



Minutes of the Executive Council Meeting

Held on 22-23 July 2023

**Canterbury Kennel Association
701 McLean Island Road
McLean's Island, Christchurch 8051**

1. INTRODUCTION/MINUTES

EXECUTIVE COUNCIL (EC)

Brian Harris (BH) President
 Jill Brooker (JB)
 Catherine McManus (CM)
 Martin Hewitt (MH)
 Geoff Collins (GC)

Lynley Drummond (LD)
 Fiona Hodgson (FH)
 Chris Richardson (CR)
 Steve Tate (STT)

STAFF

Steven Thompson (ST) – Director Secretary

APOLOGIES

Stephen Meredith (SM)
 Karen McIntyre (KM)

Apologies Accepted

Moved: CM; Seconded: FH; – Carried

WELCOME

BH welcomed the E.C to the meeting at 9.05am.

ADOPTION OF AGENDA

Late Addition to Agenda: Suspension of kennel Name report

The E.C adopted the agenda.

Moved: MH; Seconded: FH; – Carried

CONFLICTS OF INTEREST

No Changes to be made.

RATIFICATION OF EMAIL VOTES**RE: Ratification of Email Votes**

The following email votes by Executive Council were held in the period 13 June – 11 July 2023:

Executive Council Email Vote:	Ratified by:
Promotion of Amerillis Farmer to Scent Work levels - Excellent Containers, Excellent Interior and Excellent Vehicle	10 votes
NDTA Rally-O Novice Team Eligibility	11 votes

Moved: JB ; Seconded: CM; - Carried

CONFIRMATION OF MINUTES

The E.C confirmed the 23 June 2023 meeting minutes as true and correct record.

Moved: JB; Seconded: LD ; – Carried

MATTERS ARISING FROM FEBRUARY 2023 MINUTES

GC noted some typos that need to be corrected.

MATTERS ARISING FROM JUNE TASK LIST

Executive Council discussed the outstanding disputes correspondence and expressed the wish to avoid getting in any point by point rebuttal and for the correspondence to state in simple terms the basis of any decision.

Terms of RAF committee need to be placed on the website.

2. FINANCE

TREASURERS REPORT: 31 MAY 2023 ACCOUNTS

Report provided by Clive Phillips. Treasurer

Financial Results Operational***May – Operating Surplus for month******May Actual Operating Revenue greater than Budget by \$35.5k.***

*All Operations recorded surpluses during May except AEC and JDS who had minor deficits of **(\$0.6k)** and **(\$0.1k)** respectively.*

*Dogs NZ head Office and Gazette were responsible for 62% of the total monthly surplus, despite membership **(\$0.2k)**, Kennel Name **(\$3.4k)** and Registry Activity **(\$16.7k)** being lower than budget for the month.*

May Actual Operating Expenditure Favourable compared to budget by \$13k

AEC \$14k, Dunedin \$1.1k, Gazette \$2.2k, JDT \$1k, JDS 40.2k and CGC \$0.4k were the favourable activities to budget.

*Dogs NZ head office **(\$1k)**, and Agility **(\$4.9k)** unfavourable to budget.*

Actual Year to Date Operating Revenue Favourable compared to budget by \$72.4k.

Actual Year to Date Operating Expenditure Favourable compared to budget by \$26.6k

It is too early to be making comments on how the current financial year will evolve BUT we have had a strong first two months.

We have witnessed a significant decrease Registry activity during both April and May plus membership and Kennel name revenue are down on budget and last year actuals. This maybe a reflection of the general economic conditions in NZ

Balance Sheet STRONG - Cash and Property rich

Total cash to end of May \$8.203m, up \$164.9k since end of last financial year (March 2023) and also above the 31 March 2022 balance by \$73.9k

Summary of Group Financial Results: – Operating Income minus Operating Expenditure

Monthly Operating Results:- Favourable compared to Budget and Last Year's Actual surplus.

