

MINUTES OF NEW ZEALAND CAT FANCY INCORPORATED EXECUTIVE COUNCIL MEETING

held at Rydges Wellington Airport,
28 Stewart Duff Drive, Rongotai, Wellington 6022.
Commenced 9am Sunday October 18, 2020

Welcome

Health and Safety briefing conducted by Sheree Russell

The Chair welcomed everyone to the meeting.

ITEM 1 ATTENDANCE & APOLOGIES

IN ATTENDANCE

Chair: Sheree Russell

Vice Chair: Jo Woodrow

Treasurer: Marion Petley

Secretary: Sharon José

EC: David Colley, Jo Millar, Lyall Payne, Marie Prendergast.

Observers: Jane Webster

Alex Ladyman joined the meeting at 1.30 to present the DDP report, then left after his report was presented.

APOLOGIES

Nil

ITEM 2 CONFIRMATION OF MINUTES OF EC MEETING

4th-5th June 2020

Amendments

- Page 3 GDO report 1st point – “distributes” should read “distributed”
- Page 3 GDO report 3rd point – Health & safety Manual needs a capital “S”
- Page 4 7.4 IT Report last point – “update” should read “updated”
- Page 5 2nd Resolved point – delete “that these dates be accepted” they should not be there.
- Page 6 Item 7 Any other Business should read Item 8
- Page 6 Any other Business action point “send” should read “sent”

Ratification of 16th July Zoom meeting notes

Page 1 Those present lists “David Ladyman” – should read Alex Ladyman

Resolved: That the minutes of the previous meetings be accepted as a true and correct record with the above amendment and meeting notes ratified.

ITEM 3 MATTERS ARISING FROM THE MINUTES

4th-5th June 2020

- Page 2 EC to update individual areas of Business Plan **Completed**
- Page 2 Life membership pins to distributed **Partial completed**
- Page 3 B & R PM to follow up on the review of the procedure of acceptance of new breeds
- Page 4 B & R PM to contact Trade Me to discuss concerns of some advertisers **Partial completed**
- Page 5 Shows PM respond to email from member regarding holding a Virtual Show **Completed**
- Page 6 Notice calling for Remits and Nominations to be sent out Friday June 5th **Completed**
- Page 6 Social Media Policy needs to be finalised and put onto website **Partial completed**
- Page 6 Health & Safety Policy for contractors needs to be followed up on
- Page 6 Zoom meeting to be called once Remits ready, to approve for submission **Completed**

16th July 2020

- Page 1 Social Media Best Practices Guideline to be circulated with AGM documents as a discussion document. This can then be passed, with any necessary alterations, at the October meeting for inclusion on the Website **Partial completed**
- Page 1 National Award presentation **Completed**

ITEM 4 CORRESPONDENCE

- Correspondence regarding the appointing of Murray Baxter as the NZCF Auditor
Letter of engagement signed and returned.
- Correspondence to overseas registries in ref to database programs
Covered in Secretary's report
- Letter to Chair re breeder complaint
Chair has already replied to letter, and concerns addressed.
- Responses to call for sub-committee for Proxy voting review
Covered in PMs report.
- Responses to call for sub-committee for annual awards system review
Covered in PMs report.
- Email received from a breeder requesting the supporting names on a prefix application
Covered in Secretary's report
- Patches & Pointed Inc. L-plate show
Reply to be sent.

Resolved: That inwards correspondence is received, and outwards endorsed.

ITEM 5 NZCF STRATEGIC PLAN REVIEW/UPDATES

Succession Planning

- Work in Progress

Business Plan

- Each Portfolio Manager to update individual sections and areas of responsibility

ITEM 6 GENERAL BUSINESS

- It was raised at the AGM, that the Postal Voting form “AGM03” needed to be looked at, as the option “For with amendments” could not be an option for postal voting. The choices should be either for the change or against the change, any amendments made at the meeting that does not affect the intent of the remit would see the vote remain as a yes vote.

Resolved: That the option “For with amendments” to be removed from the postal voting form

Moved: Lyall / Seconded: Jo W
CARRIED 6/0

ITEM 7 PORTFOLIO MANAGERS REPORTS

7.1 FINANCE & ADMINISTRATION

A. TREASURER REPORT [MARION PETLEY]

1. Financial Statements for the nine months-ending 30/09/20

Indications are showing we are tracking at an acceptable level up to September.

