



Member of the World Cat Congress

Executive Council Secretary
Chris M Lowe
1614 Old Coach Road RD6
Te Puke 3186

Phone: 07 5334347
Email: secretary@nzcf.com

MINUTES OF THE EXECUTIVE COUNCIL MEETING HELD at the Bay Plaza Hotel 40-44 Oriental Parade, Wellington on Friday 28th – 30th August 2015 commencing at 5.30 pm

Item 1 Attendance & Apologies

Zena welcomed the members to what is hoped to be a very productive weekend

Zena Pigden (Chair)	Gaynor Saxon (Vice Chair)
Deb Armishaw (PM Judges)	Annette Dunn (PM Shows)
Diane Holtom (PM Registrations)	Jane Webster (PM BSAC)
Chris Lowe (EC Secretary)	Marion Petley (NZCF Treasurer)

Item 2 Confirmation of minutes of EC Meeting (14-15th February 2015)

Gaynor/Annette: *“There being no corrections to the minutes that the minutes are accepted as a true and correct record.”* **Carried**

Minutes of Post AGM EC Meeting (21st June 2015)

Gaynor/Annette: *“There being no corrections to the minutes of the post AGM minutes that the minutes are accepted as a true and correct record.”* **Carried**

Item 3 Matters Arising from the Minutes

FOLLOW-UP RESPONSIBILITY	ACTION
Item 4 correspondence page 2 Council – District Plans	Re: council letters – District Plans EC Secretary has review dates flagged and will contact the Councils on an as required basis prior to close off date for submissions.

Stud Registration Form

FOLLOW-UP RESPONSIBILITY	ACTION
Diane Holtom (Registrations PM)	Update the form - master copy to be provided by Deb Armishaw Refer current Registration Rule which

	requires the signature of both the owner and the agent on the form when we have an agent form that allows the owner to appoint the agent to be the only one to sign - PM to follow-up and report back to next EC meeting
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Matters arising which are to be covered by the Portfolio Manager reports to be tabled for this meeting:

- Confidentiality Agreement (Gaynor Saxon)
- Job Description – BSAC did not get completed (now Jane Webster’s responsibility)
- Disputes & Discipline Procedure DDP – is on the agenda for this meeting
- Complaints Committee – consideration as part of the implementation of new DDP document (page 5)
- Time analysis for prepress and layout Flash Cats is on the agenda for this meeting
- On line registration form - need to make sure the online form is consistent with the paper form (Diane Holtom)
- Page 13 – Judges Training Programme survey on the agenda for this meeting (Deb Armishaw)
- Privacy Procedure (carried over from previous EC meeting)
- Registration Rule – taking out the names of living people (Diane Holtom)
- ROCAP password – (Debs) authenticated so that access is given to all areas needed.
- No-reply forum – now completely up to date
- Historical records – (Jane Webster)
- Reissue of Standard of Points to Judges - (Deb Armishaw & Jane Webster)

FOLLOW-UP RESPONSIBILITY	ACTION
Gaynor Saxon	Look at ideas for rebranding + possible redesign of the NZCF logo to be placed on the agenda for the November EC meeting.

Annette Dunn- (Shows Portfolio Matter)

Following the intervention of the Executive Council regarding re: Kapiti-Horowhenua submission for double points allocation at their championship show Annette Dunn requested that the role of the Portfolio Managers are clearly defined with an indication to be given of what are the limits and what delegated authorities they hold.

Discussion: it was agreed that there are limits within the portfolio responsibilities, but they are pretty much autonomous – there are things in the rules that say matters are required to come back to the Executive Council. When a matter steps outside a rule or the Portfolio Manager does not feel comfortable to deal with it, it should be referred to the Executive Council. This needs to be documented in the job descriptions.

EC resolved that the EC Chair is to send a notice to the no-reply forum advising the membership of what decision has been made regarding the submission.

***Amendments to
General Rules & Policies***

Discussion: because most of the rules in the General Rules & Policies come out of our Constitution changes should be placed on the

agenda (i.e. excludes minor changes) the AGM endorsed the ability for the EC to renumber and make minor changes to the rules.

