

Minutes of the Wellington Canine Obedience Club Committee Meeting Held at Clubrooms Alexander Road on Tuesday 14th May 2019

Meeting commenced at 7.30pm

1. **Present:** Sandy Baigent (President), Paul Glover, Nicky Casey (Secretary), Chora Charlton, Jacoba Holland and Margaret Harrop (Treasurer).
2. **Apologies:** Apologies were received from Simon Casey (Vice President), Pip Kirkham, Theresa Reynolds, Kelly Burn and Kimmie Sowter. That the apologies be accepted was moved by Nicky, seconded Jacoba. Carried.
3. **Life Membership:** Nicky Casey's appointment as a Life Member of the Club was formally announced at tonight's meeting to unanimous acclaim. Nicky's contribution to the Club as secretary, website manager, trainer, philanthropist – to name a few of her roles – sees her as a key player in turning the fortunes of this Club around. Celebration was had (including sausage rolls baked in the newly donated (by Nicky and Simon) and fully functioning oven!).
4. **Previous Minutes:** That the previous minutes of the 9th of April 2019 be accepted as a true and correct record was moved by Nicky, seconded, Sandy. Carried.

Matters Arising

5. **Lease Renewal.** Margaret reported email from Council representative, Kristine Ford, that there is a delay in the release of the draft lease because of technical issue with their template. Draft to be forwarded to Club Secretary in due course.
6. **Maintenance.** Next working bee is 8th June – at 10am. See last months meeting for list of things to be done – painting and weeding etc.
7. **Arena Surface:** Simon Margaret and Sandy met with David Halliman from WCC with regard to options for surfaces, the pros and cons of each and potential costs. Sandy advised the meeting of the outcomes of that meeting. Various firms were suggested from whom we could obtain indicative quotes, including Fulton Hogan re resurfacing in bitumen. With regard to the option of Astro turf David indicated that in the next financial year beginning 1 July, they will be replacing the astro turf at hockey stadium arena in Mt Albert and some of that turf may be available/suitable for reuse. That if possible the Council would like to see the turf reused. There would be some cost to the Club, for example the preparation of base, drainage, on going maintenance etc (removal of pine needles, spraying for weeds) but it was an option that should be investigated. Subject to cost the preferred option at this point was looking at one half of arena areas being astro turf and the other being bitumen. More information needs to be gathered about the preparation work involved, particularly around drainage work and overall costing etc. It would also be necessary to replace wooden fences dividing arena. David made it clear that there was no likelihood of Council support to fund this work other than the prospect of second hand astro turf. Margaret to contact firms suggested by David to get further information. (AP)
8. **Banking and Finance:** Margaret presented report for the period ending 13th May 2019 and spoke generally to it. Margaret moved that her report be accepted and the accounts listed to be paid, paid. Seconded Sandy, carried. Given the current account balance and the proximity of further income from next semester training fees, it was agreed that \$8000 be placed on term deposit for six months.

- 9. Health and Safety :** Mike was bitten by a puppy last week in his class but appears no health and safety report yet submitted. Sandy will ask Mike whether he wishes to do so.
- 10. Ribbon Trial:** The change of date for the Club's Ribbon day has now been confirmed as 23rd November. Kelly and Nicky in charge of preparation for this event. Margaret had been in contact with the managing director of the company that manufactures Possyum and he is willing to sponsor some prizes for this and Xmas party. Margaret will approach him again nearer the time for items by way of sponsorship. (AP)
- 11. Training.** Margaret reported that work continued on training schedules and any input from trainers into these documents was welcomed. This semesters grading to occur Sunday 26th May and trainers allocated to classes for grading. A preliminary list of classes for next term (9th June to 28th July) and allocating trainers discussed. Margaret to confirm with all trainers their grade and time preferences and then work with Nicky, when registrations confirmed, to finalise allocation of classes. Likely there will be two puppy classes, four grade 1 classes, one or two grade 2 classes, one grade 3 – 4 mixed class and senior (grade 5 plus) class. There will also be a domestic training on Wednesday nights at the same time as a competition class. Seasonal fluctuation in registrations may see classes being smaller in the lower grades. There was support for ideal class number being about 8 dogs.
- 12. Constitution Review:** Sandy reported that a schedule for the process had been prepared. Constitutions from other Clubs had been requested for comparison.
- 13. Cup Day:** Nicky reported new cups have arrived including one for the Competition class – perhaps to be called “The Rising Comp Star” – to be awarded on a discretionary basis by Kelly to her competition class. Nicky to obtain Kelly's feedback on that title. Nicky will get grade etc engraved on cups. (AP). It is the recipients responsibility to get cup engraved after presentation.
- 14. Christmas Party Day** No immediate action required at this point.
- 15. Register on Website** Nicky will show Committee members how to log in and use the restricted area on the website.

General Business

- 16. Trainers “no training fee” policy.** Sandy raised for discussion whether the current policy where by Club trainers pay no fee for training their dogs at the Club, in consideration for the work they put in as trainers, should be unlimited – especially in light of the Club likely to be offering additional classes like CGC later in the year. Sandy suggested it should be confined to one free class. Nicky believed there was an understanding that paying handlers had priority over free trainers should there be limited places in a class. The matter was left open for discussion to see if there was a problem in the future of multiple classes being taken by trainers.
- 17. Leash Hooks.** Paul donated five hooks to be trialed as leash hooks. Chora volunteered to install the hooks in the wooden retaining wall.
- 18. Karen Sadler Tricks Seminar (25th May 2019).** Margaret reported 8 people from Club had registered to attend. Titahi Bay trainers have now been invited to attend at a cost of \$50

(\$40 to go to Karen and \$10 to go towards cost of hiring side hall from Dogs NZ). Committee members asked to bring a plate for a shared morning/afternoon tea. Sandy to pick up key from Dogs NZ prior to seminar.

Action Points - Reviewed.

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 11th June 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	Committee	Completed re Club web site. Dogs NZ to be

website/Dogs NZ		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 Possum	Margaret	10/9/2010

