

## **Committee Minutes**

Held on Sunday, 15 July 2018

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

**Apologies:** Sandy Baigent for absence, Jo Lake for late arrival (20 mins).

The meeting commenced at 12:00pm.

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

Motion to accept apologies moved by Tom Lovatt, seconded by Gail Norling. Motion carried.

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

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

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

4. Arrange gates replacement up to \$1,000. *Completed.*
4. Seek approval in principle from WCC for interior positioned perimeter fencing. *Deferred to 17 Aug.*
4. Design business card to accompany neighbours' survey letter. *Completed.*
4. Visit neighbours to outline proposed changes of operating hours. *Completed.*
4. Report neighbours survey results to WCC. *Completed.*
4. Research options for receiving lottery grant funding. *Due 31 Aug.*
4. Circulate Asset Management Plan to committee for approval. *Completed.*
4. Approve Asset Management Plan. *Completed.*
4. Submit Asset Management Plan & 5 Year Maintenance and Development Plan to WCC. *Completed.*
4. Complete working bee work list with owner assigned to each task. *In progress.*
5. Obtain weights and prices of mobile expanding barriers. *Completed.*
6. Circulate Incident Report and Incident Register with data. *In progress.*
6. Amend registration forms to request where dog sourced and ask if there are any aggression issues. *Online complete, manual forms due 15 Aug.*
6. Circulate draft Health and Safety policies and Procedures. *Completed.*
6. Organise ordering and delivery of Ensopet Pet Waste Composting Kit. *Deferred to 17 Aug.*
7. Preparations for 2018 Ribbon Trial – co-ordinated by Jo / overseen by Nicky. *In progress.*
7. Send judges contract to Rosemary Cleator. *Completed.*
8. Establish training sub committee meetings schedule. *Ongoing.*
8. Documentation of training standards. *Ongoing.*
8. Develop and document 'Dog on the Loose' policy. *Deferred to 17 Aug.*
8. Agree times for grading by grade levels for current course. *Completed.*
8. Register attendance at CGC seminar. *Completed.*
8. Encourage Mike to attend CGC seminar. *Completed.*
8. Obtain costs of CGC seminar & seek committee approval. *Completed.*
8. Prepare and distribute training survey. *Completed.*
9. Advise members a review of constitution will be included in 2019 Annual General Meeting. *Completed.*
9. Seek member feedback of/for constitution changes ahead of 2019 Annual General Meeting. *Completed.*
10. Recommend a suitable date to committee for new Club Fun Day / Xmas Party. *Deferred to 17 Aug.*
10. Research prizes for Club Fun Day / Xmas Party. *Deferred to 17 Aug.*
11. Follow up with Sandy details over concerns of intimidating behaviour by John Smith. *Parked.*
1. Advise committee meeting dates in each member newsletter. *Ongoing.*

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

Margaret advised lease renewal documents had been sent to the council with neighbour survey results. We have recently received bill from council for lease for one year..

Margaret advised she was awaiting receipt of income from July course before seeking approval to order mobile expanding barriers.

AP. Margaret to provide prices of mobile expanding barriers to committee and seek approval to purchase.

The council has not responded to Margaret regards positioning of perimeter fence. She will keep following up.

Wellington City Council Nursery are providing plants to the club to replace felled trees for collection on 3 August. Simon and Nicky will collect.

AP. Simon & Nicky to collect plants from Council Nursery and deliver to the club.

A working bee will be held at the club on Saturday 4 August from 8.30am to complete planting.

AP. Call for volunteers via club notice board and facebook post. BYO spade.

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

Margaret tabled financial reports for the period 11 June 2018 to 10 July 2018.

Opening balance of cheque account: \$ 14,435.62

Income: \$372.00

Expenses: \$7,105.61

Monies received not banked: \$0

Unpresented cheque/s: \$100.00

Closing balance of cheque account: \$7,802.01

Other account balances:

Savings account - \$7,009.62

Term Deposit - \$25,000.00

Margaret sought approval for payment of following expenses:

WCC annual rent: \$269.15

Nicky for telephone service: \$11.50

Margaret for CGC conference registrations: \$268.00

Margaret for gates purchase: \$546.13

Tom moved acceptance to approve expenses payments. Seconded by Simon. Motion carried.

Tom moved acceptance of financial statements. Seconded by Gail. Motion carried.

Nicky requested that regular known payments (eg. Telephone reimbursement of \$11.50) be approved by standing order.

Motion for standing order approval of regulars known payments moved by Margaret, seconded by Gail.

Motion carried.

#### **6. Health and Safety**

Jo presented draft Health and Safety Policy.

AP. Committee members to provide feedback on draft Health and Safety Policy to Jo.

Jo suggested that we also need a hazard register.

AP. Develop hazard register.

#### **7. Ribbon Trial**

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

Judges confirmed – Rosemary Cleator & Cheryl Dickson  
Stewards confirmed – Stephen Harris & Cathy Petrey

Nicky to organise stationery for Ribbon trial. AP.

Nicky advised ribbons have been ordered but not yet received. She will chase up. AP.

Nicky to chase return of judges contract from Rosemary Cleator. AP.

Tom, Deborah, Gail and Margaret will not be able to attend help out at Ribbon Trial.  
We will request member volunteers to assist on the day. AP.

