



**MINUTES OF THE EXECUTIVE COUNCIL MEETING HELD at the Bay Plaza Hotel 40-44 Oriental Parade, Wellington on 18-20 November 2016**

Meeting commenced at 5.00 pm – Health & Safety and evacuation procedure was presented

**Item 1 Attendance & Apologies**

Apologies: Marion Petley (Treasurer)  
Wendy McComb

**Item 2 Confirmation of the Minutes of EC Meeting 6-7 August 2016**

**Assistance** Secretary: thanked the EC for their assistance when experiencing IT issues following the February EC Meeting.

**Kittens Minimum Age** The minute on **Page 10** needs to be deleted from the minutes, as this wording was withdrawn by the Shows PM. (A letter had also been received from a concerned member that the wording was causing confusion)

*Jane/Janice: "That the minutes as corrected be accepted."*

*Carried*

**Item 3 Matters Arising from the Minutes**

**Promotional Pamphlets** Gaynor reported although some information has been collected this is not yet completed.

**Health & Safety** The manual is mentioned in Shows report – Jane confirmed it is her intention to complete the reformatting of the document over December-January.

**Registration Rules** **Refer: Page 2** Registration Rule: Amendment 14.1 – has been incorporated into the rules and will be available when the document is next issued.

**Electronic Voting** **Refer: Page 5 Electronic Voting** - Add 'or by electronic means' to the second sentence in para 3.26, which will then read:

*"Only members of the relevant breed section may nominate and vote to elect by postal ballot or by electronic means a breed representative to serve a term of 2 years."*

**Discussion:** This allows electronic voting for breed rep elections in line with the AGM 2016 Changes which allowed for electronic voting for EC elections.

We have not made a decision to go with electronic voting for 2017 but the documentation has been updated. AGM 2016 already agreed to acceptance of electronic voting but the procedural process has not been finalised. Aligned paragraphs in the Policies document have been updated.

- wording is there so that we can enact the use of electronic voting
- All the changes have been incorporated in the General Rules & Policies document that were made in the Constitution.

**EC Emails**      **Refer: Page 8** Because of the sometimes confidential nature of emails an EC member will receive, EC members are required to use email addresses which are not shared with others (family members, other prefix holders in a shared prefix, etc.). If necessary a new email which meets the criteria will need to be created. Each portfolio has an associated email account which should be used for the business of the portfolio. Login details and passwords will be handed on to the next incumbent to provide continuity and background.

**Discussion:** there have been some issues identified regarding the use of the individual email boxes.

FOLLOW-UP RESPONSIBILITY	ACTION
All Executive Council Members  Deb Armishaw (IT)	<ul style="list-style-type: none"> <li>• All EC members to ensure the link on the website is correct for Email Portfolio details</li> <li>• Check with Peter regarding the ability to hook into the NZCF domain</li> <li>• Historical documents – what is the ability to store documents</li> </ul>

**Companion Class**

**Refer: Page 9** Refer: Appendix ‘A’ Companion Cats in the Show Bylaws

*Janice /Gaynor*

**A.6 Add: “That no pedigree titled cat can be transferred into the companion class without prior approval of the Portfolio Manager (Shows)” (Delete the rest of the wording within the clause “cats without prior approval.....”**

**Discussion:** relating to the original adoption of the companion cat rules and how the section should be managed. EC resolved that the overall responsibility should be with the Portfolio Manager not the Executive Council. So the recommendation was amended to Portfolio Manager (Shows).  
**CARRIED**

- **Refer: Page 12 Registration Report** – registration Rule 14.9 updated in current draft to be included in the next update
- **Refer: Page 13 Registration Rule 11.5** has been updated to allow 14 days for objections to be lodged against a registration of any prefix.

**NAWAC Report**

**Jane:** permission was sort from NAWAC to produce their report in flash cats this was refused.

**BSAC Workload**

Christine Yeung & Zena Pigden have been appointed to the Breed Standards Council on a short term appointment.

**Item 4 Correspondence**

**Petition Curfew**

Receipt acknowledged

**Prefix Conflict**

EC resolved that the issuing of prefixes (well known) by more than one registry international to be discussed at the April WCC meeting. Unless there is some type of international agreement there is not a lot can be done about this. Would be good to know what the other registries approval process is.

