

MINUTES OF NEW ZEALAND CAT FANCY INCORPORATED EXECUTIVE COUNCIL MEETING

Held via Teams Tuesday March 25

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

Observers: Sue Ford, Diane Holtom, Emma Kimberley, Sacha Kleynhans, Angela Robinson, Keryn McOmish.

Item 2 CONFIRMATION OF MINUTES OF THE PREVIOUS EC MEETING

25th February 2025

There were a few spelling mistakes that have been corrected and one duplicated paragraph that has been removed

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

Moved: Janice / Seconded: Lyall
CARRIED 6/0

Item 3 MATTERS ARISING FROM THE PREVIOUS MINUTES

- The cost of adding a kitten to a previously registered litter has been investigated. This takes 30 mins per kitten and can only be done by the IT Contractor, costing \$55 per kitten. This is a cost that needs to be passed onto the breeder.

A discussion was also had around kittens being added numerous months and in some cases some years after the original litter registration. After some discussion it was decided that DNA verification for those being added after 6 months also needs to be supplied to ensure the integrity of our database.

Action Point: The B&R Portfolio Manager to advise the Registrars and a notice to go out to Breeders advising of the new fee of \$55 to be charged as well as the appropriate registration fee for any kitten/cat being added to an already registered litter. If the kitten being added is 6 + months, DNA evidence will be required to verify parentage.

Item 4 **CORRESPONDENCE**

- With the new timeframes requested by the Executive Council on wanting reports two weeks prior to meetings, guidance was sought on whether an updated list of correspondence be presented at the meeting or if items received in the last two weeks should be held over to the following meeting. It was agreed that the list should be updated to avoid any potential delay in responding. Any important items to be circulated as it came in.
- Email received for World Cat Congress containing the script for the next video in the Royal Canin series, the topic is Nutrition: Basics of nutrition & specific needs.
The next topics are to be.
 - Cleaning & hygiene
 - Responsible breeding and promoting responsible cat ownership (It has been suggested that someone from the WCC board could be used for this one)
 - Social media and communication (promoting show titles)
- Email received from past Treasurers family requesting her information be removed from inside of Flash Cats – this had inadvertently been missed, and apology has been provided and the appropriate correction has been made for the next edition.

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: Lyall / 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 – 28 Feb 2025 \$4372.73 (incl. GST)

Resolved: That the payment of accounts for the period 01/02/2025 to 28/02/2025 totalling \$4372.73 (incl. GST) be approved for payment in retrospect.

Moved: Ngaire
CARRIED 6/0

2. Cash Position.

Current bank balances \$228,613 compared with \$200,594 at 25/03/2024.

3. Membership

Membership as of March 25, is sitting at 424, up 45 from last month.

4. MYOB Update

MYOB have now updated the owner of the account, which means accounts will no longer go to the past treasurers address and we have full access to all areas of the system.

5. IRD access update

We have finally gained access to IRD, the outstanding GST & Withholding Tax returns for 2024 have been filed and a request to waive penalty fees is to be sent through in the next few days along with the current returns.

6. Other Financial Items

End of Year accounts are on track, while there are still some areas being worked on, we are hopeful they will be ready for sending to the Auditor on time.

Resolved: That the Treasurers report be accepted

Moved: Sheree / Seconded: Janice
CARRIED 6/0

B. SECRETARY REPORT [Sharon José]

- AGM documents are in the process of be prepared for sending to the printer.
- Rydges Wellington Airport has been booked for the AGM & Post-AGM meetings.
- All membership reminders have gone out to those who had not renewed, those that have not responded are now considered to be not renewing.

A query was received by an Executive Council member as to whether multiyear renewals or an auto renewing process could be looked at, rather than requiring annual renewal forms being completed. Discussions have been previously held around whether renewal forms were necessary, and it was determined that a remit would be required to have this changed. However, the meeting was advised from the floor, that it is a requirement by the new Incorporated Societies act, that all members of a society must complete a sign renewal form each year, so this process cannot be changed.

