

**Committee Meeting 13th March 2013 held at the Club Rooms,
Alexander Road, Newtown Wellington.**

Meeting commenced at 7.30pm

1. Present: Sandy Baigent, Simon Casey, Nicky Casey, Paul Glover, Margaret Harrop, Pip Kirkham, Kimmie Sowter, Chora Carlton, Jacoba Holland and Teresa Reynolds.

2. Absent: Allanan Lawer

3. Apologies: Kelly Burn That apologies be accepted was moved Nicky, second by, Simon – Carried

4. Previous Committee Minutes : That the previous Committee minutes for 20th February 2019 be accepted as a true and correct record was moved by Nicky, second Margaret. Carried

5. Out of Sequence Matter – Behaviour of John Smith

Simon asked that the meeting consider the behavior of member John Smith at this point in the meeting as Simon needed to excuse himself to attend another meeting. Simon outlined the history to what John sees as his grievance against members of the current Committee. That this has manifested itself in verbal abuse of particular executive members and in him making in the presence of Club Members defamatory statements about the role of the Complainant in the incident upon which the Committee held a complaint inquiry. This behavior was bringing the Club into disrepute. Other parties involved in the inquiry have moved on, but John remains aggrieved by what he sees as an injustice. His behavior in continuing to raise his grievance in an abusive way has caused considerable distress to those who have been the target of this abuse. Continuation of this behavior cannot be tolerated. Simon went on to report that he had spoken with John last Sunday in a one on one basis. That he outlined the concern he had over the damage being done by John continuing to express his views in this negative way. Simon queried with John as to how this could be stopped and advised John that if the behavior continued he was at risk of the Committee issuing a Trespass Notice against him. John remained resolute in his view of things but agreed that if he was “left alone” he would stop being aggressive or confrontational. There was a “handshake settlement” between John and Simon on that basis.

It was therefore Simon’s position that the Committee accept that there has been an attempt to defuse the situation in this mediated way. That if there was another incident, in breach of this, the Committee would need to look at taking stronger action, likely to be the issuing of a trespass notice.

Nicky advised that she was terrified by John’s outbursts and spoke of the offensive language he used directly at her last year. These incidents left her shaking.

Sandy supported Nicky and confirmed that her own response to these episodes by John were having a visceral effect on her and others and disruptive of classes.

Sandy raised the suggestion that Simon’s discussion with John amounted to a warning of a trespass notice being issued and that a letter outlining the Committee’s view of his behavior should be issued with a trespass notice.

Teresa reminded the Committee of the complaint protocol of Club in its Rules which covered member behaviour and that that process needed to be followed.

This was discussed. As was whether Simon’s discussion with John amounted to a sufficient oral warning to warrant the issuing of a notice given it was an action not mandated by the Committee as a whole.

Margaret raised concern about Sandy leading this discussion given her proximity to the issues concerning John and moved that Sandy recuse herself from the discussion. This was seconded by Teresa.

Discussion continued with input from other Committee members, including Kimmie who felt that the meeting with Simon had led to John being calmer and more politely interactive with her after class on Sunday. Paul felt John's behavior was beyond reasonable and he had become obsessed. Paul was of the view that it was part of the process for John to be informed in writing as to the consequence of ongoing disruption.

Ultimately, after much discussion, the suggestion was made that Simon prepare a summary of what was agreed between John and him at their meeting last Sunday. This summary, together with a clear indication that if his behavior continued, a trespass notice would be considered by the Committee, (and a special meeting to consider such would be called at short notice to consider that is contemplated by the Committee) be sent by mail to John and issued by the Committee. That John be invited to speak directly with Simon if he had any concerns. Committee agreed with Teresa that this approach was a "last chance" one and reasonable in all the circumstances.

Moved by Sandy, seconded by Simon that his approach be adopted. Carried.
This motion having been agreed, Margaret's motion re recusal was abandoned.

Simon left the meeting at this point (8.03pm).

6. Action Points:

Perimeter Fence: deferred til lease secured.

Safety bollards : deferred til lease secured.

Research of lottery grant : deferred til lease secured.

Gate Spring: By next meeting

Leaf blower – Free to good home next Sunday

Merchandise sales opportunities - silicone pouches latest merchandise available at \$15 (cost price approx. \$8). Jacoba suggested slip leads might be added.