**Unregistered Kittens**

Reports of Registered breeders selling unregistered kittens on Trademe they should not be given the opportunity to advertise as a NZCF Registered Breeder when they are selling crossbred kittens and not registering them.  
Mediation has been commenced with one of the parties involved breeding cross bred kittens. Further discussion is needed on this topic

**Burmilla Standard**

**Jane** – Update to be included in the SOP’s separate page for LH & SH.

FOLLOW-UP RESPONSIBILITY	ACTION
Deb Armishaw Secretary	<ul style="list-style-type: none"> <li>• Discussed at the meeting regarding the judging of Burmilla (reminder to Judge)</li> <li>• Remind the Show Secretaries/Administrators regarding keeping the breed separate (LH/SH)</li> </ul>

**TICA Pedigree**

Further follow-up is required following the receipt of an import pedigree that appears to have a number of errors. Originally followed up with ANCATS but subsequently identified it is a pedigree originally issued by TICA.

**Deb/Gaynor: “That the inwards correspondence is received and the outwards endorsed.” Carried**

## Item 5 NZCF Strategic & Business plan review

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

FOLLOW-UP RESPONSIBILITY	ACTION
All Executive Members	To work on all recommendations before the February EC meeting so that they can be placed on the agenda

### AGM – Matters arising from the 2016 AGM

*Jane/Annette – “That the Constitutional EC Remit be put forward for the 2017 AGM.”*  
*Carried*

#### 5.1 CONSTITUTIONAL DRAFT REMIT FOR 2017 AGM

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*That the last sentence of Para 5.4 C of the Constitution be changed from: “All persons who are nominated for life membership will be considered life members when a majority (51% or more) of members voting, support the motion.” to:*

*“All persons who are nominated for life membership will be considered life members when a majority (over 50%) of the members voting are in support of the motion.”*

#### 5.2 SHOW BYLAWS

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**Show Bylaws 3.12 NZCF Awards** (Refer proposed addition to Show Bylaws (ref: Feb & Aug EC meeting minutes))

*Janice/Gaynor: “That the Show Bylaw 3.12 be amended to read:  
“NZCF awards are awarded to the NZCF member who owned the cat or kitten at the time of its last qualifying show.”*  
*Carried*

#### 5.3 REGISTRATION RULES

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##### Appointment

**Agent** Add new Section and paras to Registration Rules to allow the PM to authorise the Appointment of an agent

**18.2** *The appointment must be lodged with the Secretary and may use a suitably amended version of the ‘Appointment of an Agent’ form available on the NZCF website.*

**Gaynor: moved from the chair “that the amendment be accepted”**

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Jane (Governance)	Update documents with amendment  Form on website to be amended

#### **5.4 APPROVAL REVISED CERTIFICATE**

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UTJ & UTH Form circulated with the agenda - Any exhibit unable to be judged (UTJ Cat 1) at three shows during one show season shall be disqualified for the remainder of that season only.

An exhibit declared unable to be handled (UTH Cat 2) at two shows shall be permanently debarred from showing. Copies of this certificate to: Shows Portfolio Manager, Exhibitor, and Club holding show for their files.

EC acknowledged that follow on changes will be required:

- Glossary
- Show Bylaws: 5.4 a. ii.; 11.2 g.; 12.4 & 12.5, Appendix D
- SOPs LH and SH Intros: 3.1 a., 3.1 a. ii.
- Unable to be judge & unable to be handled (the clause will read the same but with the categories removed)
- Discussion – around perhaps including the wording “per season” we had a lot of people who overshadowed there cats, and a number of incidents were not being reported by the Judges

**Deb/Gaynor: “That the word category 1 & 2 be removed.”** **Amendment Carried**

**Jane/Annette: The amended form as circulated with the words Cat 1 & Cat 2 removed be accepted.** **Carried**

The meeting adjourned 7.06 pm reconvened 8.30 Saturday

Janice: As all members are present a further Health & Safety presentation was done

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Janice Davey	To investigate the incident and report back to the next EC meeting
Jane Webster	Follow-up on the documented trail around the changing or removing of the wording “Per season”.

