

## **Minutes of the Wellington Canine Obedience Club Committee Meeting Held at Clubrooms, Alexander Road on Tuesday 9<sup>th</sup> July 2019**

Meeting commenced at 7.30pm.

Nicky's recent success in gaining first place in Special Beginners Competition at Titahi Bay noted with congratulations by Committee

**1. Present:** Sandy Baigent (President), Simon Casey (Vice President) Nicky Casey (Secretary), Pip Kirkham, Kelly Burn, Kimmie Sowter, Chora Carlton, Jacoba Holland, Paul Glover and Margaret Harrop (Treasurer).

**2. Apologies:** Teresa Reynolds apologized for absence. Nicky moved that the apology be accepted, seconded Pip. Carried

**3. Approval of Previous :** Moved Sandy, seconded Jacob that the Minutes 18<sup>th</sup> June 2019 as circulated be accepted as a true and correct record. Carried.

Moved Nicky, Seconded Sandy that the Minutes of 14<sup>th</sup> May 2019 as circulated be accepted as a true and correct record. Carried.

### **4. Matters Arising:**

**Lease Renewal.** Margaret reported that the two matters to be raised with the Council – the prospect of more than 44 dogs being on site at class change overs, and whether the coloured area on the aerial map attached to the lease accurately reflected the area leased given that not all the puppy arena was highlighted, had been addressed with Council officer, Kristine Ford. Email received confirming the Council were aware that at change over times there may not be strict compliance with the special provision re max of 44 dogs on site (excluding annual events). Nicky had amended aerial map to include puppy arena and that is being forwarded to Council for approval. Vote of thanks to Margaret for work on lease which now appears to be good to go. Signing, when it occurs, should be at a meeting of the Committee and celebrated.

**Maintenance of Grounds.** Simon has done arena spraying, and gate spring installation. Chora (and trusty Cleopatra) has installed half the leash hooks to the wooden retaining wall, and will continue to now install the rest.

Other maintenance things to be considered and prioritized were - garage roof, perimeter fence, drainage of arena and resurfacing of arena

**Fire safety** – new extinguisher and smoke alarm purchased. Old one to be disposed of to dump. New one to be situated just inside the kitchen door.

Smoke alarm to be in foyer. (AP Simon). Sandy had researched the requirements with regard to smoke alarms and although technically not required as no one sleeps on premises, the installation was thought to be a good idea.

Committee considered the issue of drainage for arena ( particularly arena 1) as being something that went hand in hand with the resurfacing and should be considered a priority.

Fulton Hogan to be asked about drainage as well as resurfacing. Concerns raised about cars driving on it while it is breaking up so we need to be conscious of that. We may need to look at what level of strength we have for the ultimate arena – ie whether they are car worthy. Look at demarking what is parking areas and what is training areas.

Concern raised about stopping dogs going up the hills out of the arena and where in the priority the erection of a perimeter fence lay. Committee to look at getting indicative quotes for both resurfacing and perimeter fence so that information is available before considering priorities. Nicky to advise Margaret of contact details for Mitchell ( former member builder) who had expressed interest in the work previously. Builders crack quoting also an option.

Sandy (with the agreement of the Committee recorded a statement of intent – that the resurfacing of the arena and perimeter fence be a priority of time and financial resources for this Committee.

Painting of window sill and surrounds is still on list for next working bee (being day before commencement of next term) – i.e Saturday 3<sup>rd</sup> August 2019 at 10am.

**5. Financial Report:** Report for period 17.6.2019 to 8.7.2019 presented by Treasurer. Noted that Possum sales still going well. That report be adopted and accounts noted for payment paid was moved Sandy, seconded Chora. Carried.

**6. Health and Safety:** Health and Safety register is beside the telephone. Please write a report if any incidents occur. This is an obligation contained in our lease with the Council.

**7. Ribbon Trial :** This will be held on 23<sup>rd</sup> November. Kelly and Nicky have made a start by looking at available Judges and stewards. Elementary and specials likely to attract the largest number of entries. Higher levels likely to be less numbers. So focus should be on elementary and specials. It was proposed that the day run in two parts, with elementary starting at 1pm (after lunch). Looking at Rosemary Mortimer as one judge. Also looking at Jenny Greer, Sheryl Dickson, Lee Engert. Kelly to make contact with Judges and stewards. Nicky to do judges contracts. Budget for Ribbon Trial to include \$30 for the six (judges/stewards). Look at a working group nearer the time to assist with arrangements. Margaret happy to make new set of scent cloths when Kelly advises detailed of what needed. Cloths need to be stored in square boxes.

**8. Training:** Several matters need to be discussed with trainers so meeting to follow presentation on Tuesday 23<sup>rd</sup> July by those who are attending conference.. Simon raised approaching Annette who used to train here whether she would be interested being a trainer with us again. Simon to have discussion with her about training style and see if she is interested in being involved.

