

**NOTICE TO ALL OFFICERS, OFFICIALS, MEMBERS, AFFILIATE CLUBS OF THE  
NEW ZEALAND CAT FANCY INCORPORATED**  
AN MEETING OF THE EXECUTIVE COUNCIL WILL BE HELD at Rydges Wellington Airport,  
28 Stewart Duff Drive, Rongotai, Wellington 6022.  
9am Sunday October 18, 2020

**Item 1 ATTENDANCE & APOLOGIES**

**Item 2 CONFIRMATION OF MINUTES OF THE PREVIOUS EC MEETING**

4th-5th June 2020

Ratification of 16th July Zoom meeting

**Item 3 MATTERS ARISING FROM THE PREVIOUS MINUTES**

**Item 4 CORRESPONDENCE**

“That inwards correspondence is received, and outwards endorsed.”

**Item 5 NZCF STRATEGIC PLAN REVIEW/UPDATES**

- Succession Planning
- Business Plan update

**Item 6 GENERAL BUSINESS**

**Item 7 PORTOLIO MANAGERS REPORTS**

**7.1 Finance & Administration**

**a. TREASURER REPORT: Marion Petley**

- 1. Financial Statements for the nine months-ending 30/09/20**  
Analysis and review
- 2. Approval of Accounts for payment in retrospect:**  
for the period 1 August to 30 September 2020
- 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
  - b. Change of Authorisers for TSB Business Bank  
Update

## **2. Matters arising from previous EC Meeting Minutes:**

- a. NZCF Accounting Manual:
- b. NZCF EC Delegated Authority for Expenditure Approvals:

## **3. 2021 Forecast:**

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

- a. Survey Monkey Programme:  
Resolved on page #3 of EC Minutes 11-13/10/19 that: 'the Survey Monkey programme for consultation work be approved for annual fee of \$300'. Item not picked up in 2020. Propose that it be included in 2021 Forecast under IT Activity. (This item was originally requested by the BSAC).
- b. Responsibility for Survey Monkey Programme:  
For information. Further, it was resolved on page #16 of the EC Minutes 11-13/10/19 that: 'The IT Portfolio Manager would be responsible for arranging for the creation of log-ins and links for the programme.
- c. Setting of annual Scheduling Payment Rates for 2021:  
Applying CPI percentage increase for 2020 year to 2021 rates.
- d. Review of Annual Allowances for those unpaid NZCF Officials holding more than appointment  
Discussion

## **4. 2021 Schedule of Fees**

The 2021 Forecast as endorsed at 2020 AGM provided for no increases of fees for 2021. Any updates that may now need to be considered? For example: Suggestion received that the Complaints Fee should be increased from \$75.00?

### **c. APPOINTMENT OF OFFICERS 2020/Setting of Honoraria**

#### **d. SECRETARY REPORT: Sharon José**

- 1. Postal Voting forms – look at possible amendments needed

- a. **Governance Documents Officer: Jane Webster**

- b. **WCC Report: David Colley**

#### **e. EC CHAIR REPORT: Sheree Russell**

- a. **DDP Review: Alex Ladyman**

- b. **Privacy Officer: Lyall Payne**

- 1. Social Media Best Practice Guidelines acceptance

- c. **National Disputes Coordinator Report: Ammar Ayoub**

## **7.2 BREED STANDARDS ADVISORY COUNCIL (BSAC): Lyall Payne**

1. Draft policy for acceptance of new breeds **see Appendix I**
2. Application for acceptance of new breed Devon Rex Longhair **see Appendix II**

## **7.3 BREEDERS AND REGISTRATIONS: Jo Woodrow**

## **7.4 INFORMATION TECHNOLOGY (IT): David Colley**

## **7.5 JUDGES: Sheree Russell**

## **7.6 PUBLICATIONS & MARKETING: Marie Prendergast**

## **7.7 SHOWS: Jo Millar**

1. 2021 National Show
  - a. **Health and Safety: Christine Ryan**

## **Item 8 ANY OTHER BUSINESS**

Any other urgent matters arising

Approval of meeting expenses