**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.

- (i) **National Cat Management Strategy** Implementation Consultation & MPI update (Deb Armishaw)
  - Next meeting 23<sup>rd</sup> November (Wellington)
  - To look at someone else perhaps taking on this role. On-line submissions can also be given.
- (ii) **NZCAC** reporting (Gaynor Saxon) circulated with Gaynor's report

**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 6 Portfolio Reports**

### **6.1 Business Management – Business Finance & Administration (G Saxon)**

(a) Treasurers Report (Marion Petley)

(i) Financial Statements for P/E

**Chair:** *“That the payment of accounts for the period 1/8/16 to 30/9/16 totalling \$25456.37 (incl GST) be approved for payment in retrospect.”* **Carried**

#### **Suspense**

**Account** There has been an increase of the amount in the suspense account some of the payments are very difficult to match with paperwork.

The Secretary reported that there has been an increase in the number of applicants seeking full membership without meeting the pre-requisite requirement for membership of an NZCF Affiliate Club.

(ii) 2017 Schedule of Fees –

**Chair:** *“that the schedule of fees approval to lie on table until tomorrow.”*

**Gaynor/Jane:** *“That the Treasurers report be received.”* **Carried**

#### **DDP**

**Amendments** Janice: asked if the DDP has to come back to the Executive Council prior to amendments being accepted. Jane: said that although the draft has been completed it needs to be circulated with the agenda for the February meeting.

#### **Members Code of Conduct**

##### **Discussion:**

- This is the one that was published in flash cats – perhaps social media forum should be included – taking into account all day to day dealings



**Tutor Judges** – Janice: are normally appointed at the last meeting of the year. This has not been done for two years.

**Discussion:**

- The EC has the ability to appoint a sub-committee at any time – there is still a need to maintain the ability to do that.
- Disputes Panels would come under that umbrella. (They are appointed on an annual basis) annually at a fixed time is the preferred option.

*Jane/Deb: "That the vacancies are advertised".* **Carried**

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Deb Armishaw	To provide a job description for the Co-ordinator Animal Welfare position
Secretary	Positons to be advertised on the members forum: Webmaster, SH Registrar, Coordinator Animal Welfare, BSAC members, NZCAT  Tutor Judges – expression of interest (Judges Forum)

**(c) Appointment of Officers for 2017**

NZCF Secretary	Chris M Lowe
NZCF Treasurer	Marion Petley
Longhair Registrar	Kaye Dixon
PR Registrar	Avon Aspden
Honours Registrar	Joan Hill
Flash Cats Editor	Gaynor Saxon
Health & Safety	Sue Mackay
Historian	Jane Webster
Breed Standards	Maree Roy, Zena Pigden, Genevieve Rogerson, Jody Robinson-Wildey, Christine Yeung
International Liaison	Chris Lowe

***Deb/Annette: "That the appointment of Officers is confirmed and that the Executive Council recognises the contribution that Sue Starrs, Scott Walker, Val Ball, Mike Godfrey, Dorothy Horton & Sue Mackay (BSAC) have made to the NZCF."*** **Carried**

(d) Complaints reporting - review Disputes & Discipline Procedure (DDP)



Morning tea adjournment 10.30 – 10.50

**Chair: “That the EC go into committee to discuss complaints.” Carried**

Janice Davey (left the meeting declaring a conflict of interest)

**Chair: ‘That the EC come out of committee**

***Deb moved from the Chair that after receiving a report from the NZCF National Complaints Committee – all recommendations were discussed and penalties have been imposed. Carried***

**Social Media** The EC Resolved that a statement needs to be included in the member’s code and that this should be linked to legislation.

**Janice Davey returned to the meeting 12.25 lunch adjournment**

***EC resolved that the statement recorded by the National Disputes Coordinator regarding confidentiality be discussed in the open meeting to ensure transparency.***

**Discussion:**

- All EC members have signed confidentiality agreements
- The statement of the National Disputes Coordinator was found to be a slur on all EC members and membership in general there has in the past been evidence that matters discussed in committee had been released. Everyone needs to be mindful that this can be a breach of the Privacy Act
- EC are disturbed that the statement has not been substantiated. Our processes have to be robust.

***EC resolved that a recommendation will be given to ALL NZCF MEMBERS that they are reminded that- any NZCF matters shared in confidence are not to be discussed. Furthermore all members are reminded of their responsibilities to uphold the policies of the NZCF and Privacy Act.***

Gaynor resumed position as Chair

**Pet Sur**

**Proposal** Letter of Agreement was tabled which promotes the participation of the Breeders scheme. This was initiated by Zena when seeking committed advertising in Flash cats.