Jane/Annette: "That proposed amendments which alter the intent to the General Rules & Policies must always be advised to the membership by having the proposed wording included in an agenda for an Executive Council meeting or AGM." **Carried**

Meeting Adjourned at 7.30 pm reconvened at 8.30 on Saturday

Item 4 Correspondence

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

- **Prefix Approvals** - The submissions received from Hamilton Cat Club & Jane Webster will be tabled when the prefix report is tabled.
- **Trade Me Welfare Policy** – was published in the last issue of Flash Cats.

FOLLOW-UP RESPONSIBILITY	ACTION
Zena Pigden (Marketing/Flash Cats)	Go back to Trade Me and seek feedback on the latest costings for advertising on the site report back to next EC meeting

Item 5 Portfolio Managers Reports

5.1 Business Finance & Administration (Gaynor Saxon)

(a) Treasurers Report (Marion Petley)

Gaynor/Zena: That the payment of accounts for the period 01/06/15 to 31/07/15 totaling \$28,512.67 (incl GST) be approved for payment in retrospect. **Carried**

2016 AGM Cost comparisons between Auckland and Wellington venues were provided to EC on 29/06/15 showed that the Wellington costs were approx. \$2,200 (excl GST) less than those for Auckland.

Gaynor/Diane: "That based on the costings provided there should be a formal agreement. That the 2016 AGM be held in Wellington. **Carried**

Bulk Purchase NZCF have taken advantage of a bulk purchase of envelopes saving \$510 – this decision was commended by the EC.

ROCAP Edit Function Consideration to access being given to the edit function in ROCAP to the Registrars & Treasurer to enable them to edit receipts etc.

FOLLOW-UP RESPONSIBILITY	ACTION
Marion Petley	To give more thought to this procedure and report back to the next EC meeting

CAC Funding Application The audit paperwork for the grant towards funding the WCC/National Show Seminar has been sent through.

Credit Card/Online Payment Facility This option is definitely a project that should be treated with urgency it needs to get sorted.

(b) NZCF Historian

(Jane Webster)

Shipping of Documents:

Zena/Gaynor: "That Jane Webster (Historian) is allocated \$200 to pay for the shipping of documents without seeking prior approval." **Carried**

Sale Goods (Cost Recovery)

"The Executive Council resolved that the recommendation of the Historian be approved to offer duplicate historical material for sale, with the sale of any year books to be offered for \$10 + postage."

Back Issues/Flash Cats Are to be retained for distribution at the National Shows.

Sub-Committee Members Chaired by Jane Webster, assisted by Emma Kimberley, Ann Skilling & Margaret Harris.

History Project Biographies

The EC resolved to endorse the history project which includes interviews with the older members of the NZCF.

Face Book Page/s

EC resolved to support both Facebook page initiatives to raise the profile of the history projects proposed by the historian. Jane will moderate the postings to the pages.

National Show History Stall EC endorsed the recommendation that a history stand will be

set up at the 2016 National (manned by Emma Kimberley) and that Jane can approach the Palmerston North Library for permission to set up a NZCF history display in the research & archives area of the library.

NZGCCF & NZCF Records: A Policy is needed for accessing cat records which are not covered by the Privacy Act.

The EC resolved that they were happy to endorse in principle that records over 50 years old are made available for research.

FOLLOW-UP RESPONSIBILITY	ACTION
Jane Webster (Historian)	Historian Committee to work on a process – report back to EC

Disclosure/Personal Collection

Jane recently purchased for her own collection primarily NZ focused magazines & documents which she will utilise and donate electronic copies to the NZCF. The originals remain the property of Jane Webster and will not be passed onto the next NZCF Historian.

Summary – Achievements to date include:

- Established and working on a timeline which includes the club, governance, people, show, and breed events that are added as they are noticed while working with documents.
- Established and accepted items into the digitised history collection (a collection of scanned documents like minutes, magazines, and show catalogues).
- Recent additions of note are:
 - 1952 NZGCCF Stud Book
 - 1953 Auckland Cat Club Show Catalogue
 - 1953 Palmerston North Cat Club Show Catalogue
 - 1969 NZGCCF Newsletters (Sep, Nov)
 - 1973 NZCF Newsletter (Jan)
- Established and working on an inventory of the NZCF history assets.
- Began a collection of New Zealand histories for each breed which will be added to as we discover new facts and photos.

Jane was thanked for all the work that she has done since taking on the role as Historian.

