

## **Committee Minutes**

Held on Sunday, 16 September 2018

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

**Apologies:** Deborah Remacha

The meeting commenced at 11:55am.

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

Motion to accept moved by Nicky. Seconded by Jo. Motion carried.

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

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

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

4. Obtain quote for interior positioned perimeter fencing. *Deferred.*
4. Ask WCC if they would install safety bollards down driveway following removal of fence. *Deferred.*
4. Complete working bee list with owner assigned to each task. *In progress.*
4. Research options for receiving lottery grant funding. *Deferred.*
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. *Complete.*
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 21 Oct.*
8. Add calendar of 2019 events to website. *Deferred to 21 Oct.*
8. Agree training fees for 2019. *In progress*
8. Develop instructor requirements and manual. *Ongoing.*
8. Establish training sub committee meetings schedule. *Ongoing.*
8. Documentation of training standards. *Ongoing.*
8. Present summary of conference learnings from CGC/CGB conference. *Deferred to 21 Oct.*
8. Outline and advise grading standards at the start of each course. *Ongoing.*
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. *Complete.*
10. Source prizes for Club Fun Day / Xmas Party. *In progress – due 18 Nov.*
10. Design certificates for cup winners and provide to committee for approval. *Deferred 21 Oct.*
11. Advise committee meeting dates in each member newsletter. *Ongoing.*

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

Margaret advised that we had received no further update from the council.

Simon expressed concern that gudgeons had been incorrectly installed on gates which enabled them to be lifted up and off. Jo advised that gates at her farm were installed the same way. There was general discussion as to how we could chain gates to mitigate them being lifted.

Sandy moved that we accept gates as installed. Seconded by Jo. Motion carried.

Margaret advised we need to add painting of frame over perspex window to working bee list. Nicky advised she has white primer and paint.

Saturday 3 November agreed as date for working bee.

Discussion held over updating member photos.

Nicky moved that we organise old photos and place in albums. Seconded Sandy. Motion carried.

AP. Sandy will organise photos.

AP. Nicky will purchase albums and print newer member photos to be pinned up.

## **5. Banking/Finance**

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

Opening balance of cheque account: \$ 4,027.36

Income: \$949.00

Expenses: \$2,243.74

Monies received not banked: \$0

Unpresented cheque/s: \$0.00

Closing balance of cheque account: \$2,732.62

Other account balances:

Savings account - \$7,010.03

Term Deposit - \$25,000.00

Motion to accept financial reports moved by Jo. Seconded by Tom. Motion carried.

Margaret sought approval for payment of following expenses:

Nicky for telephone service: \$11.50

Nicky for leaf blower hire (RT): \$60.00

Gail for RT food & supplies: \$121.04

Nicky for merchandise (clickers): \$21.19

Mile/Gail/Allan gratuities July course (cleaning/training): \$130

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

## **6. Health and Safety**

It was agreed to defer to next meeting.

## **7. Ribbon Trial**

Final Ribbon trial report tabled by Jo.

The day was very successful with 34 entries and competitors in all levels.

A loss of \$190 was predicted however we achieved a small profit of \$23.37.

Opportunities for additional income at Ribbon Trials was discussed – cakes, merchandise, fresh brewed coffee.

AP. Nicky to make up a small poster showing merchandise for sale with prices.

Sandy moved that we congratulate all those involved with the Ribbon Trial – most especially Jo and Nicky. Seconded by Tom. Motion carried.

Sandy moved that the report and processes provided by Jo be used as a blue print for next year. Seconded by Tom. Motion carried.

## **8. Training**

Nicky advised that from our Ribbon Trial we have had offers from 2 trainers.

Kelly Burn has achieved 1sts at Test A level and has offered to assist us on Wednesday nights with competition training. As a nurse and subject to shifts she cannot guarantee 100% attendance but will provide training instructions to Nicky in her absence. Kelly will start on Wed 19 September.

Karen who is known to Simon as a client has competed to Test C level and has offered to provide instruction to our trainers.

