

Minutes of the Wellington Canine Obedience Club Committee Meeting Held at Clubrooms Alexander Road on Tuesday 18th June 2019

Meeting Commenced at 7.25pm

- 1. Present:** Sandy Baigent (President), Simon Casey (Vice President), Nicky Casey (Secretary), Pip Kirkham, Chora Carlton, Jacoba Holland, Margaret Harrop (Treasurer)
- 2. Apologies:** Kelly Burn, Kimmie Sowter, Teresa Reynolds

President suggested normal agenda sequence be deferred to allow time to discuss draft lease received from Wellington City Council.

Approval of previous months minutes (14th May 2019) and matters arising deferred to next meeting.

3. Discussion of Lease

Salient points reviewed:

- (a) The current draft has corrected by removing the restriction on time for puppy and grade 1 classes which was agreed to at the Club's request and supported by Council Officers at final submission hearing.
- (b) Land area marked on coloured map attached to lease does not appear to show entire "puppy/agility arena". This needs to be clarified with Council. Margaret to follow up (AP)
- (c) Notice of wish to exercise five year lease renewal needs to be made in writing 3 months before current lease period expires July 2024. Matter to be regularly noted so it does not get over looked.
- (d) President to be responsible for correlating information required under the lease to be supplied annually to Council. President to present that information to the Committee prior to AGM. Information then to be tabled at AGM prior to being sent to Council.
- (e) Obligation to maintain buildings discussed. Need for repair to garage - possible re roof -highlighted. Chora suggested quote be obtained from contractor she has used – Paul Milne. Obligation to advise Council of such work noted.
- (f) Obligation to maintain grounds highlighted as was the obligation to maintain interior and exterior of buildings and detailed and significant obligation to seek Council permission on all aspects of improvement etc.

- (g) Signage – specifically noted that if we want to have sponsored signage we would require Council permission.
- (h) Special condition re number of dogs on site at any one time (44) noted. Margaret confirmed this condition was suggested by Council as part of the “noise control” effort. It had been discussed with Council staff and raised in submissions. The number reflected the maximum 10 dogs per class plus instructors dogs working in the four arena. The council was made aware that during the period where one set of classes is coming and one going there was for a few minutes likely to be more than 44 dogs on site. The council did not seem to have an issue with this. Matter to be mentioned again by email (AP Margaret). Flexibility with class times, additional trainers and options of days gives opportunity for smaller numbers of dogs to be on site at any one time as part of future planning.
- (i) Obligation to keep noise down. District plan has restriction on noise. This was a consistent issue raised by objector/ neighbor and Club should continue to work on strategy that keeps noise to a minimum.
- (j) Health and Safety. Club now has health and safety procedures and register in place. This needs to be used. Important to highlight potential hazards to visitors and members. New fire extinguisher to be purchased for kitchen and smoke alarms (Simon AP). Hand sanitizer to be available (Margaret AP). First Aid kit to be clearly labeled (Nicky AP) with Paul and Simon in charge of keeping contents updated.
- (k) Although trees around boundary are now outside our leased area Committee felt it was important from a health and safety point of view to notifying Council annually of the continued risk they pose to people using arena. Although the area outside the arena per se is no longer part of the grounds which the Club leases, the Committee acknowledged that keeping it tidy (weeding the planted area, taking away obvious rubbish etc) enhanced the look of the Club.
- (l) Insurance obligations. Concern over adequacy of insurance in case of obligation to reinstate, or remove building. Sandy to obtain policy documents and enter discussion with insurer. (AP)

5. Addition of Bank Signatory: Sandy to be added to bank account to be completed as soon as possible.

6. President to be DogsNZ member: Sandy to register as member of Dogs NZ with cost of membership met by Club (as is the Club’s secretaries).

7. Attendance at Dogs NZ Domestic Training Conference – July: Chora, Jacoba and Kelly expressed interest in attending. Cost \$100 non DogsNZ

members to be met by Club. Attendees to register directly and seek reimbursement from Treasurer. Attendees to give presentation on Tuesday 23rd July at 7.30pm to inform other trainers of what was covered.

8. Financial Report : presented by Treasurer. Income tracking to be significant increase on last year. That accounts for payment be approved. Moved Margaret 2nd Sandy – carried.

9. Sensor activated outside lightening: Sandy has arranged for an electrician to give a quote to fit sensors to existing outside light.

10. Other maintenance issues: Paul/Chora/Simon to look at repair of hinge on agility ramp. Simon to look at affixing spring to pedestrian gate. Simon also to attend to weed spray. (AP)

11. Notes from Karen Sadler Training : Sandy had written up notes from Karen Sadler’s tricks seminar and asked that they form part of minutes and be available through the website accessible to trainers.

12. Working Bee: Although there had not been a large turn out, those that attended worked hard weeding half the bank garden, sweeping arena and around clubhouse. Paul fixed pedestrian gate which had become misaligned with its latch.

13. Arena Re-surfacing – Margaret awaiting response from Ash at Fulton Hogan

There being no further business the meeting closed at 9pm.

Confirmed as a true and correct record:

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President

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Secretary

Date:

Next Committee Meeting – Tuesday 9th July 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	8.6.19 (working bee)
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
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	11/6/2019
Keys to be allocated to permanent trainers	Nicky	11/6/2019
Lead Latches for retaining wall	Margaret/Nicky	11/6/2019
WCC draft lease to be circulated to Committee when available	Nicky	11/6/2019
Reminder to be sent re next working bee (8/6/2019)	Nicky	Before 8/6/19
Guidance options for new owners of rehomed dogs	Sandy/Margaret	11/6/19
Coordinating Tricks Training Seminar with Karen Sadler	Margaret	11/6/19
Ideas for review of constitution	All Committee Members	11/6/19
Engraving of 3 new cups	Nicky	11/6/19

Determine extent of sponsorship NDOA	Kelly	11/6/19
Confirm availability to attend NZ Dogs AGM to Nicky and attend to delegate registration	Nicky/Kelly	11/6/19
Making contact with firms able to provide services required for new arena surfacing and getting indicative quotes etc	Margaret	9/7/2019
Ribbon Trial and Xmas Party sponsorship of product by Possyum	Margaret	10/9/2019
Email Council re puppy arena incl in lease map and re understanding re max dogs at class change over	Margaret	9 /7/2019
Purchase of smoke alarm, fire extinguisher, hand sanitizer, and labeling first aid kit	Simon, Margaret and Nicky	9/7/2019
Weed spraying	Simon	9/7/2019
Fixing of agility ramp hinge, attaching spring to gate.	Paul/Simon/Chora	9/7/2019