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Wendy (Flash Cats/Marketing PM)	To follow-up the proposal with Pet Sur

**Website** Gaynor has been working on a revamp of the website, if time permits this will be presented to the meeting on Sunday.

Name/Logo Discussed the possibility of a referendum being held re: the future renaming of NZCF and the logo. A questionnaire could be put together and sent out with Flash Cats.

**Chair: "That the Business / Admin report be accepted." Carried**

**6.2 Breed Standards Advisory Council (Jane Webster)**  
(a) Persian/Exotic SOP acceptance of Cinnamon

**Jane/Deb: and the proposed colour charts for the cinnamon as circulated are accepted." Carried 6.0**

**Persian/Exotic**

**Consultation** An apology was extended to the breed section for the very short consultation period. With the suggested Persian changes it turned out to be a big job. When consultation came back they were again delayed in the post so only the cinnamon item was placed on the agenda.

Apology from Deb who assisted with the circulation procedure reported that the consultation should have been sent out by blind copy (BCC) which was a privacy breach. This requirement is now included in the induction process document.

**Bengal** (b) Bengal Group Standard of Points - Type & Glitter

Changes to the general type standard and the wording around glitter

**Discussion:**

- The breed section agreed with the proposed standard as circulated with exception of the glitter wording – desirable.
- The BSAC recommended acceptance against the breed section.
- It was the TICA standard that NZCF originally used when accepting the breed it is now CCCofA almost word for word. This has been through the full consultation process – the Breed Section voted for ‘preferred option’ but BSAC agreed that it was a much loved trait the BSAC came in against the preferred option with wanting it to be a ‘desirable’ option.

**"That the EC vote in line with the breed section therefore voting against the BSAC recommendation." To read: "The coat may be glittered or not glittered, where exhibits are of equal merit, glitter is preferred." Carried 4.2**

**General**

**Breed Section** **EC resolved:** Due to the lack of candidates coming forward that any breeds falling into this category a BSAC member can hold the position until 2017 AGM and will be included in the General Breed Section until a suitable appointment is made.

**Russet**

**Burmese** (c) Burmese Group Standard of Points

**Jane/Annette: "That the proposed changes to the Russet and Mandalay standards as circulated be accepted." Carried 6.0**

## **Domestic Companion**

### **Standards Discussion:**

- The Domestic Breed Section was not consulted
- A standard based on colour is not needed when the challenges are awarded because the exhibit has been placed in the top ten
- Several submissions have been received including comments from the Judges Refresher
- There was debate centred around what can be classified as health issues

***Janice/Annette: "That the Domestic Companion proposal be referred back to the BSAC and that the Domestic Breed section be consulted." Carried***

***Jane/Annette: "That the BSAC report be accepted." Carried***  
**Meeting adjourned at 5.50 reconvened at 8.10 am**

Item 6 Reports continued.....

### **6.3 Shows (Janice Davey)**

(a) Show Calendar 2017

#### **Inc Societies**

##### **Status**

Secretary reported that Kapiti-Horowhenua have been struck of the Incorporated Societies (effective date 25<sup>th</sup> October 2016)  
Refer: 2.4 (a) & 2 (d) Affiliate Clubs must maintain their Incorporated Society membership status

***Deb/ Jane: "That the Secretary is to notify Kapiti-Horowhenua that they are currently 'struck off' from the Inc Societies register, status needs to be updated." AND***

***"That the 2017 show date calendar is approved with the exception of Kapiti-Horowhenua which will be approved when status update is confirmed." Carried***

#### **NZCF Show**

##### **Package**

Patches & Pointed used the show package and have furnished a report which will be dealt with the IT Report.

***Deb/Gaynor: "That the EC going into committee to discuss a show issue." Carried***

***Gaynor: "That EC move out of committee" Carried***

#### **Rejection**

##### **Certificates**

A review of Veterinary Rejection Certificate is required, should be included in the show bylaws an appendix

##### **Health & Safety**

Under the Act the NZCF as a governing body needs a safety policy. Deb is to work in conjunction with Janice & Sue to establish a risk management policy. An update H&S Manual has been put together which incorporates changes that have been made under the Act. All H&S Officers & EC members are to complete the new worksheet – Clubs cannot release their Schedule until the worksheet has been completed. The H&S Manual needs to be used to complete the worksheet.

