

**Minutes of the Committee of the Wellington Canine Obedience Club  
Held Wednesday 20<sup>th</sup> February 2019 at the Club's Clubrooms, Alexander  
Road, Mt Victoria.**

Commencement: Meeting Commenced at 7.33pm

**1. Present:** Simon Casey (VP – Chair), Nicky Casey, Sandy Baigent, and Margaret Harrop.

**2. Apologies:** Deb Remacha, Gail Norling. That apologies be accepted was moved by Margaret, seconded Sandy. Carried.

**3. Minutes:** The Minutes of the previous Committee meeting held on 23<sup>rd</sup> January were moved by Nicky to be correct and accurate, seconded Sandy. Carried.

**4. Action Points:**

- Obtaining quote for interior fence. Deferred while await lease confirmation. Responsible Committee Member (RCM) Margaret
- Asking WCC to install safety bollards down driveway following removal of perimeter fence – deferred again awaiting lease confirmation. RCM Margaret
- Research options for lottery grant funding – deferred. RCM Margaret
- Acme Building to return gate spring. Completed. Simon volunteered to install.
- Return of keys from CAB. Completed
- Discarding old leaf blower. To be offered to members. RCM Nicky
- Reimbursement of expenses. Completed
- Development of instructor manuals. On going. RCM Margaret
- Establishment of training sub committee meetings schedule. On going. RCM Margaret
- Documentation of training standards (including revision) and outlining of such at start of each course. On going. RCM Margaret
- Drafting of complaint process. On going. RCM Sandy/Margaret
- Initial planning for offering CGC course. Bring up 30/4/19. RCM Margaret in consultation with Kelly Burn.
- Provide Term 1 attendee names and contacts to trainers. Completed
- Provide training survey questions to Nicky . Completed
- Provide draft training survey to Committee for approval. On going. RCM Nicky
- Evaluate cups needing replacement. Bring up 30/3/2109. RCM Nicky
- How can we better welcome members with tea/coffee on training days. Deferred for consideration by new Committee. RCM Sandy
- List Executive Committee contacts on website and Dogs NZ page. On going. RCM Nicky

## **5. Lease Renewal/ Premises Maintenance:**

Margaret reported that a draft special provision that may satisfy the Objector by putting some detail around hours of class operation etc was being worked on in consultation with Sandy and Nicky. Likely to be sent as a draft proposal to WCC (Kristine Forde) shortly. Margaret felt there was considerable merit in meeting with Objector to build "trust" and would suggest this to Ms Forde.

## **6. Banking and Finance**

Margaret (Treasurer) presented the audited annual report for the Committee's consideration, highlighting the significant increase in membership/training fees, and the substantial expenditure on maintenance particularly the erection of the retaining wall. Overall loss of \$5000 was accounted for in the cost of that wall. Accounts to be tabled formally at AGM on 27/2/2019. Committee noted with appreciation that the accounts presented by the Treasurer to the Accountant/Auditor were in such good order that a reduction of his fee was once again achieved.

Margaret also presented the financial report for the period 31.12.18 to 31.1.19 and sought approval of the following accounts:

Accountant \$ 250.00

Reimbursement Nicky : \$38.94 (possyum)

Central Dog Obedience Region Levy \$130

Approved for payment. Moved Margaret, seconded Sandy. Carried.

Approval also given for purchase of white board spray, ink pad and ledger journal. Margaret to purchase. Moved Margaret/ Seconded Sandy. Carried.

It was noted by the Committee how useful and welcoming the whiteboard signs were.

## **7. Health and Safety:** Nil to Report

**8. Ribbon Trial** : Nil to Report however it was noted that the new Committee should give consideration to shifting the date of the Ribbon Trial to November as a November date would have less conflict with other events in the region and the likelihood of better weather.

## **9. Training:**

Nicky advised that there were a record number of enrollments received this term – 78. Further that we already had 24 registrations in advance for the March term.

Margaret reported that Classes were all now well underway with no significant issues. All late fees had now been chased and paid.

Professional development courses and open lectures to be organized by Margaret on the following subjects (a) Legal Obligations of Dog Owners (b) For

Trainers – Different ways to teach basics, perhaps with Karen Groombridge or Sherrie MacIntyre. (c) Teaching Tricks with Karen Sadler.

**10. Constitution Review.** The need for this was again highlighted and should be a priority for the next Committee to progress.

