



MINUTES OF THE POST AGM EXECUTIVE COUNCIL MEETING WILL HELD (Post AGM) at the Bay Plaza Hotel 40-44 Oriental Parade, Wellington on Sunday 10th April 2016

Item 1 Attendance & Apologies

Chris Lowe (Secretary)	Marion Petley (Treasurer)
Deb Armishaw	Janice Davey
Annette Dunn	Wendy McComb
Gaynor Saxon	Jane Webster

Observers: Diane Holtom & Zena Pigden

Item 2 Election Chairman

Secretary called for nominations:

Janice/Deb: nominated Gaynor Saxon

Jane Webster/Wendy McComb: nominated Annette Dunn

There being no further nominations vote was by a show of hands

Gaynor 3 votes

Annette 3 votes

Secretary: with leave of the meeting called for a secret ballot

Appointment of Scrutineer:

Deb/Jane: "That Diane Holtom is appointed scrutineer for this ballot."

Carried

Gaynor was announced elected, taking the Chair for the remainder of the meeting.

Election of Vice Chairman

Janice/Gaynor - nominated Deb Armishaw"

There being no further nominations Deb was elected unopposed

Item 3 Allocation of Portfolio's

- **Business/Administration & Finance** – Gaynor Saxon
- **Information Technology** – Deb Armishaw
- **Shows** – Janice Davey
- **Flash Cats & Marketing** – Wendy McComb
- **Registrations** – Annette Dunn
- **Breed Standards Advisory Council** – Jane Webster
- **Judges** - Deb Armishaw

Discussion: Marion said that she felt uncomfortable declaring what she sees as a conflict of interest in the appointment of Deb Armishaw as the Judges Portfolio Manager, as she has recently commenced training as a transfer panel student.

Janice: this has happened before when she was holding the Portfolio Management, any possible conflict was avoided by any decisions regarding the holder were referred to the Chair and/or the Tutor Judge.

Item 4 Meeting Dates

2017 Meeting Dates (including AGM) all EC meetings will commence on the Friday evening.

25-26 February 2017

13th May NZCF Annual General Meeting

5-6th August 2017

25-26 November 2017

Item 5 Any Other Business

- Ratification of the 2017 Show Date Calendar

Discussion: regarding the procedure to ensure that NZCF Health & Safety Officers maintain training records.

Annette/Deb: That the 2017 Show date calendar is approved subject to the confirmation of the H&S Officers being approved. Carried

Discussion: regarding the timing of the payment for 2018 show date applications it was suggested that payments should be made in December to avoid any confusion.

- **H&S Manual** – an updated version will be circulated to the Affiliate Clubs. There have been a number of changes made with an effective date of 1st April 2016.

National Show: The contract for the 2017 show has not yet been signed off.

- **Update Business Plan** - Develop new breeder’s information package (BIP how to become a breeder linked to breeder’s code of conduct (minimum standards for cattery standards) which will be linked to the BSAC health practices when they are ready for each breed.

Guidelines for contractual breeding practices to be made available as templates on the website.

System approach to training (module training) mentoring volunteers – accreditation programme for mentoring with recognition of prior learn.

Mentors contracted to the NZCF and then they are assigned to the new breeder could perhaps utilise the breed reps to – act as mentors (could be in contact with all new prefix holders)

FOLLOW-UP RESPONSIBILITY	ACTION
Secretary Shows Portfolio (Janice Davey)	Place contracting of mentors for new breeders on agenda for the August EC meeting Sign off National Show Contract 2017 Circulate H & S Manual update
Jane Webster	Reformat H&S Manual – consult S Mackay
Deb Armishaw	Report back on conflict in Constitution 21.2 & General Rules & Policy document re: setting of the AGM date/location
Deb Armishaw/Gaynor Saxon	No-reply forum access for clubs to post newsletters etc. follow-up with publication in flash cats
Secretary	Review of accredited catteries pre-requisite for approval (review accreditation programme)

- Treasurer's Report

Account Signatories:

Chair/Jane: That Zena Pigden be removed as signatory and replaced with Janice Davey." Carried

1. **Change of Authorised Signatories for TSB Bank Waitara** (three required with two to sign)

- Confirmation of existing signatories: Marion Petley (Treasurer)
Gaynor Saxon (Admin & Finance PFM)
- Removal of existing signatory: Zena Pigden (Retiring)
- Appointment of new signatory: Janice Davey (Shows PFM)

2. **Change of Authorisers for TSB BusinessBank** (three required with two to authorise)

- Confirmation of existing authorisers: Marion Petley (Treasurer & A/c Administrator)
Gaynor Saxon (Admin & Finance PFM)
- Removal of existing signatory: Zena Pigden (Retiring)
- Appointment of new signatory: Janice Davey (Shows PM)
- TSB BusinessBank Security Token #231571326 be authorised to be transferred from Zena Pigden to new appointed authoriser.

Chair: Approval in retrospect of accounts paid for the period 01/01/16 to 29/02/16. Carried

Janice/Jane: Approval of AGM & Post-AGM Meeting Expenses Carried

Companion Animals Council – representative to replace Gaynor Saxon

Discussion: Annette felt that this role needs to be taken up by an Executive Council member, as they are required to make decisions on behalf of the organisation.

Zena – was given leave of the meeting to address the EC

We told them at the time that our delegate is not authorised to make decisions on behalf of NZCF in relation to cat policy (without pre approval from the EC)

Gaynor: outside of cat policy the delegate is permitted to act freely. Val Ball is the NZCF representative on the Trust Board.

Chair: "That Zena be appointed as the NZCAC representative until Dec 2016." Carried

Wellington City Council Cat Policy

NZCF is identified as a key stake holder which gives us the right to address any issues with the cat policy.

EC resolved that Deb Armishaw would continue with the face to face liaison in the interim.

MPR Representatives Will be dealt with when required

Constitutional Amendment EC are authorised to fix – refer paragraph 9.1 (a) 4 (iv) the chair shall be the change **“to be”** the spokesman

Amendment life membership – clarified with the addition of a **(,)** (this then means a majority of members voting)

FOLLOW-UP RESPONSIBILITY	ACTION
Jane Webster	Constitutional remit: regarding the % or members that vote – should be reworded to say “more than 50% of the vote”.

There being no further business the meeting closed at 12.00

Chris M Lowe

Secretary