

MINUTES OF NEW ZEALAND CAT FANCY INCORPORATED  
EXECUTIVE COUNCIL MEETING  
held Via Zoom,  
Commenced 7.30pm Tuesday July 6, 2021

Welcome

The Chair welcomed everyone to the meeting.

## Item 1 Attendance & Apologies

### Executive Council:

Sheree Russell, Sharon Jose, Marion Petley, David Colley, Ngaire Dixon, Jo Millar, Lyall Payne, Jo Woodrow.

### Observers:

Tuesday: Di Hobson. Alexandra Ashkettle joined the meeting at 8pm.

Wednesday: Di Hobson. Fred Haslemore. Alexandra Ashkettle (left around 8pm)

Thursday: Jane Webster (left 7.50pm). Fred Haslemore.

### Apologies:

Nil

## Item 2 Confirmation of Minutes of Previous Meetings

20th February 2021

### Amendments

Pg. 3 Item 6 General business recorded vote as Carried 6/0 should be 5/0

Pg. 4 Other financial Items – last line “Existing Cattery Accreditation” should read “Existing Breeder Accreditation”

Same amendment needed in “Resolved” line

23rd February 2021 Zoom meeting

### Amendments

Pg. 2 7.6 P&M Report, 2<sup>nd</sup> para – “Permission needs to be sort” amend to sought

9th May 2021 Post AGM

no amendments

**Resolved:** that the minutes of the previous meetings be accepted as a true and correct record with the above amendments.

Moved: Lyall / David  
For: 6 / Against: 0 / CARRIED

### Item 3 Matters Arising from Previous Minutes

---

#### 20th February 2021

Pg. 5 Registration Rules 11.12 to be reworded to read "The Prefix shall be one word only and not exceed 14 letters" **Completed**

Amend all documentation regarding Cattery Accreditation to Breeder Accreditation. **Underway**

Add webpage updates to Business Plan. **Completed**

Pg. 7 Spreadsheets to be request for Data integrity tidy up work to be completed. **In IT report**

#### 23rd February 2021

Pg. 5 Registration Rules 11.12 to be reworded to read "The Prefix shall be one word only and not exceed 14 letters" **Completed**

Pg. 2 B & R PM to consult with GDO on the Prefix section of the Registration Rules rewording. **In Hand**

Invitation to go out to membership to get Breeder Accreditation sub-committee off the ground. **TBA**

~~Membership & Prefix Coordinator to request membership lists form Affiliated Clubs to perform audit (Completed), & to recommend wording to be included on club membership applications & renewal forms. Underway.~~

Pg. 3 P & M PM arranges a Zoom meeting between Pro Plan and EC. **In P&M report**

#### 9th May 2021 Post AGM

Pg. 2 Governance Document Officer to look at the wording in GR&Ps and Constitution around F2F & Zoom meetings for the July meeting. **TBA**

Membership to receive log in details for July Meeting. **Done**

Secretary to add this to the February Agenda. **TBA**

Pg. 3 B&R PM with Membership/Prefix Coordinator to work on calling for a subcommittee. Ngaire to work on the terms of reference for this, prior to subcommittee being formed. **In Hand**

Mentoring Program to go into Business Plan as a routine action point. **TBA**

Secretary & GDO to look at the Constitution around General Remits. **TBA**

Pg. 4 ~~Remove Social Media Guidelines from website~~ **Completed** & update CoCs. **TBA**

Shows PM to send a call out for interest in hosting the 2022 National Show. **Done**

Stewards and Handlers courses for North and South Island to be arranged by Judges PM. **TBA**

P&M PM to follow up on Purina proposal with outgoing PM to continue these negotiations and to organise this meeting. **Completed**

Pg. 5 All PMs to update their sections of the Business Plan ready for each meeting. **Ongoing**

B&R PM to send a notice out to the membership offering amnesty before Audit System gets put in place. **TBA**

Parameters and a Job Description for the new role need to be developed. **TBA**

A comparison worksheet of the different pet insurance companies to be developed by B&R PM and circulated to the membership. **In Hand**

