

Committee Minutes

Held on Sunday, 20 May 2018

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

Apologies: Xaveria Lovatt, Jo Lake

The meeting commenced at 12:55pm.

1. Invalid Election of Committee Members

The election of committee members at the SGM held on 13 May was invalid as it was not notified as an agenda item for the meeting and nominations for committee members are required 7 days prior to a general meeting.

Tom advised he believed there was a precedent however it was agreed that the constitution should be followed and it was important that all members should have had the opportunity and time to consider if they wished to stand.

There was discussion around how we could best resolve the dilemma with minimal embarrassment to the club and we agreed that the committee could exercise the ability to co-opt members on to the committee.

Margaret raised a motion to co-opt Gail Norling and Deborah Remacha. Seconded by Simon Casey. Motion carried.

Tom raised a motion to cop-opt Allanan Lawer. Motion failed through lack of a seconder.

Deborah and Gail were invited to join the meeting.

2. Acceptance of Apologies

Motion to accept moved by Margaret. Seconded by Simon. Motion carried.

3. Minutes of Previous Meeting

Taken as read.

Proposer Sandy, seconder Tom. Motion carried.

4. Action Points from Last Meeting

3. Establish new bank signatories. Complete. *Any 2 of Margaret, Nicky & Tom to sign.*

3. Delete redundant bank signatories. Complete.

3. Provision of receipts to Margaret. Ongoing.

3. Arrange cutting of 3 additional key sets. Complete.

4. Develop key register and receive signature of key holders. Complete

6. Initial Review of constitution by committee.
Deferred until August due to current high work load.

9. Preparation of 2018 Ribbon Trial. Started, in progress.

- 10. Develop membership surveys. Achieved and ongoing.
- 13. Liaise with Gail to establish trainers sub committee. Achieved.
- 13. Establish training sub committee meetings schedule. Ongoing.
- 13. Documentation of training standards. Started and ongoing.
- 14. Establish website FAQ page. Due date pushed out to 15 June.
- 14. Circulate committee contact details. Achieved

5. Lease Renewal / Premises Maintenance

Margaret asked that a note of thanks be given to Mitchell de Bes in taking away debris following tree removal. AP.

A total of \$370 was received in firewood sales.

Work on new retaining wall, Plexi Glass panel replacement and gate posts repair has been awarded to Acme Build. Margaret has previously had work done by them and was very impressed with their work. Nicky advised that she had received 3 quotes via Builder Crack (all with good references). There was a difference of \$7000 between lowest and highest quotes. Acme Build was not the lowest but when it was discovered they were known to Margaret they were offered the chance to match lower quote and they in fact reduced their quote further to beat it.

Acme Build will start work on 12 June. They will be provided keys which will be signed for to enable access for the work which is expected to take a week. AP.

Margaret advised that 2 tree stumps would need to be ground down ahead of work on retaining wall and she will seek quotes. AP.

The new sign external to the club house has been installed.

Given the high cost of arena resurfacing (\$25,000 to \$125,000) which excludes new fencing we will research options for lottery grant funding. AP.

Nicky advised that a gate latch was damaged by Wellington City Council Arborist Team. Margaret advised that we should look at replacing the gates and she will seek quotes. AP.

Margaret advised that the Council has objected to the state of the upper fence and that we have 3 options:

1. Remove the fence with assistance from the Council, or
2. Replace the fence where it is, or
3. Erect a new fence lower down around training arena. Margaret has received an estimate of \$6600 which was considered to be a good price and the preferred option. Approval of this option would be required by the Council. AP.

The Council has advised they would be amenable to an extension of operating hours ahead of lease renewal if we survey our neighbours and provide results to them plus advise desired additional hours.

A minor working bee was undertaken following removal of tree stumps by Sandy, Margaret, Paul Glover, Nicky & Simon. This included weeding arenas, removing mud from arenas and water blasting clubhouse and some of block wall by entry. More work is required. AP.

Margaret proposed a motion of thanks to Simon and Nicky for the club website. Seconded by Sandy. Motion carried.

Simon advised that he knows nothing about website development however it is Seekom (owned by Simon & Nicky) that provides ongoing website hosting, development, security and email hosting free of charge to the club.

6. Banking/Finance

Margaret tabled financial reports for the period 1 April 2018 to 14 May 2018.

Opening balance of cheque account: \$14,240.73

Income: \$7,581.62

Expenses: \$5,464.36

Monies received not banked: \$60.00

Closing balance of cheque account: \$16,297.99

At maturity on 12 May the term deposit was reduced by \$6606.42. \$4,000 was transferred to a new savings account and \$2,606.42 was retained in the cheque account. \$25,000 was reinvested for a further 6 months at 3.25% per annum. These changes were made to prepare for payment for work by Acme Build.

Margaret sought approval for payment of following expenses:

L Kondogiannis: \$250.00*

State Insurance: \$537.82

Nicky for telephone service: \$11.50

Nicky for telephone service: \$23.00

Nicky for key tags: \$4.94

Tom for milk: \$2.28

** a reduction of \$50 from usual fee was offered by the accountant due to the very high standard of reporting provided by Margaret.*

Motion to accept accounts and payment proposed by Simon, seconded by Gail. Motion carried.

Margaret advised that she requires invoices, receipts or claim forms for all payments. This includes expense reimbursement for trainers travel, lawn moving, cleaning, etc.

Margaret will develop a claim form. AP.

Simon expressed concern about expense payments being made when a number donate considerable time at no expense to the club. It was agreed this should be left until an annual budget is developed.

Gail expressed concern that poo bucket was not being regularly emptied. Sandy has volunteered to take charge of emptying the poo bucket.

Deborah advised that she is aware off in ground poo traps and has offered to investigate for the cub. AP.