(c) Complaints – reporting

(Gaynor Saxon)

Gaynor/Zena: “That the EC go into committee to discuss complaints.” Carried

Gaynor/Zena: “That the EC come out of committee.” Carried

Zena/Jane: “That the NZCF add a section to the membership application form stating that the applicant understands that information about their membership status and only their membership status may be given to members of the public (note: wording to be confirmed) from 2016 onwards.” Carried

EC resolved that all written communications from NZCF members or members of the public should go through the registered office of the NZCF – i.e. the Executive Council Secretary and not directly to the Portfolio Manager/s.

The meeting adjourned for lunch 12.30 reconvened at 1.15 pm

Disputes Committee: Membership of the committee is to be reviewed

Complaints & Discipline – DDP redraft

- There have been no further **submissions** following the circulation of the draft document.
- Part of the process could include that the **show committee** requirements for dealing with the lodgement of laying a complaint could be removed from the DDP document, the objections at show would have to be reviewed at a later date.

- **Conflicts of Interest** – complaints were the EC are involved in discussion and decision “they would have to declare a conflict of interest” and process for these would not allow the EC to dismiss such complaints prior to being heard by a disputes committee.
- The recommendations of the complaints committee need to be included \$ fines payable need to be included
- **Procedure** in particular relating to cases that the Complaints Coordinator has decided that there is a prima facie case to answer being referred to the next EC meeting (see 4.7 – 4.9)
- **Refer 4.16 “dismissed complaint”** If the Complaints Co-ordinator decides that there is no case to answer he/she will dismiss the complaint and all parties will be notified.
- **Include in 4.2.5** the ability that meetings maybe held electronically and may be recorded.
- **Grounds for appeal** – guidance needs to be given to the complaints committee – they have to work taking in the law regarding natural justice.
- The **flow chart** will need more work on it prior to being adopted.

EC resolved that the amendments are to be incorporated into the revised document so that it can be circulated prior to the release of the next agenda for the November meeting – thereby giving the membership more time to make any submissions (closing date for submissions will be included)

FOLLOW-UP RESPONSIBILITY	ACTION
Gaynor Saxon (B/A PM) Jane Webster (Governance)	Gaynor to provide amendments to Jane to complete document for circulation (provide EC Secretary with amended document for publication on the no-reply forum with a closing date for submissions)

Confidentiality Agreements Have been sent to the recently appointed Breed Reps with their appointment letters. All EC members have now signed the document.

Marion was given an opportunity to address her concerns with the document and requested that these be considered with the next review.

Governance Documents Jane Webster requested clarification regarding the amendment process.

EC resolved:

- ***That the Governance Officer (Jane Webster) can follow-up directly with the Portfolio Manager/s.***
- ***The amendment process – (after the arrival with the EC Secretary) if the wording has been spelt out at a EC meeting, the Officer goes direct to the Portfolio Manager for follow-up and approval.***
- ***If amendment has been generated outside of the EC then it must come back to the EC for approval.***
- ***When approved the Governance Officer can request that the document is uploaded to the website.***

- ***The Constitution is still the responsibility of the EC Secretary to follow-up and sign off.***

Standards of Points The management of the Standard of Points is to be taken over by the Governance Officer

Jane was thanked for her continued support and work with the Governance documents.

NZ Companion Animal Council A Special AGM was recently held – Gaynor Saxon (NZCF representative on the NZCA Council) attended the meeting. A report will be available for publishing in Flash Cats.

NZCF were commended for their work on welfare issues, and also the calibre of the speakers & publications put together for the WCC & National Show Seminar in April.

Nyglhhuw (Nigel) Morris (CAR) has expressed an interest in discussions with NZCF regarding the microchipping project.

Val Ball is the NZCF representative on the Companion Animals Trust.

NZCF no-reply forum Clubs can request postings advertising the release of their show schedule and/or closing date. Portfolio Managers can request postings relating to their management areas. Postings must be suitable for publication in the format provided. Separate listings to be given to Club notices.

