

**Wellington Canine Obedience Club Committee Meeting
Held at Clubrooms Alexander Road on Tuesday 9th April 2019**

Meeting commenced at 7.30pm

1. Present: Sandy Baigent (Pres), Simon Casey (V.P), Nicky Casey, Kelly Burns, Pip Kirkham, Paul Glover , Jacoba Holland and Margaret Harrop. Kimmie Sowter joined meeting where noted.

2. Apologies: Theresa Reynolds, Chora Carlton. Kimmie Sowter (for lateness) Moved by Margaret, seconded by Sandy that the apologies be accepted. Carried.

3. Minutes of Previous Meeting: Moved by Nicky, seconded by Jacoba that the minutes of the meeting held 13th April 2019 be accepted as a true and correct record. Carried.

4. Lease Negotiations: Margaret updated the Committee on progress. Margaret and Nicky had attended the Strategy Committee of WCC meeting on Thursday 4th April and presented submissions advocating the removal of any restriction on scheduling of classes for puppies and Grade I. Although we are yet to see the draft lease document there was reasonable confidence that the restriction on puppy and grade 1 training times has been removed from the special provisions. The lease will have the corrected area that we are renting. Previous rent had been mistakenly calculated on the footprint area of the clubrooms only. The lease is to be circulated to the Committee upon receipt and any issues arising to be discussed by email in the first instance.

5. Premises Maintenance. A working bee was held on Saturday 30th March. Sandy expressed her thanks to all who assisted in the garden weeding and removal of gorse. It was agreed to hold further working bees on the Saturday before the beginning of each semester to keep on top of things. So the next working be will be Sat 8th June at 10am **(AP Nicky for reminder)**.

Guttering/spouting on the equipment shed. Simon to make inquires of appropriate tradesman for a quote for the repair of the spouting. **(AP Simon)**

Paint the perspex window. The painting of the frame of the Perspex window in the porch area to be put on to the next working bee agenda.

6. Finances. Margaret as Treasurer presented her financial report. She commented that Possum sales were under reported due to the timing of the banking of the cash. Some overpayments in membership were happening with on line enrollments this second semester, so Trainers need to remind handlers that if they have attended another training semester this year they do not have to pay again the \$20 membership. Sandy moved that the report be adopted and the accounts for payment be approved. Seconded Jacoba. Carried.
Report adopted and accounts be approved for payment (Sandy, Jacoba)

In discussing upcoming expenditure a meeting with David Halliday from WCC for some option advice on the repair of the arena area had been arranged for Tuesday 30th April. Margaret, Simon and Sandy believed they would be free to attend. Margaret to confirm time and advise.

Change of Bank Signatory. Letter to bank had been prepared confirming removal of Tom Lovatt and addition of Sandy Baigent as one of the three signatories (two out of three to sign). Margaret to confirm with BNZ whether all signatories had to attend in person for change to be noted.

Setting monetary limit of small purchases – Moved by Margaret, seconded by Nicky that the Secretary, Treasurer and one other executive member could approve standard purchases of less than \$250 on items required for the routine operation of the Club so as to avoid the need of all purchases being approved by majority of Committee members – something that was becoming cumbersome for small or regularly purchased items. Carried.

Kimmie Sowter joined the meeting at this point.

Purchase of more dumbbells - Nicky to research and advise number/colour and provided under the \$250 limit mentioned above, would proceed with the purchase of this merchandise.

7. Health and Safety. No issues. Health and Safety folder – in clubhouse.

8. Ribbon Trial. Change of date mooted. Nicky suggesting November. Kelly concerned about clashes with champion tests at that time. Discussion to continue between Nicky and Kelly re suitable date. Once date set Nick and Kelly to manage arrangements and report back to Committee.

9. Training

Opening dialogue with SPCA re rehomed dogs. Margaret raised the need to speak to the SPCA about how we could support first time dog owners with rehomed dogs. Several trainers had anecdotal reports of issues with rehomed dogs and inexperienced owners. Things like a “pre adoption” seminar were discussed. It was agreed that Sandy and Margaret would have discussion around outcomes after they are homed with the SPCA. They would also talk to Jan Voss who has some connection with the SPCA around temperament testing. Consideration to be given to having a “Tips about Buying a Dog” item on website.

Karen Sadler Trick Seminar. Margaret outlined Karen Sadler proposed costs (\$500 for seminar for club, \$40 additional for each other attendee) and hiring of Porirua Dogs NZ side hall (\$75 half day, \$150 whole day). It was agreed to move ahead with seminar and to hire the Dogs NZ side hall as the venue. Our club trainers to attend free. Club members to attend at a cost to be set. Other attendees be charged \$50 for half day, \$75 for full day.