Gail will ask Allanan if she can prepare judges luncheon. AP.

Gail volunteered to organise BBQ food. AP.

Tom will check we have sufficient gas for the BBQ. AP.

## **8. Training**

Gail advises she has two new potential instructors. Sue Ann and Teresa Reynolds. Gail has advised she would provide training to them.

Margaret distributed a member survey this morning in which we asked if any members were interested in becoming a trainer.

Margaret advised she would like us to develop requirements for acceptance as a trainer and develop a program of what should be covered in their instruction.  
AP. Develop instructor requirements and manual.

Gail, Kimmie and Margaret are attending CGC/CGB conference sessions over weekend 21/22 July.  
AP. Gail, Kimmie and Margaret to present summary of conference learnings to trainers sub committee.

Nicky and Margaret aired concerns over grading standards at grading held that morning.

Nicky was advised by a grade 1 student that they were told by Sandy that they could use a blanket for stays. As Sandy was not present on the day it was agreed to allow the blanket to be used.  
*Note: Subsequent follow-up with Sandy and seeing a copy of email she had provided to her students regarding grading showed we had been duped.*

Margaret was unhappy to be passed for grade 6 when Macchia had broken her stay. She advised she would not accept the pass.

AP. Trainers to outline and advise grading standards at the start of each course. Nicky to provide current grading sheets to instructors which can be provided to students.

Trainers to review and agree grading standards and provide to the committee for ratification. AP.

Gail advised that Mike has volunteered to take a 2<sup>nd</sup> senior class at 11am. Nicky advised that this stage there had been no pre registrations for grade 5+. As many of at this level just turn up on course start we won't know until then if there are the numbers for a second class.

Nicky advised with the numbers registered for grade 1 and registrations still coming in we may need to again hold a 3<sup>rd</sup> grade 1 class. AP.

## **9. Constitution Review**

Deferred until August.

## 10. Club Day & Cup Day

Nicky advised that we are missing cups for one or more grades and that we need to review what new cups may be needed. AP.

## 11. General Business

Nicky advised annual meeting of all Wellington/Horowhenua based clubs to be held on Wed 8 August 7pm. It was agreed that Margaret and Nicky would attend.

Nicky to provide details to Margaret and confirm their attendance. AP.

## ACTION POINTS

Ag #	What	Responsible	Due Date
4	Seek approval in principle from WCC for interior positioned perimeter fencing.	Margaret	15/08/18
4	Provide prices of mobile expanding barriers to committee and seek approval to purchase.	Margaret	31/07/18
4	Collect plants from Council Nursery and deliver to the club	Simon & Nicky	03/08/18
4	Seek volunteers to assist with planting via club notice board and facebook post.	Nicky	29/07/18
4	Complete working bee work list with owner assigned to each task	Sandy/Margaret	15/08/18
4	Research options for receiving lottery grant funding	Margaret	31/08/18
4	Circulate Incident Report and Incident Register with data	Sandy	15/08/18
6	Amend manual registration forms to request where dog sourced and ask if there are any aggression issues	Nicky	15/08/18
6	Provide feedback draft Health and Safety polices and Procedures to Jo	committee	08/08/18
6	Develop draft hazard register	Jo	15/08/18
6	Organise ordering and delivery of Ensopet Pet Waste Composting Kit	Deborah	15/08/18
7	Preparations for 2018 Ribbon Trial – co-ordinated by Jo / overseen by Nicky	Nicky / Jo	ongoing - 30 Sep
7	Chase up delivery of ribbons for Ribbon Trial.	Nicky	15/08/18
7	Chase return of judges contract from Rosemary Cleator.	Nicky	22/07/18
7	Request member volunteers to assist with Ribbon Trial	Nicky	31/08/18
7	Ask Allanan if she can prepare judges luncheon	Gail	15/08/18
7	Organise BBQ food for Ribbon Trial	Gail	07/09/18
7	Check we have sufficient gas for the BBQ	Tom	31/08/18

<b>Ag #</b>	<b>What</b>	<b>Responsible</b>	<b>Due Date</b>
8	Develop instructor requirements and manual	Margaret / trainers	31/08/18
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	
8	Present summary of conference learnings from CGC/CGB conference to trainers sub committee	Gail, Margaret	31/08/18
8	Outline and advise grading standards at the start of each course.	Trainers	ongoing
8	Determine need for 3rd grade 1 class for July course and implement if required.	Nicky	22/07/18
8	Provide current grading sheets to instructors which can be provided to students.	Nicky	31/07/18
8	Trainers to review and agree grading standards and provide to the committee for ratification	Margaret / trainers	31/08/18
10	Review what grade cups are missing and seek approval from committee to purchase replacements.	Nicky	07/08/18
10	Recommend a suitable date to committee for new Club Fun Day / Xmas Party	Nicky	07/08/18
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	parked
11	Advise committee meeting dates in each member newsletter	Nicky	ongoing
11	Provide details to Margaret of local Dogs NZ AGM and confirm attendance.	Nicky	03/08/18

Meeting closed at 1.40pm

Next meeting: 19 August

#### Addendum.

Margaret moved that resignation by Xaveria Lovatt should be formally recorded in the minutes and a motion of thanks tabled for her work at the club both as a trainer and as a Committee member, and the best wishes of the Committee sent for her successful studies. Seconded by Deborah. Motion carried