IT & P&M PMs to work on Flash Cats being issued electronically, for those who indicated they would prefer it online, was raised at the AGM. This needs to be looked at, along with update the issues that are currently available on the website for downloading, as they are incredibly old issues. **Options being looked at**

#### **Item 4 Correspondence**

---

- Email from Animal Welfare Officer Re query on Insurance for breeders. Ngaire to contact Sue to discuss.
- Email from R Shirley in reference to the recorded voting in the business section of the AGM minutes. It was decided that this section of the minutes have been recorded correctly.
- B Dowling inquiry into sending a give-a-little page notice out on the membership Forum when it gets set up. It was decided that the Noreply Forum was not the correct avenue for this to be promoted.
- Numerous email trails in reference to Turkish Angora registration. Dealt with under BSAC report
- Life Membership nomination received from Sacred Temple Birman Cat Club Inc. Recorded under General Business.
- Email request from Kapiti-Horowhenua Cat Club for show date change. Dealt with under Show report.

**Resolved:** that inwards correspondence is received, and outwards endorsed and dealt with in detail under the Portfolios they fall into.

**Moved: Jo M / Ngaire  
For: 6 / Against: 0 / CARRIED**

**Action Point:** Ngaire to contact the Animal Welfare Officer to discuss.

**Action Point:** Ngaire to liaise with GDO on updating FIP Document with latest information available.

#### **Item 5 NZCF Strategic Plan Review/Updates**

---

##### **Succession Planning**

- Work in Progress

##### **Business Plan**

Business Plan has been 'reset' post-AGM. Access to it has been changed to reflect new EC personnel.

Amendments to Secretary's portion of the Business Plan presented for approval

**Resolved:** that the presented amendments be accepted

**Moved: David / Ngaire  
For: 6 / Against: 0 / CARRIED**

## Item 6 General Business

---

Life membership nomination received from Sacred Temple Birman Cat Club was tabled for approval.

**Resolved:** that the above Life membership nomination be approved for ballot at the 2022 AGM.

**Moved: Jo W / Ngaire**  
**For: 6 / Against: 0 / CARRIED**

## Item 7 Portfolio Managers Reports

---

### 7.1 Finance & Administration

#### A. Treasurer Report [Marion Petley]

- Financial Statements for period ended 30/04/21

Apologies received as this report was not available

- Approval of Accounts for Payment in Retrospect

**Resolved:** that the payment of accounts for the period 01/04/21 to 31/05/21 totaling \$15,345.30 (incl GST) be approved for payment in retrospect.

**Moved: Sheree**  
**For: 6 / Against: 0 / CARRIED**

- Cash Position as at 30/06/21
- Membership total as at the time of the report was 493
- Outstanding Debtors
- Other Financial Items

Show Benching Fees Calculations. There have been numerous clubs who have had difficulties with these calculations this year. A reminder that it is calculated & paid on per Exhibitor, not exhibits, and absentee exhibits still need to be counted in the calculations. Another issue is that some clubs are not accounting for those exhibitors who have more than one cat ownership or prefix name and only paying one benching fee instead of two or more.

New insurance cover for cyber protection. This is a new insurance policy that has highlighted the need for the NZCF to both revisit our existing policies and in some instances, write some new policies so that we are compliant. This became evident when completing some of the questions on the Rosser Surepac Liability Form.

**Resolved:** that the Treasurer's report be accepted.

**Moved: Sheree**  
**For: 6 / Against: 0 / CARRIED**

#### B. Secretary Report [Sharon José]

Secretary's part of the Business Plan has been expanded with the assistance of the GDO, approval for these changes sought from the EC.

Apologies to Zena Pigden, as I had omitted to minute her appointment as Maine Coon Breed Rep in the AGM minutes, which subsequently resulted in a delay in notifying her of this appointment.

Three complaints received and referred to the NDC, one of which was further referred on. Two are currently being dealt with.

Four Breeder Accreditation applications have been received over the past month, one renewal and three new applications.

Home page on the website to be updated.