#### **Double Points**

##### **Proposal**

Refer (page 10 EC Minutes) has been investigated and no recommendations have been put forward.

**NZCF Points** Higher Title proposal (page 9 EC Minutes) Palmerston Nth Cat Club have sent in another submission in support of the proposal

- This would be an extension of our current awards system
- Titled cats will be awarded an extra 10 points towards a title tier when they are placed BIS (male and female) or Best Opposite Sex.
- Changes would be required to Appendix C in the Show Bylaws to accommodate new titles. (Suggest Sapphire, Ruby & Emerald) Show Bylaws will require amending.

FOLLOW-UP RESPONSIBILITY	ACTION
Janice & Jane (Governance)	<p><b>Veterinary Certificate</b> review to be completed consult with Jane to put together an appendix for the Show Bylaws</p> <p><b>Appendix C &amp; D</b> – further explanation maybe required to be added to the appendix (some paragraphs are now redundant and renumbering will be required.</p>
Janice & Deb (liaise with Peter re: database)	<p><b>Health &amp; Safety Manual</b> – refer back to H&amp;S Officer re: risk register H&amp;S Worksheet needs to include reference that the manual is to be used to complete the sheet</p>
Janice (Shows PM)	<p><b>NZCF Points</b> – higher title Proposal in particular what the impact will be in ROCAP by adding the new title names - Report back to Feb EC meeting</p> <p><b>New Printer – Check with Joan Hill</b> re: Capital Expenditure item – new printer to accommodate better quality of card for the annual awards</p> <p><b>National Show 2018</b> – continue to liaise with clubs</p>

*Janice/Deb "That the shows report be accepted." Carried*

6.4

Judges

(Deb Armishaw)

### JUDGES MANUAL REVIEW

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Discussion: **Judges Manual** there was a good lead in to making changes to the Judges Manual – the proposals have been circulated on the agenda. One comment had been received relating to the Judges training re: number of assignments in relation to transfer panel and other judges.

**Non-Breeder Candidates** – amended to read (c

**1.4 A non-breeder candidate shall meet the following criteria:**

- a. Have at least **3 years'** experience **showing in any section**
- b. **have a mentor who is a Senior Judge (delete)**
- c. Have assisted at cat shows in any section, spread over a minimum of 3 years, including the year prior to admission, at least **three** times: (as listed in current clause)
- d. Have exhibited and benched exhibit(s) in at least **10** NZCF shows

***Deb/Janice: "That the change to the non-breeder candidate 1.4 be accepted." Carried***

**Procedure for Admission**

1.6 & 1.7 remove all references to **EC** Secretary

1.10 Delete clause 1.10 and renumber

**Primary Panel - Student Judge**

1.13 A student judge either before or after admission must:

- a. judge Domestic / Companion exhibits a minimum of three times, at the latest before his / her first junior assignment; **unless on the Transfer panel**

**Clarification:** This means that the candidate must have judged three times in the companion/domestic section. It may cause some confusion because of how it is listed in the manual. Non Breeder candidate states before or after admission, if it stated after admission then it would imply. Breeder or Non-Breeder candidates have to make sure that they do complete this requirement.

***EC resolved there is no need for this to be added to the clause***

- b. perform satisfactorily duties as an entry clerk, trophy steward, show secretary, or assistant show secretary, at least three times each, at the latest before his / her first junior assignment; **unless on the Transfer panel (add)**

1.15 A trainee judge after admission shall complete satisfactorily at least three practical training assignments with three separate judges of Intermediate Panel or above which shall include practical judging of exhibits as the training judge decides, at least once on male and female cats and at least once on male and female kittens, to be eligible for promotion to Junior **Neuter/ Spay and Kitten** Panel - **Delete Neuter/Spay Kitten**

**Transfer Trainee Panel**

1.16 A transfer trainee judge after admission shall:

**Delete a. handle at least three times in the appropriate division before completion of a judge's school;**

Discussion: There are different technics of handling other breeds, this is still a tool used to access the ability of the judge- to deal with variances in coats and methods of handling thereby becoming familiar with the breeds. There is a need to recognize prior learning.

