

A MEETING OF THE EXECUTIVE COUNCIL (Post AGM)

was held 11.40 AM Saturday 10th May 2025,
at the 28 Stewart Duff Drive, Rongotai, Wellington 6022

Ngaire, as past Chair called the meeting to order and welcomed all those attending.

Item 1: Attendance & Apologies

Executive Council:

Ngaire Dixon, Sharon Jose, Janice Davey, Keryn McOmish, Marie Prendergast, Sheree Russell, Christine Yeung.

Observers:

Anita Cheetham, Fred Haslemore, Di Hobson, Lyall Payne.

Item 2: Elections

Election of Chair

Sheree / Keryn nominated Ngaire.

With no other nominations, **Ngaire Dixon was declared Chair.**

Election of Vice Chair

Janice / Maire nominated Christine.

With no other nominations, **Christine Yeung was declared Vice Chair.**

Item 3: Allocation of Portfolio's

As there was a new Executive Council member, the chair asked all what Portfolio each was interested in.

While there was some discussion around Judges & Shows remaining together, it was felt that this was essential for two reasons, a) with many tasks cross over, these two portfolios are integrated together, but more importantly, b) dividing them again, would take us back to the Chair holding a Portfolio, which should not happen. The position of Chair is a major role within itself, and they are the person who steps in to fill any gaps if any Portfolio holder is incapacitated or a seat becomes vacant and cannot be immediately filled.

The outcome of this lengthy discussion was:

Breed Standards Advisory Council – **Keryn McOmish**

Breeders & Registration – **Marie Prendergast**

Business/Administration – **Sharon José**

Finance – **Sharon Jose (Acting)**

Information Technology – **Christine Yeung**

Judges & Shows – **Sheree Russell**

Publications & Marketing – **Janice Davey**

Resolved: That all appointments be confirmed.

Moved: Sheree / Seconded: Janice

For: 6 / Against: 0 / CARRIED

World Cat Congress Delegate: The 2026 WCC AGM is to be hosted by GCCF in the UK, no dates or locations have been announced yet, but as soon as there are, flight deals will be looked for.

A discussion was held on the need for a delegate to attend each year, which it was deemed to be essential.

Janice/Sheree nominated **Ngaire**.

Resolved: That Ngaire be appointed as the NZCF World Cat Congress Delegate for 2026.

Moved: Janice / Seconded: Sheree

For: 6 / Against: 0 / CARRIED

Item 4: Meeting Dates

2025

Monthly electronic meetings set for the last Tuesday of every month at 7.30pm (except December), with one in person meeting to be held in Wellington in November. These meetings will be limited to 1.5hrs. Everyone is asked to ensure they set these dates in their calendars:

May 27 - Strategy Meeting

June 24

July 29

August 26 - Strategy Meeting

Sept 30

October 25 – Fly-in/Fly-out, Wellington – This will be the last date for any changes in Standard of Points, to ensure printing before the first show can be completed. Draft Schedule of fees and Remits to be looked at. Annual appointment of Officials.

Nov 25

2026

Jan 27 - Strategy Meeting

Feb 24

March 31

April 28

May 9 (AGM morning/Post AGM afternoon)

2027

May 8 (AGM morning/Post AGM afternoon)

Resolved: That these dates be confirmed be accepted as the scheduled meeting dates.

Moved: Ngaire (Chair)

For: 6 / Against: 0 / CARRIED

Reminder that monthly Portfolio reports are not essential; these are only required if there is an item of importance that needs discussion or a decision that needs to be on Executive Council level.

Item 5: Finance

Changes of Bank Account Signatories:

Current signatories:

Sharon José (Treasurer)

Sheree Russell

Ngaire Dixon (Chairperson)

Due to the difficulties in changing signatories, it was agreed that these remain as is until such time as a new Treasurer is appointed.

Change of Authorisers for TSB Business Bank: (three required with two to authorise)

Current TSB Business Bank Authorisers:

Sharon José (Treasurer)

Sheree Russell

Ngaire Dixon (Chairperson)

Resolved: That the current signatories remain as they are.

Moved: Marie / Seconded: Janice
For: 6 / Against: 0 / CARRIED

Approval of AGM & Post-AGM Meeting Expenses

Resolved: That the combined AGM & post-AGM expenses of \$3,901.37 (excl. GST) be approved.

Moved: Ngaire (Chair)
For: 6 / Against: 0 / CARRIED

Item 6: Any Other Business

- The 2025 Show Calendar was approved in the February meeting.
- Treasurer's Job Description has been looked at by a member with accounting experience, who has advised it is fit for purpose, so a call for expression of interested can go out to the membership.

A point was raised that we need to move away from manual process that had been set in place, assurances were given that this has already happened. All the financial processes will be done from MYOB in future, while tidying up is still needed, most of the work processed this year have all been within MYOB. While we still need to enter the budget, depreciation and have bank statements directly imported into the program, we are storing invoices, preparing GST etc. from it.

- There is a need to investigate the payment portal side of things, which, once as implemented, will be easy for the membership to use. Requirements need to be written for this to bring that to EC to decide on options.
- As discussed in the AGM, a working group is to be established, to look at productive ways to attract more members. The Chair will write up Terms of Reference for the working group to bring to the next meeting.
- Look at changing format on how reports from the portfolios are presented for AGMs, to have one report bullet pointing what has been achieved during the past year, instead of doing individual reports, (Treasures report still to be individual due to the importance of reporting the finances & budgets to the membership but can be also be refined) to aid with streamlining reports.
- It was raised that our organisation needs a communications officer, someone who can cast their eye over what is released out to the membership, to insure it reads well, and is engaging. IT Portfolio Manager to create Terms of Reference for the role before advertising for expressions of interest.

Business Plan

The update business plan was accepted.

Action Point: Expression of Interest to be sent out for Treasurer position.

Action Point: IT to investigate Payment portal and write requirements to bring to EC.

Action Point: Chair to write Terms of Reference for Strategy Working Group.

Action Point: Chair to investigate changing format for AGM reports.

Action Point: IT PM to write Terms of Reference for Communications Officer.

With no further business the meeting closed at 1.30pm

Sharon José
Secretary NZCF

Ngaire Dixon
Chairperson NZCF