Margaret has advised she would like to investigate insurance cover and options. AP.

The 2017 financial statements were filed online however Margaret realised she had forgotten to obtain Tom's signature on the statements. This has now been done and she will resubmit. AP.

7. Health and Safety

Sandy has drafted an initial Incident Report and Incident Register. She advised that on completing the Incident Report over the fight between dogs Louie and Brody that more is required on the form.

Sandy suggested that when we take registrations we seek information on where the dog was obtained and ask about any aggression issues. Sandy has offered to provide alterations for registration forms (online and manual). AP.

8. Ribbon Trial

In progress.

9. Training

A member provided feedback on grading day advising it was messy and disorganised with too many dogs in close proximity and a fight between loose dogs.

A dog on the loose policy needs development and to be documented. AP.

Consideration should be given to staggering times for grading of dogs at different levels. AP.

Karen Stevens complained about timing change of senior class and advised she hadn't been contacted.

She requested that it be reinstated at 11am as 9am doesn't suit her.

It was agreed with the record number of attendees and limited trainers we will continue with the revised schedule but will review class times each term. Simon to advise Karen. AP.

10. Constitution Review

Deferred until August.

11. General Business

Dogs NZ annual conference will be held at Brentwood Hotel Kilbirnie on 23 June and each affiliated club may register 2 club delegates. Both Simon and Sandy volunteered to attend. AP.

12. Bite Incident and Complaint

Nicky advised she was called by Peter Dunne from Dogs NZ on 14 May to advise that Mike Martyn has made a complaint to them over the committee's decision. Peter advised Nicky that he wasn't sure if they could hear the complaint since Mike is not a member of Dogs NZ.

Nicky advised Peter that the club is a member and that our constitution which was approved by Dogs NZ allows for appeal to Dogs NZ. Peter advised he would consider further and come back to us.

Nicky advised him that we could provide all the paperwork to Dogs NZ and it had been our intention to have our process peer reviewed by Dogs NZ when the appeal period had passed. Peter advised he would call for the documentation if required.

13. Member Behaviour

On Sunday 13 April Sandy, Nicky and Simon all suffered considerable verbal abuse from John Smith. His language was extremely vulgar, was extremely loud, personally insulting and his manner aggressive. Not only did this cause considerable emotional distress to Sandy, Nicky and Simon but was easily audible to club members attending for training which included children.

John advised that he considered Sandy unfit to be a trainer and he would disrupt any class she instructed. He advised that the only way to stop him would be to call the police.

On Sunday 20 May on learning that Sandy was to instruct a class John Smith again resorted to verbal abuse of Sandy in earshot of club members attending for training. Sandy's partner Paul Glover attempted intervention without success. John then turned on Nicky and Margaret. He was asked to return to the tea room and advised that the behaviour he was exhibiting put him at risk of having a complaint made against him to which he laughed.

John's offensive behaviour and language is bringing the club into disrepute and is not acceptable – particularly when we have children present.

Gail and Tom have advised that they will have a go at talking him to request that he modify his behaviour. AP.

Should there be a repeat of this behaviour from John Margaret has advised she would wish to make a formal complaint.

ACTION POINTS

Ag #	What	Responsible	Due Date
5	Provide note of thanks to Mitchell de Bes for clearing tree felling debris.	Nicky	31/05/18
5	Provide access keys to Acme Build - have key register signed.	Nicky	12/06/18
5	Obtain quote for grinding of tree stumps.	Margaret	31/05/18
5	Obtain quote for gates replacement	Margaret	31/05/18
5	Seek approval in principle from WCC for interior positioned perimeter fencing.	Margaret	15/06/18
5	Develop working bee work list	Sandy & Margaret	15/06/18
5	Research options for receiving lottery grant funding	Margaret	15/06/18
5	Agree draft Asset Management Plan & 5 Year Maintenance and Development Plan	All committee members	31/05/18
6	Develop expenses claim form	Margaret	31/05/18
6	Research in ground poo trap	Deborah	15/06/18
6	Investigate insurance cover and options	Margaret	15/06/18
6	Resubmit 2017 accounts to Incorporated Societies	Margaret/Nicky	31/05/18
7	Develop Incident Report and Incident Register	Sandy	Started / 31 May
7	Amend registration form to request where dog sourced and ask if there are any aggression issues	Sandy/Nicky	15/06/18
7	Prepare draft Health and Safety policies and Procedures	Jo	31/05/18
8	Preparation for 2018 Ribbon Trial – co-ordinated by Jo / overseen by Nicky	Nicky / Jo	25 March - 30 Sep
9	Establish training sub committee meetings schedule	Margaret/Gail	ongoing
9	Documentation of training standards	Margaret	ongoing
9	Develop and document 'Dog on the Loose' policy	Trainers / Margaret	30/06/18
9	Agree times for grading by grade levels	Trainers	30/06/18
9	Advise Karen Stevens revised class times will remain	Simon	26/05/18
10	Advise members a review of constitution will be included in 2019 Annual General Meeting	Nicky	31/05/18
10	Seek member feedback of/for constitution changes ahead of 2019 Annual General Meeting	Nicky	31 May / ongoing
11	Register attendees for Dogs NZ Annual Conference 23 June Mandy Poore, eventsmanager@dogsnz.org.nz , ph 237 4489	Sandy	31/05/18
13	Request modification of John Smith's behaviour to an acceptable standard.	Gail / Tom	26/05/18
14	Circulate 2018 committee meeting dates to Deborah and Gail	Nicky	26/05/18
14	Circulate committee contact details to Deborah and Gail	Nicky	26/05/18
14	Establish website FAQ page	Nicky	15/06/18
14	Advise committee meeting dates in each member newsletter	Nicky	ongoing

Meeting closed at 3pm

Next meeting: 17 June