

## MINUTES OF NEW ZEALAND CAT FANCY INCORPORATED EXECUTIVE COUNCIL MEETING

Held via Teams Tuesday January 28, 2025

Commenced 7.35pm.

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, Janice Davey, Lyall Payne, Marie Prendergast, Sheree Russell and Christine Yeung.

**Observers:** Emma Kimberley, Sacha Kleynhans, Angela Robinson and Fred Haslemore.

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

10th December 2024

#### Amendments:

Judges report: Congratulations extended to Emma Kimberley, who has been promoted to the Junior Longhair Judges panel.

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

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

### Item 3 MATTERS ARISING FROM THE PREVIOUS MINUTES

- The To-Do-List to be updated with any completions sent to the Secretary to be noted before the next meeting.
- Only one response received to the request to current life members regarding the criteria for nominating Life Membership.
- Policy for IT equipment could amalgamate log in passwords etc. to ease transition if someone must step into a role.

### Item 4 CORRESPONDENCE

Inwards correspondence received, and outwards endorsed.

- A Turjak – Turkish Angora Natural breeds acceptance – Under BSAC report.
- A Skilling – Judges Emeritus – discussed under Judges.

- World Cat Congress – Retirement of Penny Bydlinski - under Chair report
- W McComb – Ragdoll cross breeding concerns - Secretary to reply.
- NZCF Registrars concerns re timing of the transfer audit.
- L Guinnefollau –opportunity of working with NZCF– The BSAC Portfolio Manager suggested that NZCF use this opportunity, both he and the BSAC Chair could build a working relationship to co-opt the writer as an outsourced researcher - Secretary to write with offer.

**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: Ngaire  
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 December 2024 \$22,611.26 (incl. GST)

**Resolved:** That the payment of accounts for the period 01/12/2024 to 31/12/2024 totalling \$22,611.26 (incl. GST) be approved for payment in retrospect.

**Moved: Ngaire  
CARRIED 6/0**

##### 2. Cash Position.

Current bank balances \$219,977 compared with \$194,585 at 26/02/2024

##### 3. Membership

At the time of the meeting current membership for 2025 renewals were sitting at 218. Membership as of Dec 31<sup>st</sup> was 525, so a lot still to renew. A reminder to be sent out which will include a link to the online renewal form.

##### 4. IRD access update

IRD still being sorted, which means GST & PAYE payments are overdue, as we are unable to log in to make payments

##### 5. Update of Schedular Payment 2024 CPI Increases for be included in 2025 Rates

Final CPI increase has come in at 2.2%, proposed Schedular payment increase spreadsheet supplied for approval.

**Resolved:** That the CPI increase of 2.2% be accepted.

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

## **6. Other Financial Items**

Request consideration to increase the fees around adding kittens to litters already registered has been deferred to next meeting until more data can be ascertained.

**Resolved:** That the Treasurers report be accepted

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

## **B. SECRETARY REPORT [Sharon José]**

- One formal complaint received.
- Training of Membership/prefix Coordinator well underway, with learning in the hotseat progressing extremely well.
- Question raised around renewal forms and whether these are essential, numerous complaints that they are not necessary, is there a more efficient way for renewals to be done that does not involve unnecessary paperwork. – This has been raised before and they are required in accordance with our Constitution, a remit is required to have this changed.

## **Governance Documents Officer [Jane Webster]**

- All this month's work has been aimed towards the annual January printing or electronic release of the NZCF Governing Documents.
  - Reprints required for this year are:
  - General Rules & Policies
  - Registration Rules
  - Show Bylaws
  - Standing orders for meetings

One Standard of point change pending approval, which if accepted will also see the reprinting of:

- Standard of Points – Shorthair
- Schedule of Breed Codes One Standard of points should they be accepted at this meeting.

**Resolved:** That the Secretary's report be accepted

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

**Action Point:** Membership renewal reminder to be sent out with a link to the online membership forms.

### C. EC CHAIR REPORT [Ngaire Dixon]

As we move into the New Year, we have already been very busy. Our plan for this year must include: -

- developing succession plans for each role, so that we are not caught short should anything happen if a position is suddenly vacated. Please can each portfolio holder have a discussion with the key people in your portfolio and establish a plan should we find ourselves without these people.
- Treasurer: Sharon is doing a great job with this position; however, we do need to either fill this position or have an accounting firm doing this.
- A query from a member relating to the legality of sharing information with PetCover when kitten litters are born, as current wording on Membership forms do not allow for this.