<u>May Month:- Income less Expenditure</u>				
<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		
\$35,387	(\$13,150)	\$24,009		
<u>Year To Date :- Income less Expenditure before Depreciation</u>			<u>Full Year 2023-2024</u>	
<u>This Year</u>	<u>Budget</u>	<u>Last Year</u>	<u>Budget</u>	<u>Forecast</u>
\$96,495	(\$2,503)	\$83,579	(\$126,125)	(\$27,127)
<u>)Year to Date Operating Result adjusted by UNREALISED Midyear Market to Market Valuation of Investment Portfolio and Depreciation</u>				
<u>Year To Date :- Income less Expenditure, Unrealised midyear market to market Investment Gain/(Loss) and Depreciation</u>			<u>Full Year 2022-2023</u>	
<u>This Year</u>	<u>Budget</u>	<u>Last Year</u>	<u>Budget</u>	<u>Forecast</u>
\$86,738	(\$11,803)		(\$181,382)	(\$83,382)

Actual YTD Operating results:-

- Favourable compared to Budget By: \$98,998
- Favourable compared to Last Year Actual By: \$12,916

Registry Activity

The table clearly reflects Registry numbers and Revenue are significantly down on last year.

	<u>Analysis YTD MAY 2023</u>					
	<u>Number</u>			<u>Income</u>		
	<u>2023</u>	<u>2022</u>		<u>2023</u>	<u>2022</u>	
Litter Notification	250	334	-25%	9,878	12,836	-23%
Registrations	1,094	1,363	-20%	34,439	45,598	-24%
Transfers	786	1,045	-25%	17,477	21,942	-20%
Imports	62	50	24%	5,150	4,578	12%
Exports	47	41	15%	4,500	4,403	2%
Overall Total	<u>2,239</u>	<u>2,833</u>	-21%	<u>71,444</u>	<u>89,357</u>	-20%

Detailed Operating Analysis**Dogs NZ (NZKC):- FAVOURABLE compared to Budget YTD by \$91.4k**

Income \$47.1k FAVOURABLE to budget YTD.

The Investment fund has been one of the reasons for the favourable Income result and is due to action taken to sell down the equity holdings.

Expenses \$10.3k FAVOURABLE to budget YTD.

The favourable actual to budget expenditure figure consists of a number of timing differences in which budgeted expenditure has yet to be incurred.

CGC:- FAVOURABLE compared to Budget YTD by (\$2.5k)

Predominantly due to better than budget Assessment fee income and a modest underspend in expenditure. The later likely to be timing differences.

AEC:- FAVOURABLE compared to Budget YTD by \$15.3k

Dunedin:- :- IN LINE with budget YTD.

Gazette:- FAVOURABLE compared to Budget YTD by \$8.7k

Printing & Distribution expenditure below budget account for the favourable expenditure compared to budget.

Action taken to find lower printing and distribution solutions are and will help achieve a better financial outcome from the Gazette this current financial year

FCI FAVOURABLE compared to Budget YTD by \$4.5k.

The FCI show held in April recorded a small deficit of (\$0.8k). A better than budgeted outcome.

Agility:- FAVOURABLE compared to Budget YTD by \$10.5k

Income \$23.1k FAVOURABLE compared to budget YTD.

Agility held a successful and unbudgeted Benefit show which after expenses contributed \$4k.

Agility is holding its first Conference in August 2023. In the build up to the conference Agility have raised funds via a travel levy to offset the travel costs of attendees. This is both unbudgeted revenue and expenditure.

Expenses (\$12.6k) UNFAVOURABLE compared to budget YTD.

The unfavourable expense figure results from unbudgeted benefit show and conference travel expenses

The current surplus is likely to be a timing difference which disappears when the conference and NZDAC events happen.

YDT:- FAVOURABLE compared to Budget YTD by \$1k.

YDS:- FAVOURABLE compared to Budget YTD by \$0.5k.

Dog Training (all regions):-

Only report quarterly. Nothing to report

Non Operational Adjustment

The next Market to Market valuation of the Forsyth Barr Investments will be posted in the financial accounts as at 30 September 2023

Balance Sheet & Cash Flow

- Cash balances INCREASED \$164.9k since 31 March 2023.
- Debtors \$40k less than at the end of last financial year
- Prepayments \$50.8k (expenses paid in advance)- \$19.3k less than end of last financial year.
- Non-Current Assets reduced by \$9.8k from the balance at 31 March 2023.
- Accrued Staff Benefits \$58.5k represents the annual leave owing to staff. This has decreased \$3.2k since 31 March 2023.
- Receipts Received in Advance figure \$122.9k on the balance sheet comprises the total of Receipts in Advance \$40.6k and Deferred Income Sponsorship \$82.3k

The Director Secretary presented the draft accounts for 30 June which continued improvement to budget with a YTD Operating Surplus after depreciation of \$82k v budget **(\$39k)**. The impact of investment and registry income will be the key determinants in our year end position.