Developing Instructors manual – on going

Training sub committee meeting schedule – on going

Revising grading standards – on going

Complaint process and procedures – on going- defer meeting.

New: Latches for posts especially on new retaining wall to allow dogs to be tied up. Allocated task to Margaret.

CGC – on going

Survey - on going as survey will be repeated each semester but recent survey completed. To be discussed later in meeting.

Evaluate cups needing replacement – deferred one month

Welcoming members tea and coffee – deferred pending availability of members to assist.

List Committee Members on web site

7. Lease Renewal.

Margaret reported on where things were at with regard to negotiations with Council and finding suitable wording of lease provisions to appease Objectors concerns.

8. Maintenance

Any major maintenance expenditure is on hold pending confirmation of new lease. Teresa to look into offer by a group as part of a community project offering free re roofing, particularly with respect to the garage/equipment shed.

In order to keep on top of the weeds, gorse etc a gardening bee was set for Saturday 30th March - 10am. Everyone welcome.

Chora advised a youth group she was involved in were from time to time looking for community service projects and asked that we bear that in mind when looking for manpower for a project. The demolition of the boundary fence may be one such project that the Club could avail itself of this generous offer.

9. Banking /Finance

Margaret as Treasurer presented her report. Moved Margaret, seconded Jacoba that report be accepted and accounts for payment as set out therein be approved. Carried.

Margaret also sought a budget of \$1200 for this year's professional development seminars as outlined in her report. Our trainers, including trainee trainers can attend free. Selected Club members may also be invited to attend at a small cost if topic suitable. Seminars also to be open to other Club trainers at a cost to be decided on a seminar by seminar basis having regard to the cost to the Club.

That budget be approved was moved by Margaret, seconded by Kimmie. Carried.

Nicky sought approval to purchase a replacement toner cartridge for the HP printer at the club. The printer had previously been donated by Nicky and Simon. It was very useful to have a printer/copier at the Club and it was unreasonable to rely on Nicky's company to be responsible for the volume of photocopying/printing. The best price Nicky could obtain for the cartridge was \$915. It was agreed that the Club being self sufficient for printing, but there was discussion around whether it was best to look at an alternative new monochromatic laser printer, the cost of which, even with cartridges was likely to be significantly less than the replacement toner for the current higher spec unit which required a colour capable toner. Margaret queried the cost of the current set up as against the volume of use and that there was merit in looking at alternatives. Kimmie suggested some research be undertaken into the cost of other printers and consumables.

Pip moved that we purchase a full set of cartridges for current printer on a one off basis and evaluate whether that was a cost effective option in light of alternatives later. Seconded Kimmie. Carried by majority.

Nicky noted that the password on computer at the club was "training".

10. Health and Safety

Sandy had collated an incident file for health and safety matters which would now live at the Club. Hard copy notification forms for the reporting of incident details would be in the desk in the Clubrooms.

11. Ribbon Trial

Nicky would like to shift date for this years Ribbon Trial, probably through to November when the weather was likely to be consistently better and less competition with other events on the regions dog obedience calendar. To be considered at next meeting.

12. Training

Nicky advised that there were 41 pre registrations already for the next teaching semester.

Graders organized for next Sunday. Trainers for next semester projected classes confirmed with Trainers. Trainees (Jacoba, Teresa) allocated to particular classes. Sandy to speak to Luca as to what he wanted to do next semester in terms of on going observation/assistance and when that was known Luca would be slotted in as an assistant. Chora to be a floating assistant as and when she is available.

Gail Norling indicated a preference to train puppies this term. That can be accommodated if there are two puppy classes required. Discussion of need for Gail around reliability, adopting modern training methods, participation in professional development, engagement with trainers meetings and ensuring no conflict with professional dog obedience business. Margaret to speak to Gail and to be an assistant in her class. Kimmie advised Gail is keen to continue her involvement as a trainer with the Club.

Margaret to meet with Gail, Mike, and Teresa around syllabus for puppy class and methods of teaching the basics that we would like puppies to have to move on to Grade 1.

