

Committee Minutes

Held on Sunday, 18 March 2018

Present: Nicky Casey, Thomas Lovatt, Jo Lake, Simon Casey, Margaret Harrop, Sandy Baigent

Apologies: Xaveria Lovatt

The meeting commenced at 12:10pm (approx).

1. **Minutes of Previous Meeting**

Taken as read.

Proposer Nicky, seconder Simon

2. **Lease Renewal**

Margaret took us through draft documents prepared for renewal of our ground lease – Draft Asset Management Plan and 5 Year Maintenance and Development Plan. Discussion in particular focused on items identified as being top priority.

It was unanimously agreed that we accept Council's offer of free tree removal. Margaret will follow up with the Council to confirm a date – expected within 3 months.

It was agreed that retaining wall to replace collapsed fence should be a priority. Nicky to request quotes via Builder's Crack and also email members who may be skilled in this area and wish to quote.

It was agreed that gate posts and a new pedestrian gate should be a priority. Nicky to request quotes via Builder's Crack and also email members who may be skilled in this area and wish to quote.

Replacement of sign affixed to clubhouse is considered a priority. Nicky to email mockup to committee members and then revise according to majority consensus. Nicky will then seek 2 quotes to provide back to the committee.

Margaret advised that resurfacing the arena has been estimated at between \$25,000 to \$125,000.

Nicky is to seek details of lotteries grant consultant that was recommended to her and obtain their business terms to provide to the committee.

Margaret will also investigate options for receiving lottery grant funding.

It was suggested that we should advise members of planned improvements via our newsletters.

Tom advised that the stove is not fully functional. Nicky advised that we may have a replacement stove available for the club when her house renovations start.

It was agreed that replacement of cracked perspex pane should be a priority. Nicky to request quotes via Builder's Crack and also email members who may be skilled in this area and wish to quote.

Sandy and Margaret are going to work on a working bee wish list tentatively set for 25 April. Volunteers will then be sought via club newsletter.

Nicky has requested security camera installation be added to 5 Year Maintenance and Development Plan. Nicky has offered 2 cameras to the club.
It was agreed that initially the cameras would be mounted without an internet connection to deter trespassers.

Sandy has offered to assist Margaret with a redraft of Asset Management Plan.

It was agreed we should aim to have both Asset Management Plan and 5 Year Maintenance and Development Plan agreed by the committee no later than 18 April for submission to Wellington City Council

As a committee we wish to thank Margaret for the great job she has done in preparing lease renewal documents.

3. **Finance**

Tom advised that club receipts (purchase/expenses) will all be provided to Margaret and advises that they have also been provided to Accountant/Auditor.

Margaret will contact Xie to obtain Accountant/Auditor's contact details as 2017 end of year accounts are required to be submitted to Incorporated Societies agency by 29 May.

Margaret also expressed concern about taking over Treasurer role without access to accounts for recent that 1 Dec 2016.

It was moved by Jo that President, Treasurer and Secretary be account signatories with any 2 to sign. Seconded by Simon, and agreed by committee.

Tom or Xie to arrange for provision of forms from BNZ to enable new signatories (Margaret & Nicky).

Once these signatories are active all other bank signatories are to be removed.

Margaret sought approval for payment of following expenses:

Nicky for receipt books \$45.98

Gail for trophies \$70

Central region levy \$130

Payment of expenses approved by committee.

Nicky suggested she would like to see the Club take on Xero accounting system. She has experience with the system and could set it up and provide training. As a NPO we would receive a 25% discount of normal pricing. It would make reporting easier and faster.

Margaret advised that she would prefer to start with a manual cash book until she is comfortable with club accounts.

It was agreed that Xero be deferred.

Nicky advised she is uncomfortable with the volume of cash we are handling and would like us to implement an eftpos payment system. BNZ have a system (PayClip) aimed at small business. It is \$30 + gst per month and it can be cancelled at any time.

It was agreed that we should look at this once bank signatories have changed and hopefully it can be in place for 20 May course.

Key Holders

Current key holders are:

Tom Lovatt

Alannah Lawler

Gail Norling

Mike Martyn
Nicky Casey

It was agreed current key holders may retain their keys however Margaret and Sandy as trainers should also be provided with keys.

Jo suggested we should also have a spare set that can be provided to and signed for by contractors when required which was agreed.

Nicky to arrange for 3 additional sets of keys to be cut (so contractors can be loaned as required).

Nicky to develop a key register and all current key holders are requested to sign. Also to be receipted when they return their keys.

4. **Telephone**

Nicky suggested that we can save on the expense of a land line telephone by switching to a VOIP service and still keep same phone number.

Nicky recommends VOIP service by conversant at \$10 + gst per month. Porting of existing phone number would be an additional one off \$20 + gst.

It was agreed to go ahead with suggested changeover.

Nicky is to contact Xie for current telephone account details to arrange the change.

5. **Constitution**

Nicky has requested the committee review the current constitution as it is 2008 since it was last updated and we are failing to adhere to it in a number of areas. A copy of the constitution was provided to committee members present. Contact Nicky if you would like an electronic copy.

Committee members to review with constitution to be discussed at next committee meeting.
Note changes must be agreed by members at AGM or a special general meeting.

