

Committee Minutes

Held on Sunday, 19 August 2018

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

Apologies: nil

The meeting commenced at 12:05pm.

1. Acceptance of Apologies

n/a

2. Minutes of Previous Meeting

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

3. Action Points from Last Meeting

4. Seek approval in principle from WCC for interior positioned perimeter fencing. *Completed.*
4. Provide prices of mobile expanding barriers to committee and seek approval to purchase. *Completed.*
4. Collect plants from WCC Nursery and deliver to club. *Completed.*
4. Seek volunteers to assist with planting via club notice board and facebook post. *Completed.*
4. Complete working bee list with owner assigned to each task. *Deferred to 21 Oct.*
4. Research options for receiving lottery grant funding. *Deferred to 18 Nov.*
6. Circulate Incident Report and Incident Register with Data. *Completed.*
6. Amend manual registration forms to request where dog sourced and ask if there are any aggression issues. *Deferred to 16 Sep.*
6. Provide feedback on draft Health and Safety policies and Procedures to Jo. *In progress.*
6. Develop draft Hazard Register. *In progress.*
6. Organise ordering and delivery of Ensopet Pet Waste Composting Kit. *Deferred to 16 Sep.*
7. Preparations for 2018 Ribbon Trial – co-ordinated by Jo / overseen by Nicky. *In progress.*
7. Chase up delivery of ribbons for Ribbon Trial. *Completed.*
7. Chase return of judges contract from Rosemary Cleator. *Completed.*
7. Request member volunteers to assist with Ribbon Trial. *Completed.*
7. Ask Allanan if she can prepare judges luncheon. *Completed.*
7. Organise BBQ food for Ribbon Trial. *Due 7 Sep.*
7. Check we have sufficient gas for the BBQ. *Completed.*
8. Develop instructor requirements and manual. *Ongoing.*
8. Establish training sub committee meetings schedule. *Ongoing.*
8. Documentation of training standards. *Ongoing.*
8. Develop and document 'Dog on the Loose' policy. *Completed.*
8. Present summary of conference learnings from CGC/CGB conference. *Deferred to 16 Sep.*
8. Outline and advise grading standards at the start of each course. *Ongoing.*
8. Determine need for 3rd grade 1 class for July course and implement if required. *Completed.*
8. Provide current grading sheets to instructors which can be provided to students. *Completed.*
8. Trainers to review and agree grading standards and provide to the committee for ratification. *In progress.*
10. Review what grade cups are missing and seek approval from the committee to purchase replacements. *Deferred to 16 Sep.*
10. Recommend a suitable date to committee for new Club Fun Day / Xmas Party. *In progress.*
10. Research prizes for Club Fun Day / Xmas Party. *In progress.*
11. Follow up with Sandy details over concerns of intimidating behaviour by John Smith.

Complete.

11. Advise committee meeting dates in each member newsletter. *Ongoing.*

11. Provide details to Margaret of local Dogs NZ AGM and confirm attendance. *Completed.*

4. Lease Renewal / Premises Maintenance

Margaret advised details of meeting that she and Nicky attended at WCC where they outlined details of concerns expressed by neighbours to proposed increased operating hours. Much of the concerns related to either parking or that we would operate through the night. The council advised that would prefer not to place any operating hours restrictions on us (no other operator in the town belt has this). We did advise that we would be amenable to restricting hours dogs are on site if this helps with good neighbourly relations.

Kristine (WCC) advised that they would be happy for us to replace exterior perimeter fencing with an interior perimeter fence. We would need to submit details to WCC for approval (AP). WCC is willing to remove the outer perimeter fence at their expense as soon as we can erect new interior fencing.

Tom advised he was concerned removal of the outer perimeter fence may cause problems with those coming down the drive to drive off the bank. It was suggested we ask WCC if they would consider erecting safety bollards (AP).

We are awaiting for ACME Build to complete erection of new gates. Margaret will contact Trevor for ETA (AP). We are hopeful these will be in place by the Ribbon Trial on 8 September.

New mobile expanding barriers have arrived and are working well.

5. Banking/Finance

Margaret tabled financial reports for the period 11 July 2018 to 13 August 2018.

