document) & Zena (Chair)	Initiate email discussion regarding the nominations and election process to enable the EC to put a remit together for the AGM 2016
Gaynor (Business/Admin PM)	Report back on code/confidentiality document
Marion Petley	Report back feasibility study – microchipping project

**Item 4** Correspondence (inwards received/outwards endorsed)

**World Cat Congress** *“EC resolved that NZCF put together a remit for the WCC 2016 Annual meeting regarding Complaints procedural policy for delegates.”*

**Chair:** *“That the EC go into Committee to discuss items of correspondence.” Carried*

**Chair:** *“That the EC come out of Committee”*

**EC resolved:** *“That legal advice is to be sought regarding the activities of a non member of the NZCF. “*

#### **Health Information Submission – Dr Genevieve Rogerson BVSc**

**Discussion Points:** Some judges do comment on some of these extreme physical characteristics however I have not noted many that appear to withhold placings due to these characteristics. On review of our breed standards some have guidelines on conformation pertaining to health issues but many do not. I acknowledge that NZCF judges are extremely experienced cat people & I have an excellent training through the NZCF judges’ school. However many judges will not have experience in health issues that may arise from extreme conformations.

I would like to suggest that the NZCF should add to every breed standard a list of any medical problems that may eventuate from an extreme conformation in that breed. In my opinion if present these should be treated as a challenge withholding fault. At the moment many cats can have conformation that may predispose them to medical problems but still fit within the breed standard.

By listing these medical problems it gives judges more awareness of the health impact on the breed and also more power not to award Top 10 placings to those cats with concerning conformation. Judges should also be encouraged to be open about these health issues so that breeders and owners can be educated as to why they are not desirable

**In Summary:**

- Judges be given an opportunity to discuss the submission at the Refresher Seminars giving an opportunity for Judges to be made aware of the submission which may in turn pave the way for changes in the standard of points.
- Any changes to the standards are consultative with the Breed Section
- BSAC are working towards a breeding policy for each breed encouraging best breeding practices

***“The EC resolved to refer the submission to the BSAC with a recommendation that conformation issues are covered in breeding practices guidelines and are addressed in breed standards.”***

FOLLOW-UP RESPONSIBILITY	ACTION
Jane Webster (BSAC PM)	Health Information submission – refer to the Breed Standards Advisory Council for discussion and/or recommendation Seek permission to send submission to any Judges Refresher Seminars – could also utilise the Judges forum to discuss the Standards.
Deb Armishaw (Judges PM)	

Meeting adjourned: 7.00 pm reconvened 8.30 Saturday

#### **Item 4 Correspondence continued.....**

#### **Palmerston Nth Cat Club Submission (re: website link new breeders)**

**Discussion:** That links are added to the NZCF website to a step by step guide for new breeders which they can download and print of. It is important that any online information that is provided is up to date.

Jane Webster was developing a website version for the Palmerston Nth Cat Club – this relates to breeding but this could easily be extended to include a link to Shows etc. by adding a button on the front page with a link to “how to show your cat” etc.

Accessible information should be placed on the NZCF website – it can also be linked into the governance documents.

The EC resolved that this is an excellent idea Jane will provide further information to Diane & Annette.

FOLLOW-UP RESPONSIBILITY	ACTION
Jane Webster	Follow-up with Annette Dunn (Shows) and Diane Holtom (Registrations) providing further information to allow PM to finalise documentation/information to be uploaded onto the website

**Southern Cross All Breeds Submission re: officials to run shows** (carried forward from August EC meeting)

**Discussion:** EC acknowledge that there is an issue country wide about the availability of experienced people to run shows. Many Clubs are functioning with a small number of people to run shows. The concept of having a national pool of qualified people is a very good one – but believed that logistically it will be difficult to manage.