The changing over of forms from Cattery Accreditation to Breeder Accreditation has been completed and awaiting approval before uploading onto the website.

Membership is up by 20 since the AGM, bringing our total membership to 495. Seven new prefixes have been approved over a 3 month period, with 4 more pending.

An audit on full members affiliate membership was carried out, with 65 reminders issued, most of which have now been rectified.

### Governance Document Officer

There are a number of amendments outstanding, most of which will be processed shortly.

The Business Plan has been 'reset' post-AGM. Access to it has been changed to reflect new EC personnel.

Recommendation for amendment to GR&P regarding EC meeting outcomes.

#### Amendment Proposal

At the JUL 2019 EC meeting a motion was passed regarding the confidentiality of meeting decisions:

Discussion on whether meeting decisions are confidential until minutes are released has been raised numerous times, as members are entitled to know, and this is all part of being transparent

Resolved: that where outcomes of meetings are not confidential and that any affected parties have been advised, the outcome may be communicated to interested parties or the membership, as a whole, after the meeting has closed.

This seems like something that should be in the governance documents so that it can be referenced it is proposed **that General Rules & Policies para 3.6 be amended to add subpara d:**

d. Once the meeting has closed outcomes of the meeting may be communicated to interested parties or the membership as a whole as long as those outcomes are not confidential, and any affected parties have been advised first.

**Resolved:** that the above amendment be made to the General Rules & Policies para 3.6

**Moved: Lyall / David**  
**For: 6 / Against: 0 / CARRIED**

**Resolved:** that these reports be accepted.

**Moved: Lyall / David**  
**For: 6 / Against: 0 / CARRIED**

### C. Chair Report [Sheree Russell]

Both Annette Dunn and Paddy Smith have now been presented with their Life Membership pins.

## National Disputes Coordinator (NDC)

The NDC has proposed changes be made to the existing Disputes & Discipline rules, to trial for one year prior to implementing the draft DDP that is currently being looked at, along with adapting schedules 1 & 2 of the draft to implement with these changes.

1.1c will not take any action on any complaint where there is a legal dispute, including small claims dispute, or where legal action may be necessary to resolve the complaint or has been indicated as a resolution by either party.

1.1d Where a settlement has been made between the complainant and the defendant (i.e., repayment in full and final settlement), then the NZCF reserve the right not to proceed with a hearing if no rules outlined in this document have been broken or not adhered to.

2.3 In the event of the NZCF National Disputes Co-ordinator advising a Conflict of Interest, the NZCF Executive Committee shall appoint another person to act in the position with the same powers as if they were the NDC.

3.1 The NZCF Executive Committee shall have the following disciplinary powers: not limited to...

4.3a The lodgement of a complaint ~~not requiring a mediator~~; as per NZCF Schedule of Fees.

DELETE

4.3d ~~Where a complaint is made by a person who is not a member of the NZCF; no fee.~~

**Rationale:** the costs are the same to hear a complaint, whether made by a member or non-member.

4.7 On receipt of a complaint against a member the Secretary shall inform the NZCF National Disputes Co-ordinator who shall contact the complainant and defendant within 7 days of receipt and then fully investigate the complaint and may, if he/she requires, appoint up to two more people to assist in the process.

4.8 If the NDC considers mediation is appropriate and if both parties agree to mediation.....

DELETE

4.9 ~~If mediation is not agreed to by both parties the NZCF National Disputes Co-ordinator shall investigate the complaint.~~

4.10 ~~The NZCF National Disputes Co-ordinator shall be responsible for fully investigating the complaint and may, if he/she requires, appoint up to two more people to assist in the disciplinary procedure.~~

Re-number all clauses from hereon.

4.18 ~~The complainant or defendant may send a representative in their stead.~~ If either party wishes to have legal representation, this must be at the party's own expense and must be notified 14 days in advance of the hearing. The legal representative does not however have the right to ask or answer questions on the defendant's behalf nor prevent the Complaints Committee from presenting its case.

