

## **Committee Minutes**

Held on Sunday, 17 June 2018

**Present:** Nicky Casey, Thomas Lovatt, Simon Casey, Margaret Harrop, Sandy Baigent, Jo Lake, Gail Norling, Deborah Remacha

**Apologies:** Xaveria Lovatt

**Observer:** Allanan Lawer

The meeting commenced at 1:05pm.

### **1. Acceptance of Apologies**

Apologies accepted.

### **2. Minutes of Previous Meeting**

Taken as read. Motion to accept moved by Simon. Seconded by Tom. Motion carried.

### **3. Action Points from Last Meeting**

- 5. Provide note of thanks to Mitchell de Bes for clearing tree felling debris. Complete.
- 5. Provide access keys to Acme Build and have key register signed. Complete.
- 5. Obtain quote for grinding of tree stumps. Complete.
- 5. Obtain quote for gates replacement. In progress.
- 5. Seek approval in principle from WCC for interior positioned perimeter fencing. In progress.
- 5. Develop working bee work list. In progress.
- 5. Research options for receiving lottery grant funding. Deferred.
- 5. Agree draft Asset Management Plan & 5 Year Maintenance and Development Plan. In progress.
- 6. Develop expenses claim form. Complete.
- 6. Research in ground Poo Trap options. Complete.
- 6. Investigate insurance cover and options. Complete.
- 6. Resubmit 2017 accounts to Incorporates Societies. Complete.
- 7. Develop Incident Report and Incident Register. In progress.
- 7. Amend registration form (print and online) to request where dog sourced and ask if there are any aggression issues. In progress.
- 7. Prepare draft Health and Safety Policies and Procedures. In progress.
- 8. Preparation for 2018 Ribbon Trial. In progress.

- 9. Establish training sub committee meetings schedule. Ongoing.
- 9. Documentation of training standards. Ongoing.
- 9. Develop and document 'Dog on the Loose' policy. Pending trainers sub committee meeting.
- 9. Agree times for grading by grade levels. Pending trainers sub committee meeting.
- 9. Advise Karen Stevens revised class times will remain. Complete.
- 10. Initial Review of constitution by committee. Deferred until August due to current high work load.
- 10. Advise members a review of constitution will be included in 2019 Annual General Meeting. In progress.
- 10. Seek member feedback of/for constitution changes ahead of 2019 Annual General Meeting. In progress.
- 11. Register attendees for Dogs NZ Annual Conference. In progress.
- 13. Request modification of John Smith's behaviour to an acceptable standard. Complete.
- 14. Circulate 2018 committee meeting dates to Deborah and Gail. Complete.
- 14. Establish website FAQ page. Complete.
- 14. Advise committee meeting dates in each newsletter. Ongoing.

#### **4. Lease Renewal / Premises Maintenance**

Margaret advised that Trevor from Acme Build will be emailing gate options to Nicky.

Motion to pre-approve gate purchase up to \$1,000 moved by Sandy. Seconded by Gail. Motion carried.

Wellington City Council has requested we survey neighbours about proposed increase in operating hours. We are to report back to WCC any concerns and who was approached. Margaret provided a draft letter which is proposed to be delivered to neighbours together with a contact business card.

AP. Nicky to design business card to accompany neighbours' survey letter.

AP. Margaret & Simon will personally visit neighbours to outline proposed changes of operating hours.

Margaret advised she will circulate Asset Management Plan to committee for approval and then submit to Wellington City Council.

AP. Margaret to circulate Asset Management Plan to committee for approval.

AP. Committee to advise approval to Margaret on receipt of Asset Management Plan.

AP. Margaret to forward Asset Management Plan to WCC following approval by committee.

Margaret advised she has still not heard back from Kristine at WCC to approval interior positioned perimeter fencing.

AP. Margaret will keep in contact with Kristine for approval.

Sandy presented first draft of working bee list.

AP. Sandy/Margaret to complete working bee work list with an owner assigned to each task.

#### **5. Banking/Finance**

Margaret tabled financial reports for the period 15 May 2018 to 11 June 2018.

Opening balance of cheque account: \$ 16,297.99

Income: \$3,542.75

Expenses: \$5,465.12  
Monies received not banked: \$0  
Closing balance of cheque account: \$14,435.62

Other account balances:  
Savings account - \$7,002.75  
Term Deposit - \$25,000.00

Margaret sought approval for payment of following expenses:

Dogs NZ membership: \$156.50  
Nicky for telephone service: \$11.50

Margaret moved acceptance to approve expenses payments. Seconded by Sandy. Motion carried.