**11. Club Day and Cup Day :** Nil to Report

**12. General Business:**

**Complaints Procedure:** Sandy provided draft procedure, which was discussed by Committee. Further consideration to be given to this, including ensuring it dovetailed with Club Rules (Constitution) and allowed for an initial informal/low key approach to issues raised but at the same time a clear pathway should matter be of a serious nature or Complainant wished to take a formal route.

**Training Feedback Questionnaire:** Sandy provided draft questionnaire, which was discussed by Committee. Nicky to consolidate suggestions made. A copy of previous questionnaires to be provided. Nicky to circulate draft of on line questionnaire to Committee for approval.

**AGM :** To be held on Wednesday 27<sup>th</sup> February 2019 at 7.30pm at Clubrooms. Members have been notified, and notice put in local newspaper. In absence of Tom ( President), Simon would chair meeting and present report.

Nominations received as follows:

President : Sandy Baigent

Vice President: Simon Casey

Secretary: Nicky Casey

Treasurer: Margaret Harrop

General Members: Pip Kirkham, Kelly Burn, Paul Glover, Jacoba Holland, Kimmy Souter, Theresa Reynolds, Wayne Livingstone, Gail Norling, Allanan Lawer, Chora Charlton.

Life Members. No nomination for further life members received.

**There being no further business, meeting concluded at 9.25pm.**

#### Action Point Summary

What	Responsible	Due Date
Obtaining quote for perimeter fence	Margaret	Deferred
Query WCC installing safety bollards in driveway following removal of fence	Margaret	Deferred
Research options for	Margaret	Deferred

Lottery grant funding		
Installation of gate spring	Simon	
Discarding leaf blower	Nicky	
Identifying opportunities for Merchandise sales	Nicky	On going
Developing instructors manual/syllabus guideline	Margaret/Trainers	On going
Trainers sub committee meeting schedule	Margaret	On going
Revising grading standards and publicizing at course commencement	Trainers	On going
Draft procedures for Complaints	Sandy	On going
Initial planning for CGC	Margaret/Kelly	On going
Producing training survey for approval	Nicky	On going
Evaluate cups needing replacement	Nicky	31/3/2019
Welcoming members with tea/coffee	Sandy	On going
List executive Committee members on website/Dogs NZ	Committee	On going

## **WCOC – WORKING BEE REPORT**

Over the summer, the following maintenance has been attended to:

1. Water blasting the crib walls in the puppy enclosure
2. Water blasting the guttering of the club house
3. Water blasting and painting the old fences in the middle of the arenas (stained black with a green painted capping). The paint was located in the gear garage. One pail of stain was donated by Deb, two further pails of stain were purchased. One new pail remains in the gear garage
4. Painting the veranda balustrade
5. Painting the area around the new veranda window
6. Weeding the new garden.
7. Moving branches further up the banks, clearing the banks of rubbish, spraying the gorse
8. Spraying the weed on the arenas – the cost of spray came to \$77
9. Clearing gorse and broom from the low brick seating areas around the arenas
10. Sweeping and tidying grounds
11. Panelling over gap in fencing by new gates
12. Removal of old furniture and fridge in club house and replaced with smarter furniture, desk, coffee table and fridge with freezer – all donated by Nicky and Simon Casey

This work is in addition to the following maintenance work that has been completed over 2018:

13. Remove old wooden retaining wall and replace with new retaining wall
14. Removal of large pine trees alongside the drive
15. Planting out new garden in this area
16. Tidying and removing debris from tree disposal
17. Replacement and updating of WCOC sign on club house
18. Replacing veranda window
19. Replacing entry gates and gate uprights
20. Replacing rope fences with mobile concertina fencing

All of this work has been arranged or carried out by only a few - namely, Simon and Nicky Casey, Margaret Harrop, Sandy Baigent and Paul Glover.

It is relevant to note that items 1 to 12 involved no less than 70 volunteered hours of work by those named above.

Further maintenance includes:

- a. Replacement of arena surfaces (waiting for lease to be final, advice from WCC, funds, quotes, etc)
- b. Replacement of rotten barge boards on club house
- c. Replacement/repair of spouting on gear garage
- d. Replacement of perimeter fence
- e. Sweeping out gear garage and area by tap
- f. Sweeping gravel from arenas (perhaps hire a professional gravel sweeper)

But for now, there has been an extraordinary amount of work done by only five people, so I propose that any other work be undertaken later or by others.

The end result is impressive. The WCOC is looking cared for and a much more inviting place to be. The members can be confident that their fees (modest though they are) are being put to good use for the benefit of the club as a whole. Further, the WCC will see that the members are committed to the club and the club is welcoming and well maintained. It is a great start to 2019.

**Sandy Baigent, 23 January 2019**