4.20 The support person does not however have the right to ask or answer questions on the defendant's behalf, nor prevent the Complaints Committee from presenting its case.

5.10 If the Appeals Committee has ruled that the hearing will be conducted by way of written submissions, or an Appeal Meeting will be held, all concerned parties will be given no less than 28 days in advance of the meeting date or final receipt of written submissions. If the hearing is to be in

person. Both the complainant and defendant shall be invited to attend the hearing. Every attempt shall be made to find a date which is acceptable to all concerned but if unable to attend up to three offered dates, the hearing will take place in their absence.

5.11 The Defendant has the statutory right to be accompanied by a support person or legal representative who do not have the right to ask or answer questions on the defendants' behalf.

**Resolved:** that the above amendments be made to the Disputes & Discipline rules, with Schedules 1 & 2 to be included & fees be applied to members & nonmembers alike.

**Moved: Lyall / Ngaire**  
**For: 6 / Against: 0 / CARRIED**

**Action Point:** GDO to amend the D&D rules accordingly.

**Action Point:** Once amended form to be upload onto website.

**Action Point:** Schedule of Fees to be amended accordingly.

**Resolved:** that these reports be accepted.

**Moved: Sheree**  
**For: 6 / Against: 0 / CARRIED**

## 7.2 Breed Standards Advisory Council (BSAC) [Lyall Payne]

- Request for John Smithson to join the BSAC. Approval given.
- NFO health and conformation policy.

The BSAC recommends an amendment to the Registration and Health Programmes section of the Registration Rules as follows:

15.32 The NZCF is not responsible for verifying the identity of cats for whom test results have been submitted. All test results will remain confidential and will not be disclosed to other parties unless the cat concerned is owned by the person making the enquiry.

and that a new section be added which will read:

### Norwegian Forest Cat

15.34 To register Norwegian Forest Cat kittens with the NZCF the following health requirements must be met:

a. One parent of any litter must have either clear (negative) DNA test results for erythrocyte pyruvate kinase deficiency (PK deficiency or PK-def) recorded with the NZCF or be 'clear by parentage', where the NZCF holds sufficient ancestor DNA test results to ensure that the parent is itself clear of the gene.

b. One parent of any litter must have either clear (negative) DNA test results for glycogen storage disease, type IV, (GSD IV) recorded with the NZCF or be 'clear by parentage', where the NZCF holds sufficient ancestor DNA test results to ensure that the parent is itself clear of the gene.

**Resolved:** that recommended amendments to the Registration & Health Programmes section be approved.

**Moved: Lyall / Sheree**  
**For: 6 / Against: 0 / CARRIED**

- Change to the permitted outcrosses for the Manx group.

The BSAC recommends an amendment to the Registration Rules para A.8 be amended to read:

A.8 Cats in the Manx group are fully intermateable with the British Shorthair group and with each other, and all progeny shall be registered as one of the Manx group breeds, depending on phenotype (appearance). Manx group cats also have permitted outcross to domestics.

**Resolved:** that recommended amendments to the Registration Rules para A.8 be approved.

**Moved: Lyall / Sheree**  
**For: 6 / Against: 0 / CARRIED**

- Proposal to make Turkish Angora a developing breed with special conditions.

The BSAC have proposed 2 options for the generation progression for use with the introduction of new foundation stock only. Amendments to para 6.4 would also need to be applied for each option.

Option 1 **Policy change:** Approved new foundation stock = Gen 1

**Wording for para 6.4 being:** The progeny of a mating between a developing breed and a permitted outcross shall be registered as Generation 1 and each time a permitted outcross is used, the progeny shall return to Generation 1. Approved new foundation stock may be registered as Generation 1. Subsequent generations shall be registered according to the Table 6.1: Generation Progression for Developing Breeds.

Option 2 **Policy change:** Approved new foundation stock (Gen 0) x new foundation stock (Gen 0) = Gen 1

**Wording for para 6.4 being:** The progeny of a mating between a developing breed and a permitted outcross shall be registered as Generation 1 and each time a permitted outcross is used the progeny shall return to Generation 1. Approved new foundation stock may be registered as Generation 0 and the progeny of two Generation 0 cats shall be registered as Generation 1. Subsequent generations shall be registered according to the Table 6.1: Generation Progression for Developing Breeds.