2. Approval of Accounts for payment in retrospect:

for the period 1 August to 30 September 2020

Resolved: That the payment of accounts for the period 01/08/20 to 30/09/20 totaling \$25,479.81 (incl GST) be approved for payment in retrospect.

Moved: Sheree / Seconded: Jo W
CARRIED 6/0

3. Report on Regular Financial Items:

- a. Cash position
- b. Membership
- c. Debtors

B. OTHER FINANCIAL ITEMS

1. Matters Arising from Post-AGM Meeting:

- a. EC One Day Meeting (Fly-in/Fly-out) 18/10/20:
Feedback to be given before meeting closes.
- b. Change of Authorisers for TSB Business Bank:
Process completed on 06/10/20 with Current Chairperson being installed and past Vice Chair deleted.

2. Matters arising from previous EC Meeting Minutes:

- a. February 2020: New purchase order form for printing jobs still to be designed
- b. NZCF Accounting Manual: in progress.
- c. NZCF EC Delegated Authority for Expenditure Approvals:

3. 2021 Forecast:

General discussion on any new items arising that should be considered for inclusion:

1. Survey Monkey Programme:
Update on this is included in the BSAC report
2. Responsibility for Survey Monkey Programme:
The IT Portfolio Manager would be responsible for arranging for the creation of log-ins and links for the programme. It will be an IT budget item.

4. Setting of annual Scheduling Payment Rates for 2021:

This item was previously discussed and approved, however was raised at the AGM by a member as a matter of concern, so was tabled for re-addressing. As the CPI percentage increase for 2020 year to 2021 rates had already been approved this will stand.

5. Review of Annual Allowances for those unpaid NZCF Officials holding more than one appointment

Clear direction was sort on how these are to get paid out, particularly when one person holds more than one position. It was decided that this should be offered per appointment.

The International Liaison Officer is to be taken off the Annual Allowance payments as it was appended with the Secretary's role as per October 2019 minutes.

6. 2021 Schedule of Fees

The 2021 Forecast as endorsed at 2020 AGM provided for no increases of fees for 2021. However, a suggestion has been received that the Complaints Fee should be increased from the current \$75.00.

Resolved: That the Complaints Fee be raised to \$250 subject to refund conditions.

**Moved: Jo W / Seconded: Lyall
CARRIED 6/0**

Resolved: That the Treasurers Report be accepted

**Moved: Sheree / Seconded: Lyall
CARRIED 6/0**

C. APPOINTMENT OF OFFICERS 2020/SETTING OF HONORARIA

Resolved: That the applicants who expressed interest in advertised positions, with no other applicants be confirmed in those roles.

**Moved: Lyall / Seconded: David
CARRIED 6/0**

NZCF Secretary
NZCF Treasurer
Membership Coordinator
Longhair Registrar
Shorthair Registrar
Flash Cats Editor

Sharon José
Marion Petley
Sharon José
Kaye Dixon
Sue Mackay
Gaynor Saxon

Historian	Jane Webster
Health & Safety Officer	Christine Ryan
Privacy Officer	Lyll Payne
Governance Documents Officer	Jane Webster
BSAC	Maree Roy, Jane Webster, Zena Pigden, Avon Aspden, Marion Petley
BSAC Chair	Jane Webster
Standard of Points Officer	Marion Petley
Animal Welfare Liaison Officer	Sue Mackay
NZCAC Representative	Zena Pigden
NZCAT trustee for NZCF	Zena Pigden
National Disputes Coordinator	Cathy Webb

Provisional Registrar:

Resolved: Breeders & Registration PM to approach Chris Lowe to offer her this position

CARRIED 6/0

Action Point: B&R PM to contact Chris and report back to EC

Honours Registrar: (Two Applicants)

Sheree declared conflict of Interest and left the room

Resolved: That Sheree Russell be appointed Honours Registrar

CARRIED 5/0

Prefix Registrar: (Two applicants)

Sharon declared conflict of Interest and left the room

Resolved: That Sharon José be appointed Prefix Registrar

CARRIED 6/0

Resolved: That the Prefix and Membership positions be amalgamated, and job descriptions merged.