13. Training Coordinator /Head Trainer

Sandy moved, Nicky seconded a motion that the term "Head Trainer" be disestablished. That the appointment of a Training Coordinator (introduced and filled last year by Margaret) as a collaborative coordinator of the trainers be continued, and reinstated every year, upon review, at the first Committee meeting following the AGM. That Margaret to continue holding that position for the current year confirmed. Carried.

14. General Business

15. Life Membership

Nominated by Sandy/seconded Jacoba and supported by five other members, a motion was put to the Committee that Nicky Casey be appointed a Life Member of the Club. The commitment that Nicky has made to the Club was outlined in writing by the proposers. Copy attached.

Margaret while supportive without reservation of the merits of Nicky's appointment, queried whether the timing of such an appointment would be circumspect given the issues with another life member discussed earlier. She felt it important that the mana of the appointment be renewed and enhanced.

Motion was amended to appoint Nicky as a life member, but that appointment be embargoed until the May Committee meeting. Amended motion seconded by Kimmie. Carried.

16. Survey Results

The results of the recent survey were no longer accessible following the expiration of the "free" access period, however there was a general discussion over the results and the suggestions raised by members. Consistent support of email training notes following class, and that trainers were seen as approachable. Strong support for "agility" type activities in training sessions. These comments, outcomes were noted by the Committee and to be discussed as to how they can be addressed.

17. Signing Authority on Bank Accounts

Moved Margaret, seconded Kimmie, that Sandy (President), Nicky (Secretary) and Margaret (Treasurer) be the signatories on the Clubs accounts. Simon to see to the return of keys and widget from former President, Tom Lovatt. To be noted as action point.

18. Resignation of Allanan Lawer

Nicky advised that Allanan had tendered her resignation from the Committee. Margaret moved that the resignation be accepted with regret. Seconded Jacoba. Carried. Simon tasked with obtaining return of Allanan's keys.

19. AGM Minutes.

Nicky sought confirmation that AGM minutes could be circulated to members. Confirmed.

20. Committee Contacts

It was agreed that a list of Committee members with alias emails be available on the Club's website. Committee members were also happy with contact details being circulated amongst the committee. Photo and email contact for executive members of Committee to be on notice board. Executive Committee details to appear on DogsNZ website.

21. Keys

Permanent trainers to have a set of keys following the return of Tom and Allanan's keys. Look at whether a lockbox for spare key is needed.

22. Induction of New Committee and Snap shot of Club's recent past

Sandy spoke to the document she prepared inducting the new Committee and the snap shot of club through recent years as reflected by AGM reports. Allocation of tasks discussed. Ribbon Day arrangements to include Kelly. Margaret to initially be responsible for resurfacing grounds given the offer by WCC to provide some first instance professional advice.

There being no further business meeting concluded at 10pm.

Confirmed as a true and correct record:

.....
President

.....
Secretary

Date:

Next Committee Meeting – Tuesday 9th April at 7.30pm.

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 Lottery grant funding	Margaret	Deferred
Installation of gate spring	Simon	9.4.19
Discarding leaf blower	Nicky	9.4.19
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/Margaret	On going
Initial planning for CGC	Margaret/Kelly	On going
Producing training survey for approval	Nicky	On going
Evaluate cups needing replacement	Nicky	9/4/2019
Welcoming members with tea/coffee	Sandy	On going
List executive Committee members on website/Dogs NZ	Committee	9/4/2019
Sandy to be added to bank account as signatory/ Tom to be deleted	Margaret	9/4/2019
Keys and widget to be returned from Tom	Simon	9/4/2019
Keys to be returned from Allanan	Simon	9/4/2019
Keys to be allocated to permanent trainers	Nicky	9/4/2019
Investigate lock box	Margaret	9/4/2019
Lead Latches for retaining wall	Margaret	9/4/2019

