

WELLINGTON CANINE OBEDIENCE CLUB
COMMITTEE MEETING MINUTES

Date: 18-1-12

Time: 1830

Present: Mary & Edie Schneider, Martyn, Jeanie Prince, Tom Lovatt, Julia Young, Jo Gilliat-Smith, Tess Monro

Apologies: Clare Kennet, Helen Reynolds

Meeting opened by mike with a Happy New year to all the committee members

Minutes of the previous meeting read and accepted as correct. Proposed by: Julia. Seconded by Mary.

Financial Report:

- A formal report not able to be given because the banks end of year statement have not arrived; probably due to holidays. Jeanie will follow this up. Jeanie's computer has also failed; a new one is being organised.
- There is approximately \$7,500.00 in the cheque account
- Council rent was in arrears of \$990.00 because they had been invoicing us incorrectly since the 2007 rent rise which was and remains \$220.00. The arrears have now been paid.

The financial report was accepted. Proposed by Julia. Seconded by Jo. No objectors.

GENERAL BUSINESS

1. Complaints: Tess proposed that the committee review their complaints process. Seconded by Julia and Tom. The committee agreed to read and consider the existing protocol, which Mike stated had originally been established in the 1980s and approved by NZCC; then discuss and finalise at the next meeting.
2. Club Manual: Tess proposed that we develop a club manual which would hold all useful information and simple instructions for committee members. The rationale is to make it easier for all committee members and other club members to help with regular activities and to enable vacating roles to be filled with as little disruption as possible. Examples cited opening and closing, club days, new intakes, and organising ribbon days. Mike volunteered to spend time Jo and Tess explaining process for organising ribbon days.

Tess volunteered to write up the remaining processes if other knowledgeable committee members would tell her what is required for these tasks.

Seconded by Julia, Tom and Jo.

3. Events calendar confirmed:

- Discussion re winter Wednesday evening classes. Unanimous decision made to cancel these classes if the enrolments do (not) reach the minimum number of...?
- Wednesday Intake: Julia available excluding the period between Mar 28 and beginning of May. Tess will fill in for that period; also away for 6 weeks May to June.

- Sunday Intake: Jeanie available. Tess also available. Clare to be confirmed.
4. Instructors to be confirmed at the next meeting.
 5. Membership fee increase to be decided at the AGM.
 6. Mary has organised Ribbon Trial judges.
 7. AGM set for Mar 4th after class.

Meeting closed 1930.

Minute taker

Tess Monro

20-1-12