Moved: Jo W / Seconded: Sheree
CARRIED 6/0

Action Point: Update all references and forms relating to these two positions and merge job descriptions

Webmaster: (Two applicants)

Resolved: That Peter Davidson be appointed as the Webmaster

CARRIED 6/0

International Liaison Officer:

Resolved: That as this position was appended to the Secretary's role at the October 2019 meeting, that this role be taken off the Expressions of Interest list.

CARRIED 6/0

Action Point: Remove the ILO title from the EOI and add to Secretary's job description

World Cat Congress Delegate:

Resolved: That Sheree as Chairperson be appointed as WCC Delegate

**Moved: Jo W / Seconded: Lyall
CARRIED 5/0**

Tutor Judges:

Resolved: That Chris Lowe, Janice Davey, Kay McArthur, Sue Ford, Jo Millar and John Smithson be appointed as Tutor Judges.

**Moved: Lyall / Seconded: David
CARRIED 6/0**

D. SECRETARY REPORT [SHARON JOSÉ]

- We are still getting new memberships coming in, with a higher number than normal joining and supplying us with their chosen "prefix" name as they want to be a breeder, and seem to believe joining is all they need to do before they can start breeding and registering kittens.
- A request seeking the supporting names on a prefix application, whilst clarification on what the objections process was about, the general request was referred to the Privacy Officer, to seek clarification on a larger scale. The request highlighted the fact that breeders can sign these applications without knowing the applicant or to have any vested interest in their success as a breeder. It is suggested that the Prefix Application form be looked at with a possibility of being reworded to have these supporting signatories agreeing to support and mentor the applicant.
- National Disputes Coordinator has not been able to be contacted for some time, which has caused major concerns. Recommendation put forward that the new appointee be contacted regarding availability for an immediate start.
- It is suggested that the Job Description 'project' entry in the Business Plan be deleted and be replaced with an action point under each portfolio requiring these to be updated with a target date of one month prior to the last meeting of the month (currently the October meeting) in preparation for the Expressions of Interest notice and AGM.

Resolved: That the 'project' entry be removed from the Business Plan and be replaced with action points

**Moved: Lyall / Seconded: Marie
CARRIED 6/0**

- It was also intended for the Job Descriptions to be placed up on the website and to be added into the appendix in the back of the General Rules & Policies. It is suggested that they get put onto the website as soon as possible, however for them not to be added into the back of the GR&Ps as this will expand this document greatly, meaning the cost of printing of the Governance Documents Booklet annually would also be greatly increased.

Resolved: That the Job Descriptions to be placed on the website and that the appendix in the back of the GR&Ps be removed.

Moved: Jo M / Seconded: Jo W
CARRIED 6/0

a. Governance Documents Officer: [Jane Webster]

- Issues surrounding job descriptions affect both the Business Plan and General Rules & Policies.
- An official NZCF email address was provided, and the 8 years of correspondence has been uploaded to it. Inwards and outwards emails are now all via this email account to maintain a complete record.
- The post-AGM amendments to General Rules & Policies should be able to be completed after the Oct EC meeting.
- Two documents are being rewritten by sub-committees or equivalent:
 - Judges Manual, and
 - Disputes and Discipline.
- The Proxy Registration form to be changed in line with Remit 8.1G of the AGM.
It was decided that this form should be part of the Proxy Voting review for the Sub-committee to look at.

b. WCC Report: [David Colley]

Nil to Report

Resolved: That these reports be accepted

Moved: Sheree / Seconded: Jo W
CARRIED 6/0

Action Point: Secretary to approach Cathy Webb regarding taking up NDC position immediately. Secretary to follow up with the Auckland Law Society re current NDC Action Point: Job Description project to be removed from Business plan and to be replaced as action points in the appropriate areas. Action Point: Job Descriptions to be put up onto the website Action point: Appendix for Job Descriptions to be removed from the back of the GR&Ps

E. EC CHAIR REPORT [SHEREE RUSSELL]

- Volunteers for the proxy voting sub-committee have been received from: Ross Townshend, Rob Shirley, Marion Petley and Janice Davey. It was agreed that these people would be accepted as the sub-committee.
- A presentation was made to Samantha Pratt, on her family's behalf, to receive Sue Gordon's Life membership pin at the Wellington judge's practical exam show.