WCOC A SNAP SHOT OF OUR CLUB FROM 2004 TO 2019 AGM MINUTES

Membership – where we get most of our income

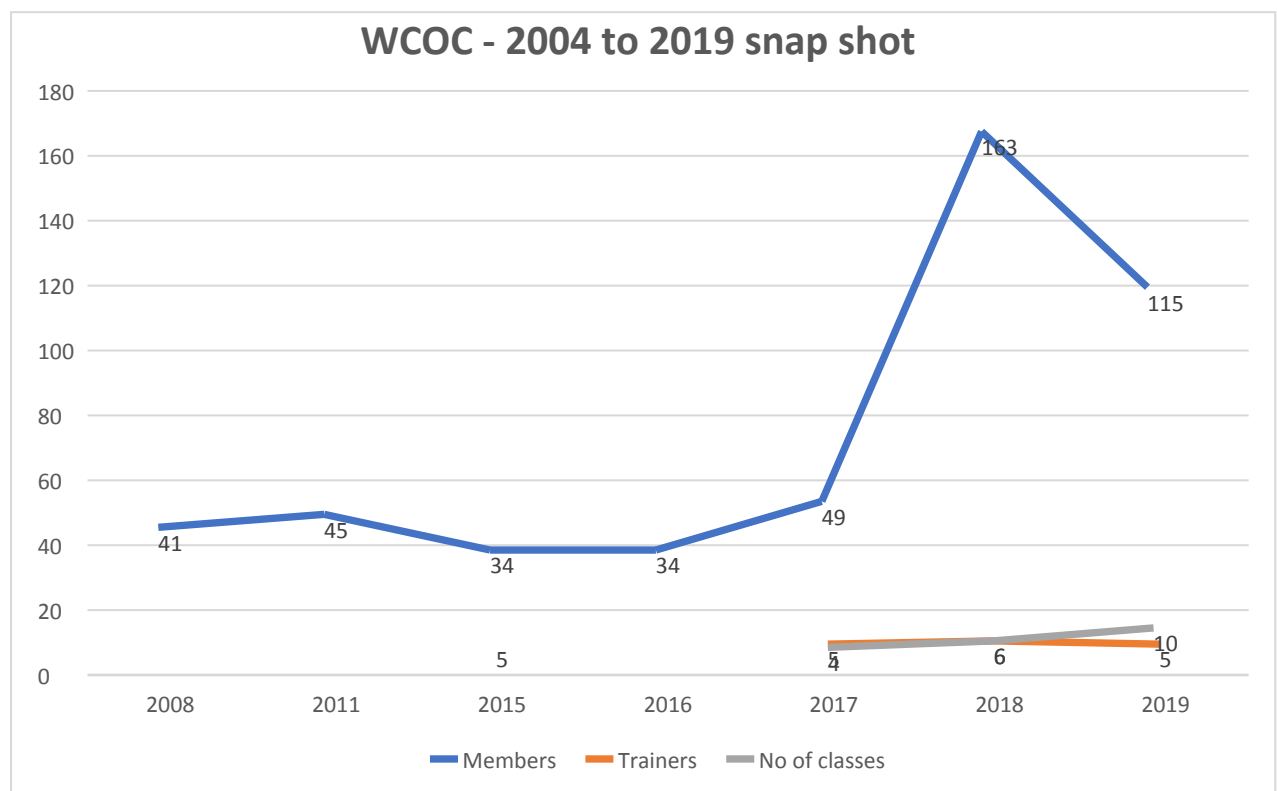
2008	41 (new members 16) including life members who do not contribute to our income
2011	45 including life members
2015	34 including life members
2016	34 including life members
2017	49 including life members
2018	163 plus 12 life members
2019	115 as at March 2019, more are expected at year progresses

Number of trainers (all time in class, in preparation, training, meetings and after class follow up is done on a volunteer basis)

2017	5
2018	5
2019	6 including Wednesday. One trainer is taking four classes, two trainers are taking two classes each. We have three potential trainers currently.

Number of classes

2017	4
2018	6 including Wednesday evening
2019	10 as at date of first new committee meeting, including Wednesday evening. This is likely to increase as the year progresses



