



*Minutes of the 45<sup>th</sup> Annual General Meeting of the New Zealand Cat Fancy Incorporated, held 9<sup>th</sup> April 2016, at the Plaza Hotel, 40-44 Oriental Parade Wellington*

The Chair extended a welcome to those in attendance, thanking them for their involvement and the hope that this would once again be a productive and positive meeting.

#### ITEM 1 ATTENDANCE & APOLOGIES

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- Roll Call – in attendance (called by the EC Secretary)

Zena Pigden (Chair)	Chris Lowe (Executive Council Secretary)
Marion Petley (Treasurer)	Deb Armishaw
Lew Clarke	David Colley
Janice Davey	Sue Gordon
Denise Grace	Diane Holtom
Emma Kimberley	Kay McArthur
Wendy McComb	Lyll Payne
Gaynor Saxon	Maree Roy
Jane Webster	Judy Wereta

Observer: With leave of the meeting permission was given to allow Val Richards (non-member of NZCF) to observe the meeting with no voting or speaking rights.

Annette Dunn - arriving later

- **Apologies:** Geyserland Cat Club, Dianne Le Bas, Christine & Mushfik Yeung

**Chair Moved: "That apologies be accepted." Carried**

**Recording:** The meeting was also reminded that the proceedings are being recorded, this is to assist the Secretary to complete the minutes. Tapes are erased once the minutes have been completed.

- Voting strength 103

## ITEM 2 ELECTION RESULT

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- Executive Council: There was no contested election for the two Executive Council positions. Wendy McComb & Janice Davey were welcomed by the Chair.
- Life Membership: Life membership was confirmed for Avon Aspden the chair thanked Avon for the extensive services that she has and still is providing to the NZCF.

## ITEM 3 CONFIRMATION OF MINUTES OF THE 44<sup>TH</sup> AGM 2015

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- Corrections: Jane Webster: Page 2 correct spelling was Gareth Morgan  
Page 11 6.4 comments: There have been some valid points raised on this  
Maree Roy: Page 15 - Social media – to read “nothing in the clubs constitution should conflict with NZCF Constitution.”  
Marion Petley: Page 5 re: show programme Clubs pay \$115 annually should read per show.

***Chair: “That the Minutes of the NZCF 2015 AGM as amended be accepted as a true & correct record of the meeting.”*** ***Carried***

## ITEM 3 MATTERS ARISING FROM THE MINUTES 44<sup>TH</sup> AGM 2015

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- Pdf Files** Jane Webster: (Page 2) the pdf files for the Standard of Points (Longhair & Shorthair) have been uploaded to the website.
- Judges Manual** Deb Armishaw: (Page 5) Judges Manual – still outstanding
- CABCC Storage unit** Jane Webster (NZCF Historian) extended thanks to Sue Moffat and Jo Woodrow for all the help that they provided Jane in sorting out the historical items that had been stored in the clubs lockup (which we have not been able to gain access to until recently)
- Adoption EMS Codes** Page 14 – there have been no insurmountable IT issues identified. Work is ongoing – standardization of colour standards has not yet been looked at.
- Governance Documents** A master log of amendments has been put in place
- Breed Reps** Page 16 – Looking at a Constitutional change for next AGM to allow pet owners to take on breed representative roles.

**Show Awards** EC have not as yet looked at implementing another level of our show awards

**Written**

**Procedure** Zena: Process was to be written how members of the EC might be removed – this will be included on the EC business to be done for 2016

**Electronic Voting** Amending the constitution to allow some form of electronic voting - this is included on the agenda for this meeting.

**Lyll Payne/Deb Armishaw: “That all reports be taken as read.” Carried**

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ITEM 4 CHAIRPERSONS REPORT (ZENA PIGDEN)

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**Lyll Payne/Judy Wereta “That the Chairpersons report be accepted.” Carried**

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ITEM 5 PORTFOLIO MANAGERS REPORTS

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The reports of the remaining members of the Executive Council, particularly in terms of the immediate past year and how that affects the NZCF plan for the next 5 years.