Governance Documents Officer [Jane Webster]

- Assisted with disputes remit format
- Governance Documents folders moved to OneDrive with the assistance of the IT Portfolio Manager
- Update of the Judges Manual
- Remit preparation for the AGM has been the focus of the past month – as presented in general business.

Resolved: That the Secretary's report be accepted

Moved: Lyall / Seconded: Marie
CARRIED 6 /0

C. EC CHAIR REPORT [Ngaire Dixon]

- PetCover are happy with the number of policies they are seeing.
- New breeder's Welcome packs, these are obviously little way away at present, but are making good progress.

NDC Report [Ange Robinson]

We have one active complaint.

This is quite a complex complaint which is the reason it is taking some time to work through, it is hoped that it will be in a position for a recommendation to be made by the next meeting.

The Chair advised that she has become aware through the grapevine, that there are other members who are aware of this complaint and reminds members that NZCF has a Complaints process that must be followed, it is not appropriate for those outside of the complaint to be discussing or weighing in on this matter. Please let the correct process take its course.

Privacy Report [Lyll Payne]

Nil to report.

Resolved: That the Chairs report be accepted

Moved: Ngaire
CARRIED 6/0

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

- Monthly meetings have been reestablished for the first Monday of every month.
- **Breed Section Consultations:**
Update in response to the February 2025 minutes where it was recorded "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." Copies of the survey responses, (redacted for survey content) which was distributed to the Breed Representatives March 2024 records that the Breed Reps present at the meeting had responded to the survey.
The BSAC recommends: That the BSAC should consult directly with breed section members, but shall advise any breed reps of upcoming consultations and invite comment from them on the anonymised consultation results.
A recommendation was then made that perhaps the Breed Representatives could be included as part of the BSAC.

Resolved: That the BSAC consult directly with breed section members but shall advise any breed reps of upcoming consultations and invite comment from them on the anonymised consultation results AND that the BSAC look at including the Breed Representatives as part of their Council.

Moved: Lyll / Seconded: Marie
CARRIED 5 /1

- **Dominant Blue Eyes:**

The BSAC recommends that cats which express the dominant blue eyes gene have /5 included at the end of their breed code for registration purposes only, and that off-spring of dominant blue-eyed cats have (dbe) added to indicate that they are from a line which includes dominant blue-eyed cats.

If accepted an amendment to Registration Rules, Section 8, Selected Breeds would be required, and parts of this section are included in the Schedule of Breed Codes and the introductions to both the longhair and shorthair standards of points. If it was felt that the registration changes needed to be included in these latter documents (which relate more to showing and might not be necessary at this stage), they would not normally be amended until the end of the 2025 show season.

Therefore, the BSAC recommends: That a new heading and para are included in Registration Rules to read:

Dominant Blue Eyes

8.16A Any cat with dominant blue eyes shall have /5 added to the end of the breed code for registration purposes only, e.g., MCO FA/5. The breed codes of all progeny of a dominant blue-eyed parent which are not dominant blue eyed themselves, shall be followed by (dbe), and this registration shall apply in perpetuity.

Resolved: That cats which express the dominant blue eyes gene have /5 included at the end of their breed code for registration purposes only, and that off-spring of dominant blue eyed cats have (dbe) added to indicate that they are from a line which includes dominant blue eyed cats AND that the Registration Rules be amended to include the new Dominant Blue Eyes Heading and Para 8.16A as written above.

Moved: Lyall / Seconded: Marie
CARRIED 6/0

Resolved: That the BSAC report be accepted

Moved: Lyall / Seconded: Marie
CARRIED 6/0

Action Point: BSAC to discuss the possibility of including Breed Representatives as part of the BSAC

Action Point: GDO to amend RR to include Dominant Blue Eyes heading and Para 8.16A as recommended by the BSAC.

