

Committee Minutes

Held on Wednesday, 23 January 2019

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

Apologies: Nil received

Absent: Tom Lovatt, Gail Norling, Deborah Remacha

The meeting commenced at 7.35pm.

Due to lack of a quorum any decisions required will be circulated by email following the meeting.

1. Acceptance of Apologies

N/A

2. Minutes of Previous Meeting

Nicky moved minutes from last meeting be accepted. Seconded by Sandy. 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. *Complete.*
- 4. Research options for receiving lottery grant funding. *Deferred.*
- 4. Seek committee for approval to purchase leaf blower. *Complete*
- 4. Organise old photos into albums. *Complete*
- 4. Identify other opportunities for merchandise sales. *In progress.*
- 8. Arrange instructors meeting ahead of Term 1, 2019. *Complete.*
- 8. Develop instructor requirements and manual. *Ongoing.*
- 8. Establish training sub committee meetings schedule. *Ongoing.*
- 8. Documentation of training standards. *Ongoing.*
- 8. Outline and advise grading standards at the start of each course. *Ongoing.*
- 8. Simon to obtain contact details for Karen (Area Events) & provide to Margaret to follow up regards her availability. *Complete.*
- 11. Advise committee meeting dates in each member newsletter. *Ongoing.*
- 11. How can we better welcome members with tea/coffee on training days. *In progress.*

4. Lease Renewal / Premises Maintenance

Margaret advised the public notification period regards our lease renewal ended on 11 January. No feedback has yet been received from WCC.

Sandy tabled a report detailing all work/maintenance completed during tenure of current committee. See attached.

Any further significant maintenance must be deferred until lease has been renewed. Further discussion is required at committee level as to methods of approach to WCC to ascertain their willingness to assist with achieving our goals.

New leaf blower has been purchased. It performs as well as petrol models we have borrowed and is significantly quieter to operate.

We received \$60 of vouchers from Mitre 10 with leaf blower.

AP. Nicky to contact Trevor from ACME Build requesting return of gate springs.

AP. Nicky to seek approval from committee to donate old leaf blower to recycling shop at tip.

5. Banking/Finance

Margaret advised account balances (see below) with supporting financial report having been provided to committee members with agenda prior to meeting.

Closing balance of cheque account: \$3,090.51

Other account balances:

Savings account - \$7,010.81

Term Deposit - \$25,268.46 (matures 7 May 2019)

AP. Nicky to seek committee approval for reimbursement of below expenses:

Nicky: telephone \$11.50, training equipment \$51.70, leaf blower \$456.50

Margaret: Paint \$44.70

6. Health and Safety

Nil to report.

7. Ribbon Trial

Nil to report.

8. Training

Class / trainer allocations tabled by Nicky. Has also been sent to trainers who have made themselves available for term 1.

We have received a few minor complaints regarding training which have been handled without escalation. It was suggested by Sandy and Simon that we should have a formal escalation process. Margaret advised that she felt complaints procedure in our constitution was sufficient.

AP. Sandy to prepare wording for escalation process for training complaints and present to committee for approval.

Nicky advised that Kelly Burn is willing to teach a CGC class during 2019. We have also had an offer from Sharon Dey to assist her. Both are CGC gold qualified.

AP. Margaret to work with Kelly on planning and implementation of CGC course which will require extended hours in new lease.

Nicky advised we have 74 pre-enrolled so far for term 1. This is a record. Total sales for term 1 so far \$5,622 (includes membership, training and merchandise sales).

AP. Nicky to send attendee contact details to trainers.

Discussion was held about possible continuing professional development subjects for trainers and topics / speakers for a members lecture series.

Margaret has completed grade 1 syllabus as discussed at recent trainers meeting and has provided it to grade 1 trainers.

Nicky advised with new booking software (provided free by Seekom) that we have the ability to automate sending of survey to attendees X No of weeks into course.

It was agreed that 6 weeks into the course would be a good time to survey with 1 week response time allowed.

AP. Sandy to provide survey questions to Nicky.

9. Constitution Review

Deferred for 2019 incoming committee.

10. Club Day & Cup Day

Grade 5 cup has been returned by Jonny & Wylie as they have recently emigrated to Tasmania.

AP. Evaluate cups to be replaced in 2019 due to lack of space remaining for engraving.

11. General Business

There was discussion regarding family membership which has been offered but is not provided for in our constitution. Margaret advised to be a voting member per our constitution you must pay a membership fee (currently \$20) or be a life member. There is no such thing as a family membership.

Nicky advised that Alexandra road will be closed on Sunday 24 March for Car Club Hill Climb event but fortunately this is a break day between term 1 and 2 so will not affect our operation.

Margaret has offered to act as minute secretary from next committee meeting due to increased workload on Nicky with growing course attendance.

Margaret advised that we should publicise executive committee names and contact. Nicky advised that other clubs do this on both Fogs NZ page and their websites.

AP. Incoming committee to list executive committee names and contact on club website and Dogs NZ site.

ACTION POINTS

Ag #	What	Responsible	Due Date
4	Obtain quote for interior positioned perimeter fencing.	Margaret	deferred
4	Ask WCC if they would install safety bollards down driveway following removal of fence.	Margaret	deferred
4	Research options for receiving lottery grant funding	Margaret	deferred
4	Contact ACME Build for return of grate springs	Nicky	20/2/2019
4	Contact Rachel of CAB for return of Club keys	Nicky	20/2/2019
4	Seek committee approval to discard old leaf blower	Nicky	20/2/2019
4	Identify other opportunities for merchandise sales	Nicky	in progress
5	Seek committee for reimbursement of expenses in financial report	Nicky	31/1/19
8	Develop instructor requirements and manual	Margaret / trainers	deferred
8	Establish training sub committee meetings schedule	Margaret/Gail	ongoing
8	Documentation of training standards	Margaret	ongoing
8	Outline and advise grading standards at the start of each course.	Trainers	ongoing
8	Word pathway process for training complaints & present to committee for discussion	Sandy	20/2/2019
8	Initial planning for CGC course with Kelly	Margaret	20/2/2019
8	Provide Term 1 attendee names & contacts to trainers	Nicky	27/1/19
8	Provide training survey questions to Nicky	Sandy	11/2/2019
9	Provide draft training survey to committee for approval	Nicky	18/2/19
10	Evaluate cups need replacement	Nicky	31/3/2019
11	How can we better welcome members with tea/coffee on training days	Sandy	in progress
11	List exec committee contacts on website/Dogs NZ page	Committee	31/3/2019

Meeting closed at 9.30pm

Next meeting: 20 February 2019, 7.30pm

Note: This will be final meeting for committee elected 2018