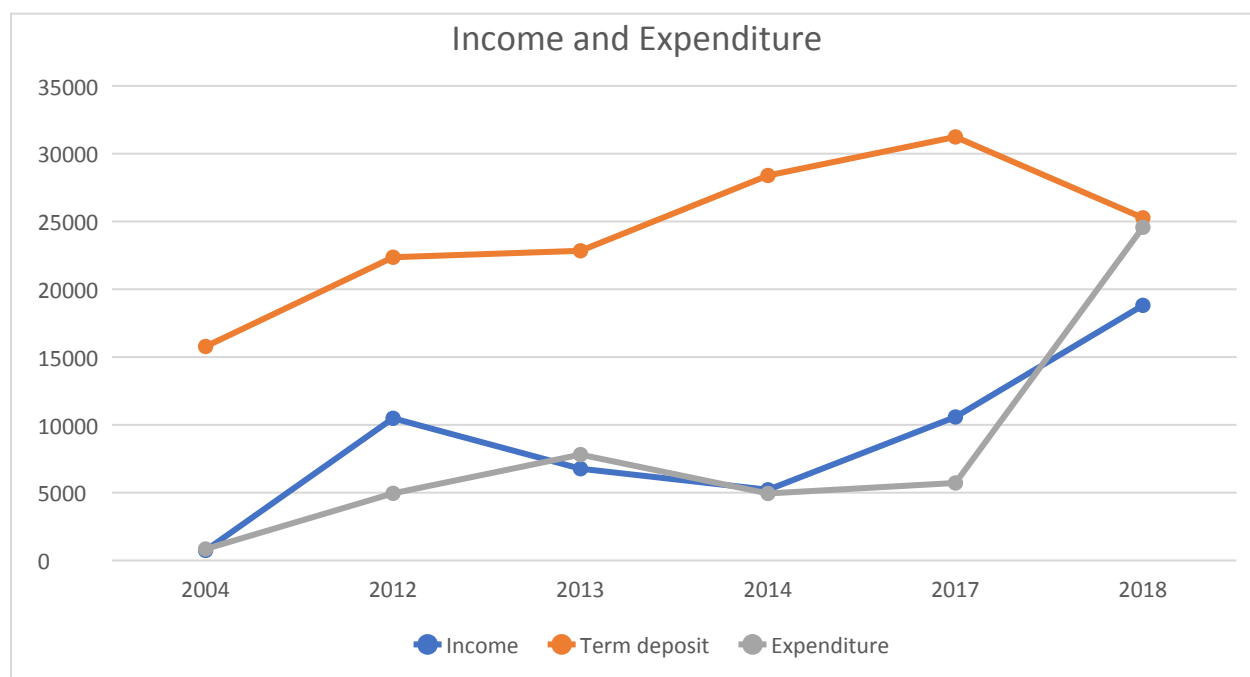
Income 2018

Most of our income is from membership and training fees, interest, sale of merchandise and donations for coffee and cakes for example. Our total income for 2019 was \$18,815.30 which is \$8,233 more than 2017 and the largest income in 15 years of club records.

We have total current financial assets of just over \$35,000 which includes a BNZ term deposit of 25,268.46 and \$7,010.81 in the savings account.

Expenditure 2018

Our expenditure exceeded our income. Our expenditure totalled \$24,572.77 compared to the \$5,715 of expenditure in 2017. However, we spent just under \$20,000 on maintenance which had been deferred for many years.



Maintenance expenses between 2004 and 2018 as noted in minutes

2004 Gutters repaired or replaced, pot holes in arena repaired with cement

2014 Roof of club house replaced

2018 Entry gates and supports replaced, new locks with single key entry, retaining wall removed and replaced, new signage, veranda window replaced, stump grinding, trees removed, ground clearing and maintenance including painting of fences, gorse spraying, water blasting walls, and new leaf blower purchased

Life members between 2004 and 2018

There are 12 life members. Six of those were appointed between 2010 and 2015:

2010 Mary and Edi Schnieder "in recognition of their long and dedicated service to the club". Edi and Mary had been committee members for many years.

- 2013 John Smith and his partner Alanah Lawson. John for “clearing arenas of pine needles, roping training areas, and set up of agility course”. Alanah “for internal maintenance, catering services for members, visiting guests, Judges and steward”.
- 2015 Gail Norling and Annette Flynn. I cannot locate any reference to the reasons for their appointment. Both Gail and Annette had been part of the committee and instructors for some years; Annette from at least 2004 to 2017 from what I can determine from the AGM minutes.

Other interesting points to note

1. Our first female president was Heather Carrell in 2005, and resigned in 2006.
2. Low enrolments and lack of membership were noted as being of concern in 2004, 2008, 2017 (Wednesday evening classes suspended over winter)
3. Lack of instructors were noted as being of concern in 2005, 2013 (three instructors left), 2017 (Annette left as an instructor)
4. Many AGM minutes did not include the annual financial reports.
5. It appears that in 2017 there was a real risk the club would not be in a position to be granted another lease from WCC due to the falling membership, lack of maintenance and other issues.