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(a) Business Administration and Finance Gaynor Saxon

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Discussion:

**Draft Survey** A draft document has been put together, which will be of interest in the coming year especially for those interested on “How to become a breeder” It is intended that it will be made available on the website.

**Microchipping**

**Proposal** A feasibility study is to be done which will investigate the practicalities and ideas on how this could be implemented. Diane Holtom confirmed to the meeting that this proposal is on the agenda for the IT Portfolio Manager. There would be the ability for the Registrars to record details on the database. There is a possibility that this could be linked to the CAC database, and could give potential for some revenue for NZCF. The meeting requested that it comes back to the membership before any further business agreement is struck. It is intended that the first process would be the training of our own certified micro chippers so that NZCF could offer a much cheaper option to our members.

**Trade Me**

David Colley: addressed concerns regarding the way that Trademe is allowing unregistered breeders to advertise cats/kittens for sale in particular the number of cross bred animals appearing.

Trademe have implemented a new welfare code which is a voluntary code. If a seller is not complying with the code you do have the opportunity to address this directly with Trademe. Especially if it is felt that perhaps a seller is advertising a cat in a way as seen to be misleading etc. or advertising

under aged kittens. NZCF does not have any control at present over the process apart from our individual registered breeders notifying them.

### **District Councils**

**Animal Codes** Secretary: confirmed to the meeting that the initiative that Lyall Payne had worked on to get the Local Councils to recognise that NZCF should be stakeholders in the review process for the animal codes was working very well. A number of Councils have come back to NZCF advising of reviews and consultation process.

Lyall said that he had some concerns with the NZCF having been involved with some consultation with the Wellington City Council prior to the membership having any input. Zena confirmed that the meeting with Wellington City Council was held with very short notice, and the EC had agreed to the process on this occasion. The NZCF submitted that the age for microchipping should be extended out to 4 months so that the responsibility would then move to the new owners. NZCF are mindful of protecting our breeders.

**Gaynor Saxon /Emma Kimberley: "That the Business/Admin report be accepted." Carried**

### **(b) Breed Standards Advisory Council (BSAC)**

**Jane Webster**

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#### **Discussion:**

Chair – wished to acknowledge the work that Jane has done in this portfolio. She said she was absolutely impressed with the energy and work that Jane has brought to this portfolio - received with acclamation.

#### **BSAC Consultation**

Lyall: asked if there is absolute clarity as to how matters are sent to the BSAC – knowing historically that there have been some issues with what was being dealt with by the BSAC.

Chair: there are documented processes, most of the matters that BSAC is working on at present have come from EC or AGM or the general membership.

Jane: If a matter comes from an individual member it would normally go into a pool for discussion with the Council and of course on occasions it would go directly to the breed representative for consultation. The more communication that we get from the membership the better, we would like more people to become involved.

#### **EMS Codes**

Deb Armishaw: With the possible move to EMS codes would that then mean Standard of Points across the board being adopted and the standardisation of colour descriptions?

It was clarified that standardisation of colour descriptions/universal colour descriptions are a separate issue from the adoption of EMS codes.

Universal colour descriptions have not been looked at by the BSAC due to existing workload.

**Jane Webster/Denise Grace: "That the BSAC report be accepted." Carried**

### (c) Information Technology (IT)

Zena Pigden

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**Show package**      **Deb:** It is noted that we can now manually add late entries/imported cats. Assuming that this is for the club to enter into the local programme which does not affect ROCAP?

**Zena:** Yes. ROCAP data is not affected.

**Zena:** The programme is designed to work in Access 2007 - the ability to add another cat does not work with later versions. Our new IT provider has been asked to look at updating the version of Access being used.

**Emma Kimberley:** Expressed concern that the Domestic and Companions still have not been included in the show package.

**Kitten Notice Board**      Janice Davey: reported that really good feedback has been received from the breeders about the kitten notice board, and congratulated Zena for the initiative.

