

MINUTES OF NEW ZEALAND CAT FANCY INCORPORATED EXECUTIVE COUNCIL MEETING

Held via Teams Tuesday December 10, 2024

Commenced 7.30pm.

The Chair welcomed everyone, thanking the members who signed in to join the meeting tonight.

Item 1 ATTENDANCE & APOLOGIES

Executive Council: Ngaire Dixon, Sharon Jose, Lyall Payne, Marie Prendergast, Sheree Russell and Christine Yeung. Janice Davey joined 7.43pm.

Marie left the meeting 7.56pm.

Observers: Emma Kimberley, Angela Robinson and Fred Haslemore.

Item 2 CONFIRMATION OF MINUTES OF THE PREVIOUS EC MEETING

2nd November 2024

Resolved: That the minutes of the previous meetings be accepted as a true and correct record.

Moved: Lyall / Seconded: Sheree

CARRIED 5/0

Item 3 MATTERS ARISING FROM THE PREVIOUS MINUTES

There were no matters arising and it was recommended that everyone check what is on the To-Do-List and advise the Secretary of any updates that need to be done.

Item 4 CORRESPONDENCE

Inwards correspondence received, and outwards endorsed.

- Email Mid Island – Life membership proposal.

Resolved: That the Life membership proposal be accepted and included in the 2025 AGM voting papers.

Moved: Christine / Seconded: Marie

CARRIED 5/0

Resolved: That inwards correspondence is received, and outwards endorsed and dealt with in detail under the Portfolios they fall into, secretary to advise outcomes for those required.

Moved: Sheree / Seconded: Lyall

CARRIED 6/0

5.1 FINANCE & ADMINISTRATION

A. TREASURER REPORT [Acting – Sharon Jose]

Regular Reporting Items

1. Approval of Accounts for payment in retrospect

Approval for accounts paid in retrospect for the period 1 - 31 November 2024 \$3,715.65 (incl. GST)

Resolved: That the payment of accounts for the period 01/11/2024 to 31/11/2024 totalling \$3,715.65 (incl. GST) be approved for payment in retrospect.

**Moved: Ngaire
CARRIED 5/0**

2. Ratification of Changes of Bank Account Signatories required.

This was required to be done prior to the meeting, so ratification is required for minuting purposes.

Current signatories:

- Marion Petley (Treasurer)
- Sheree Russell (Vice Chairperson)
- Ngaire Dixon (Chairperson)

Updated TSB Business Bank Authorisers:

- Sharon Jose (Acting Treasurer)
- Sheree Russell (Vice Chairperson)
- Ngaire Dixon (Chairperson)

Resolve: That Marion Petley be removed, and Sharon Jose be added as Bank Account signatory & Authoriser

**Moved: Ngaire
CARRIED 5/0**

Resolved: That the Treasurers report be accepted

**Moved: Lyall / Seconded: Christine
CARRIED 5/0**

B. SECRETARY REPORT [Sharon José]

- Membership renewals are pouring in fast.
- Training of our new Membership/Prefix Coordinator is underway, with MS365 being set up, ROCAP log ins provided, and Desk File updated, with another training session arranged for Friday following this meeting.

Governance Documents Officer [Jane Webster]

- Updates are underway for the annual January printing or electronic release of the NZCF Governing Documents.
- A proposal for changes to the Constitution para 10.2 and any related paras flagged at the post-AGM meeting is being drafted.
- Draft Judges Manual has been received from R Griffith for formatting.
- The Executive Council asked for to have a Contingency plan for Officials added into General Rules & Policies. A discussion document has been put together to get this underway. It was decided that this be agended for the January meeting to allow ideas to come to that meeting, as this is going to take some time to formulate.

Resolved: That the Secretary's report be accepted

Moved: Lyall / Seconded: Janice
CARRIED 5/0

Action Point: Contingency Plan discussion document to be Agended for January meeting, all EC to come up with some ideas for this meeting.

C. EC CHAIR REPORT [Ngairé Dixon]

- PetCover: a recent upgrade of their systems has caused their online sign-up form to fall over, they will provide a manual form to be circulated out to the membership.
- Options to update the current Cat/Kitten Sale Notice Board are being looked at, we have some ideas floating around at present, but we need to look at options before committing to anything at this stage.
- As this is the last meeting for 2024, the Chair wanted to expressed her thanks to the EC:
Special acknowledgment to Marion for all the dedicated years she has put into the role of Treasurer, the Executive Council and on the Breeds Standards Advisory Council, her knowledge and commitment is going to be a huge loss to our Organisation.
Huge thanks to Sharon for picking up and running with the treasurers as well as the Secretary.
Massive thanks to Christine, Marie and Sharon for all of the work on the Transfer Audit work.
Sheree who has worked extremely hard in the Judges and Shows area, and to those involved in the running of the Judges school and exams.
To Janice & Gaynor for all the work with Flash Cats.
To Lyall and the BSAC Team, there is some exciting work coming through.
So thank you all very, very much.