Opening balance of cheque account: \$ 7,802.01

Income: \$3,680.07

Expenses: \$7,354.72

Monies received not banked: \$0

Unpresented cheque/s: \$100.00

Closing balance of cheque account: \$4,027.36

Other account balances:

Savings account - \$7,009.83

Term Deposit - \$25,000.00

Margaret sought approval for payment of following expenses:

Nicky for telephone service: \$11.50

Margaret for Xpando Fence: \$1,667.50

Nicky for trailer hire: \$35.00

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

6. Health and Safety

Jo advised she had received feedback from Margaret and Sandy on draft Health and Safety Policy. She has highlighted amendments. Discussion deferred to next committee meeting on 16 September.

7. Ribbon Trial

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

Judges and stewards are claiming expenses from zero to \$30. Jo moved that we reimburse all at \$30

each which was budgeted. Seconded by Nicky. Motion carried.

Sandy suggested we add a personal note of thanks into envelope with expenses for each judge/steward.

Jo advised that Polly will require training on eftpos processing on Ribbon Trial day.

Nicky will check stop watches and wash scent cloths ahead of Ribbon Trial Day (AP).

Nicky has offered to make a salad for judges/stewards luncheon (AP).

Margaret has offered to contribute baking for judges/stewards luncheon (AP).

Deborah has volunteered to make a gingerbread loaf for judges/stewards luncheon (AP).

Jo will liase with Gail over other food required for judges/stewards luncheon (AP).

Jo advised that as Nicky and Simon will be competing on the day they should be assigned limited duties. She advised she has secured 2 additional helpers.

Jo will ask Mike if he could help by manning the BBQ (AP).

Tom suggested it would be recommend to have a test manager in case of disputes. Jo will ask Mike if he could perform test manager role (AP).

Jo advised we should draft a note to neighbours advising of Ribbon Trial event on 8 September (AP).

Notice to be delivered to neighbours one week ahead of event (AP).

8. Training

Margaret summarised survey results. Students are largely happy but would like smaller classes.

Members largely advised that they would like to see a break between courses and no training on public holidays. Dan Stickney was drawn as winner of survey completion prize.

Margaret presented 3 options for course calendar next year. Committee's referred option reflects wishes from survey results. Course length will be 8 weeks and those who desire extra sessions can attend on Wednesday nights. Simon suggested we should cancel training on wet days however it was felt this wasn't practical.

Courses for 2019 will commence on 27 Jan (week after Anniversary weekend) and will end on 8 December. Club Day for 2019 will be held on 15 December.

2019 calendar to be added to website (AP).

It was agreed that we should review training fees for 2019 at next committee meeting (AP).

9. Constitution Review

Deferred until September.

10. Club Day & Cup Day

Sandy has kindly donated a new grade 4 cup to replace missing cup. Nicky believes there is another cup missing (AP).

Nicky will chase up cup holders for return (AP).

It was suggested that cup winners be determined through grading on 18 November however that cups will be awarded at Club Fun Day the following Sunday (25 Nov).

Nicky moved a budget of \$200 for club day prizes. Seconded by Gail. Motion carried.

It was suggested that we also make up certificates to go with cups since cups have to be handed back after a year (AP).

When cup winners are known this will give Sandy a week to complete calligraphy for certificates for presentation on Club Day.

11. General Business

Margaret advised she was pleased that Charlie has had assessment completed with recommendation that he return to the Club. She advised however that it was unfortunate that parameters for assessment were not pre approved.

It was moved by Jo that we accept Gail, Tom and Teresa as supervisors of Charlie when Mike is not available. Seconded by Gail. Motion carried.

It was proposed by Margaret that supervision requirement be for 1 month duration only (to end 19 Sep). Seconded by Tom. Motion carried.

Mike to be advised of supervision details by email (AP).

Margaret raised concerns about remainder of report by Jo Goddard. The cub has been criticised for our handling yet we were not given an opportunity to approve assessor not provide a brief. Jo Goddard has made comments outside what the committee has based their decision on. She also expressed concern that these comments have been circulated to others (eg. Dogs NZ).

Nicky was concerned that Jo Goddard could have written an opinion without having spoken to the complainant (Sandy) nor committee members.

There were varying view points as to whether Jo Goddard's opinion has merit.

It was agreed that a letter be provided to Jo Goddard with the following agreed content (AP):

"Thank you for your assessment of Charlie. Your recommendation as to his return and on going supervision has been put in place.

We do wish to express our concern about some of the comments you have made, without reference to any other involved in the incident or determination, particularly the Complainant or the Club Committee.

Be assured some of the matters raised are already in place, are being addressed or under discussion."