Kitten/Cat Notice Board rehoming section to be included

FOLLOW-UP RESPONSIBILITY	ACTION
Zena Pigden	To add another function to the notice board so that rehoming notices can be included (criteria for approval of postings which will be accepted under special circumstances only)

(d) Prefix Report (C Lowe)

There has been a marked increase in the number of prefix applications having already approved 25 prefixes this year. Two submissions have been received regarding the circulation of prefix applications for approval (Hamilton Cat Club & Jane Webster)
The process has not been reviewed for many years and is considered to be out of date by some members.

Deb Armishaw/Jane Webster: "That the prefixes for approval are circulated to the individual membership via the no reply forum for objections." ***Carried***

FOLLOW-UP RESPONSIBILITY	ACTION
Jane Webster (Governance)	To remove all references to Prefix Registrar in our Rules and Bylaws, as this

	role has been incorporated into the EC Secretary's job description.
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EC considered the suggestions that additional information be added to the notice when prefixes are circulated for approval by adding the name of the applicant and the breed of cat/s the applicant is intending to breed but resolved to continue with the current information that is circulated.

Membership (EC Secretary) requested that consideration should be given to waive the \$55 late fee for returning members.

EC resolved that a minimum period of absence of more than two years would be the criteria before the fee could be waived for returning members.

Buddy System Jane suggested that the assigned buddies for each Portfolio are rotated each year giving all members the opportunity to work in all areas.

EC resolved that they are basically shadow Portfolios anyway so as such are easy to link together as follows:

- Shows/Judges**
- BSAC/Registrations**
- Business Admin/Marketing & IT**

EC Induction *Annette/Jane: "That the EC induction and job description document comes back to the November meeting."* **Carried**

Gaynor/Deb: "That the Business Administration report be accepted." **Carried**

5.2 Breed Standards Advisory Council (Jane Webster)

Breed Section Reps Appointments have been made to all sections which were vacant following the post-election 2015.

FOLLOW-UP RESPONSIBILITY	ACTION
Jane Webster (BSAC)	To provide updated Breed Representative list for publishing on the website.

Breed Rep Elections Policy Change

In accordance with General Rules & Policies (paras 3.26 and 3.27) breed rep elections are held at the same time as 'other NZCF elections' (i.e. prior to the AGM) and the term is for 2 years. Current practice is that appointments made to fill post-election or part-term vacancies come up for election at the next opportunity which is the next AGM, rather than when the 2 year term would naturally have expired.

Because of continual confusion over the election of the Breed Reps. the BSAC would like to have a staggered election dates aligned so

that all breed reps are elected at the same time and serve for two years (i.e. Elections for breed reps are held every other year).

FOLLOW-UP RESPONSIBILITY	ACTION
Jane Webster (BSAC) EC Secretary	Amendments to the relevant clauses in the General Rules and Policies need to be put forward for the November meeting. GR & Policies to be placed on the agenda for the November EC Meeting.

BSAC Forum

Although not everybody responded the general feeling seemed to be that the forum ought to be independent (so only for BSAC members), but that as it was working without problems it should be left alone thus allowing the guests to view.

Publication Amendment Process

General Rules & Policies (Amended: 07 November 2014)

Annette/Zena: "That paragraph 2.18 is amended as recommended to read:-

"As part of their membership fee, members are eligible to belong to one breed section and breeder members to belong to the breed sections of all breeds they are actively breeding. Any member may belong to additional breed sections, to a maximum of six sections in total for all classes of membership except affiliate."

Carried 5.0.1 (Deb abstain)

Breed Section Fees

The membership form states "BREEDERS ONLY can nominate all Breeds that you currently breed" but does not appear to be covered in the General Rules & Policies. This amendment seeks to document current practice.

General Rules & Policies para 2.18 states

"Affiliate members may belong to **all breed sections** provided that such breed sections are to be relevant to the constitution of the particular affiliate member. Application can be made at the time of application for membership, or at any later date, by applying for membership and by paying the prescribed additional fee."

There is no fee shown for membership of the second and subsequent breed sections for affiliate members but the 2013 AGM agreed that it was appropriate that the EC review this fee for affiliate members with a view to making it more affordable.

FOLLOW-UP RESPONSIBILITY	ACTION
Jane Webster (BSAC)	To amend the Breed Section Rep induction document to reflect that Affiliate Members may belong to all breed sections when this issue is resolved.