**EC Secretary:** reminded the EC that part of the Strategic Plan is about showing – we have big gaps around judges and exhibitors that is why in 2013 the show coordinator project was brought forward for consideration. Albeit that the Strategic Plan has not been looked at for some time the Chair believes that current projects fit well into the plan – it is EC responsibility to bring any suggested amendments to the Strategic Plan to the February meeting. Should be presented at the AGM (2014 plan is on the website)

Summary:

- Further consideration is to be given to the development of the Show Co-ordinator role which was first mooted in 2013 with a paper coming forward from Chris Lowe.
- More Clubs need to take up the use of the NZCF show package for administration functions
- Clubs can use the no reply-forum to request assistance for show personnel.
- Strategic Plan – needs to be updated for presentation at the AGM

FOLLOW-UP RESPONSIBILITY	ACTION
EC Secretary	Notify the Affiliate Clubs that they will have access to the membership forum to call for assistance to run shows
Zena Pigden (Chair) Executive Council Portfolio Managers	Review the Strategic Plan for presentation at the AGM

**Expressions of interest: 2016 Appointed Positons**

***Diane/Annette: “That the expressions of interest for the appointed positions are accepted”***

Executive Council Secretary (NZCF Secretary) Chris M Lowe			
NZCF Treasurer Marion Petley		Companion Animals Trust Val Ball	
Editor Flash Cats	Gaynor Saxon	Honours Registrar	Joan Hill
SH Registrar	Sue Starrs	LH Registrar	Kaye Dixon
PR Registrar	Avon Aspden	Webmaster	Scott Walker
Health & Safety Officer	Sue Mackay	Historian	Jane Webster
International Liaison	Chris Lowe		

***Jane/Zena: “that all those who expressed an interest in appointment to the BSAC be accepted.”***

***Carried***

(Sue Gordon & Kim Mattler were thanked for their contribution to BSAC)

**Breed Standards Council**

Mike Godfrey	Dorothy Horton
Sue Mackay	Jody Robinson-Wildey

Genevieve Rogerson

Maree Roy

**Trade Me** – feedback on latest costings for advertising - Trade Me confirmed there would be no change to their new advertising rates

**Zena/Gaynor: “That inward correspondence is received and outwards endorsed.”**

**Carried**

**Item 5                    Portfolio Managers Reports**

<b>5.1</b>	<b>Business Finance &amp; Administration (Gaynor Saxon)</b>
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(a) Treasurers Report (Marion Petley)

**1. Financial Statements for PE 30/06/15 & 30/09/15**

I have made a change in the format of Financial Statements – preferring to provide them in a summary format rather than in the full year-end format. My rationale is that the new format is much quicker to produce, which helps offset the amount of time spent on processing and auditing direct credit transactions.

**Gaynor/Deb: “That the financial statements for the period ended 30/09/15 be accepted.”**

**Carried**

**Gaynor/Deb: “That the payment of accounts for the period 01/08/15 to 30/09/15 totalling \$25,658.60 (incl GST) be approved for payment in retrospect.”** Carried

FOLLOW-UP RESPONSIBILITY	ACTION
Secretary (EC Portfolio Managers) Changes to conditions of appointment	General flag for the August 2016 meeting to review all broadband reimbursements prior to appointments

**Matters Arising from August EC meeting**

**Discussion: ROCAP Edit Function** – further follow-up with the registrars required

ROCAP Fees – the Registrars have been consulted regarding the fees it was noted that there is already capacity to enter sundry items – clarification to be sought from registrars about this request. Once feedback on all amendments is completed these will be updated on the database

**Budget Update:** the revenue for the WCC/National Seminar was not shown this has now been added which shows a significant change to the revenue projection of around \$8000

**Note:** The budget will be finalized at the February meeting. Marion will liaise with PM about specific costings prior to the February meeting so that the budget can be finalized at the meeting.

FOLLOW-UP RESPONSIBILITY	ACTION
Marion (Treasurer)	To follow-up further re: the edit function in ROCAP with the Registrars should be able to be done in-house rather than having to be done by the provider. To implement once Marion happy with the audit function

ROCAP Fees  Budget	Once the follow-up is complete with the Registrars any updates will be done (CC the Registrar PM) Marion to liaise with PM about any specific costs to be included
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**2016 Schedule of Fees (CPI 2.9%)**

A covering addendum and two spreadsheets were provided to the EC to assist with the 2016 Schedule of Fees process.

**Discussion:**

**Judgers Refresher Seminars:**

currently no assistance is given to judges who are required to attend on an annual basis. ½ travel reimbursement could be reinstated. Budget trimming meant that travel reimbursement for judges seminars were no longer funded for at least the last two years.