Jo moved that Mike be reimbursed for assessment fee. Gail seconded. Discussion followed. Sandy suggested that Mike had not followed procedure because the report went outside what the Committee would have set as terms of reference and so the Committee should make a contribution only. Simon objected to any reimbursement. He stated that the conditions for an assessment were not adhered to and the terms of reference given to Jo Goddard (by Mike alone) resulted in a report that further inflamed the already toxic situation. Simon believed the Club should not be compensating such action by any member. The view of the majority was that matter needed to be brought to a conclusion despite concerns by some Committee members raised about comments made by Ms Goddard. Motion that Mike be reimbursed for assessment fee carried by majority.

Margaret advised that as we have not yet heard from DogsNZ that Mike had withdrawn his appeal/complaint with them, that the matter may not be ended. She advised that we had asked DogsNZ what was happening with what had been variously described as an appeal or a complaint but had had no response from DogsNZ nor had we been formally advised of this being filed or seen a copy of it.

Tom will contact Mike to find out if appeal/complaint has been withdrawn. (AP).

To prevent a similar incident occurring it was suggested that dogs be banned from the kitchen as it too small an area and not hygienic to have them present. Moved by Gail, seconded by Tom. Motion carried.

ACTION POINTS

Ag #	What	Responsible	Due Date
4	Obtain quote for interior positioned perimeter fencing.	Margaret	16/9/18
4	Ask WCC if they would install safety bollards down driveway following removal of fence.	Margaret	16/9/18
4	Contact ACME Build for ETA on completion of gates installation.	Margaret	1/9/18
4	Complete working bee work list with owner assigned to each task	Sandy/Margaret	16/9/18
4	Research options for receiving lottery grant funding	Margaret	21/10/18
6	Amend manual registration forms to request where dog sourced and ask if there are any aggression issues	Nicky	16/9/18
6	Provide feedback draft Health and Safety polices and Procedures to Jo	committee	In progress
6	Develop draft hazard register	Jo	In progress
6	Organise ordering and delivery of Ensopet Pet Waste Composting Kit	Deborah	16/9/18
7	Preparations for 2018 Ribbon Trial – co-ordinated by Jo / overseen by Nicky	Nicky / Jo	ongoing - 30 Sep
7	Arrange \$30 (x4 for judges/stewards)	Margaret/Nicky	7/9/18
7	Complete note of thanks for each judge/steward	Jo / Nicky	7/9/18
7	Check stop watches & wash scent cloths	Nicky	7/9/18
7	Make salad for judges/stewards luncheon	Nicky	7/9/18
7	Contribute baking for judges/stewards luncheon	Margaret	7/9/18
7	Contribute gingerbread loaf for judges/stewards luncheon	Deborah	7/9/18
7	Arrange / prepare remainder of food for judges/stewards luncheon	Jo / Gail	7/9/18
7	Ask Mike if he can operate BBQ	Jo	7/9/18
7	Ask Mike if he will perform as test manager	Jo	7/9/18
8	Add 2019 calendar of events to website	Nicky	16/9/18

Ag #	What	Responsible	Due Date
8	Agree training fees for 2019 (course & casual)	Committee	16/9/18
8	Add 2019 registrations to website once new fees agreed	Nicky	30/9/18
8	Develop instructor requirements and manual	Margaret / trainers	ongoing
8	Establish training sub committee meetings schedule	Margaret/Gail	ongoing
8	Documentation of training standards	Margaret	ongoing
8	Present summary of conference learnings from CGC/CGB conference	Gail, Margaret	16/9/18
8	Outline and advise grading standards at the start of each course.	Trainers	ongoing
8	Trainers to review and agree grading standards and provide to the committee for ratification	Margaret / trainers	In progress
10	Review what grade cups are missing and seek approval from committee to purchase replacements.	Nicky	16/9/18
10	Contact cup holders and advise return required by 25 October	Nicky	25/9/18
10	Source prizes for Club Fun Day / Xmas Party	Nicky	18/11/18
10	Design certificates for cup winners and provide to committee for approval	Nicky	21/10/18
11	Advise Mike agreed supervisors for Charlie and expiry 19/9	Nicky	26/8/18
11	Tom to contact Mike to ask if appeal withdrawn at Dogs NZ	Tom	31/8/18
11	Send letter to Jo Goddard with agreed wording	Nicky/Margaret?	31/8/18
11	Advise committee meeting dates in each member newsletter	Nicky	ongoing

Meeting closed at 2.20pm

Next meeting: 16 September