6. **AGM Action Points**

Trophies for Mary & Eddi were purchased by Gail.

7. **Meetings Schedule**

It was agreed that committee meetings should be held on a monthly basis - 3rd Sunday of every month.

It was agreed that next committee meeting date should be notified in each club newsletter to give members the opportunity to add agenda items

8. **Ribbon Trial 2018**

Nicky asked for volunteers to assist with this year's Ribbon Trial on 8 September. Jo has volunteered to assist Nicky with planning and organisation.

9. **Member Surveys**

It was agreed that we should establish membership surveys.

Margaret & Sandy will develop. Jo will provide input and Nicky will provide technical assistance.

10. **Trainer Identification**

Nicky advised they when Lydia attended NZ Dogs conference last year one of the key points she

came back with was clear identification of trainers.

Nicky presented 2 options of inexpensive vests that could be worn by trainers. The preferred option was a solid yellow at US9.30 per piece

Nicky will investigate option and/or extra cost to have the word TRAINER in large letters added across rear of vest.

If there is no change in cost Nicky is to go ahead and order 12 vests in 3 different sizes. Any change in cost will be provided to the committee for approval.

11. Merchandise

Nicky has volunteered dumbbells she has obtained at a low cost that the club could sell at a mark up of over 100% and still price match lowest available on Trade Me.

The committee agreed that Nicky be reimbursed and the club sell these items.

Nicky can wait for reimbursement. 2 dumbbells have already been sold to members.

Tom advised that merchandise sales be clearly identified on receipts.

12. Training Standards

Margaret advised that she would like their to be regular meetings of trainers to ensure consistency and professionalism of our training.

As our head trainer (Gail) is not a committee member it was agreed that Margaret take on a role within the committee of training co-ordinator.

A sub committee is to be formed to include all trainers.

Margaret advised she would like to see trainers attending professional courses and sharing their knowledge with all club trainers.

Simon had raised the option of Annette Flynn being approached to return as a trainer however it was suggested this be parked unless current situation changes (ie. we have any further reduction in trainers).

Margaret will be assisted as training co-coordinator by Sandy and will approach Gail to work with her regards setup of meetings and training standards.

13. General Business

Nicky advised she has not yet completed FAQ page for website which was an action point on her at last committee meeting.

Nicky provided recent website visitor statistics:

January: 973 unique visitors

February: 687 unique visitors

Nicky advised we may have a record number of registrations for this course. Over 20 grade 1 registrations has required the course to be split in 2.

Nicky to circulate committee member contact details to all committee members.

ACTION POINTS

Ag #	What	Responsible	Due Date
1	Schedule tree removal date with Council	Margaret	25 March
1	Quote for gate posts & pedestrian gate	Nicky	15 April
1	Quote for retaining wall	Nicky	15 April
1	Provide mock up of club house sign to committee	Nicky	25 March
1	Feedback on club house sign to Nicky	All committee members	1 April
1	Obtain quotes for club house sign	Nicky	22 April
1	Obtain lotteries grant consultant details	Nicky	1 April
1	Feedback lotteries grant consultant business terms to committee	Nicky	1 April
1	Research alternative options for receiving lottery grant funding	Margaret	1 April
1	Quote for replacement of cracked perspex panel	Nicky	1 April
1	Develop working bee work list	Sandy & Margaret	1 April
1	Agree draft Asset Management Plan & 5 Year Maintenance and Development Plan	All committee members	18 April
3	Establish new bank signatories	Xie / Tom / Nicky	1 April
3	Delete redundant bank signatories	Nicky / Margaret	8 April
3	Provision of receipts to Margaret	Xie / Tom	25 March
3	Margaret to obtain Account / Auditor details	Margaret / Xie	25 March
4	Arrange cutting of 3 key sets	Nicky	1 April
4	Develop key register and receive signature of key holders	Nicky	8 April
5	Arrange change of phone service	Nicky	25 March
6	Initial review of constitution for discussion by committee	All committee members	15 April
6	Advise members a review of constitution will be included in 2019 Annual General Meeting	Nicky	31 May
6	Seek member feedback of/for constitution changes ahead of 2019 Annual General Meeting	Nicky	31 May / ongoing
8	Circulate 2018 committee meeting dates to committee	Nicky	25 March
8	Advise committee meeting dates in each member newsletter	Nicky	ongoing
9	Preparation for 2018 Ribbon Trial – co-ordinated by Jo / overseen by Nicky	Nicky / Jo	25 March - 30 Sep
10	Develop membership surveys	Margaret & Jo	?
11	Seek costs for adding wording to trainer vests (order if no increase)	Nicky	25 March
11	If increase in cost, seek committee approval, then order	Nicky	25 March
12	Nicky to provide receipt for reimbursement of dumbbell purchase	Nicky	25 March
12	Merchandise sales are to be clearly marked on receipts and separately reported from other income	Margaret	ongoing

Ag #	What	Responsible	Due Date
13	Liaise with Gail to establish trainers sub committee	Margaret & Sandy	25 March
14	Establish website FAQ page	Nicky	8 April
13	Establish training sub committee meetings schedule	Margaret	25 March / ongoing
13	Documentation of training standards	Margaret	25 March / ongoing
14	Circulate committee member contact details	Nicky	25 March

Meeting closed at 2.00pm