**Registration fees:**

There is still discussion amongst the breeders that the 4 generation pedigree is overpriced – a certified pedigree is something that should be paid for, now that this has been in place for quite some time now the breeders should be ensuring that these types of costs are included in the purchase price of their kittens. Uncertified Pedigrees for pets could be charged out at \$15 which would include the transfer cost

**Chair:** The NZCF has three revenue streams to pay for everything – member subscriptions, shows, registrations – so we can't think in terms of only directing revenue to projects related to those portfolios.

**Benching Fee**

recommendation increase to the benching fee to \$5 (on a 6 ring fee it would then be an additional \$6 on the first entry fee)

**Membership Fee**

across the board increase with the exception of any fees that were raised last year. Double memberships are often linked into the prefix holder (joint prefix) needs tidying up (there are still some anomalies in the family membership area)  
 Full Membership \$60 (single membership)  
 2 members \$80  
 3 members \$100  
 Late fee (payable for memberships not paid by 1<sup>st</sup> February)  
 \$60

**Breed Section Membership**

The Affiliate Clubs can join additional Breed Sections (supported by their Constitution) for \$5.00 each (1<sup>st</sup> section free and additional reduced from \$12)

**Deb/Zena:** *"That the amended schedule of fees be accepted."*

**Carried**

FOLLOW-UP RESPONSIBILITY	ACTION
Marion (Treasurer)	To update the approved schedule of fees for issue in next issue of flash cats and website
Secretary	Membership forms to be updated Notify Gaynor of those members who do not have email addresses (they will be sent hardcopy of the membership application form.
Zena Pigden (IT)	Zena to ensure online form is updated in line with paper form.
Zena Pigden (Chair)	Needs to include the changes in the Chair chat for Flash Cats (next issue)

**(b) Complaints Reporting** – report given by Portfolio Manager on current complaints

FOLLOW-UP RESPONSIBILITY	ACTION
Gaynor Saxon (B/A Portfolio Manager)	To follow up re: microchipping number for the exported cat (is it a NZ microchip number?) – were the DNA swabs done by a vet. Obtain permission to talk to the veterinary surgeon  To complete a summary sheet for each case ( to be allowed for signing of) flow chart in the DDP could be used

**Disputes & Discipline (DDP)**

No submissions have been received from the membership and the flowchart has been revised because there was an anomaly identified with the loop of the EC monitoring themselves. The complaints fee shown in the document is to be removed and replaced with **“as per schedule of fees as amended time to time”**.

Secretary suggested that a review date is published in the document: **“Review date last EC Council Meeting of 2016.”**

***Gaynor/Deb: “That the amended DDP is adopted with an effective date of 1<sup>st</sup> January 2016.”***

*(Note: complaints received prior to the 1<sup>st</sup> January will be dealt with under the old DDP)*

***Carried***

FOLLOW-UP RESPONSIBILITY	ACTION

Lunch adjournment – 12.30 to 1.15 pm

(c) Appointed Positions – see correspondence

(d) Governance Documents (Jane Webster)

**Amendment Proposal – Glossary**

The terms '**Fractious Cat**' and '**Unable to be Handled**' seem to be wrongly defined in the glossary (and have been since at least 2000). The general dictionary definition for 'fractious' is 'irritable and quarrelsome' which does not align with the NZCF definition of a fractious cat as 'One that is vicious or savage and attacks or injures any person who is authorised to handle the cat during a show.' Additionally, 'unable to be handled' seems an unambiguous phrase but the NZCF definition is 'A cat that is ... nervous or angry, and demonstrates its disapproval at being exhibited by noise and a menacing attitude, without attacking or savaging any person.'

If these definitions were swapped they would make more sense and become:

**Fractious Cat** = One that is nervous or angry, and demonstrates its disapproval at being exhibited by noise and a menacing attitude, without attacking or savaging any person.

**Unable to be Handled** = A cat that is unable to be handled (UTH) due to being vicious or savage and attacks or injures any person who is authorised to handle the cat during a show.

**Discussion:** Concern was expressed that just swapping the definitions may cause confusion.

Another option would be **Unable to be judged Category 1** – lesser offence -one that is nervous or angry, and demonstrates its disapproval at being exhibited by noise and a menacing attitude, without attacking or savaging any person - would be a yellow card offence.

**Unable to be judged Category 2** - due to being vicious or savage and attacks or injures any person who is authorised to handle the cat during a show - would be a red card offences.

**Documentation**

Could be documented the same way the vet rejection certificates are done UTJ – unable to be judged would need to be advised to the other officiating judges.