Marion Petley (Treasurer)	Schedule of Fees to be updated (need to completed and approved prior to the November EC meeting)
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NZCF Show Entry Form

FOLLOW-UP RESPONSIBILITY	ACTION
Annette Dunn (Shows)	To amend the Show Entry Form on the website to reflect the correct terminology Breed No to read "Breed Code"

Website Updated

Breeder Directory listings on the website, updated to include Cashmere, Scottish Shorthair, and Scottish Longhair and Classicat has been removed. Burmilla listing has been changed to read Burmilla Shorthair (updated also in ROCAP)

Standard of Points

Two pdf documents containing all longhair SOPs and all shorthair SOP (both with introductions) have been uploaded to the website on the SOP Index page.

Currently working on the Standard of Points (SOP) reformatting. It is hoped that the preferred format with guidelines will be approved and published.

Ragdoll Standard

a 2013 submission to correct typos, change breed codes, and improve the consistency of the standard is under discussion. Any changes recommend by the BSAC will go to the breed section for comment and approval.

Laboratory Testing

Another problem with chocolate test was reported in August with. This will be followed up with the breeder and with Orivet.

Breed Codes

Working on establishing a document that explains how our breed codes work and, as part of this, identifying where breed codes appear to be inconsistent. Recommendations or changes should result from this process as well as a document that can be approved and published, making it available for new breeders / NZCF members.

Siamese Group Caramels

Jane/Gaynor: "That the BSAC recommends, in line with the results of breed section consultation, that the Siamese group caramels be separated into base colours for showing."

Carried 6.0

Genetic Diversity Project (UC Davis)

Further information has been requested regarding this project in preparation for passing it onto the Siamese Group Breed Rep.

Bengal Standard Work continues on formatting the TICA standard in NZCF style. The aim is to have the breed section consultation back and a BSAC recommendation made to the EC meeting in November 2015.

Breeding Practices Policy All of the appointed breed representatives have been advised that they should expect to be required to run more consultations than usual as the breeding practices policy is developed.

Easy Mind System (EMS) The IT portfolio manager has advised that ROCAP can be changed to the EMS system and this clears the way for the BSAC to discuss this and bring a recommendation to a future EC meeting.

Jane/Deb: "That the BSAC Portfolio Managers report be accepted." Carried

5.3 Information Technology & Marketing (Zena Pigden)

Show Package

FOLLOW-UP RESPONSIBILITY	ACTION
Zena Pigden (IT)	<p>Request further report from Palmerston North following their 2015 show.</p> <p>Follow-up on the possibility that you could use the import registration number temporarily (when dispensation to show has been given) for the show package.</p>

Payment Gateway & Online Forms

Disappointingly we have no further progress with this item which has now been ongoing for more than a year. There has been no response to our call in Flashcats for expressions of interest in an IT position. The additional IT person would handle larger projects but we would continue to use Brendan for maintenance of ROCAP etc.

EC resolved that following further discussion with our current provider regarding the project programme, and checking on skill set that the PM be authorised to advertise for an IT person (utilising Seek& Trademe sites).

EMS Discussions with Brendan regarding the feasibility and cost of adding EMS codes to ROCAP with the aim of eventually changing over to these codes completely have been initiated. Codes could actually be entered and although the EMS system is relatively simple and logical, it will be a challenge to add these in by some form of automated translation.

FOLLOW-UP RESPONSIBILITY	ACTION
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Zena Pigden (IT)	<p>Follow-up with Brendan regarding cost for creating the new field and providing access to the breed code area on the database – report back to November EC meeting.</p> <p>Contact Kennel Club to discuss what IT system they have, that NZCF could utilise</p>
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Zena/Gaynor: “That the IT Portfolio Managers report be accepted. “ Carried

5.4 Flashcats & Marketing (Zena Pigden)

Advertising Thanks to Janice Davey’s vigorous sales activity on behalf of the NZCF (as well as Gaynor’s own efforts) Flashcats is reasonably well set up with advertising for the rest of 2015. There are still some potential advertisers to be followed up.

Fundraising Opportunity Susan Edwards who has produced a Birman Calendar for the last 10 years has expressed an interest in producing a fund-raising calendar for the NZCF.