**Resolved:** that Option 2, being 0 to 0 gen be approved with the appropriate amendment to para 6.4.

**Moved: Ngaire / Jo M**  
**For: 6 / Against: 0 / CARRIED**

- Proposal for Registration Rules 5.6 Experimental Breeding Programme wording be amended to read:

**5.6** Gen 1 - 3 cats in an approved Breed Standards Advisory Council experimental programme, and their Gen 1 - 3 descendants, must not be used for breeding in any other breeding programme unless permission is granted by the Breed Standards Advisory Council.

**Resolved:** that the proposed wording to RR 5.6 be approved.

**Moved: Lyall / Jo W**  
**For: 6 / Against: 0 / CARRIED**

- Recommendation the AOC entries be added to the Schedule of Breed Codes for Toyger and Singapura, as they do not currently have these.

**Resolved:** that AOC be added to the Schedule of Breed Codes for Toyger and Singapura.

**Moved: Lyall / Jo M**  
**For: 6 / Against: 0 / CARRIED**

- Policy Change for breed section membership  
Breeders may be members of every breed they actively breed, for free.  
Non-breeders may have one free breed section membership, thereafter, must pay an additional \$12 per member above & beyond their free one.  
BSAC recommend that non-breeders be allowed free breed section membership for all breeds owned & General Rules & Policies para 2.18 be amended as follows:  
**2.18** As part of their membership fee, members are eligible to belong to ~~one~~ the breed sections of the breeds they own and breeder members to belong to the breed sections of all breeds they are actively breeding. ...  
Wording on the membership form under the Breed Sections & Kitten Notice Board section could be altered to read: Non-breeder: I/we own cats of the following breeds and wish to belong to their breed sections

**Resolved:** that section 2.18 be amended, and that the \$12 fee be waived. Breed section membership for breeders and non-breeder to be free.

**Moved: Lyall / Ngaire**  
**For: 6 / Against: 0 / CARRIED**

**Resolved:** that the BSAC's report be accepted.

**Moved: Lyall / Jo M**  
**For: 6 / Against: 0 / CARRIED**

**Action Point:** Secretary to send John Smithson Confidentiality agreement

**Action Point:** GDO to amend Registration & Health Programmes section as approved

**Action Point:** GDO to amend RR para A.8 as approved

**Action Point:** GDO to amend policy and para 6.4 wording in accordance with Option 2

**Action Point:** GDO to amend RR 5.6 accordingly

**Action Point:** SOP Officer to add AOC to Schedule of Breed Codes for Toyger and Singapura

**Action Point:** GDO to amend GR&P 2.18 AND add wording to membership application & renewal forms

### **7.3 Breeders & Registrations (B&R) [Jo Woodrow]**

Still hoping the ROCAP changes can be made to enable the input of microchip numbers at Transfer stage.

One dispensation granted for a sex change.

A review and update of the mentoring program is required and will be added to the Business Plan.

Breeder Accreditation - Apologies, I have not yet sent out a request to the membership regarding setting up a working group or couple of individuals to again work out what we require and then seek comments from the membership.

**Resolved:** that the B&R's report be accepted.

**Moved: Jo W / Ngaire**  
**For: 6 / Against: 0 / CARRIED**

**Action Point:** B&R PM to set working group up to look at Breeder Accreditation.

#### 7.4 Information Technology (IT) [David Colley]

GCCF have sent log in details for trial on their registry program.

There are several 'small' errors that seem to occur by the Registrars which need to be fixed however with the platform as it is and the 'no development' work policy at present, IT is reluctant to deal with these.

Further enquiries are need as to whether regular backups are done.

The development of a stand-alone website is apparent, investigations to be made into this. A steering committee needs to be formed to determine what is required for this. Volunteers were Marion, Jo W & David.