Resolved: That the Chairs report be accepted

Moved: Sheree / Seconded: Marie
CARRIED 6/0

a. DDP Review [Alex Ladyman]

Alex present the draft DDP with some points of consideration needed for the final stage of the process. The changes discussed will be made ready for the February meeting.

b. Privacy Officer [Lyll Payne]

- Social Media Best Practice Guidelines were presented to the AGM as a discussion document, as no suggestions or objection were received, it is now accepted and to be placed on the Website and put on to the NZCF Face Book page. It is also to be sent out the membership and put into Flash Cats.
- An NZCF member recently sent out an email that displayed all the email addresses to which the email was sent. This resulted in every recipient gaining the email addresses of all other recipients. This incident highlights the need to use BCC or a no-replies type forum when sending out the same message to multiple recipients. It is suggested that the Privacy Officer prepares a statement on privacy for the inclusion into the NZCF EC Induction booklet and into all role/position job descriptions.
- Opinion sort from the NZCF Historian on historical information being made available for sharing. It was suggested that the Privacy Officer and Historian formulate a policy on the access to and use of historical records held by NZCF and bring a proposed policy to the EC.
- Just a further reminder that this new Act comes into effect on 1 December 2020. The main implications for us are that breaches of the Act may be required to be reported to the Office of the Privacy Commissioner and that breaches of the Act may from that date incur fines and penalties. This is not currently the case under the Privacy Act 1993 that is about to be replaced.
- It is recommended that the online module 'Privacy 101' found on the Office of the Privacy Commissioner website be completed.

c. National Disputes Coordinator Report [Ammar Ayoub]

No Report received

Resolved: That the DDP and Privacy reports be accepted

**Moved: Lyall / Seconded: Marie
CARRIED 6/0**

Action Point: Chairperson to advise those who expressed interest in being on the Proxy Voting Subcommittee of their acceptance.

Action Point: Social Media Best Practice Guideline to be put on all suggestion sites.
Secretary to send notice out to membership.

Action Point: Privacy Officer to prepare a statement of privacy, to be approved by the EC, to be included in the Induction Booklet and all Job Descriptions.

Action Point: Policy to be formulated by the PO and Historian for the purpose of accessing and using historical records and report back to the EC

7.2 BREED STANDARDS ADVISORY COUNCIL (BSAC) [LYALL PAYNE]

- New breed application for Devon Rex Longhair: the BSAC recommended the Devon Rex Longhair breed for acceptance with the standard as circulated, (appendix I of the meeting Agenda), with

bilateral intermateability, where the shorthair off-spring of Devon Rex Longhair x Devon Rex matings are registered as Devon Rex with the (l) suffix on their breed codes to indicate they are longhair carriers. Breed Code would be DRL.

Discussion point: Devon Rex is not recognised by any other registries worldwide.

Resolved: That the Devon Rex Longhair be accepted with the above recommendations

**Moved: Lyall / Seconded: Marie
LOST 1/4/with 1 abstain**

- Imported cats from Experimental Programmes: Reported in Feb 2020 was the intention of discussing with the BSAC the lack of process or rules for how to deal with imported cats which are either not full register in their registry or origin or are full register but have outcrosses in their pedigrees which are not permitted in the NZCF. As a result, the BSAC recommends that the following be added to Registration Rules (Section 14: Imported Cats):

14.1A Applications to register imported cats for breeding which are not full register in their certifying registry must have used only NZCF's permitted outcrosses for the breed (refer Appendix A). Where imported cats do not meet this requirement an application for an experimental programme is to be completed by the importer and considered by the BSAC under Section 5. Experimental Breeding Programmes.

A separate task has been raised to review the issue of full register imports which have outcrosses in their pedigrees which are not already permitted by the NZCF.

Resolved: That Rule 14.1A be added to the Registration Rules

**Moved: Lyall / Seconded: Sheree
CARRIED 6/0**

Marion Petley declared a conflict of interest and left the room for this discussion.

- New breeds process: In FEB 2019 the EC tasked the BSAC with reviewing new breeds policy after dissatisfaction with the current system increased in 2018 when an imported cat of a breed widely accepted overseas could not be shown without going through the new breed process. The final draft of this policy was circulated to the membership as appendix II of the October EC meeting Agenda. With no responses being received, it is the recommendation of the BSAC that the draft new breeds policy, as circulated, is accepted and that the Registration Rules be amended to include this policy.