Zena/Jane: “That the NZCF accept Susan Edward’s offer to produce a fundraising calendar for the NZCF for 2016.” Carried

NZCF Brochure The brochure is currently being reviewed for any further updating before progressing. This has been a plan held over for quite some time, and it is one that is worthy of completing so that the NZCF brochure and membership form will be sent out with all pet transfers by the Registrars.

Marketing Goals That the NZCF will be seen as the go to organisation for all matters relating to the ownership, care, welfare, breeding and showing of pedigree cats.

- Buying a pedigree cat? Buy with confidence from an NZCF registered breeder
- Thinking of breeding? Don’t be a backyard breeder, become a registered breeder with NZCF.
- Thinking of showing - join the NZCF and enjoy the fun and friendly atmosphere of our shows.
- Keen to sell your products to people who are dedicated to their cats and spend money on them? Advertise to our membership (who in turn influence their kitten buyers
- Developing rules, regulations or policies that will affect breeders of pedigree cats?
- Consult with the NZCF and make rules that work.
- We should take every opportunity to raise the profile of the NZCF and associate the NZCF with positive aims i.e. be seen as proactive in supporting ethical breeding and cat welfare generally, especially but not only as it relates to pedigree cats.

- From a member perspective - seen as providing a warm friendly and supportive environment, and seen as promoting our breeders to the public.
- We also want all breeders (or at least all breeders who are willing to abide by our codes of conduct) to see value in being a member of our organisation. (On this front, Chris has been doing sterling work bringing backyard breeders into the fold).
- Naturally we also want to increase our membership beyond breeders where possible.
- Zena said that she will welcome any comments or thoughts now and in the future in relation to these goals (and whether there's anything I missed). I will develop a more detailed document that looks at how we can achieve these goals and what we are already doing that is likely to support them. In the meantime we can make use of whatever opportunities come our way.

Zena/Gaynor: 'That the Flash Cats & Marketing Portfolio Managers report be accepted.'
Carried

Meeting adjourned at 5.05 pm and reconvened at 8.30 am

Portfolio Reports Continued.....

5.5 Judges (Deb Armishaw)

Judges Manual *The EC resolved that a subcommittee of 3 (including the Portfolio Manager is convened to review the Judges Manual*

FOLLOW-UP RESPONSIBILITY	ACTION
Deb Armishaw (Judges)	To convene subcommittee – (participants of PM's choice)
	Changes to the manual to come to the November EC meeting for ratification
Jane Webster	To provide the Judges Manual in tracked format to assist with the review

Steward/Handlers The no reply forum will be used in an attempt to get the steward/handlers list up to date for the website. Qualified Stewards & Handlers will be asked to confirm their availability to the Judges PM (via email) if no response is received within 14 days they will be removed from the list on the website.

Offers of assistance to hold a training school have been come from Central & Southern based Judges and it is envisaged that a further course will also be held in the Northern area.

Training course – to be reviewed as this has not been

FOLLOW-UP RESPONSIBILITY	ACTION
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Deb Armishaw (Judges)	<p>Arrange posting on the no reply forum to update the list of qualified handlers and stewards.</p> <p>To seek expressions of interest in holding a steward/handlers course in Northern area. Organise to advertise the course availability in Flash Cats.</p>
Deb Armishaw/Lead Tutor & Judges	<p>Those selected to run the steward/handlers course review the current training with a view to having new package in place by the end of October 2015</p>

Standard of Points

There have been some judges who appear to have missed out on receiving the hardcopies for 2015. When SOP's are updated every effort will be made to ensure that judges all receive relevant updates.

Show Rules

Not all clubs on show day have on hand a copy of the SOPs for visiting judges as per Show By-law 6. Clubs Responsibilities to Judges.

6.7 Clubs must send a show schedule to all contracted judges at the same time as the schedules are sent to the intending exhibitors, and for overseas judges, a copy of the NZCF Standard of Points applicable to those classes in the particular judge's assignment.

FOLLOW-UP RESPONSIBILITY	ACTION
Deb Armishaw (Judges)	Reminder to be sent to all Affiliate Clubs regarding their responsibilities to judges (refer: Show Bylaws
Annette Dunn (Shows)	A link to the website www.nzcf.com to be included in the Show Bylaws so that when Clubs send information to the judges they are also provided with a link to the Standard of Points on the website.

