

MINUTES OF NEW ZEALAND CAT FANCY INCORPORATED EXECUTIVE COUNCIL MEETING

Held via Teams Tuesday April 29

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.

Observers: Sue Ford, Fred Haslemore, Sacha Kleynhans, Keryn McOmish, Angela Robinson.

Apologies: Janice Davey

Resolved: That the apologies be accepted.

Moved: Lyall / Seconded: Sheree
CARRIED 5/0

Item 2 CONFIRMATION OF MINUTES OF THE PREVIOUS EC MEETING

25th March 2025

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

Moved: Lyall / Seconded: Christine
CARRIED 5/0

Item 3 MATTERS ARISING FROM THE PREVIOUS MINUTES

Action points from the previous meeting have been completed, and To Do List updated.

Item 4 CORRESPONDENCE

- Provisional Registrar – Imported Cat Registration: This will be taken to the World Cat Congress AGM as a discussion topic.
- World Cat Congress – Strengthening the proposal: No action required.
- 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: Ngaire
CARRIED 5/0**

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 two periods 01 – 31 March 2025 \$37,071.56 (incl. GST), and 01 – 30 April \$6,426.39 (incl. GST).

Accounts for March includes Scheduling payments along with GST and Withholding Tax catch up payments due to gaining access to the NZCF Inland Revenue account and being able to file returns.

Resolved: That the payment of accounts for the period 01/03/2025 to 31/03/2025 totalling \$37,071.56 (incl. GST) and period 01/04/2025 – 30/04/2025 totalling \$6,426.39 (incl. GST) be approved for payment in retrospect.

**Moved: Ngaire
CARRIED 5/0**

2. Cash Position.

Current bank balances \$224,297.38 as at 29/04/2025 compared with \$200,938 as at 20/04/2024.

3. Membership

Membership as of April 29, is sitting at 424, up 41 from last month.

4. End of Year Accounts

These have been returned from the Auditor and are ready to circulate to the membership prior to the AGM.

5. Other Financial Items

The first draft of the 2025 Budget with 2026 forecast has been completed, Executive Council to look at this over the next week to provide feedback to the Acting Treasurer to have the final copy ready for tabling at the AGM.

Resolved: That the Treasurers report be accepted

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

B. SECRETARY REPORT [Sharon José]

- A PDF version of the NZCF Desexing contract is now available to download free of charge from the downloads page of the Website, under Applications, Forms & Guides – General, for those who use them, as we no longer have desexing pads available for sale.

Governance Documents Officer [Jane Webster]

- At the NOV 2022 EC meeting an action point was raised for the Secretary and Governance Documents Officer to 'look at adding a contingency plan into General Rules & Policies under Annual Appointment of Officials' because it had been noted there was no documented contingency plan for when officials became inactive in their role. A discussion document was presented to the meeting to get this underway.

It was agreed that the document provided by the Governance Documents Officer is exactly what is needed, it can be evolved as it is worked with so should be put in place.

Resolved: That the Secretary's report be accepted

Moved: Lyall / Seconded: Marie

CARRIED 5 /0

Action Point: Secretary to advise the GDO that the contingency plan can be prepared to have in put in place.

C. EC CHAIR REPORT [Ngaire Dixon]

Nil to report.

NDC Report [Ange Robinson]

One complaint moving along.

Two further complaints received; both are being investigated.

Privacy Report [Lyall Payne]

- Nil to report.

Resolved: That the Chairs report be accepted

Moved: Ngaire

CARRIED 5/0

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

No decisions required this month.

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

Nil to report.

5.4 INFORMATION TECHNOLOGY (IT) [Christine Yeung]

- Due to the number of Spam attacks being received it is recommended that NZCF look at removing all email addresses from the website and replace with contact forms with a security screening to ensure it is not a robot completing, this would then send an email to the official supplying the query details and contact email, without compromising NZCF officials and its membership. Work has already been investigated in this area, it would be an easy project to get all Officials changed over to this method of contact, a little more difficult for Handlers and Stewards, but certainly still doable. It was agreed that this should be actioned.
- Another item of security, which is around the number of different document types we currently have on the website downloads page. These all need to be changed to PDFs or PDF fillable forms to ensure Macrons cannot be attached.
- Online voting was a vast improvement on previous years, there has been a lot of positive feedback on how it easier and clearer it was this year, which was due to the change freeze being put on, so the Webmaster could dedicate the time needed to get it streamlined.
- Just waiting for the updated version of the Show Package to be tested.
- Usual BAU work with updating items such as new officer details.

Resolved: That the IT report be accepted

Moved: Christine / Seconded: Marie
CARRIED 5/0

Action Point: IT to work on implementing contact forms to replace email addresses on the website.

5.5 JUDGES & SHOWS [Sheree Russell]

- Congratulations extended to Bronwyn Main who has attained her Longhair Junior judge status.
- The 2025 Longhair school has begun, with Janice Davey as the tutor judge. Student judges are Barbie Muller and Karla James. We have a further applicant Trudy Taylor who also wishes to join the school. Approval was given for Trudy to join.
- A request made that if any student is going to do observations or hands on at any shows, Show Secretaries must be officially emailed at least one week prior to the show, so they are prepared on the day of the show. Judges should also be contact in writing at least one week prior.
- Sue Ford has offered to hold a Handlers & Stewards course in late November.
- The first BSAC survey to Judges was sent out earlier in the month.

Health & Safety [Christine Ryan]

- Nil to report.

Resolved: That the Judges & Shows report be accepted.

Moved: Sheree / Seconded: Marie
CARRIED 5/0

Concerns were raised from the floor around an incident witnessed at the Dominion Cat Show, which will be looked into. An apology was made at what appeared to be lack of transparency around the school, as the tutor and names of students had not previously been minuted.

It was suggested that the tutors from the last and current schools consult to ensure there is consistency in the running of each school.

An enquiry as to when the revised Judges Manual would be available to view, it is currently with the Governance Documents Officer, who is currently in the process of formatting it, it is a large document, so this is being done in sections. A request was made that it be forwarded to the Executive Council unformatted at this stage, for viewing purposes only.

Action Point: J&S PM to request unformatted Judges Manual be forwarded to EC for viewing purposes.
Action Point: Chair to discuss incident at Dominion Show with Tutor Judge.

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

Nil

Item 6 GENERAL BUSINESS

With no further business.

Meeting Closed at 8.53pm

Next Meeting: AGM May 10, Rydges Wellington Airport