**IT Updates**      Diane Holtom – reported that a number of items had been identified by the Registrars that still have not been addressed. Zena confirmed that all details will be reported to the replacement IT Portfolio Manager.

**Zena Pigden /David Colley: "That the IT report be accepted."**

**Carried**

### (d) Judges Portfolio

Deb Armishaw

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**Tutor Judges**      A formal apology was extended to all the previous Tutor Judges for any upset caused by only appointing three Tutor Judges roles for 2016. No appointments had been made the previous year. There was concern expressed about the delays in transferring the Portfolio Management records to the new holder.

**Facebook Photographs**      The meeting expressed concern about the number of exhibitors placing photographs of their cats on facebook. It was acknowledged that Clubs often utilise photographs taken at their shows as a marketing tool.

**Conduct of Exhibitors**      This behaviour could be included as part of the code of conduct – the Business Admin & Shows Portfolio Managers will review the

code and would welcome contribution from those at the meeting as to what they consider should be included.

**Judge Emeritus**

Process procedure has been done, and should be included in the Judges Manual with the updates this year.

**Show Support Staff**

Support staff should be given the opportunity to attend refresher seminars.

**Judges Travel**

Concern expressed at the number of clubs booking travel an accommodation for officiating judges without consultation.

Deb thanked the meeting for allowing her to speak to her extended report.

**Deb Armishaw/Sue Gordon: "That the Judges PM report be accepted. "Carried"**

**(e) Registrations Portfolio Report**

**Diane Holtom**

**Portfolio**

**Diane:** reported to the meeting that she was standing down this year, this was not a reflection on the NZCF but she felt it was better to take a break when she still felt passionate about NZCF

**Chair:** acknowledged the contribution that Diane has made at the EC level especially her common sense and calm approach to things.  
**Thanks was received with acclamation.**

**Dispensation  
Colour Change**

There had been some charges made for colour changes despite that the EC had given dispensation to allow colour changes to be made until the age of 9 months with no charge.

**Transfer Fees**

**Sue Gordon:** Some members feel that there should be some flexibility with the payment of the transfer fee – the onus is on breeder. What difference does it make who pays the transfer fee?  
**Diane:** confirmed that the reasoning behind this decision was that EC considered that the breeder will take more responsibility for the cats being transferred rather than a new pet owner in particular.

**Registrations**

Perhaps consideration could be given for a reduced registration cost when there is only one kitten in the litter.

**Breeders Transfer**

The cost of \$32.50 is still considered by a number of breeders as to high. It was the general feeling of the meeting that as this also includes a 4 generation pedigree it is a reasonable cost and should be factored into the purchase price.

**Registration  
Paperwork**

**Secretary:** reported a marked increase in the number of complaints being received from pet owners experiencing long delays in getting paperwork for their cats. There had been a number of complaints

regarding breeders asking up to an additional \$100 on top of the purchase price to supply paperwork. This matter will be followed up.

**Diane Holtom /Emma Kimberley: "That the Registrations PM report be accepted."**  
**Carried**

**(f) Chair the Shows PM report will be dealt with when Annette arrives**

**(g) Flash Cats & Marketing**

**Zena Pigden**

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**Marketing Programme**

**Zena:** had hoped to be a little further advanced in the marketing progress. However she was pleased to report that some very good contacts had been established for future advertising in the magazine.

**Gaynor:** thanked Zena for her contribution in the gaining of advertising for Flash cats and acknowledged the marketing skills that she had brought to the Portfolio Management.

**Flashcats Articles**

The article in a recent issue on our junior members was very well received. Chris Lowe was acknowledged for this initiative. It would be great to have better membership participation with supplying of articles.

**Maree Roy:** expressed concern about the short period of time set for the close off dates and did not believe that this encouraged people to make contributions to the magazine.

**Membership Forum**

Zena is to complete the notification regarding the availability of EC to post on the Membership forum.