Show Catalogues

Clubs are reminded that they are to advise workers on receipt of their catalogue on show day that it must not be taken on the floor whilst they are working with their judge. (Refer: Show Bylaw 5.2)

FOLLOW-UP RESPONSIBILITY	ACTION
Deb Armishaw (Judges)	To provide an article for Flash Cats re: responsibilities to Judges with particular reference to our Show Bylaws.
Annette Dunn (Shows)	To work in conjunction with Deb to produce the article for flash cats on show management

Assignment sizes for Judges

There have been occurrences of judges having large assignments and clubs are failing to follow Show By-law 6.8 “Within 7 days of the close of entries the club shall provide written advice to judges with more than 80 entries” or less than 10 entries in a section, and by agreement between the club and the judge, such sections may be split into smaller ones or combined into a larger one, as required, and the club shall advise all exhibitors affected by such changes. This is partly due to holding shows with more than four rings in one day, therefore a larger number of entries occur.

Portfolio Managers Recommendation: 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 be 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.

EC resolved that this matter lie on the table until the November Executive Council Meeting

Judges Contracts & Judges Annual Returns

As part of the form needs to be signed and it could be argued that one has to print this form off to affix a signature, this is not the case. Under the Electronic Transaction Act 2002 sections 22 and 24 an electronic signature is acceptable. In section 22 it describes an electronic signature

(1) Subject to subsection (2), a legal requirement for a signature other than a witness’ signature is met by means of an electronic signature if the electronic signature—

(a) Adequately identifies the signatory and adequately indicates the signatory’s approval of the information to which the signature relates; and

- Need the Tabby pattern to print on pedigrees. Currently this is a problem for overseas registries when we send them pedigrees to register kittens/cats in their databases and they do not have the pattern details.

FOLLOW-UP RESPONSIBILITY	ACTION
Zena Pigden (IT PM)	Ensure that all the IT items highlighted by Registrations PM are addressed

Fees Structure:

FOLLOW-UP RESPONSIBILITY	ACTION
Marion Petley (Treasurer)	To advise the Registrars of the sundry code set up in ROCAP to cover miscellaneous items

Registration Rule Amendments

Diane/Gaynor: “That Registration Rule 17.12 be amended to read: On the transfer in favour of one or more of the present current owners of a cat registered with NZCF, the outgoing owner/s must each sign the transfer application form, for the transfer to be effective. In the case of death of one of the present owners then upon agreement from the estate of the deceased person ownership will transfer automatically to the other current owners.”

Carried

Diane/Deb” That Registration Rule 15.20 is amended by adding... Once any cat has won more than one challenge certificate in its originally registered colour, then the colour and breed code registered for that cat shall only be changed upon completion of the process outlined in paras 15.22 - 15.30.

unless positive DNA testing is provided to support the colour change, in which case it can be changed.

Carried

Diane/Gaynor: “That Registration Rule 5.3 is amended to read: Breeders wishing to carry out or join an experimental breeding programme must have held their NZCF prefix for a minimum of three years and have registered at least 3 litters on the full register. This rule may be waived at the sole discretion of the Executive Council. Application is made via the Breed Standards Advisory Council who will approve or reject the application.” Carried

Dispensation to Show

The EC resolved that the dispensations given to show Lessentine BC Exquisite, Lessentine BC Petit Fleur be ratified.

Microchip Project

Guidelines are required for the brief on progressing the microchipping proposal taking into account:

- Certified trainers in each region (to provide a micro chipping service to our breeders) could be treated as contractors responsible for their own accounting
- The holding of stock – the supplying of scanners
- Some kind of accounting procedure - \$20 micro (chip basic) \$12.50 basic fee for registration on NZCAR

FOLLOW-UP RESPONSIBILITY	ACTION
Marion Petley (Treasurer)	To take a look at the accounting side of this project to report back to the November EC meeting

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

5.7 Shows

(Annette Dunn)

National Medallions

Marion was thanked for sending out the medallions to those not awarded on the day of the show.

Website

Has been updated removing all links to 2014 etc.

Show Bylaws - Amendments

13.4 Breeder’s Award of Merit certificates are offered by the NZCF to the breeder of the NZCF registered pedigree exhibit which in the opinion of the judge is most worthy of the award. This can be any cat/kitten that the judge feels has.....