Resolved: That the draft new breeds policy as circulated be accepted and the Registration Rules amended as indicated.

**Moved: Lyall / Seconded: Jo W
CARRIED 6/0**

As the new breeds policy has been accepted it was requested that a ruling be made regarding the breeds moving through the current process, as to whether they continue to move through this process or if they be moved over to the new process.

Jo Millar declared a conflict of interest and left the room for this part of the discussion.

Resolved: That any breed currently in the new breeds process can be accepted under the new ruling above

**Moved: Lyall / Seconded: Marie
CARRIED 4/0/ with 1 abstain**

- Direct Voting: In 2017 the BSAC looked at using direct voting (using the website Survey Monkey) with the intention that the breed rep would continue to send out consultations and act as a go between for any issues or questions, arrange a voluntary discussion forum, etc, but the votes and comments would come direct to the BSAC. At the OCT 2019 EC meeting this was raised again and a resolution passed that purchasing of Survey Monkey for the annual fee of \$300. On investigation it was discovered that the annual cost is \$540, therefore it is recommended that, as consultations are not done every month, the cheaper option of a monthly fee of \$49, when a consultation is required would best. It is the intention of the BSAC, that this be trialed for the next consultation, with the outcome being reported back to the EC once completed.

Resolved: That a month subscription of Survey Monkey be purchased for trial, for the next consultation.

**Moved: Lyall / Seconded: Jo M
CARRIED 6/0**

- Policy: Chair of the BSAC: In October 2019, the EC resolved that the role become an annual appointment. Since this position has now been filled for over 18 months and established for longer it is recommended that the last sentence of para 3.23 of General Rules & Policies is removed as indicated:

3.23 The Breed Standards Advisory Council (BSAC) is a committee of appointed members. The Provisional Registrar shall automatically be appointed and shall have the role of Secretary. The Longhair and Shorthair Registrars shall be guests on the BSAC forum and provide advice and recommendations as appropriate but shall not be required to vote on issues under discussion. ~~The Breed Standards Portfolio Manager shall be chair of the BSAC.~~

Resolved: That “The Breed Standards Portfolio Manager shall be chair if the BSAC.” Be removed from para 3.23

**Moved: Lyall / Seconded: Jo W
CARRIED 6/0**

Resolved: That the BSAC Report be accepted

**Moved: Lyall / Seconded: David
CARRIED 6/0**

Action Point: IT Portfolio to purchase months subscription of Survey Monkey when BSAC requests
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7.3 BREEDERS AND REGISTRATION PORTFOLIO (B&R) [JO WOODROW]

- Update on Microchipping project, it is still hoped that the ability to add microchip numbers at the time of transferring, can be made to ROCAP at some stage.
- Dispensations:
 - Discussions around name changes between the Portfolio Manager (PM) and Registrars, parameters are to be set to allow for the registrars to do this without seeking approval from the PM, so that the paperwork can be done efficiently and quickly. Every confidence is had in the Registrars abilities to do this without consultation with the PM.
 - Breeder seeking approval to change a colour of an imported cat.
- Relatively few complaints have come in over the past few months

- Cattery Accreditation sub-committee which comprises of Geniveve Rogerson, Ngaire Dixon, Zena Pigden and Sue Mackay, will be reinstating discussions to progress over summer ready to report back to the February meeting.
- Selwyn District Council bylaw document was read with interest as no doubt, any new policies adopted would potentially spread to other councils. In summary, despite an earlier version of the document recommending compulsory microchipping and desexing of all cats in the district, it was rescinded following a review as the issue of policing was raised. It was felt that they would be more successful using education to improve desexing rates and thereby minimize the nuisance reports from the locals. Cats only formed a small percentage of nuisance calls to the Council (for soiling in gardens and noise complaints). The NZCF EC should consider points raised in the report to be considered a positive influence on the public.
- Contact has been made to Trade Me to start dialogue with them regarding concerns raised regarding the advertising of cross breed cats and the premium prices being asked for undesexed kittens. To date no response has been received.

a. Animal Liaison Officer [Sue Mackay]

Selwyn Council Bylaw Proposal was forwarded to the Animal Welfare Officer, who went over the proposal thoroughly, and highlighted the areas that were relevant to the NZCF, for the EC to look at, however she could not see anything that was of any concern.