NDC Report [Linda Flude]

- Nil

Privacy Report [Lyll Payne]

- A question raised by a member regarding the providing of new owner's names to NZCF being a potential privacy breach is currently being investigated.

Resolved: That the Chairs report be accepted

**Moved: Ngaire
CARRIED 5/0**

Action Point: Pet Cover Manual sign up form to be circulated to membership once received.

5.2 BREED STANDARDS ADVISORY COUNCIL (BSAC) [Lyll Payne]

- Resignation received from Marion Petley, sadly received. The BSAC and Executive Council express their thanks to Marion for the many years she has dedicated to this BSAC, she will be deeply missed.
- Consultation for Blue being accepted into the Bengal Standard of Points has gone to the Breed Rep to be circulated out to the breed group.

Resolved: That the BSAC report be accepted

**Moved: Lyall / Seconded: Janice
CARRIED 5/0**

5.3 BREEDERS AND REGISTRATIONS (B&R) [Marie Prendergast]

- A good number of replies to the Transfer Audit has been received, at the time of the meeting, we had 44 replies in the first week, with 18 still needing to be responded to, we are working through these as fast as possible, but overall, we have had good responses. These are being sent to the registrars once responded to by the Audit team. There have been some suggestions received to make it easier for breeders if we need to repeat the process at any stage. It is however, hoped that we won't need to repeat this process.
- The Provisional Registrar provided a report on the imports received since the last meeting, which we are building to provide better knowledge on the time factor for the Executive Council.

Resolved: That the B&R report be accepted.

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

5.4 INFORMATION TECHNOLOGY (IT) [Christine Yeung]

Our current priority list is:

- The Show Package, now at the top of the list.
- Phase Two of online registration form is next, this will take some work, but is underway.
- Secure Login Portal, once this is done it will put us in good stead to work on the Kitten EDM (electronic direct mail) to allow communication to go directly out to our new kitten owners.

Work completed since last meeting:

- A meeting was held with our Flash Cats Editor, we now have last year's issues plus the first 2024 edition now available to download from the website.
- The mail merge for dispatching the Transfer Audit email and lists to breeders took a few months and massive hours of work to get underway.
- There have been some updates on the Website, some changes to the membership form and personal changes
- Ongoing issues being experienced with the online registration forms, many of these issues are due to the confirming page not being completed, or the wrong form being selected, the new portal will help to eliminate these issues.

Work to be added to the list:

- The ability of using macrons in ROCAP is to be looked after a request was received by a member
- It has been highlighted that we need to look at a user-friendly Secure Storage system as part of the NZCF Succession Planning process, which needs to include a repository to record passwords securely to store officials log in details along with external companies' contract documents to ensure the continuation of the running of our organisations business. This would include any electronic equipment information owned by NZCF. We do currently have a system where some of this information is stored but it is antiquated and not user friendly.

Resolved: That the IT report be accepted

**Moved: Christine / Seconded: Lyall
CARRIED 5/0**

5.5 JUDGES & SHOWS [Sheree Russell]

Judges.

- Jo Millar's resignation is now in effect. The Executive Council expressed their sincere thanks to Jo for all the dedication she has put in over the years on the All-Breeds Judges Panel, Jo you are going to missed not only by all NZCF Clubs, but numerous overseas Clubs as well. We wish you all the very best in your future endeavours.
- Two candidates to join the Judges Emeritus Panel are put forward for acceptance: Paddy Smith and Jo Millar. – Both approved for acceptance. There are more yet to be contacted, those willing will be put forward as they are contacted.
- An expression of interest for a 2025 LH Judges school to be circulated, after an application was received.
- An offer to run a Stewards & Handlers coursed in Christchurch in Feb has been received, expressions of interest will be circulated out to the membership for those interest to enroll.

Shows.

Nil to report

Health & Safety [Christine Ryan]

Nil to report.

Resolved: That the Judges & Shows report be accepted.

**Moved: Sheree / Seconded: Janice
CARRIED 5/0**

Action Point: Expressions of interest to be circulated out to the membership for both LH Judges school for 2025 and for Stewards & Handlers Course to be held Feb 2025 in Christchurch

5.6 PUBLICATIONS & MARKETING (P&M) [Janice Davey]

- Advertiser for 2025 editions have been contacted, however a few are having to cut back on advertising due to cuts in their budgets.
- Currently searching for advertisers outside of NZCF's domain.

Resolved: That the Publications & Marketing report be accepted.

**Moved: Janice / Seconded: Lyall
CARRIED 5/0**

Item 6 GENERAL BUSINESS

With no further business.

Meeting Closed at 9.10pm

Next Meeting: Tuesday January 28, 2025, via Teams