**WCC:** - Penny Bydlinski has received the Title of Honorary Secretary of the WCC following the loss of her vision. She is very honoured as she has been with the WCC since the beginning of the organisation, she is keen for the organisation to continue as she sincerely believes that “communication between major bodies in the cat world is very important particularly in this day and age when governments are dictating to us about things of which they have no knowledge or understanding”

#### **Relationships with organisations.**

As we move forward into the new year, we are in discussions with our partners and planning for the year ahead. Please let us know what you are wanting from our partners moving forward.

#### **Purina**

- **Non breeder members** have the ability to access discounted food (if there is anything further that is needed, please let me know)
- **Breeder members** have litter support, kitten packs and now affiliate codes that give kittens money back.

#### **PetCover**

- We are working a years’ plan of education and advertorials, linked in with our Facebook posts as well. However, *PetCover* does not have a great conversion rate for their policies, so if there is something specific that is needed let me know.

#### **NDC Report [Ange Robinson]**

Currently investigating one complex complaint, with numerous complainants

#### **Privacy Report [Lyll Payne]**

Clarification is being sought around the sharing of information with business partners, the Executive Council will be updated once this has been obtained.

**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]**

- New colours for acceptance in the Bengal and Cashmere breeds, along with updating of the Standard of Points to have the Charcoal & Blue colours included.

**Resolved:** That the Charcoal & Blue colours be accepted into the Bengal Breed and the Standard of Points be updated accordingly.

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

**Resolved:** That the Charcoal & Blue colours be accepted into the Cashmere Breed and the Standard of Points be updated accordingly.

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

- Turkish Angora: A. Turjak's letter - Secretary to invite writer to join BSAC to get this policy completed.
- Breed section consultations; review – Deferred to next meeting.

**Resolved:** That the BSAC report be accepted

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

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

- Registrars are still working their way through some of the Transfer Audit lists, some breeders are also working through their lists, those who have been in touch asking for more time have been extended.
- Email received regarding a study carried out by Dr Joon Seo on the Sphynx breed, which will be forwarded to the Breeds Standards Advisory Council to look at as part of the Health & Conformation Policy for that breed.

**Resolved:** That the B&R report be accepted.

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

## **5.4 INFORMATION TECHNOLOGY (IT) [Christine Yeung]**

- Review of the issue reported by Shows Portfolio Manager in the Show Package. The IT Contractor will be reaching out to discuss these, if not already to work through findings. Believe this is a process issue. In addition, final testing to be completed with updates to Breeds and missing results information.

- Usual data correction from Registrars.
- Website updates – contacts, schedule of fees, show calendar, membership renewal page.
- ROCAP updates – data corrections, addition of 2025 dates for registrations, addition to country table, receipt items for 2025 and 2026 Show Date Application,
- Website/ROCAP outage in early December, related to PHP update which was able to be reverted to fix the issue.
- Awaiting response from BSAC for meeting about Microsoft Forms.
- Awaiting response from Flash Cats Editor for 2024 Flash Cats Editions to be sent through for uploading onto website.

Priority list:

- Show Package
- Registration form/transfer form automation
- Secure login portal/EDM

**Resolved:** That the IT report be accepted

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

## 5.5 JUDGES & SHOWS [Sheree Russell]

### Judges.

- Two expressions of Interest have been received for a Longhair Judges School to be run this year, plus a third from a person who is enrolled to do the upcoming Stewards Course should they pass. There are two judges willing to run this course.
- Email received suggesting that Judges Emeritus Panel could be utilised to assist at Handlers & Stewards Courses. This was accepted by the meeting. Judges Portfolio Manager to advise writer and judges that they can be enlisted to assist for future courses.
- Annual returns for Judges are still coming in.

### Shows.

2026 Show Date applications still coming.

### Health & Safety [Christine Ryan]

Nil to report.

**Resolved:** That the Judges & Shows report be accepted.

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

**Action Point:** Judges PM to advise judges that the Emeritus can be used to assist at Handlers & Stewards courses

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

- Advertisers for March issue are being worked on.
- Electronic issues of the Flash Cats for uploading onto the Website are being worked on.

**Resolved:** That the Publications & Marketing report be accepted.

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

### Item 6 GENERAL BUSINESS

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Draft Contingency Plan to be looked at, with all Portfolios coming to next meeting with thoughts to work on.

With no further business.

Meeting Closed at 9.45pm

**Next Meeting: Tuesday February 25, 2025, via Teams**