Today

Our club is in the best position it has been in since 2004. In just two years the committee has turned around the decline that has occurred over the past 15 years. I believe this is because of the Nicky and Simon in the 2017 committee and 2018 committee introducing and implementing the advantages of new technology, modern style training, taking responsibility for deferred maintenance, a professional approach to training and training the trainers, careful and accountable financial management, surveying our members and making our club more welcoming.

The executive is thrilled to have so many wanting to be part of this exciting time of our club, and know that the skills, energy and positive attitude each of you bring will further enhance the WCOC.

Sandy Baigent
President 2019

WCOC – NEW COMMITTEE INDUCTION

Welcome to the committee. We are excited to have such a talented and enthusiastic group ready and willing to meaningfully contribute to the excellent advances of our club.

What this committee needs is a positive and respectful attitude of us all to each other, and a responsibility to put the needs of the club first.

The executive is:

Secretary – Nicky	E: nicky@seekcom.com	
Treasurer – Margaret	E: margaretharrop21@gmail.com	
Minutes secretary – Margaret	E: margaretharrop21@gmail.com	
Vice president – Simon	E: simon@seekcom.com	
President – Sandy	E: sandy.baigent@gmail.com	C: 021 655 924

Letting our club know about us:

We would like to have a photo of everyone on the committee with a contact email on our notice board. This makes us more approachable, and allows contact from any of our members.

Motion. Carried/not carried Action.

Expectations of each committee member:

Preparation for meetings and response times

1. Respond within 48 hours to all emails requiring action.
2. Read minutes, reports and any papers and be prepared to discuss them at the next meeting. We are attempting to go paperless, so if you need a copy of these documents, please feel free to print them for yourself.
3. Complete or at least make progress on your action points between meetings.
4. Circulate your own papers electronically in good time before meetings.

At meetings:

1. Be on time. A quorum is five committee members.
2. Provide apologies if you are unable to make a meeting (3x without an apology requires you to be removed from the committee).
3. Be familiar with our policies, rules, and our constitution.
4. Provide receipts to the Treasurer for any approved purchases.
5. Be respectful of others at meetings, particularly:
 - a. Note that everyone will be given an opportunity to express their views
 - b. Do not interrupt anyone else
 - c. Be respectful of views that are different to your own
 - d. No raised voices
 - e. Be relevant and concise to the topic for discussion or you may be asked to refocus
 - f. Appropriate critique and diverse views are worth listening to – it helps us reach sound decisions, but please only critique the topic at hand and not the person.

Chores and duties:

Traditionally, the club's committee members perform the roles and duties that make the club run on a practical level. Below are the chores and duties. I suggest that we review/rotate around the chores each semester unless it is more practical not to.

CHORE/DUTY	FREQUENCY	PERSON RESPONSIBLE	CONTACT DETAILS
1. Help Nicky with website, social media, online updates, etc	As required		
2. Cleaning club house: <ul style="list-style-type: none">- Sweep and wash floors- Clean benches, tables, sink, sills- Clean loos- Replace loo paper- Empty rubbish bins (take home)- Advise Margaret when new items are to be purchased	1x fortnight		
3. Preparing for training: <ul style="list-style-type: none">a. Sweep arena, roll out fencesb. Set up chairs, desk, white board, class sheetsc. Set up puppy arenad. Put out filled dog water stations and bagged poo bucket	Every Sunday From 8.30am	a. b. c. d.	
4. Tidying up after training: <ul style="list-style-type: none">a. Put roll out fences awayb. Put away chairs, desk, white board, class sheetsc. Pack away puppy arenad. Pack away water stations and take away poo bag			
5. Ribbon Day	tba	Nicky to coordinate	
6. Cup Day	tba	Nicky & Margaret to coordinate	
7. Working Bees	tba	Sandy to coordinate	
8. Constitution Review		Sandy to coordinate	
9. Lease renewal	As required	Margaret to coordinate	
10.Grants applications			
11. Resurfacing grounds			