Margaret proposed an option for expanding moveable barriers to replace our current ropes and stanchion system. The same type as used by Dogs NZ expand to 20M and are priced cost of \$1,000 each.

It was suggested that a 20M section may be too heavy to easily maneuver by one person so it was requested Margaret find out what weight they are and what would be the cost for 10M expanding sections.

Nicky advised she had also been researching options but Margaret's proposal above sounded a better option.

AP. Margaret to contact expanding barrier supplier and obtain weight and price for differing lengths.

Sandy asked if the amounts for gratuities expenses claims were considered fair. Currently trainers can claim \$20 per semester for petrol expenses with the exception of Mike who may claim \$50 in recognition of the greater distance travelled.

Motion proposed by Margaret to retain gratuities at current levels for trainers to reimburse petrol costs. Seconded by Jo. Motion carried.

It was agreed that gratuities should not require an expenses claim for but will automatically paid at the end of each semester for those who have not declined to receive payment.

Cleaning gratuity of \$50 per semester to be paid to Allanan per semester on same basis of training gratuities. Additional direct expenses incurred by Allanan should accompany an expenses claim form for reimbursement.

## **6. Health and Safety**

Sandy has drafted an initial Incident Report and Incident Register. She advised that she needs to complete test forms to determine if any information is missing from the forms.

AP. Sandy to circulate Incident Report and Incident Register with data to committee.

Jo will circulate draft Health and Safety Policy. AP.

Deborah has been in contact with ZingBokashi who provide the Ensopet Pet Waste Composting Kit. They have offered to supply a kit to the club at a reduced price of \$60.

Sandy moved that we take up the offer and trial the system. Seconded by Tom. Motion carried.

AP. Deborah to organise ordering and delivery of Ensopet Pet Waste Composting Kit.

## **7. Ribbon Trial**

Report on progress of Ribbon trial preparations and budget provided by Jo.

Only confirmed judge so far is Rosemary Cleator. Jo is following up more options.

Jo also provided a draft budget for Ribbon trial expenses.

Nicky advised ribbons have been ordered.

AP. Nicky to send judges contract to Rosemary.

## **8. Training**

Canine Good Citizen (CGC) Seminar to be held on 21 and 22 July. 21 July is primarily for assessors and 22 July will be a talk by Mark Vette.

It was agreed that Gail will attend 21 July and Margaret will attend 22 July.

AP. Gail to register to attend CGC seminar on 21 July.

AP. Margaret to register to attend CGC seminar on 22 July.

AP. Margaret to obtain cost of CGC attendance and seek approval by committee.

AP. Margaret to try and encourage Mike to also attend CGC seminar.

Another survey will be made of handlers attending current course. Nicky suggested we should ask what grade respondent is completing. Nicky also asked if handlers feel course numbers are too high or low they advise what they feel would be a suitable class size.

Margaret advised survey would be ready to be given to handlers in 1 – 2 weeks.

Deborah asked if it would not be better if the survey was sent for online completion which would automatically collate results. It was agreed this could be considered for future surveys.

AP. Margaret to prepare and distribute survey.

Kimberley (Kimmie) Sowter as offered her services as an assistant / backup trainer. She cannot commit full time. Kimmie is currently assisting Margaret in grade 1 and at next trainers sub committee meeting we can earmark other grades / trainers for her training and mentoring.

Margaret asked if any of the additional trainers Gail had advised as possibilities were proceeding. Gail advised that they had fallen through.

Simon suggested that since we have a lack of trainers could we approach Annette to see if she would be interested in returning. Gail advised she would leave if Annette returned. It was agreed that Annette not be approached.

Margaret suggested we continue to keep an eye out for senior club members who could be candidates to approached as trainers.

## **9. Constitution Review**

Deferred until August.

## **10. Club Day**

It was suggested by Margaret that we split Club Day into two separate events – a cup day and a fun Xmas party type club day.

AP. Nicky to recommend a suitable date for Club Fun Day.

AP. Nicky to commence research of Club Fun Day prizes.

## **11. General Business**

Tom advised that Xie was not able to commit time to being a committee member and intends resigning her post.

Sandy advised that she felt that John Smith's behaviour toward her was not entirely resolved. He has been hovering over her training courses exhibiting an intimidating stance.