Leash hooks - Margaret had supplied Committee with information about hook options. Other alternatives had been mooted. Look at purchasing 10 for the retaining wall arena 1 and 2. Margaret to check that price with the NZ company for the stainless steel option. Contemporaneously Nicky to look at comparable other options.

10. Constitutional Review. It was agreed that a subcommittee would be formed to manage this review. Sandy, Margaret and Nicky to form that initial subcommittee. All Committee members invited to feed into the sub committee views on review of current "Rules".

11. Cup Day

Cup Review Update. Nicky suggested the replacement of two small cups. Move that we purchase two cups at \$52.50 plus freight and engraving. Seconded Kimmie. Carried. Kelly suggested the provision of a cup for the most improved from her competition class. Moved Kelly that such a cup be purchased, seconded Pip, carried.

12. General Business

Central Region Meeting. Kelly as delegate reported from the meeting. Twice a year a benefit show is held to raise money for NDOA. When they hold a benefit show a Club "volunteers" to run under it under their name but assisted by others. Kapiti and WCOC were approached to "volunteer". Usually what is expected is a donation of ribbons, and perhaps running the kitchen during the two day event. Kelly will speak to Karen as to what is involved. In principle the Committee agreed to there being some benefit in our branding being involved but Kelly to investigate time, money, commitment needed before final approval confirmed.

Raffles also need to be sold in support of this fundraising and Kelly will make books available at training and have available on Sunday to members. Kelly hopeful that a number of our members will also compete in the championship event.

NZ Dog AGM - Sat 22nd June at Brentwood Kilbernie. Sunday 23rd Judges association. It was agreed that Kelly (if available) and Nicky would attend Saturday session as Club delegates. \$130 to be paid to Dogs NZ approved.

13. Action Points Discussed

Gate spring – pending

Leaf blower disposed of – to Mike

Merchandise sales – on going

Polo shirts – Club Polo shirts to be investigated

Comm members now on web site with email contacts. Dogs NZ yet to be updated

CGC – To be offered by Kelly on Wednesday evenings – 6.15 - 7.15pm – next Semester to be followed by competition class. Available to those in grade 4 and

above. Trainers meeting before semester to look at what classes we are going to hold. Kelly to liaise with Nicky about wording for web site and link to Dogs NZ web site for CGC.

Return of Keys. Tom's keys returned. Alanna to return her keys on Sunday

Lock Box – Decided unnecessary.

All Trainers having keys – May not be necessary. To be discussed.

There being no further business meeting concluded at 8.55pm

Confirmed as a true and correct record:

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President

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Secretary

Date:

Next Committee Meeting – Tuesday 7th May at 7.30pm.

Action Point Summary

What	Responsible	Due Date
Obtaining quote for perimeter fence	Margaret	Deferred but to be actioned now lease approved
Query WCC installing safety bollards in driveway following removal of fence	Margaret	Deferred but to be actioned now lease approved
Research options for Lottery grant funding	Margaret	Deferred pending info re resurfacing
Installation of gate spring	Simon	7.5.19
Identifying opportunities for Merchandise sales – incl purchase of dumbbells	Nicky	On going
Developing instructors manual/syllabus guideline	Margaret/Trainers	On going
Trainers sub committee meeting schedule	Margaret	On going
Revising grading standards and	Trainers	On going

publicizing at course commencement		
Draft procedures for Complaints	Sandy/Margaret	On going
Initial planning for CGC	Margaret/Kelly	On going
Welcoming members with tea/coffee	Sandy	On going
List executive Committee members on website/Dogs NZ	Committee	Completed re Club web site. Dogs NZ to be updated
Sandy to be added to bank account as signatory/ Tom to be deleted	Margaret	7/5/2019
Keys to be returned from Allanan	Simon	7/5/2019
Keys to be allocated to permanent trainers	Nicky	7/5/2019
Lead Latches for retaining wall	Margaret/Nicky	7/5/2019
WCC draft lease to be circulated to Committee when available	Nicky	7/5/2019
Reminder to be sent re next working bee (8/6/2019)	Nicky	Before 8/6/19
Confirm meeting re arena surface options with WCC David Halliday	Margaret	7/5/19
Guidance options for new owners of rehomed dogs	Sandy/Margaret	7/5/19
Coordinating Tricks Training Seminar with Karen Sadler	Margaret	7/5/19
Ideas for review of constitution	All Committee Members	7/5/19
Purchase of 3 new cups	Nicky	7/5/19
Determine extent of sponsorship NDOA	Kelly	7/5/19
Confirm availability to attend NZ Dogs AGM to Nicky and attend to delegate registration	Nicky/Kelly	7/5/19