**Zena/Judy: "that the Flash Cats & Marketing report be accepted" Carried**

The meeting adjourned for lunch 12.30 reconvened at 1.20 pm

Chair: asked Annette Dunn to respond to the meetings questions regarding the handing over of the Judges Portfolio records. It was confirmed that a spreadsheet had been supplied and that the Chair had been asked to follow-up.

Annette was invited to speak to her "Shows "report

**(f) Shows Portfolio**

**Annette Dunn**

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**National Show 2017**

The contract has not been signed off therefore no update was given on the venue/location for the show. Concern was expressed that advertising had been requested with the 2016 show hosts without a contract having been signed off.

**Show Dates**

Most clubs have applied for what would be classified as traditional dates. It is when changes happen during the year; perhaps due to

the loss of venues can cause issues as does the National show date create issues in some areas.

**Lyll:** Show date changes have always been an issue, with no exception for 2016 when another club has been allocated the day before Kapiti-Horowhenua's traditional date, it will simply mean we cannot compete and will certainly contribute to the downfall of our 2016 show along with the increased benching fees.

**Janice:** the 2016 calendar was approved by the Executive Council at the Post AGM meeting last year and there were no concerns noted.

#### **Health & Safety**

There are new rules implemented on the 1<sup>st</sup> April (these are Government driven of course) Sue Mackay has done a marvellous job with the new Health & Safety manual which will be released to all Affiliate Clubs. Training Policy will be looked at to ensure that our Health & Safety Officers retain compliance.

**Annette/Sue: That the Shows Portfolio report be accepted." Carried**

#### **ITEM 6 (A) TREASURERS REPORT**

**MARION PETLEY**

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Portfolio Managers were acknowledged once again for their willingness to curb all but essential expenditure during the year. The Shows Portfolio (Janice Davey) contribution of \$4200 surplus made towards the operating profit from the National Show & WCC Seminar and its associated sales held in Auckland in April 2015 was acknowledged.

#### **Calendar**

Susan Edwards was also thanked for all the work that she did producing the calendar which also showed a profit.

#### **Show Numbers**

**David Colley:** said that all need to take some sense of responsibility for making our shows successful. There are many clubs which are functioning with a handful of committee members. The marketing around gate sales is so important that certainly saved their local show this year.

#### **Membership**

Is on track – thanks being given to the Secretary for the continued work in securing membership particularly among new breeders, some from back yard breeder backgrounds it is all encouraging.

#### **Payments to EC**

Lyll requested that some information be supplied regarding the payments made to EC members. Although we have accounts presented by the Portfolio we do not have any information regarding payments to EC. A spread sheet was prepared by the treasurer and handed to delegates. This showed what EC members had been paid in the last 12 months and the reason for those payments.

**Marion Petley/Lyall Payne: “That the 2015 financial statements be accepted and approved.” Carried**

Chair: Some concerns have been raised regarding the release of information on the spread sheet which may be considered of a personal nature. The Treasurer was asked to respond.

Marion: There was an item included on the sheet of information that Lyall had asked for, I did not do this until very late the last evening and I have put some information about the company payments made for flash cats preparation and Gaynor is upset by this – and rightly so, therefore I apologize and I also request that if Lyall wishes to speak to this report then he is not to use this particular information.

## Item 7 Proposed Constitutional Amendments

### **7.1C Executive Council /Deb Armishaw**

THAT all mentions of 'Executive Council Secretary' or 'Secretary' in the constitution are replaced with the new title for the position, 'NZCF Secretary'.

Lyall Payne/Kay McArthur: “That the remit is to read **Secretary** rather than NZCF Secretary. “ **Amendment Carried**

Discussion: there is no change to the intent of this remit therefore the postal votes will count.