**Chair:** there is a general consensus to change the terms UTH and fractious cat to Unable to be Judged categories 1 & 2 which would require an amendment to the show bylaws.

FOLLOW-UP RESPONSIBILITY	ACTION
Jane Webster (Governance)	To look at possible wording to identify change in terminology to amend the Show Bylaws Adopt a form – to record or manage this

**Jane/Zena:** *“That the amendment to the show rules be approved - Jane to look at the wording and make sure that it transfers through to the document. Carried*

**Change in Title - Executive Council Secretary**

The title 'Executive Council Secretary' does not adequately reflect the wide-ranging role the appointment plays in the NZCF. A better title would be '**NZCF Secretary**'. Comparing it to the club situation; the club secretary is not known as the committee secretary, though that is generally one



of the roles of the job. In the same way that the Provisional Registrar acts as the BSAC secretary, the NZCF Secretary would act as the Executive Council secretary.

**Jane/Zena: That the change in title to NZCF Secretary from Executive Council Secretary be accepted. Carried**

FOLLOW-UP RESPONSIBILITY	ACTION
Executive Council	Remit for AGM as this is a constitutional change

**Executive Council - Job Description and Induction Documents** Drafts of the job description for Executive Council members and various portfolio manager roles, as well as an induction document for new members to the Executive Council. **This agenda item was withdrawn**

**Amendment Proposal - General Rules and Policies, new para 1.5**

To allow the EC Secretary to confirm whether a person is an NZCF member and also share relevant information with other registries, this proposal seeks to move existing para 2.22 to the introductory section of the document under a new heading 'Privacy' becoming para 1.5 and being amended as follows:

**Currently:**

2.22 All information held by the NZCF shall not be sold or given to a third party for any purpose. Members may request a copy of their details and this must be done in writing to the NZCF Privacy Officer. Members may also request that incorrect information is corrected in the same manner.

**Would become:**

1.5 Personal information held by the NZCF shall not be sold or given to a third party for any purpose except that the EC Secretary may, when requested, confirm whether a person is financial member of the NZCF and that the outcomes of disciplinary processes may be shared with other registries. Members may request a copy of their details and this must be done in writing to the NZCF Privacy Officer. Members may also request that incorrect information is corrected in the same manner.

This needs to be reflected in the privacy statement on the website – also needs to be placed in as an appendix document.

**Deb/Zena: “That the amended Rules & Policies resolution be accepted.” Carried**

FOLLOW-UP RESPONSIBILITY	ACTION
Deb Armishaw	To review the privacy statement on the website

Chris Lowe	Ensure membership form includes amended privacy statement.
Zena Pigden (IT)	To ensure online membership application is in line with paper membership form.

**Amendment Proposal - General Rules and Policies, new paras 1.6 & 1.7**

The NZCF has no policy on the use of electronic 'signatures' which often means printing electronic forms and scanning the signed document or clubs and officers accepting 'unsigned' forms without policy support. This proposal seeks to establish a policy for accepting electronic signatures on NZCF and club forms by adding under a new heading 'Electronic Signatures' new paras 1.6 and 1.7 as follows:

- 1.6 The NZCF's requirement for a signature is met by means of an electronic signature if:
  - a. the typed signature adequately identifies the signatory,
  - b. it clearly indicates the signatory's acceptance of the information in the document, and
  - c. the means of transmission is from the signatory's known email address.
- 1.7 Documents for which electronic signatures are not acceptable will be annotated.

***Deb/Diane: "That this addition to the GR&P is incorporated." Carried***

**Historian (Jane Webster)**

***Zena/Deb: "that we approve the actual and reasonable costs for transporting of NZCF historical records from CHCH to Palmerston Nth." Carried***

**Review of data retention and document disposal held by NZCF**

A paper was presented by Lyall Payne in 2013 which was not adopted by the EC. It would be timely to revisit this.

**Discussion:** The paper summaries the points that relate to the retention and disposal of data and documents held by the NZCF (Inc) and its officials and what would be 'best practice'.

**Recommendations:**

- 1. That every document type (including hard copy and electronic copy) held by the NZCF should have a retention and destruction policy. This applies to other records such as dispute documents and general correspondence received by the Secretary.