**Add sub clause “that this criteria (assessed by lead tutor on a candidate by candidate basis.**

**1.16 c.** complete satisfactorily at least three practical training assignments with three separate judges of Intermediate Panel or above which shall include practical judging of exhibits as the training judge decides to be eligible for promotion to the Junior Panel.

Delete **at least once on male and female cats and at least once on male and female kittens**

**Tea break 10.55 reconvened**

**Recommendation:** that this training may be under an overseas Judge at the discretion of the Lead Tutor.

**1.22** After judging at least **six** times satisfactorily under supervision and receiving satisfactory reports from at least six separate supervisors, a Junior Panel judge is eligible for promotion to the Intermediate Panel.

Chris- (speaking as ex All Breeds Tutor) this should be discretionary and not get hung up on numbers there are some really good people who do not need supervision – the onus should be put on the student judge and the tutor being given the responsibility to manage the training. This is just a start to making some changes. There is always the provision there that the tutor can fail them (these are minimum numbers). All you are doing is utilising the option to extend with 6 being the minimum requirement.

### **Junior Panel (Transfer Trainees)**

**1.26** A transfer trainee judge who has successfully completed the transfer panel requirements, and after admission to the Junior Panel (Transfer Trainees), may judge in New Zealand only, all sections under supervision and subject to the supervising judge's power to withdraw the award of a challenge certificate. Two or more sections judged on the one day are counted as one assignment, a two day show when the junior judge officiates on both days counts as two assignments, one specialist breed show may be included in the **six** assignments. (change to **4**)

**(four times under supervision as a Junior and two as an Intermediate** and receiving satisfactory reports from four separate supervisors will be eligible for promotion to the Senior Panel

**1.27** After judging at least **four** times under supervision as a Junior and two as an Intermediate and receiving satisfactory reports from four separate supervisors will be eligible for promotion to the Senior panel.

***Deb: declared a conflict of interest (as a transfer panel student)***

**Discussion:**

- The length of time it is taking for transfer panel judges to complete is of concern.
- EC acknowledged the work that has been put into reviewing the manual.

- It is appropriate that the EC are going through the document clause by clause. It is to ensure that our judges have the experience, which can be self- managed.
- These changes have come from feedback – these are areas of concern these changes are a start to the amendment process – they need to be workable. Transfer intermediate section – they are not quite right for transfer panel students.....
- Transfer Panel Judges and new Judges should all be treated the same

1.29 d. is eligible for promotion to Senior Panel after judging six (**four**) assignments if Transfer panel) assignments in any section .....

**Delete as determined by the New Zealand Judges Council** on Intermediate Panel, at least three times on male/female cats in that division; and is eligible for admission to the Transfer panel

***Janice/Gaynor: "That all the changes to the minimum numbers be accepted." Carried***

### **Supervision**

1.40 It is the sole responsibility of the **Portfolio Manager (Judges)** to select supervisors and no correspondence or debate on the selections will be entered into.

***EC Resolved the change be accepted:*** "No later than **one week** prior to the date of a supervised assignment the Portfolio Manager (Judges) shall send a supervision report form to the junior judge to be completed by the supervisor on the day." (they then have 21 days to send the report to the PM)

### **Promotion**

1.51 Neuter / spay cats and neuter / spay kittens, judged at the same show count as one assignment only.

#### ***Discussion:***

- When a judge is ask to judge a full section – Entire Cats/Kittens/Neuter/Spay Cats & Kittens why is this only counted as one assignment
- If you do it in one day it counts as one assignment – if done over 2 days it is counted as 2 assignments – historic (assignment is an assignment) 1.51 delete if it is an assignment counting towards promotion it should still stay in the manual.
- There is no number count it is about the number of supervisions – (we used to have numbers and supervisions) **a minimum of ten exhibits is required**

***Recommendation: Require a clarification to the wording, because as it reads at the moment if a Judge also judges M/F cats/kittens that counts as a second assignment***

### **Suspension**

1.56 **Add new clause** - Executive Council may suspend by a majority vote from the judging panels, any judge who is in breach of any of the clauses in the "Code of Conduct" for Judges, after notice to the judge concerned.