**Resolved:** that the IT's report be accepted.

**Moved: David / Ngaire**  
**For: 6 / Against: 0 / CARRIED**

**Action Point:** IT PM to investigate back up occurrence.

**Action Point:** Jo W to talk to some IT students around designing a standalone website.

**Action Point:** Steering committee to commence.

#### 7.5 Judges [Sheree Russell]

Judge from another registry wanting to move to NZCF

Ann Skilling – Semi retirement. In other words, in 2022 she will no longer be accepting any All Breeds assignments in one day.

Steward and Handlers course – Have had a few people made contact re doing the courses in 2022.

**Resolved:** that the Judge's report be accepted.

**Moved: Sheree / Jo M**  
**For: 6 / Against: 0 / CARRIED**

**Action Point:** ILO to write to registry.

#### 7.6 Publications & Marketing (P&M) [Ngaire Dixon]

Handover has been done from outgoing P&M portfolio manager, who had made some good progress with advertisers in particular food and insurance companies.

All current advertisers are happy to continue with their advertising commitments.

Purina Pro Plan would like to form a corporate partnership with NZCF. Zoom meeting with EC to be arranged.

Pet Plan is rebranding to Petcover as of 1<sup>st</sup> August 2021, as such they are looking at changing advertising and they will have press releases associated with the rebrand.

Concentration is being given to bringing other advertisers on board, looking at different types of businesses associated with cats who can bring an advertising interest to Flash Cats.

As per the NZCF Business plan, development has begun on a marketing plan.

**Resolved:** that the P&M's report be accepted.

**Moved: Ngaire / Jo W**  
**For: 6 / Against: 0 / CARRIED**

**Action Point:** P&M PM to confirm Zoom meeting with Purina Pro Plan.

## 7.7 Shows [Jo Millar]

2021 Show season is now well underway, and shows have generally continued uninterrupted

Sacred Temple Cat Club Show went ahead 26th June although Wellington was in Alert Level 2. The show continued with Government and Social Distancing Guidelines in Place, a police check was done on the show, and they were happy with the measures being taken.

The Hamilton Cat Club hosted the North Island National Show Sunday 4th July, which was a huge success.

Planning of the South Island National Show hosted By Canterbury All Breeds Cat Club is also well underway.

Significant delays with the Webmaster uploading Schedules and Show Dates to the NZCF Website. Some have taken in excess of 3 weeks to be loaded.

2022 Show Calendar is finally up on the NZCF Website.

The Health & Safety Officer has drafted a Health & Safety checklist form for clubs to work from, which the Governance Document Officer has formatted, tabled for EC approval.

**Resolved:** that the Health & Safety checklist be approved and be added to the Health & Safety manual.

**Moved: Jo M / Sheree**  
**For: 6 / Against: 0 / CARRIED**

Request from Kapiti-Horowhenua Cat Club for show date change to Sunday 31 October.

**Resolved:** that Kapiti-Horowhenua Cat Club Show date be changed as above.

**Moved: Jo M / Sheree**  
**For: 5 / Against: 0 / Abstain: 1 CARRIED**

**Resolved:** that the Show's report be accepted.

**Moved: Jo M / Jo W**  
**For: 6 / Against: 0 / CARRIED**

## **Item 8      Any Other Business**

---

**1. Any other urgent matters arising.**

**a. National Show 2022.**

As there has been no expression of interest from club's following the notice that was circulated last month, the NZCF will be running this show.

There will be a 1 National Ring & 3 NZCF Rings, date, and venue to be advised.

Separate show planning meetings will take place monthly via Zoom, with the first meeting scheduled for Aug 12.

Show committee has been established as:

Show Managers – David Colley & Lyall Payne

Show Secretary – Jo Millar

Paperwork - Sheree Russell

Entry Clerk – Jo Woodrow

Treasurer – Marion Petley

Sponsorship & vetting – Ngaire Dixon

**2. Approval of meeting expenses. - Nil**

With No Further business

Meeting Closed Thursday 8<sup>th</sup> 8.50pm

Sharon José

Secretary NZCF