2. Financial records in hard copy and electronic copy should be retained for seven years.
3. Registration records created within the last year, **whether hard copy or electronic copy**, should be destroyed after being retained for 24 months.
4. Registration documents for which **an** electronic copy exists and were created over two years ago and are less than twenty five years old should also be disposed of.
5. All original documents over twenty five years old should be retained
6. Anyone holding records should have input into the final decision to destroy documents they have in their possession, and may retain records for longer periods providing they continue to hold the position that permits the records to remain in their possession.

***EC Resolved: "That pending a further review for the time being it is better to have a policy to adopt the data retention and document disposal (provided by Lyall Payne) with the amendment regarding item 4 "***

**Reclassification Panels**

***Diane/Jane: "That the EC resolved to delete para 15.18 from the Registration Rules."***

***Carried 5.0.1 (Deb)***

**Facebook Pages**

A private recollection page has been set up on Face Book this is a work in progress.

***Gaynor/Jane: "That the finance and administration report be accepted." Carried***

**National show proposal 2017** – two options tabled on behalf of CABCC who have recently confirmed that they wished to lodge an expression of interest in hosting the 2017 National show.

FOLLOW-UP RESPONSIBILITY	ACTION
Annette Dunn (Shows PM)	To continue to liaise with CABCC regarding contract which is to be presented to EC prior to signing off

3.30 meeting adjourned for afternoon tea to 3.50 Reports continued.....

<b>5.2</b>	<b>Breed Standards Advisory Council</b>	<b>(Jane Webster)</b>
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**General Rules and Policies**

**Jane/Gaynor: "That the amendment to the General Rules & Policies para 3.26 be accepted to read Breed section representative elections are held every two years at the same time as other NZCF elections. Only members of the relevant breed section may nominate and vote to elect by postal ballot a breed representative to serve a term of 2 (two) years. Carried**

## Siamese Group Standards of Points - Caramels

Two direct submissions were received and forwarded onto the BSAC these were tabled and discussed by the Executive Council. In line with the Breed Section position:-

**Jane/Gaynor:** *“That the draft amendments to the colour charts (attachment 8) be included in the Siamese group standards with the eye colour description removed from the SIA and BAL drafts (as shown).”* **Carried**

**Jane/Zena:** *“That the eye colour description for apricot is removed from the colour standard to bring it into line with all the other colour standards.”* **Carried**

## Ragdoll Standards of Points

**Jane/Zena:** *“That in the colour charts, under Pointed Colours and Colour Points the penalty for "Chin darker than ruff" is removed.”* **Carried**

**Jane/Deb:** *That the Ragdoll standard colour chart listing for chocolate “Allowance should be made for incomplete mask etc. in kittens and cats under three years.” should stand. Lost 1.5 (sentence therefore removed)*

## Reformatting Standard of Points

Work is continuing on a preferred NZCF format for our Standards.

## Breed Codes

Continuing to work on identifying errors and developing a policy for the use of colour codes. Identified that some codes and colour terms which have been changed in the Schedule of Breed Codes (SoBC) but not on ROCAP and these will almost all be returned to their original values.

## Breed Sections & Breed Section Representatives

In August 2014 the EC passed a motion that where breeds were of Identical type the breed sections would be grouped together and represented by a single breed section representative. This has not been included in a governance document to date and is leading to some follow-on problems where breed section reps are representing breed sections that they not members of (e.g., Bengal breeder representing both Bengals and Cashmeres).

**Discussion:** can be resolved by:

- Redefining the registration groups in Appendix A of Registration Rules to reflect our 'identical type' groups **only** and
- A small change to the rules for breed section representation in General Rules and Policies to allow a 'breed section' to relate to a single breed **or** a breed group.

- Once the 'breed section' is redefined to include breed groups, all of the other wording about breed section membership and representation can remain unchanged. The membership of a 'breed section' which is free with the membership fee can, for instance, be a single breed, breed section (e.g., Ragdoll breed section) or a breed group breed section (e.g. Siamese group breed section). Breeders can still have free membership to 'breed sections' they are currently breeding whether the 'sections' are based on individual breeds or breed groups (e.g., Abyssinian and Ocicat or Burmese group and Tonkinese).