CM inquired about how the investment income was recorded in the monthly accounts and will take the issue up with the Treasurer.

Moved: CM; Seconded: MH; - Report Received

RISK, AUDIT, & FINANCE COMMITTEE JULY REPORT

Report by RAF Chair: John Green

1. Financial Performance

RAF have received the April & May accounts and note the positive start to the year.

We agree with the Treasurer's assessment that we should view this with some caution until it can be established as a trend or whether it is simply reflective of timing of receipts & payments, and we have yet to experience the impact of the tightening economy.

June accounts for the 1st quarter will start to give us some idea of whether any adjustments are required.

2. Notifiable and/or Material Transactions

The Committee has not identified any notifiable or material transactions to review.

3. RAF Committee Vacancy

Paul Robinson has indicated he would like to step down from the RAF Committee due to other commitments. Paul has agreed to stay on while we consider a replacement. Paul's contribution will be missed.

John Green will liaise with the President on nominations for this vacancy.

ACOD

Involvement with ACOD 23 provided some invaluable insights and feedback on how we deliver financial information to our constituent clubs and delegates.

Firstly, it was good to have an opportunity to present delegates with an overview of the Risk, Audit, and Finance Committee purpose and function, and to explain our involvement in various projects and decision-making processes. Feedback received was very positive.

Both the process of pulling together the Financial Report presentation and the Q&A that followed, highlights for John Green that we can and need to do better in making financial performance information more accessible i.e. more easily understood.

It is John Green's view that we need to discuss this now while the thinking is fresh rather than note it for next year when the end of year reporting process is under pressure to get the accounts finished, audit completed, and material drafted in time for publishing in the Yearbook.

Some takeouts that John Green has had subsequent discussions with Director/Secretary:

4. Annual External Audit Process

We believe that there would be value in RAF being involved once the first draft of annual accounts is completed and being part of the brief when these are passed to the external auditors, then again when the audit has been completed when there is an opportunity to discuss the preliminary or draft audit report.

Purpose being to be aware of any extraordinary items that may require special treatment, to enable better communication, and to inform the reporting of the annual accounts.

5. Presentation of Annual Reports

An assessment of the discussion on the financial section of the annual report suggests that much of the Q&A could be easily addressed by a more structured approach to reporting that places emphasis on open reporting of the financial management and performance of the organisation and separates this from the statutory reporting which, by its very nature, is difficult to understand for anyone other than an experienced financial practitioner.

The aim is to remove the confusion, distrust, and restore confidence.

My recommendation is to present the financial report in four distinct sections:

- i. A succinct commentary on the financial performance with emphasis on the key income drivers, trend graphs, and open reporting on problem areas & risk.
- ii. Reporting on non-operational activities i.e. investments.
- iii. The statutory reports as signed off by the auditors.
- iv. Budget summary with explanatory notes.

The workload in preparing this can be shared between management and RAF.

6. Investment Fund

The Investment Fund is likely to be an area of high scrutiny for the foreseeable future, even with an improved outlook, as it remains the key area for improving the overall financial position of the organisation. Accountability for decisions being made therefore needs to be carried equally by EC and Management with an appropriate decision-making mechanism.

John Green agrees with the suggestion of giving management more governance support with the establishment of an Investment & Treasury sub-committee or function.

PROJECTS

7. Review of Financial Policies

The writer has received responses from a number of Sub-Committee chairs in the timeframe requested. These will be considered as part of the review which is now underway.

8. Other Projects

- i. Review of Risk Register when this comes to hand.
- ii. Developing Dashboard reporting for visualising key numbers & ratios to track trends and effectiveness of strategy.

John Green has commenced work on this project.

CM spoke to the report and Executive Council discussed the fine presentation that John Green did at ACOD.

Report Received: CM; Seconded: JB; - Carried

AUDIT LETTER REPORT

Report to Executive Council by Director Secretary

RE: Audit Report Recommendation**Background:**

The Deloitte Audit Report to Executive Council for the year ended 31 March 2023 raised the issue of management control of bank accounts as an issue that needs to be addressed as part of their assessment of internal controls (P.3. of the Report).

Their observation is that the lack of Treasurer and Director Secretary delegated authority and minimal oversight of Agility and Dog Training (Obedience) accounts increases the risk to the organization of unauthorized activity occurring that may go undetected.

Recommendation:

That Executive Council require all New Zealand Kennel Club Inc bank accounts (including those operated by Agility and Dog Training Committees) to have one authorized signatures from NZKC management.

