

## **Committee Minutes**

Held on Saturday, 1 December 2018

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

**Apologies:** Simon Casey, Deborah Remacha

Absent: Tom Lovatt, Gail Norling,

The meeting commenced at 4:20pm.

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

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

Apologies noted.

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

Nicky advised no objections or corrections were received following circulation of minutes by email.

### **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.*
4. Research leaf blower options & present to committee for approval to purchase. *Complete*
4. Chase up return of keys from ACME Build. *Complete*
4. Organise old photos into albums. *In progress.*
4. Print new member photos and pin up. *Complete*
6. Amend manual registration forms to ask if dog is de-sexed. *Complete.*
8. Agree training fees for 2019 - casual attendees. *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. *Due 27 Jan 2019..*
10. Print certificates for cup winners & runners up. *Complete.*
10. Provide ideas for games & events for Club Day to Margaret. *Complete.*
10. Seek committee members availability to assist on Club Day. *Complete.*
10. Promote Club Day to members. *Complete.*
11. Advise committee meeting dates in each member newsletter. *Ongoing.*
11. Seek approval from committee to accept resignation of Jo Lake. *Complete.*
11. Provide contact details at CAB re NZARO event to Margaret to enable writing of neighbourhood advice. *Complete.*

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

Wellington City Council met last Thursday to consider our lease renewal with meeting attended by Margaret & Sandy. Margaret sought minor amendments to proposed restrictions which were accepted.

The next stage is public consultation which will take place over 20 working days. If there are any objections a mediation process will take place with Kristine Ford from WCC as mediator.

A very good written statement was provided by Margaret on behalf of the club to WCC who expressed their appreciation.

## 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: \$3,070.00

Other account balances:

Savings account - \$7,010.42

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

Margaret expressed her appreciation of the lovely cakes and coffee provided by Sandy for Club Day.

AP. How can we better welcome members with tea/coffee on training days.

AP. What other opportunities do we have for merchandise sales - eg. treats bags, treat sachets?

Nicky advised that after researching leaf blowers and their reviews the recommended option is an EGO Power+LB53-2E available from Mitre 10 for \$449. It is electric so will make less noise to disturb neighbours and won't require mixing of fuel. Those in attendance agreed that this is a good option and we should seek approval to purchase from the committee. If we can obtain approval prior to Christmas we may be able to keep an eye out for Boxing Day Specials to purchase ahead of start of term 1 2019.

AP. Nicky to seek committee approval for purchase of EGO Power+LB53-2E Leaf Blower

## 6. Health and Safety

Nil to report.

## 7. Ribbon Trial

Nil to report.

## 8. Training

Gail is not available for training 2019 however Kimmie Sowter is available in her stead.

We have 2 new assistant trainers in Jacoba and Lucas who are both keen to ultimately become trainers.

With available trainers and restrictions on class sizes to 10 Term 1 classes as:

9am	5/6/Senior	Margaret/Nicky	
10am	Grade 1 small	Kimmie	Arena 1
	Grade 1 medium	Margaret/Jacoba	Arena 2
	Grade 1 large	Sandy	Arena 3
	Puppies	Mike	Arena 4

11am	Grade 3 Grade 2 Puppies	Nicky Sandy/Lucas Margaret	Arena 1 / 2 Arena 3 Arena 4
Noon	Grade 3 / 4 Grade 2	Nicky Margaret	Arena 1 / 2 Arena 4 / 4

## 9. Constitution Review

Deferred.

## 10. Club Day & Cup Day

Club Day was deemed a great success with much positive feedback received from attendees. Thank especially to Margaret for large amount of planning she put into the day.

## 11. General Business

Nicky advised that she has been encouraging senior members to join the committee in 2019 and has been receiving a good acceptance rate.

Nicky advised she has implemented a new booking system (provided by her company Seekom at no charge) that is better able to manage restrictions on numbers per class.

## ACTION POINTS

Ag #	What	Responsible	Due Date
4	Obtain quote for interior positioned perimeter fencing.	Margaret	27/01/19
4	Ask WCC if they would install safety bollards down driveway following removal of fence.	Margaret	27/01/19
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	Obtain committee for approval to purchase leaf blower.	Nicky	20/12/18
4	Organise old photos into albums	Sandy	3/11/18
4	Seek committee approval for purchase of EGO Power+LB53-2E Leaf Blower	Nicky	20/12/18
4	Identify other opportunities for merchandise sales	Nicky	27/01/19
8	Arrange instructors meeting ahead of Term 1, 2019	Margaret	20/01/19
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	Outline and advise grading standards at the start of each course.	Trainers	ongoing

<b>Ag #</b>	<b>What</b>	<b>Responsible</b>	<b>Due Date</b>
8	Simon to obtain contact details for Karen and pass on to Margaret to follow up regards her availability.	Simon	27/01/19
11	Advise committee meeting dates in each member newsletter	Nicky	Ongoing
11	How can we better welcome members with tea/coffee on training days	Sandy	27/01/19

Meeting closed at 5.45pm

Next meeting: 20 January 2019, 11am

*Note: As this is Wellington Anniversary day please advise if you would like the date to be shifted*