**Jane/Gaynor: "That the registration groups in Appendix A of the Registration Rules are redefined to reflect identical type groups only, and that the words "or breed group (as set out in Registration Rules, Appendix A)." be added to clause 2.17 in General Rules and Policies, which would then read as follows;**

**2.17 A breed section shall be established by the Executive Council for each NZCF recognized breed or breed group (as set out in Registration Rules, Appendix A)." Carried**

**Jane/Gaynor: That the BSAC report be accepted." Carried**

Meeting adjourned at 5.00 reconvened 8.30 Sunday

<b>5.3</b>	<b>Shows</b>	<b>(Annette Dunn)</b>
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**Multi-ring shows -** carried forward from the August EC meeting

**Discussion:** If Clubs wish to hold shows that are greater than four rings, then there needs to be a written agreement between club and judge/s that this is acceptable or further judges are appointed as per SBL 6.8 and that a copy is sent to the PM. Consideration should also be given to shows of more than four rings being held over two days. This means that All Breeds judging assignments of greater than 100 (as in a recent show of 140 exhibits and 6 rings) the judges could judge a split of Long hair and Short hair over 2 days.

**Additional Shows 2016** Clubs applying for an additional show – therefore not their traditional date - clubs which may be affected by the PM decision are to be advised.

**Annual Awards** **Discussion: PM** Requested for guidance over annual awards situations where cats and kittens have changed owners. Is the award given to 'the cat', the person who showed it or the current owner at the time of the award, who may not even be a member of the NZCF. Currently the award always has the current owner's name on it.

PM to draft alternate and/or improved policy Show Bylaw 13.10 (the requirement that you must be a NZCF member to

accrue title points or awards to be included in the Show Bylaws)

**Breeder of the Year Award**

Project for this Portfolio

**Double Points at Shows**

- Clarification – is this for National annual awards and title points? National is the biggest show anyway, so it then becomes pretty much a foregone conclusion that the cats would win the annual awards. Double points on titles, could be seen to cheapen the titles awards.
- Bit more programming will be required behind the honours system to manage both points systems. (manual manipulation could be used to provide this)
- Smaller clubs one in each region – look at not splitting title and annual points let them have both.
- Look at developing a process (title system is big and complex) but that should not stop us trying. Kapiti-Horowhenua has asked for it for their March show and Palmerston North have asked for the National ring only.
- Discussion around possibility of National Champion title for 2016 National show.

***EC resolved: "That EC will look at developing a process, perhaps for 2017 supported by feasibility studies."***

FOLLOW-UP RESPONSIBILITY	ACTION
Zena Pigden (IT PM)	Look at developing a process to apply double points
Marion Petley (Treasurer)	To look at feasibility study (statistical study)
Annette (Shows)	To discuss generic letter for each winner of annual awards 2016 with Joan Hill

**National Show Policy**

Currently NZCF is operating in breach of our rules (National Show Policy). EC have the opportunity to sort this out. The 2016 contract has already been signed off the EC has the right to override the rule if necessary – the PM needs to know the non-negotiable parts of the policy.

***Annette/Jane: Those clauses relating to the National show cat policy Section 16 be removed from the bylaws pending further development. (Against Deb/Diane/Gaynor)***

**Chair:** read out the National show policy with leave of the mover/seconded the motion was withdrawn.

The EC have noted that this policy can be overridden by the EC but it does need to be reviewed: Jane: did notify the EC that Section 16 need just that (Jan 2014)

FOLLOW-UP RESPONSIBILITY	ACTION
Annette (Shows)	<p>To continue negotiation to achieve a contract for 21017 National</p> <p>To review the National Show Policy in the Show Bylaw document</p>

**Annette/Deb: "That the Shows PM report be accepted." Carried**

<b>5.4</b>	<b>Judges</b>	<b>(Deb Armishaw)</b>
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**Judges Manual** (PM explained the colour coding on the table of contents)

- Judges Manual – partly through the updates of the
- Blue - clearer definition is the process sufficient
- Yellow – develop an insert or is a new process (support staff changes the steward/handlers)
- Red - clarify and align stuff where we are out of alignment e.g. junior panel trainee need to be aligned with the Junior statement
- Green – moved so it all flows e.g. have judges training in three or four different areas
- Judge Emeritus – process is in the document and the judges Code of conduct.

Refer Page 15: Judge Emeritus process, following in conjunction with appointment of judges (check the reason why they resigned etc.)  
 Consideration needs to be given to implementing a timeframe for the recommended peer assessed selection. A subcommittee of three tutor judges are to review the manual.