AP. Simon to obtain contact details for Karen and pass on to Margaret to follow up regards her availability.

Nicky moved that we raise our course fees for 2019 to \$60 and allow payment by credit card. Seconded by Jo. Motion carried.

Gail suggested that we add query as to whether or not dog is de-sexed to our course registration forms.

## **9. Constitution Review**

Family membership although offered is not defined in our constitution. It was agreed that there should be one vote only per membership fee.

## **10. Club Day & Cup Day**

Nicky provided options for purchase of a replacement grade 5 cup. Gail moved that we purchase the small trophy cup at \$62.50. Seconded by Jo. Motion carried.

AP. Nicky to arrange cup purchase and engraving.

We need to develop games for Club Day and commence promotion. AP.

## **11. General Business**

Nicky provided overview of talk by Laura Boren of Department of Conservation to be held at our club on Wed 26 Sep on how to manage your dog should you encounter wildlife. The talk has been publicized to members through newsletter and club facebook page.

Simon also advised that the talk should be promoted to non members through Neighbourly. We can then promote our club and the benefits of training to non member attendees.

AP. Create flyer/whiteboard notice to display to members on 23 September.

AP. Post event on Neighbourly website

Simon advised how much easier and faster it was to clear courts using a leaf blower as was hired for the Ribbon Trial. Jo moved that we agree purchase of a leaf blower robust enough for this work when club funds are available. Seconded by Tom. Motion carried.

Margaret suggested that due to council concerns around parking near our grounds she suggested we check with them if they would be prepared to pay for tar sealing if we allowed parking in our grounds during the week.

Sandy moved that Margaret follow up with WCC to investigate. Seconded by Simon. Motion carried. AP.

Nicky advised that Central All Breeds were holding a Rally-O competition at their old grounds on

Saturday 13 October. Nicky has been in contact with Jan Voss who advised that Novice A would be an appropriate level for our members to have a go at entering.

Gail asked for information on Rally-O

AP. Nicky to promote Rally-O event to members.

AP. Nicky to provide information on Rally-O to committee members

## ACTION POINTS

Ag #	What	Responsible	Due Date
4	Obtain quote for interior positioned perimeter fencing.	Margaret	21/10/18
4	Ask WCC if they would install safety bollards down driveway following removal of fence.	Margaret	21/10/18
4	Complete working bee work list with owner assigned to each task	Sandy/Margaret	In progress
4	Research options for receiving lottery grant funding	Margaret	deferred
4	Margaret to contact Council for their interest in paying for tar sealing of grounds in return for car parking during week.	Margaret	21/10/18
4	Purchase photo albums	Nicky	21/10/18
4	Organise old photos into albums	Sandy	3/11/18
4	Print new member photos and pin up	Nicky	3/11/18
6	Amend manual registration forms to ask if dog is de-sexed	Nicky	23/9/18
6	Provide feedback draft Health and Safety policies 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	21/10/18
8	Add 2019 calendar of events to website	Nicky	16/9/18
Ag #	What	Responsible	Due Date
8	Agree training fees for 2019 (casual attendees)	Committee	21/10/18
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	21/10/18
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

<b>Ag #</b>	<b>What</b>	<b>Responsible</b>	<b>Due Date</b>
8	Add query if dog is de-sexed to course registration form	Nicky	23/9/18
8	Simon to obtain contact details for Karen and pass on to Margaret to follow up regards her availability.	Simon	21/10/18
10	Purchase replacement grade 5 cup and arrange engraving	Nicky	21/10/18
10	Contact cup holders and advise return required by 25 October	Nicky	30/9/18
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	Create poster showing merchandise for sale with prices	Nicky	21/10/18
11	Advise committee meeting dates in each member newsletter	Nicky	Ongoing
11	Promote Central All Breeds Rally-O event to member	Nicky	7/10/18
11	Provide information on Rally-O to committee	Nicky	7/10/18

Meeting closed at 1.10pm

Next meeting: 21 October