

MINUTES OF NEW ZEALAND CAT FANCY INCORPORATED EXECUTIVE COUNCIL MEETING

Held via Teams Tuesday February 25

Commenced 7.30pm.

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

The passing of past Treasurer, Marion Petley was acknowledged with condolences being passed to the Petley family.

Item 1 ATTENDANCE & APOLOGIES

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

Sheree left the meeting at 8.19pm.

Observers: Emma Kimberley, Sacha Kleynhans, Angela Robinson. Diane Holtom joined at 7.58pm.

Item 2 CONFIRMATION OF MINUTES OF THE PREVIOUS EC MEETING

28th January 2025

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

Moved: Lyall / Seconded: Janice

CARRIED 6/0

Item 3 MATTERS ARISING FROM THE PREVIOUS MINUTES

- Question raised regarding the necessity of Membership Renewal forms has been investigated, as it states these are to be completed in the Constitution, it will require a Remit to change the wording, until such time as this is done, these forms are required to process renewals.
- Remit template has been worked on, however a workable template has not been able to be created, so it is advised that remits include stating what clause they are wanting changed, what they want it changed to, with the Rational stating why this change is necessary.
- The To-Do-List to be updated with any completions sent to the Secretary to be noted before the next meeting.

Item 4 CORRESPONDENCE

Inwards correspondence received, and outwards endorsed.

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: Christine / Seconded: Marie
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 01 – 31 Jan 2025 \$2,347.55 (incl. GST)

Resolved: That the payment of accounts for the period 01/01/2025 to 31/01/2025 totalling \$2, 347.55 (incl. GST) be approved for payment in retrospect.

**Moved: Ngaire
CARRIED 6/0**

2. Cash Position.

Current bank balances \$234,115 compared with \$194,585 at 26/02/2024.

3. Membership

Membership renewals for 2025 are still trickling in, with our current number sitting at 379, the same period last year saw us at 443. Personal reminder emails are scheduled to go out over the next week.

4. IRD access update

We are still waiting to get a response from IRD, all paperwork has been complete to get the administrator changed, we have been advised that this process would take 6-8 weeks, so it is a waiting game at present.

5. Other Financial Items

End of Year accounts are making headway, with all 2024 data now entered in MYOB, so we are ready to start on the reporting process.

Resolved: That the Treasurers report be accepted

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

B. SECRETARY REPORT [Sharon José]

- AGM prep work about to begin, with the call for Nominations and Remits to go out by March 1st.
- Governance Documents & Standard of Points updates are currently being printed – printing numbers have been halved this year with sending electronic versions to those not wanting hardcopies. These will be dispatched in the next week.

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]

- Having completed the 2025 reissue of documents (1 FEB 2025) work will resume on the update of the Judges Manual and some of the larger delayed amendments (e.g., contingency plan policy).

Resolved: That the Secretary's report be accepted

**Moved: Ngaire
CARRIED 5 /0**

C. EC CHAIR REPORT [Ngaire Dixon]

Relationships with organisations.

Another company has made an approach to one of our Executive Council Members, regarding the possibility of working with NZCF, however they were given this opportunity back at the time we entered our partnership with Pet Cover, and they were not interested at that time.

Purina

- **Breeders Packs** are being worked on to assist breeders when they are starting out, this will entail sending packs out to new prefix owners to assist them in many different areas as well as nutritional advise.

PetCover

- PetCover to be advised that we are not able to supply them with the monthly litter lists, as per the Privacy report below.
- Another company has made an approach to one of our Executive Council Members, regarding the possibility of working with NZCF, however they were given this opportunity back at the time we entered our partnership with Pet Cover, and they were not interested at that time.

NDC Report [Ange Robinson]

We have one active complaint.

In February complaint investigation work was done, initial interview with the respondent.

We expect a response from the respondent by 28 February 2025 and at that time the complaints and response will be reviewed again.

Privacy Report [Lyll Payne]

- Life membership survey sent out to current life members received one response, Privacy officer to make suitable amendments to the request to be sent out to the wider membership for feedback.
- Clarification was sought around the obtaining information from our membership and the sharing of information with business partners. Organisations can only collect information needed to run their business, therefore we cannot collect age group ranges on our renewal forms – this will be removed – While it is acknowledged that this is valuable information to gauge the membership range, it is not essential information, this can be gathered using other methods.
It has also been established that passing breeder litter information on to our partners is also not a

part of operating our business, therefore we are unable to share that information either. – Petcover will be advised of this.

Resolved: That the Chairs report be accepted

**Moved: Ngaire
CARRIED 5/0**

Action Point: Privacy Officer to amend Life Membership Requirements survey ready to send out to the broader membership.

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

- The BSAC has been following the introduction of the dominant blue eyes' trait in the NZCF which at the moment is primarily an issue in the Maine Coon breed, but given how it has spread overseas, has the potential to turn up a number of breeds accepted by our organisation.
- The JAN 2024 EC minutes requested the BSAC review communication with breed reps and distribution of breed group consultations due to concerns that not all consultations were reaching the members entitled to vote and comment on them. The BSAC discussed the issue in FEB 2024 and a consultation was sent to the breed reps.

This was sent to the 10 Breed Representatives, with 5 responding they would prefer BSAC direct to Breed section consultation, while 3 preferred this to remain with the Breed Reps. One did not respond. – However, the Breed Representatives at the meeting indicated that they had not received the consultation, so the Portfolio Manager will follow this up before this is looked at any further.

Resolved: That the BSAC report be accepted

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

Action Point: BSAC PM to investigate Breed Rep survey and who responds to report back to March meeting.