**Steward/handlers** updated to the website by end of year

**Junior Judges Reporting**

***Deb/Jane: "That the trainee judge who has failed to meet the reporting obligations is to submit all outstanding assignments and meet one further satisfactory supervision prior to being considered for promotion." (Diane declared a conflict of interest as a trainee and abstained) 5.0.1***

Meeting adjourned for morning tea 10.50-11.05

**Subcommittee for Training review:** Jo Woodrow & Sue Ford have expressed interest in training review.

**Administration**

Fillable 'Word' Forms for Judges Contracts and Judges Annual Return have been put together and trialled.

The PM is hoping to expand this across other forms including supervision. Jane recommended that copies of the forms go into the Judges manual

FOLLOW-UP RESPONSIBILITY	ACTION
Deb (Judges)	Reminder to all Judges about Refresher Seminar process (refer travel etc) – to be sent out on forum Remind of obligations re: Judges behaviour to be included Look at a process (Yellow card/red card) for judges conduct Judges Assignments to be updated regularly on the NZCF website (notify Scott Walker)

**Deb/Gaynor: "That the Judges PM report be accepted. Carried**

<b>5.5</b>	<b>Flash Cats &amp; Marketing</b>	<b>(Zena Pigden)</b>
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- Marion Petley: Flash Cats **release date Issue #4** (flyers with issue will include members subscription, National Show Schedule, 2016 Schedule of fees)
- Reference list of Official Forms (subsequent approval process)
  - To investigate new opportunities for advertising

**Calendar**

The bulk print will be ready next week 170 presold (if project done again perhaps could look at June to June calendar so Clubs could use them as gifts for judges etc.)

**Keepsake Books**

***That the EC resolved that the NZCF make available the Keep sake books at a discounted rate of \$6.50 + post."*** **Carried**

***Marion to liaise with Janice directly re: postage***

FOLLOW-UP RESPONSIBILITY	ACTION
Marion Petley	To liaise with Janice Davey regarding the postage of the Keepsake books.
Gaynor (B/Admin PM)	To contact Janice to discuss continuing holding the stationary for the shows

***Zena/Jane: "That the Flashcats/Marketing PM report be accepted."***

**Carried**

<b>5.6</b>	<b>Registrations</b>	<b>(Diane Holtom)</b>
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**Submission Re: Imp NZ**

Catz Inc cats that are subsequently registered with NZCF currently have Imp NZ attached to their name this is an unnecessary process.



**EC Resolved: “That the Imp NZ suffix for Catz Inc. registrations no longer be applied as this is an operational practice for overseas imports only.” Carried**

**Dispensations**

**Diane/Zena: “That 14.11 be amended to read applications for extension of the period after the initial six months for exhibition as allowed in para 14.9 must be made through the appropriate Registrar for consideration by Registrations Portfolio manager. Carried**

**Dispensation to Transfer**

**Diane/ Jane: “That dispensation is granted for the transfer of Sanctus Lil Luite.”  
Carried**

**Non registration**            The NZCF does have a letter available to be sent to those breeders who fail to register all kittens in accordance with our registration rules. A fine is imposed for noncompliance. EC resolved that the fine should be included on the schedule of fees

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Diane (Registrations PM)	To instruct the PR Registrar Avon Aspden to remove the Imp NZ for Catz Inc registrations
Deb Armishaw/Diane Holtom	Registration Process for La Perm LH & SH to be referred to BSAC  To revamp the on-line registration form
Marion Petley	To follow-up on non registration matter – initiate letter of concern  To include the fine on schedule of fees

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

<b>5.7</b>	<b>Information Technology</b>	<b>(Zena Pigden)</b>
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- On line payments
- Report back – ROCAP new field to provide access to breed code area
- Report on NZKC – refer IT system in use
- Expressions of Interest –IT Positon

**IT Position**                      **Zena/Deb: “That Peter Davidson be offered the contract to provide the IT services at the agreed rate”.    Carried**

**Discussion:**

- this will be a contract on an annual basis
- EC Secretary - asked is there any idea how much annually this contract will cost. **Zena:** this has been discussed with Brendan over a year ago – some items have been completed. But one of the most important ones has not and that is the “payment gateway”. This however was caused in part by things outside of Brendan’s control.
- Diane reported 7 items that she had identified that had not been completed to the AGM and subsequent EC meeting.
- Peter to provide an estimate of the number of hours to complete
- Brendan to provide advice for the takeover to Peter – perhaps a fee could be paid for this task