Nicky advised the Committee that she not going to do weekend training next year, but will train on week day nights if required, as she wished to focus on competing. Kimmie also indicating she may not be available to commit as a trainer next year. Various options discussed including putting senior classes during the week rather than weekend. Approaching some higher level trainers for the senior class. Look at having a roster of people who can stand in for trainers wishing to compete. Matter to be discussed more full at Trainers meeting on 23<sup>rd</sup>.

It was also noted that there is merit in encouraging handlers to carry on through the grades for them to have the opportunity to see senior classes on Sundays. Margaret cautioned that there need to be some awareness of the risk of division as the Club expands to more days with little or no cross over of trainers etc..

Committee members should stay alert to people who may be suitable to be trainers.

Nicky expressed concern over the workload she is carrying. Discussion followed as to who might be available to assist Nicky with registrations etc. Pip and Jacoba to meet with Nicky to look at how tasks currently undertaken by Nicky as Secretary might be shared.

Nicky raised the issue of the stand stay being taught at Grade 3. As this is not tested competitively until a high level and her class were struggling with it, she raised whether it should be introduced earlier in the curriculum. Margaret and Kelly both felt it would be detrimental to the solidity of sit and down stay if introduced earlier. Matter to be discussed in full as part of a review of grading – criteria at Trainers Meeting

**9. Constitution:** Review continuing

**10. Cup Day :** Nicky confirmed new cups off to be engraved.

**11. Central Region Obedience AGM:** Kelly and Nicky attended and reported that Central Benefit Day was held and we sponsored a set of ribbons. Invoice for this yet to be received. There was discussion at the meeting of scenting and a programme by which scenting is taught so clubs are able to run a basic scent test ( bucket search) – as a day thing held at your club with a completion certificate. Finances and fees were discussed – no change. There was some concern about Clubs not bringing people on to special beginners. WCOC got a mention in that regard as being the exception as this club, thanks to Nicky and Kelly had made great about efforts with new entrants in competitions.

**12. Interclub competitor uniforms.** Mock up of logo tabled together with information re polo shirt and jacket. Nicky advised there would be a one off cost for setting up the logo, and inclusive of that and based on indicative numbers the costs would be – women's polo \$48.94, mens polo \$49.97, and jacket \$64.58. Excluding freight.

A discussion followed as to whether the Club should meet some of the cost of these items for the handlers entering competition.

Pip suggested the Club might look at meeting the set up cost of the logo being paid for by the Club given its future use. That cost would be \$80 plus GST.

Motion tabled by Nicky that each person who has competed this year be subsidized by \$20 each to purchase the kit. No seconder received for this motion. Motion failed

Pip put her proposal as a motion, namely that the Club look at meeting the one of \$80 cost (plus GST) of setting up the logo. This was seconded by Chora. Carried.

There was also a discussion around whether the Club should offer teeshirts or whether the uniforms should be restricted to those competing as representing the Club. That issue was unresolved.

**14. Eco poo bags as merchandise.** Nicky had done some research on alternative eco friendly poo bags, however there seemed to be little margin for the Club in selling them. Discussion followed as to various quality options.

Pip suggested more research needed to be done on what might be the most eco friendly option and whether there is sufficient margin to warrant the Club selling them. A more general issue was raised as to whether the time and man power effort involved in a wide range of merchandising was warranted given the core business of the club was domestic training. The merchandising may be another area that the Secretary can be relieved of to assist with her current significant work load.

**15. Difficulties faced by Teresa in attending Committee Meetings.** In phoning the Secretary to apologise for her absence from tonight's meeting Teresa again advised of the difficulties she faced in attending meetings, given she lives in Upper Hutt. That she was thinking she would withdraw from the committee. Teresa's contribution to the Committee was noted and valued but it was her decision as to whether she wished to formally tender a resignation. This then led to a discussion as to whether the Committee needed to meet monthly and by perhaps having them two monthly it would make it easier for people to attend. Paul supported the idea of two monthly meetings and put that as motion. Chora seconded – Carried.

Action points reviewed and revised.

There being no further business the meeting closed at 9.00pm.

Confirmed as a true and correct record:

.....  
President

.....  
Secretary

Date:

**Next Committee Meeting – Tuesday 17<sup>th</sup> September 2019 at 7.30pm.**

**Action Point Summary**

What	Responsible	Due Date
Obtaining quote for perimeter fence	Margaret	17/ 9/ 2019
Research options for Lottery grant funding	Margaret	Deferred pending info re resurfacing
Draft procedures for Complaints	Sandy/Margaret	On going
Initial planning for CGC	Margaret/Kelly	On going
List executive Committee members Dogs NZ	Nicky	Dogs NZ to be updated
Sandy to be added to bank account as signatory/ Tom to be deleted	Margaret	17/9/2019
Reminder to be sent re next working bee (8/6/2019)	Nicky	Before 3/8/19
Guidance options for new owners of rehomed dogs	Sandy/Margaret	17/9/19
Ideas for review of constitution	All Committee Members	17/9/19
Making contact with firms able to provide	Margaret	17/9/2019

services required for new arena surfacing and getting indicative quotes etc		
Ribbon Trial and Xmas Party sponsorship of product by Possum	Margaret	17/9/2019