(i) The suspension will be determined on a case by case basis. (A & B) Suspension/Demotion

**Recommendation: To add a new clause and subsequently renumber all the following clauses.**

**Discussion:**

- We need something to give the ability to give the “code of conduct” more teeth!
- This is identifying that the Judges Code of Conduct is a document.
- This is giving EC the right to act on suspending a judge, but there is currently no process in place about how a letter of concern is dealt with.
- Refer Pg. 12 1.5 (d) is totally an EC decision – if you were going to utilise this manual clause to suspend it must come to EC for a decision....
- Demotion clause is saying the same thing – suspension and demotion – needs to be reviewed.
- Must give protection to the PM the process need to be included in the manual....

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Jane (Governance Documents)	To reword the clause Demotion and/or Suspension – forward to EC for approval

**Judges Refresher Seminars**

**Recommendation delete current wording in clause 3.1 3.2 & 3.3 and replace as follows:**

3.1 The attendance at a refresher seminar is not a mandatory requirement, but those judges willing to convene a refresher/training day will be encouraged to do so with assistance being provided.....

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Jane (Governance Documents)	Clause 4.1 (a) research the email trail and report back to EC regarding the payment of travel for attendance at refreshers

3.2 All judges not attending a convened seminar will be required to complete a compliance paper online annually.

**Discussion:**

- Assistance with venue hire will be provided
- Compliance document has not been written this does not need to be in place until the end of next year so there is at least 6 months to get the online option up and running.
- There is nothing stopping the compliance paper becoming part of an actual seminar. This will give judge who are in more isolated areas the opportunity to complete the compliance check without attending a seminar

**Training Programme**

***Deb/ Janice: 5.5 Table add “Turkish Angora and Siberian to the training schedule” Carried***

**5.12 Practical judging experience of multiple breeds at the same time. Students shall take other training as directed, for example, hands on with judges, observations at shows.**



Janice: practical judging experience – listed under the training school curriculum undertake practical experience (information based on the judging programme for the candidates.

**EC Recommendation: review this requirement**

**6 Judges Peer Assessment Programme** – a new approach is needed, a budget needs to be put in place to do assessments.

Discussion:

- The student judges in the 2014 Judges school (C Lowe) all completed a training procedure evaluation and there are some excellent recommendations – reports furnished by Christine Yeung, Lyall Payne and Diane Holtom.
- These judges are to be approached regarding the release of reports and the possibility of becoming a member of a subcommittee to look at the Assessment Programme.

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Chris Lowe	Follow-up with the 2014 Judges School students for release of reports

**Judges Refresher** Val Ball convened a refresher for the Central Judges this weekend and a report was tabled. National Show Seminar is to be held by CABCC after the show utilising contracted judges to present – dispensation has been given for this seminar to count as a refresher.

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Deb (Judges PM)	Notify Judges that the CABCC seminar has been granted dispensation to count as a refresher

**Social Media** Judges Behaviour in social media such as identifying exhibits on postings could be included in Show Bylaw 7.5 (e) & (f)

Discussion:

- Avoid visiting catteries – possible breach on social media does this breach
- Best behaviour /Best practice
- Codes of Conducts are more appropriate tools – however, difficult to police this is being talked about in registries around the world.
- Forward this topic to the World Cat Congress “Judges Behaviour in Social Media.
- Good discussion at the NZCF AGM last year about posting a large number of photographs of cats/kittens to officiating judges. It was felt that something needed to be included in the show bylaws, codes of conducts.
- Social media issues are not adequately covered at present so more work is required.

**2016 Judges**

**Practical Exam**

**Janice:** (All Breeds Tutor) reported that the students are sitting their practical examination on 26<sup>th</sup> November in Palmerston North. Good level of sponsorship has been secured. Very good support has been received from exhibitors and Palmerston North Cat Club to make this not only memorable for the students but a fund raiser for the NZCF to assist with

recovery of the costs. Dispensation for “non-attendance at a Judges Refresher has been given to the students by the Judges PM with exception of Deb Armishaw.

**Janice/Gaynor: “That dispensation is given to Deb Armishaw for nonattendance at a Judges Refresher.”** **Carried**

**Annual Returns**

2016 returns have been sent out early with a reminder that attendance at a Refresher is required (all judges were advised in an email posted on 3<sup>rd</sup> January 2016 of the requirement. Dispensations for nonattendance will be dealt with on a case by case basis.