Resolved: That the B&R Report be accepted

**Moved: Jo W / Seconded: David
CARRIED 6/0**

Action Point: Update report on the Cattery Accreditation project to be presented at the February EC meeting

7.4 INFORMATION TECHNOLOGY (IT) PORTFOLIO [DAVID COLLEY]

Zoom meeting was held between Webmaster/IT Support provider. The results of that meeting are as follows:

When Peter took over the role looking after ROCAP and the website, little had been done for numerous years to maintain the system. The big issue around this was that the platform our 'system' ran on was 'about to fall over'. Peter has been doing a lot of work getting this up to speed, to prevent that from happening, and the updates done thus far are almost ready to go live, after some final testing gets done.

To fully replace ROCAP with an equivalent program would cost between \$500K-\$1M.

Updates on work being done:

1. Show Package – a lot has been done to fix this but as yet there has been no test or show done with it to see how it now works.
2. Judges Profiles – Completion date – 31st October
3. Registration updates and fixes – 31st October.
4. From there Kitten Transfers – Early new year.
5. On-line payments – little development has been done at this stage

6. Estimated that ROCAP is 60% there now.

Because of the way the web pages work the webmaster role very much overlaps the IT Role and cannot be split.

- Questions raised by the EC:

What is the Website database programme and what version?

What is the Website ROCAP database programme and what version?

Resolved: That the IT Report be accepted

**Moved: David / Seconded: Lyall
CARRIED 6/0**

Action: IT Portfolio Manager to obtain answers for the above questions & advise the EC
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7.5 JUDGES PORTFOLIO [SHEREE RUSSELL]

- Judges Seminar: As per the Judges Manual, these are required to be 6 hours in length. As this is a long time for participants to be expected to be involved in a Zoom meeting, it is envisaged that the proposed seminar will be conducted over several evenings.
- The North Island Judges Practical Exam was a great success, with 31 LH's and 35 SH's. Thanks go out to Samantha Pratt and Lyall Payne for rallying up extra exhibits when it looked like there was not going to be enough LH exhibits. A big thank you to Dominion Cat Club, especially to Christine Ryan, who found the hall and made sure there were enough cages and tables. Thank you to all those who also helped on the day and took part in this show.
- The Christchurch Judges Practical exam is set for November 7, although entries have been slow in coming in.

Resolved: That the Judges report be accepted

**Moved: Sheree / Seconded: Marie
CARRIED 6/0**

7.6 PUBLICATIONS AND MARKETING PORTFOLIO (P&M) [MARIE PRENDERGAST]

- Zoom meeting was held with Nestle Purina, wanting to explore sponsorship options. Waiting for them to come back with a proposal.
- All current Flash Cat advertisers contacted, with two confirmed already.
- The newest batch of NZCF brochures have been printed and dispatched, sponsored by Pet'n'Sur.
- Future endeavours include looking at advertising on our website and Facebook page and the possibilities of having an advertising banner on the bottom of NZCF emails to membership.

a. Historian [Jane Webster]

- One small request for information has been met.
- Storage options have been looked at but do not need to be pursued at the moment.

- One lot of inwards assets have been received and has been processed.
- A small amount of inventory work has been carried out.
- Some digitization has been carried out and work has begun on the honors records.
- Privacy issues are being investigated in preparation for a proposal to make historical records available.
- The official email address is working well.
- The desk file is being updated.

Resolved: That the P&M and Historian reports be accepted

**Moved: Marie / Seconded: Sheree
CARRIED 6/0**

7.7 SHOWS PORTFOLIO [JO MILLAR]

- 2021 National Show: Hamilton Cat Club have advised that they are happy to host a North Island National Ring alongside of their 4 rings, which have already been applied for and approved. Therefore, they are proposing holding a 5 ring show, 1 National ring and 4 Hamilton rings. They have already approached their current sponsor for sponsorship for the extra ring. This was unanimously accepted.
- Canterbury All Breeds Cat Club have advised that they are happy to host a South Island National Ring, and would like to retain their August show date, but hold it over two days, with the SH, Domestic & companion sections being held Saturday and LH on Sunday, using the sponsored rosettes, supreme rosettes and trophies that were dated 2020, for this years cancelled National Show. They have also hoping to be able to retain the judges that were contracted for the cancelled show, all have been contacted and have confirmed their availability and willing to attend (Covid-19 conditions & border control pending) This was unanimously accepted.
- Annual Awards Review Sub-committee: expressions of interest received from: Sally Dennehy, Janice Davey, Di Hobson and Rob Shirley. It was agreed that these people would be accepted as the sub-committee.
- Show Date Application Form: amendments on Health & Safety wording needs approving.