FOLLOW-UP RESPONSIBILITY	ACTION
Zena Pigden	Contact Brendan to terminate his contract Complete Peter’s contract Discuss take over with Brendan/Peter <ul style="list-style-type: none"> <li>• To include webhosting through “open host”</li> <li>• Estimate of time involved to complete the project (items already identified by the PM)</li> </ul>

Meeting adjourned for lunch 12.40

(Meeting notes taken by Zena Pigden)

**Item 5.7 IT report continued**

**(Zena Pigden)**

**NZ Kennel Club Membership**

**Zena/Jane: “That the decision that the Chair join the NZKC as an individual member and that the NZCF join the NZKC as a club be ratified, to enable further exploration of IT possibilities. “ Carried**

FOLLOW-UP RESPONSIBILITY	ACTION
Zena (IT PM)	To implement both memberships, login for club membership to be made available to Deb and any others if interested

**Zena/Gaynor: “That the IT report be accepted.” Carried**

<b>Item 6</b>	<b>Any Other Business</b>
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**Strategic Plan**

**EC Secretary:** asked why the EC did not make greater use of the Strategic Plan suggesting that they could adopt a different structure when putting together the meeting agendas which must reflect the end goals of the organisation. This would assist with time management which has been of concern for some time. The people around this table are put here by the membership – to govern the organisation.

**Discussion:**

**Annette:** we are a governance committee not a management committee – we have not looked at the strategic plan since Roy left. Therefore we should be looking into the bigger picture – I do not believe that we should go into the reports like we do. PM all have something to look at as individuals and committees.

**Jane:** What is the difference between governance and management – management does the work e.g. registrars do the day to day work but when we come to our EC meeting we are dealing with everything again. PM should have more delegated responsibility.

NZCF is the umbrella of the whole organisation (Affiliate Clubs) – we need to stay focused on that and not get bogged down. Maybe relevant if the decision might affect the clubs or individual members. The background should have been done prior to the meeting. Rubber stamped at the meeting or rejected.

**EC Secretary:** More and more items are being deferred – perhaps The EC is not looking outside the square enough. Half of the membership may have been involved in the build up to a decision being made, but we need to be more consultative with clubs and the membership.

**Chair:** most of us do both governance and management with genuine delegation under your Portfolio’s. We expect the PM to make a recommendation but EC have the overall right to overturn a PM decision this is where we are getting bogged down. As an EC we do have the power to delegate – it is a change to what we are doing at the moment.

Another possible change we could produce email communication more so that decisions can be discussed prior to the meeting. This however, does rely on all EC members taking part in the email discussion.

**EC Secretary:** “You read more into stuff” because you all appear to be detailed people – you lose your way. If you use real delegated authority affectively this would not happen. All of you would have the confidence in one another that the homework within the Portfolio has been done therefore you would not question the PM decision to the same extent.

FOLLOW-UP RESPONSIBILITY	ACTION
Zena (IT PM)	To set up and/or revive the EC forum for follow-up discussions

**Meeting Expenses:**

**Deb/Gaynor: “That the meeting expenses of \$4175 (excl GST) be approved.” Carried**

**Emails – Portfolio Management**

Discussion around best way to save and pass on important emails relating to a particular portfolio. History is lost when a role is transferred to a new person. Options discussed included creating a dedicated gmail for the portfolio (need not use it, just cc important emails to it), or using folders associated with EC forum. To be further considered.

**Voting by Electronic Means**

need a remit for next AGM, for an amendment to the Constitution adding this as an option to current process. Queried how easy electronic voting is to set up?

FOLLOW-UP RESPONSIBILITY	ACTION
Zena (IT PM)	To bring report to February meeting re: options for electronic voting.
Zena (Chair)	Wording for a remit to be decided via email prior to the meeting. (Zena to initiate)

**Disclosure of nominations**

for EC positions prior to closing date - discussion – a number of possible outcomes, good and bad, were outlined.

FOLLOW-UP RESPONSIBILITY	ACTION
Zena (Chair)	To circulate discussion document to EC with scenarios – decision prior to next meeting whether to put forward a remit to the next AGM. Wording of the remit (if it is to be put forward) to be decided prior to the meeting.

Meeting closed at 2.30pm