**Lyall Payne/ Kay McArthur Substantive Motion Carried**

95	7	1
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### **7.2C Executive Council /Janice Davey**

**“THAT references to the 'Standing Orders for the Conduct of (NZCF) Meetings' be changed to reflect the current title of the document that is 'Standing Orders for NZCF Meetings'.” Carried**

102	1	0
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### **7.3C Executive Council/Deb Armishaw**

**“THAT para 13.1 m. stating that the Executive Council may 'Make, amend, or rescind Standing Orders for the Conduct of Meetings.' be removed.” Carried**

102	1	0
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#### 7.4C Executive Council/Deb Armishaw

**“THAT the wording of para 3.6 a. is altered to read: 'providing high quality governance and operational policies and procedures to manage the NZCF, the Executive Council, and shows licensed under the rules of the NZCF;”**

Discussion: this does imply that the governance and policy are to carry out the management – rather than to facilitate the management of. The general consensus of the meeting was that the whole purpose of the EC is to govern rather than to manage, most of the PM are exactly that they manage, until such time we have an EC who are the governors along with a separate group of managers. **Carried**

103	0	0
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#### 7.5C Executive Council/Janice

***“That the Constitution is amended as follows to allow electronic voting in EC elections.”***

12.1 (f) upon the closing of nominations, each eligible member will be provided with access to electronic voting or a ballot paper will be mailed to them.

12.1 (g) the election ballot shall contain a list of candidates for the Executive Council and be accompanied with each of the candidates biographical notes, if provided. If voting is via an electronic election site, biographical information will be placed on the NZCF website or circulated by other means and the membership advised of this.

12.1 (h) Each member shall be responsible to ensure that their ballot is properly completed and signed and forwarded to the appointed Returning Officer by the date required. If voting is via an electronic election site, each member shall be responsible for completing their vote by electronic means by the required date.

Also included the following clause

Elections - Election of officers shall take place in the month prior to the AGM each year by postal ballot of the membership or by electronic means.

**Discussion:** This does not necessarily mean that you have a choice; all we would be doing is making it available as an option. Refer 10.1 Before the Annual General Meeting (AGM) the NZCF Members will decide by vote, the new members of the Executive Council.

The EC can decide in any particular year that only electronic voting will take place. By reading by postal voting seems to give due wait to that, by electronic vote worded first.

***Annette/Lyall: that 10.1 be amended to read “will decide by vote”  
Amendment carried***

103	0	0
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Further Discussion: this gives another option (election sites do give an opportunity for mixed medium). EC would not be compelled to use one method or another –

## Substantive motion Carried

101	0	2
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## Item 8 General Remits (other proposed motions)

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### 8.1G Executive Council/Janice

***“THAT breed section representatives be appointed annually in the same way as other NZCF appointments, rather than elected for two-year terms in conjunction with the AGM.”***

Discussion: This is a big opportunity that the membership will be letting go of if this remit is passed. Several members spoke against the remit and opting to retain the election process. Especially taking into account the number of breed sections which do have large membership, it would surely be more important to retain the right to elect a representative rather than shoulder tapping an available person for appointment.

There is an environment of apathy in the organisation and it was acknowledged that we need to step back and put these processes back into the people’s hands purely to make sure that they take a bit of responsibility for ownership.

**Motion Lost**

15	75	10
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### 8.2G Pedigree Persian Cat Fanciers/ Deb Armishaw

**Sue Gordon/Gaynor Saxon: moved an amendment to the motion:  
“That the EC consider rescinding of the decision to raise the benching fee.”  
Amendment Carried**

Discussion: The Treasurer was asked to give some indication to the meeting of the impact if the benching fee was reduced. The increase gives another \$5000 so does reduce will definitely impact on the budget. This is considered to be a small increase with a total amount for each exhibitor of an additional \$4 per show.

***Kay McArthur/Judy Wereta moved the Substantive motion  
Motion LOST***

38	62	0
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### 8.3G Pedigree Persian Cat Fanciers/Janice Davey

**Sue Gordon/Kay McArthur: Moved an amendment to the motion to read: “The E C look into implementing a set fee per exhibitor per show.” Carried**

Discussion: a lot of overseas organisations have a set fee in place for show.