Resolved: That the amendments to the Show Date Application form be accepted

**Moved: Jo M / Seconded: Sheree
CARRIED 6/0**

- Show Bylaws: Proposal to amend Show Bylaw 6.22d to read as follows:

~~When using the NZCF standard invitation form — if~~ If offered a second or subsequent invitation in the same section in the same area, advise that club of the prior invitation(s) ~~by telephone or return post~~ as soon as possible.

Resolved: That the amendment to Show Bylaw 6.22d be approved

**Moved: Lyall / Seconded: Jo W
CARRIED 6/0**

- Judges Contract: Suggested Re-wording of the Judges Contract is required to bring the document up to date, as follows:

The following is to be completed where the judge is accepting a second or subsequent assignment for the same section in the same area:

Agreement has been reached under Show Bylaws para 6.22 d between the following clubs:

(Relevant correspondence attached)

Resolved: That the rewording of the Judges Contract be approved

Moved: Lyall / Seconded: Jo W
CARRIED 6/0

a. Health & Safety (H&S) [Christine Ryan]

Health & Safety Draft presented for approval

Resolved: That the H&S draft be approved as it stands with any minor changes to be made by the Shows PM

Moved: Lyall / Seconded: Sheree
CARRIED 6/0

Resolved: That the Show and H&S reports be accepted

Moved: Jo M / Seconded: Lyall
CARRIED 6/0

Action Point: Shows PM to notify Hamilton Cat Club and Canterbury All Breeds Cat Club of acceptance of their proposals

Action Point: Shows PM to advise those who expressed interest in being on the Annual Awards Review Sub-committee of their acceptance.

ITEM 8 ANY OTHER BUSINESS

- Prefix Application form to be worked on to change the wording so that the supporting signatories are agreeing to mentor and support the applicant and the Mentoring Programme to be looked at to reinstate, as it seems to have fallen by the wayside, so that new breeders have better support than many currently have.

Resolved: That the Prefix form be amended, and any related documentation be updated to match. And that the Mentoring Programme be reinstated.

Moved: Jo M / Seconded: Jo W
CARRIED 6/0

- The number of prefix applications arriving without membership of an affiliated club/ NZCF membership or membership applications arriving with nonapproved “prefix” names included seem to be on the increase. Discussion held on how to get those interested in breeding to make contact

prior to forwarding applications. Suggestion that perhaps the prefix application should be taken off the website, with a notice of where these can be attained from, with the possibility “Members Only” page being investigated.

Resolved: That the Prefix form be removed from the website

Moved: Sheree/ Seconded: Jo M

CARRIED 6/0

Action Point: Work be done to update the Prefix Application and any documentation associated to it

Action Point: Prefix Form to be removed from the Website with a message that they can be obtained from the Prefix Registrar

- Lyall advised EC that in conversation with an 'IT friend' he mentioned NZCF's use of outdated Microsoft Access (MA). Lyall was advised that MA is still supported – and perhaps we were using an older now unsupported version.

Lyall asked the PM and EC if they would be agreeable for his contact (Chris Butler) to take a look at the NZCF IT systems and advise of any potential follow up that might be helpful. EC agreed and asked the Treasurer to oversee access.

- Fly in fly out meeting: With this trial run being successful and working well for all concerned, it was decided that the EC would adopt this method for the February and October 2021 meetings, with a follow up Zoom meeting being used to cover any items not being able to be cover in the face to face session. As the February meeting had been set to be held via Zoom over the evening of 23-25, the date will need to be revised.

Resolved: That Meeting Expenses of \$2,479 (excl. GST) be approved

Moved: Lyall / Seconded: Jo M

CARRIED 6/0

With no further business, the meeting closed at 2.56pm

Secretary
Sharon José

Chair
Sheree Russell