**Deb/Gaynor: “The Judges PM report be accepted.”** **Carried**

**6.5 Flash Cats & Marketing (Wendy McComb)**

**Advertisers**

**Contracts** Suggested that a written contract is drawn up for Flash Cat Advertisers, which will include advertising rates for corporates etc.

**Discussion:**

- Should be a contract with businesses and/or anybody who wishes to advertise.
- 2017 – Clubs should be given a special rate to advertise (review)
- Do not want to see more advertising in detriment to articles
- Increased advertising will give the option to increase the number of colour pages that can be used for show gallery/articles
- Inclusion of the advertising rates – need to leave room for negotiation (sales procedure)
- All previous advertisers to be contacted with a view to advertising in 2017 magazine
- Cut off dates for flash cats is advertised in each issue
- Advertisers are invoiced quarterly – all should be receiving copies of the magazine

FOLLOW-UP RESPONSIBILITY	ACTION
Wendy	Draw up contract proposal for approval F/up all advertisers for 2017 contracts
Gaynor (Editor)	Send out copy of magazine to advertisers

**Wendy /Jan: “That the Flash Cats & Marketing report be accepted.”** **Carried**

**6.6 Registrations (Annette Dunn)**

(a) Proposed change to the registration rule (see item 5.3) page 4-5 has been approved by this meeting

**Registrars**

**Concerns** **The registration of Colourpoint Bi Colours** – will be part of the review of the Persian/Exotic standard. We do not currently have an asterisk\* in the Breed Code (for registration purposes only) there is no standard.

**Short Paid** There has been an increase in the number of breeders who are not sending or making correct DR CR payments – reminder to be included in flash cats with the schedule of fees.

**Microchip Details** Deb has addressed this with Peter, and details are being included on ROCAP

**Retention Of Records** Paper Registration Forms – when Lyall Payne was on EC he tabled a good article about the retention of records

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Jane (BSAC PM)	To include an *asterisk in the <b>Breed Code</b> until such time this is addressed by the Breed Section  View the article tabled by Lyall and notify the recommended period to Registration PM as records will need to be transferred to the next SH Registrar.

***Annette/Janice that the Registration PM report be accepted.” Carried***

**6.7 Information Technology (Deb Armishaw)**

A full report was tabled which included recommendations for review by Peter including:

- Show Application database issues identified by users
- create a form in an xl file to stop extra columns from being added
- Import file issues out
- Not able to make changes on show day
- Email notifications
- Online registration
- Re: populate gateway payment (extend from credit card to) Online shop – pick up the other items which are sitting on the fee schedule. The terms and conditions for the gateway payment have been separated
- Review all access to ROCAP (access being approved for individual areas of responsibility)
- Possibility of the domain email being used to retain emails and provide storage space
- Gateway documents it is hoped that it will extend into credit card payments by allowing direct access to make payments out of individuals bank accounts.

<b>FOLLOW-UP RESPONSIBILITY</b>	<b>ACTION</b>
Deb (IT PM)	To follow-up with Peter regarding the possibility of the domain email being used to retain emails and provide storage space

***Deb/Gaynor: All costs currently detailed for the IT review be approved***

***AND that a register to record events is generated and maintained going forward to ensure visibility and to provide future management of ROCAP in a better way.” Carried***

***Deb/Janice: "That the IT report be accepted." Carried***

Lunch adjournment 1.00 -1.35

## **Item 7 Other Business**

### **Schedule of Fees**

Marion: There are no recommendations for any increases for 2017

Gaynor: suggested that the \$60 Membership Late Fee needs to be reviewed this has been criticised as excessive.

***Gaynor/Deb: "That the late fee be reduced to \$30 for memberships not paid by 31<sup>st</sup> January 2017." Carried***

### ***EC resolved there will be no increases in fees for membership year 2017***

Meeting Venues Further work required on alternative venues for EC Meetings – all costs have increased at the Bay Plaza but are still considered to be very competitive with some room for review regarding car parking, Wi-Fi use and late checkout for the Executive Suite where the meetings are held.

### **Meeting Expenses**

***Gaynor/Deb: "That the expenses for the meeting of \$3,379 + GST be approved." Carried***

There being no other business the meeting closed at 2.00 pm

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