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

- The Amnesty figures were not on hand for this meeting, but Registrars are working through those that had been returned as and when time allows, breeders are reminded these were only electronic updates, no paperwork was being issued for them.
- With numerous requests being received to add kittens to litters already registered, often some years down the track, it is felt that the rule around this need to be looked at. Should there be penalties imposed for this other than the fee that applied to late registration? It was felt that DNA should be supplied to prove that late edition does belong to the litter it is being added to. A policy needs to be looked at to set in place for the Registration & Transfer Auditor to act on. The Portfolio Manager to liaise with Registrars as to what they think would be suitable action for these situations and what if any penalties should be put in place.

Resolved: That the B&R report be accepted.

Moved: Marie / Seconded: Janice
CARRIED 5/0

Action Point: B&R PM to consult with Registrars on adding a late kitten to a previously registered litter, to gauge what action or penalties should be set in place.

Action Point: Policy set up for R&T Auditor to work with.

5.4 INFORMATION TECHNOLOGY (IT) [Christine Yeung]

- Investigation into reason for duplicate entries going into the system for registrations. No definitive cause can be found. Probably combination of a few things – hosting environment, as it's shared (i.e. we don't have dedicated servers) sometimes the load is high, and the server gets under pressure and could cause this issue.
- Show Package update:
 - Peter is waiting to hear back from the Shows Portfolio Manager about the issue with imports, he is not able to replicate this problem. This could be due to the same thing happening with the duplicate registrations - load on the system, or alternatively it could be a process issue.
 - A number of updates have been completed such as amendment to the export of the show results.
 - Looked at the Top 10 report as this needs some work, along with sorting out the BAM names that are missing from the PDF report.
 - With arrival of the new Bengal/Cashmere codes these will now also need to be updated to ensure correct colours and order in show paperwork.
- Maintenance on Birman/Templecat – the swap of the breed codes from old to new was completed by Chris which left the final job of removing the old codes.
- Similar work now under way with the Bengals/Cashmere's.
- Report created for Membership Coordinator to assist with reconciliation of payments.
- Usual BAU work with updating items such as new officer details.
- Show Schedules have started to roll in. Out of three, there's been a 100% error rate with requiring re-work of some kind or another on all of these.
- Incorrect benching fees, judges not as contracted, file types not suitable for upload – e.g. .docm which is a macro enabled document which can be a security risk, .doc which is an old file type.
- All Show Schedules are converted to PDF before uploading to website to ensure ease of access for users.

- Communication has not been sent to the clubs about the increase in benching fees – suggest this is sent out and perhaps a few reminders could be sent at the same time such as requesting a thorough check is made before submitting their schedules.
- There has been a suggestion from a club to help with attracting members – to advertise on the breeders pages the link to joining clubs. For Specialist clubs a direct link e.g. to the Maine Coon, Birman, Siamese or Burmese Club to be displayed and a general link to the Club's page as well.
- New feature to be added to the Show Calendar, which will display the contracted judges next to each show (share screen to show this) – there has been coding completed some years ago, but it was never published.
- Have followed up for Flash Cats editions to be loaded to website.

Resolved: That the IT report be accepted

Moved: Christine / Seconded: Lyall

CARRIED 5/0

5.5 JUDGES & SHOWS [Sheree Russell]

- 2026 Show date calendar presented for accepting, it was queried that a show was being held the same weekend as the AGM, however this was approved by the Executive Council back in 2023, and was again approved last year with the Club involved being consulted with at the time, who was more than happy for their show to take place at the same time, it had also been decided at the 2024 Post AGM meeting that two days for the AGM and Post AGM meetings was no longer necessary and this year would be a one day meeting with AGM being held in the morning, Post AGM in the afternoon.
- Metro Club have cancelled their 2025 show.
- An email will be sent to all clubs regarding Facebook advertising on the NZCF page, this is being provide free as part of the Affiliated Membership fee.
- All National Show sponsorship has been sourced.
- H&S Course report. All Handlers passed, with a 50% pass rate of those attending the Stewards Course, those who did not pass have been offered a resit of the exam. Thanks were extended to Roy Griffith and Sue Ford for taking the Course and congratulations extended to those who passed.
- An email has gone out to those currently on the Handlers & Stewards list to ensure they are still happy to be listed.
- Jo Millar has declined the offer to join the Judges Emeritus panel.
- Miriam Martin has asked for a leave of absence from the Shorthair Judges school.
- The 2025 Longhair school is taking place with just one student.

Health & Safety [Christine Ryan]

Nil to report.

Resolved: That the Judges & Shows report be accepted.

Moved: Sheree / Seconded: Marie

CARRIED 6/0

Action Point: Judges PM to email clubs reminding them of the free FB advertising they can use.

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

- Advertisers are finding it very hard with the current economic climate, many either dropping or cutting back on advertising.
- Work is happening to source new advertisers outside of NZCF and the cat world.

Resolved: That the Publications & Marketing report be accepted.

Moved: Janice / Seconded: Lyall

CARRIED 5/0

Item 6 GENERAL BUSINESS

- The Chair will look at Constitution updates to comply with meeting the new Incorporated Societies Act.
- It was asked that Clubs ensure they communicate with their contracted Judges prior to booking flights.
- A suggestion from an Executive Council member that important notices and minutes be dispatched to the membership and club by a separate Communications person as it was felt some are currently being overlooked.
- National Show billboards need to be moved from Palmerston North to Auckland.

With no further business.

Meeting Closed at 9.45pm

Next Meeting: Tuesday March 25, 2025, via Teams