Jo proposed that Simon and Tom follow up with Sandy to obtain full details of her concerns and desired remedies.

AP on Simon & Tom.

Nicky advised that not all committee members are responding to her emails where a response is required.

Motion proposed by Jo that where no response from a committee member to a request by email is received within 72 hours that is deemed as acceptance. Seconded by Tom. Motion carried.

Simon raised that Allanan Lawer has approached him and requested that the committee reconsider allowing her onto the committee following nomination at special general meeting held on 13 May.

Allanan who was present as a life member observer at the meeting asked to be advised why her application was not accepted.

Margaret advised how the call for nominations at the Special General Meeting was not lawful as it was not published prior as an agenda item. To save the club embarrassment the committee considered the skills the 3 proposed nominees could add to the committee and agreed to co-opt both Gail Norling and Deborah Remcha as committee members.

The committee currently has 9 members and while we don't always all agree and have differing opinions we are able to work amicably together to achieve our required outcomes. Allanan had the opportunity to stand at the AGM in March and will again have the option to stand at next year's AGM as a committee member.

In the meantime Allanan was advised that she can contribute to the club without being a committee member and committee members emphasised that the work she does for the club is valued. She is welcome to provide suggestions to the committee.

Jo asked Allanan, having sat through the meeting, if she felt there were any items of discussion / actions that she did not agree with or should have been handled differently. Allanan did not respond to the question.

## **ACTION POINTS**

<b>Ag #</b>	<b>What</b>	<b>Responsible</b>	<b>Due Date</b>
4	Arrange gates replacement up to \$1,000	Margaret	22 June
4	Seek approval in principle from WCC for interior positioned perimeter fencing.	Margaret	15 July
4	Design business card to accompany neighbours' survey letter	Nicky	24 June
4	Visit neighbours to outline proposed changes of operating hours	Margaret / Simon	15 July
4	Report neighbours survey results to WCC	Margaret	31 July
4	Complete and circulate working bee work list	Sandy & Margaret	30 June
4	Research options for receiving lottery grant funding	Margaret	31 Aug
4	Circulate Asset Management Plan to committee for approval	Margaret	30 June
4	Approve Asset Management Plan	All committee members	7 July
4	Submit Asset Management Plan & 5 Year Maintenance and Development Plan to WCC	Margaret	15 July

<b>Ag #</b>	<b>What</b>	<b>Responsible</b>	<b>Due Date</b>
4	Complete working bee work list with owner assigned to each task	Sandy/ Margaret	30 June
5	Obtain weights and prices of mobile expanding barriers	Margaret	30 June
6	Circulate Incident Report and Incident Register with data	Sandy	15 July
6	Amend registration forms to request where dog sourced and ask if there are any aggression issues	Nicky	7 July
6	Circulate draft Health and Safety policies and Procedures	Jo	7 July
6	Organise ordering and delivery of Ensopet Pet Waste Composting Kit	Deborah	30 June
7	Preparations for 2018 Ribbon Trial – co-ordinated by Jo / overseen by Nicky	Nicky / Jo	ongoing - 30 Sep
7	Send judges contract to Rosemary Cleator	Nicky	30 June
8	Establish training sub committee meetings schedule	Margaret/Gail	ongoing
8	Documentation of training standards	Margaret	ongoing
8	Develop and document 'Dog on the Loose' policy	Trainers / Margaret	7 July
8	Agree times for grading by grade levels for current course	Trainers	7 July
8	Register attendance at CGC seminar	Gail / Margaret	7 July
8	Encourage Mike to attend CGC seminar	Margaret	7 July
8	Obtain costs of CGC seminar & seek committee approval	Margaret	30 June
8	Prepare and distribute training survey	Margaret	8 July
9	Advise members a review of constitution will be included in 2019 Annual General Meeting	Nicky	30 June
9	Seek member feedback of/for constitution changes ahead of 2019 Annual General Meeting	Nicky	ongoing
10	Recommend a suitable date to committee for new Club Fun Day / Xmas Party	Nicky	15 July
10	Research prizes for Club Fun Day / Xmas Party	Nicky	31 Aug
11	Follow up with Sandy details over concerns of intimidating behaviour by John Smith	Simon / Tom	1 July
11	Advise committee meeting dates in each member newsletter	Nicky	ongoing

Meeting closed at 3.35pm

Next meeting: 15 July