Annette/Zena: “That show bylaws 4.7 amended to read

All kittens entered in the show, or on exhibition, display, or as a breed promotion, (words to be removed) shall be a minimum of four calendar months old on show day.

4.8 At the discretion of the club cats and kittens not entered in the show, may be displayed, exhibited or promoted at the venue. Any kittens on display shall be a minimum of three calendar months on show day. These cats and kittens shall be bound by the Show Bylaws including veterinary requirements where appropriate. Carried (5.1.0 Deb)

Note: this removes a contradiction previously present in the show rules between 4.7 and 4.8.

EC resolved that the membership be made aware of this tidy up via the no reply forum.

National Show 2016

A contract was signed with Janice Davey & the Club. A meeting was held yesterday with representatives from Palmerston North CC and Shows, Judges PM, and the NZCF Treasurer.

National Judges: Annette/Deb: That the proposed National Show Judges are approved.”

Carried

- **Schedule** to go out with December edition of Flashcats.
- Flash cats Editor to give closing date for the insertions into Flashcats.

National Show 2017:

An expression of interest has been received from CABCC.

National Policy Needs to be reviewed in the future

World Cat Congress *Zena/Gaynor: "That the NZCF continue to support the World Cat Congress, maintain our membership of that organisation, and the Chris Lowe is nominated as NZCF delegate to the World Cat Congress meeting."* **Carried**

Meeting adjourned for lunch 12.30 reconvened at 13.23 pm (minute Secretary Jane Webster)

Shows PM report continues.....

Annual Awards Request 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.

FOLLOW-UP RESPONSIBILITY	ACTION
Annette Dunn	To draft alternate and improved policy for Show Bylaws 13.10
Jane Webster	To add the EC decision about having to be a NZCF member to accrue title points or awards into Show Bylaws (as this has been missed)
EC Secretary	Agenda for November EC Meeting

CatzInc-Registered Cats being shown at NZCF Shows

Under the current rules (Show Bylaws 3.1) CatzInc-registered cats can be shown under dispensation but that expires after 6 months when the cat must be registered as an international import.

Moved: "That cats not registered with NZCF, but registered with another cat registry, maybe entered in NZCF shows. Wins by cats registered only with another registry will not count towards NZCF titles or awards unless the cat is duly registered with NZCF and the owner is a financial member within 21 days of the show where such wins were made."

Moved: D. Holtom / Seconded: D. Armishaw

1 in favour / 5 against

EC Resolved: To remain with the status quo but ensure that information is published how non-NZCF-registered cats can be entered into NZCF shows with clubs being encouraged to include information about this in their show schedules.

Review: This will be reviewed at the end of 2016 show season.

Moved: That the Shows PM report be accepted.

Moved: A Dunn / Seconded: D. Armishaw

Carried

Double Points At Shows

Carried forward to the November Meeting

Item 6: Any Other Business

Companion Animals Council

Resolved: That the appointment of G Saxon as the NZCF rep to the Companion Animal Council be ratified.

Life Membership

The current policy (GR&P 2.7) gives no real guidelines about the criteria for life membership and the EC will develop and document these when next dealing with nominations and include checking whether a nominee is willing to be nominated before ballot papers are distributed.

FOLLOW-UP RESPONSIBILITY	ACTION
Gaynor Saxon	To add notice in Flash Cats that nominations for life membership should be sent to the EC Secretary accompanied by a bio of the person nominated.

Judges Emeritus

FOLLOW-UP RESPONSIBILITY	ACTION
Deb Armishaw	To reply to the submission- advising that a process is being developed for appointing judges emeritus. Process to come back to November EC meeting.

Carried forward to the November Meeting

Discussion of the submission on the PNCC remit is carried forward to the November meeting.

Flash Cats

A report from G. Saxon on the time involved in editing, pre-press, and lay-up was read.

Gaynor was thanked for her efforts in producing Flash Cats.

Carried forward to the November Meeting

Southern Cross All Breeds Cat Club submission re show officials to assist clubs in running shows.

Privacy Document

Procedure document carried forward to the November meeting.

Expenses

That the meeting approved the expenses of \$4,518.17 (excl GST) for the August EC meeting.

Moved: A. Dunn / Seconded: Z. Pigden

Carried

Meeting closed 14.35

Chris M Lowe
Executive Council Secretary