Action Point: BSAC to notify the Registrars and the IT PM of the Dominant Blue Eye required coding to ensure updates are made in all required areas

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

Nil to report

5.4 INFORMATION TECHNOLOGY (IT) [Christine Yeung]

- The changes to the Show Calendar are live and we are now seeing regular updates to the Judges listings as part of BAU. Received positive feedback from several members.

- Peter has caught up with Shows Portfolio Manager to go over the show package issues.
- Peter has been investigating an issue with membership registration not sending emails and has a feeling the issue might be the device being used as can see multiple entries in the database.
- Work has continued on the new Show Calendar page which will allow self-service for Shows Portfolio manager to maintain the show calendar, including uploading of schedules, entry forms and results.
- Met with Governance Documents Officer to ensure NZCF Governance Documentation is moved from personal Dropbox back into NZCF OneDrive/Sharepoint shared folder.
- Discussed implementing similar set up for BSAC and Historian files. Discussed Microsoft Forms.
- Set up shared folder for NZCF Historian. Shared files folder for BSAC Chair to be created.
- Completed set up of Meta Business and added Chairperson and Secretary to the superadmins for this. This connects the NZCF's Instagram and Facebook, gives more reach to our audience and is now ready for paid advertising.
- Update to Breeds pages (promotion of clubs) added to To-Do-list.
- Ongoing issues with accessing Flash Cats issues.
- Reminder for all EC and officers to ensure files are saved in NZCF's OneDrive or shared folders. If unsure, please advise and I will assist you.

Resolved: That the IT report be accepted

Moved: Christine / Seconded: Janice
CARRIED 6/0

5.5 JUDGES & SHOWS [Sheree Russell]

- Vicky Jo Harrison has been moved to the National Ring for the 2025 National Show.
- Approval requested for the NZCF to sponsor the National Supreme Trophies as was done for the 2024 National Show. It was felt that this become an annual sponsorship for all future National Shows moving forward. This was approved and will be added to the Budget.
- A recommendation that judges who attend the seminar after the National Show be able to use this for ticking off the requirements for their annual return. This was accepted and Judges will be notified of this
- Judges to be also advised that World Cat Congress also have a seminar included in their AGM proceedings, which is scheduled for August 1st, 1pm NZ time, that may be of interest, which, it is hoped, will be livestreamed.
- Geyserland Cat Club has cancelled their June show, but the August show is going ahead as planned.

Health & Safety [Christine Ryan]

Nil to report.

Resolved: That the Judges & Shows report be accepted.

Moved: Sheree / Seconded: Lyall

CARRIED 6/0

Action Point: Judges PM to advise judges that those who attend the post National Seminar will be able to use that for their Annual Return requirements and that WCC is also hosting a seminar.

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

- Apologies extended for the errors in the latest edition, these have been rectified for future editions.
- There is a real estate agent wanting to advertise an operating cattery that is on the market, this is being followed up for the next edition.
- The next issue is already being worked on, with a request for any photos will be gratefully accepted.
- Request that some of the monies received from sponsorship be moved across to the Publications & Marketing budget to reflect the lost revenue the sponsorship agreement has created. This was approved

Resolved: That the Publications & Marketing report be accepted.

Moved: Janice / Seconded: Lyall

CARRIED 5/0

Item 6 GENERAL BUSINESS

- While looking at adding our disputes process into the Constitution, the Chair and Governance Documents Officer numerous areas that overlap between all our documents, so it is the intention to go over all of these over the ensuing year to bring to the 2026 AGM.
- Proposed Remits:
 - Rather than including our complete Disputes & Disputes document or simply refer to that document, we've taken the wording directly from a recommendation as to what is required for the update to the Incorporated Societies Act. This will be a two-part remit
 - Removing references to Cheques in the Constitution.
 - EC Terms & vacancies

The above remits were approved to be put forward to the AGM.

With no further business.

Meeting Closed at 9.25pm

Next Meeting: Tuesday April 29, 2025, via Teams