Deb Armishaw: moved a “Point of Order” - the Executive Council look into implementing

Discussion: The meeting was thanked by Sue Gordon for considering this remit

***“That the AGM direct the EC to investigate alternative means of raising income from shows.”*** The meetings recommendation was **Carried**

61	39	0
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#### **8.4G Pedigree Persian Cat Fanciers /Jane Webster**

***Moving an amendment to the motion***

***Lyall/Judy “That the EC consider that any decision to raise fees which directly affect Members, Exhibitors or Breeders of the Fancy, be by recommendation from the Treasurer to the A G M each year, & notified via the Agenda, so that the Members themselves have the right to be involved in such steps.***

***Amendment Carried***

Discussion: **Treasurer** said that she was not sure if she was able to make a direct recommendation to the AGM rather than going through the EC. Recommendations on the fee level made here in April would have to be agreed to at least 12 months ahead.

**Secretary:** suggested that recommendations for a lift in fees could be placed on the agenda for the August EC meeting that will then allow the membership the opportunity to discuss prior to any decisions being made in the last meeting of the year.

Deb Armishaw – Through the Chair can you amend a motion without considering the amendment? Chair: where the meaning is perfectly clear – by amending the motion we have the opportunity to tidy it up.

***Sue Gordon/Jane Webster – substantive motion***

***Carried***

55	39	6
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(Deb/Gaynor noted)

**Substantive motion: Sue/Jane**

Meeting adjourned for afternoon tea 3.30 – reconvened at 4.00

With leave of the meeting – alteration to the order of presentation of the next two remits was accepted

Lyall these are recommendations to the EC

#### **8.5G Pedigree Persian Cat Fanciers/Gaynor**

**Amendment: Sue Gordon /David Colley: “That the EC consider allowing Catz Inc.....”**

***“That Catz Inc or any other recognised and accepted Registering body exhibitors be welcomed to exhibit freely at NZCF shows without the necessity of having dual registration as a requirement.”***

*Discussion: the way it is at the moment dispensation can be granted – all cats shown must be registered – this is part of the registration process and there is an expectation that they are going to apply -*

***Sue Gordon/Gaynor Saxon: substantive motion Carried***

57	42	1
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### **8.6G Pedigree Persian Cat Fanciers/Sue Gordon**

***Sue Gordon/JaneWebster moved an amendment to the motion: “That the EC consider that the following be implemented: To be eligible to hold & use N Z C F titles and points all exhibits MUST have registration with the NZCF Inc.” Carried***

***Sue Gordon/Lyall Payne” Substantive motion Carried***

71	28	1
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Sue Gordon thanked the meeting on behalf of Pedigree Persian cat Fanciers for allowing the remits to go forward by amending the remits.

### **Item 9 Discussion & Approval of Plans for the balance of the current and next five (5) calendar years**

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***Lyall/Emma: that the plans for the balance of the next five years be approved (this document actually covers the next three years). Carried***

### **Item 10 Any Other Business (with leave of the meeting any other matter that the meeting decides to discuss**

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- Appointment of Auditor (Constitutional Clause 20.1)

***Gaynor/ Deb: “That Fluker Denton of Levin as NZCF Auditor.” Carried***

- Approval of the Budget:

***Marion/Deb: “That the 2016 budget be accepted”. Carried***

- Discussion – Disclosure of Nominations prior to close off

**Jane:** when you have an election, nobody knows who the candidates are until the paper works comes out – nobody gets another opportunity to field another candidate. It is all about getting the best possible representation.

**Lyll:** nominators and seconders should be disclosed – Secretary confirmed that was historically the case until one Chairperson changed the EC opinion and this has not been done since – but there is no reason why this cannot be done in the future elections. Some thought that this had little relevance to the election process.

Discussion followed regarding the possibility of allowing postal voting for general remits. There was a general consensus that discussion regarding general remits was better around the table as there is often lively debate.

***Gaynor: Thanked the retiring members Zena and Diane for their contribution to the NZCF and both were presented with a token of appreciation.***

Meeting closed 5.15 pm

Chris M Lowe  
Secretary