Moved: FH; Seconded: GC; - Approved
CR Abstained

CR discussed the need to have recorded in the April minutes the full details of the new Agility authorized signatures so that the Bank will action the change.

3. IMPORTANT ITEMS

BENEFIT SHOW APPLICATIONS ADVICES*Southland KA*

- *Waimakariri KA*
- *Marlborough KA*
- *Manawatu KA*
- *Wairarapa KA*
- *North Canterbury KA*
- *Canterbury KA*
- *Nelson District KA*

Moved: LD; Seconded: STT; - Approved

BENEFIT SHOW APPLICATIONS DOGS NZ VENUES*Ardmore Exhibition Centre**Forrester Park Exhibition Centre*

Dogs NZ Venues can go back to the right to hold 4 Benefit Shows per year.

Moved: JB; Seconded: FH; - Approved

BENEFIT SHOW CLUB APPLICATIONS

- *Central Hawkes Bay KA*
- *Gore & Districts KA (1 Shows)*
- *Nelson Ladies KA*
- *Otago KA (1 Show – 2nd Show is a Museum Open Show)*
- *Ruahine KA (2 Shows)*

Moved: STT; Seconded: LD; - Approved

Cambridge KA application will be approved once more information has been supplied on the show financials and Club balance sheet.

Executive Council noted that all benefit shows are approved subject to confirmation of show dates in the five year show calendar and the approval of second benefit shows do not set a precedent for any future years. Successful clubs will also need to present show P&L (and Club Balance Sheet) with any future Benefit Show application.

For future approval process, the National Office will approve all venue and application advices (subject to confirmation of any lease contracts) which will then be ratified by E.C. Only Application documentation need to come to E.C. for discussion and approval.

JB is to re-design the Application Forms and update protocols so that the required Club financial information is clearly signalled.

COMMITTEE AND SUBCOMMITTEE APPOINTMENTS

1. Ratification of Committee 2023/2024 Appointments

1.1 Ardmore Management Committee

Recommendation:

That Executive Council ratify the re-appointment of the Ardmore Chair, Treasurer and Committee as detailed in the attached committee list.

1.2 Forrester Park Management Committee

Recommendation:

That Executive Council ratify the re-appointment of the Forrester Park Chair, Treasurer and Committee as detailed in the attached committee list.

1.3 Museum Trust

Recommendation:

That Executive Council ratify the re-appointment of the Museum Trust Chair and Committee as detailed in the attached committee list.

1.4 Rally-O Subcommittee

Recommendation:

That Executive Council ratify the appointment of the Rally-O Subcommittee as detailed in the attached committee list.

1.5 Working Trials Subcommittee

Recommendation:

That Executive Council ratify the appointment of the Working Trials Subcommittee as detailed in the attached committee list.

1.6 Scent Work Committee

Recommendation:

That Executive Council ratify the appointment of Joanna Upton and confirm the existing Scent Work Chair & Committee as detailed in the attached committee list.

1.7 CGC Committee

Recommendation:

That Executive Council ratify the appointment of Deborah Gillian and confirm the existing CGC Chair and Committee as detailed in the attached committee list.

1.8 Young Dog Showing Committee

Recommendation:

That Executive Council ratify the Young Dog Showing Chair & Committee as detailed in the attached committee list.

1.9 Junior Dog Handling Committee

Recommendation:

That Executive Council ratify the Junior Dog Handling Committee as detailed in the attached committee list.

1.10 Canine Health & Welfare Committee

Recommendation:

That Executive Council ratify the appointment of Karen Grant, Tania Toa & Sarah Blackburn and confirm the CH&W Chair & committee as detailed in the attached committee list

Moved: JB; Seconded: LD; - Approved

Against; BH

1.11 JBO Subcommittee

Recommendation:

That Executive Council ratify the appointment of Pam Douglas and Karen McIntyre to the JBO subcommittee.

1.12 Breed Standards Committee

Recommendation:

That Executive Council ratify the appointment of Leanne McTear and Joanne Day and confirm the Breed Standards Chair and Committee as detailed in the attached committee list.

1.13 Lure Coursing Committee

Recommendation:

That Executive Council ratify the appointment of Lucy Chalcraft, John Vuleta, Chris Jordan & Suzanne Powell to the Lure Coursing Committee. Martin Hewitt is to be E.C. liaison

A Code of Conduct is to be included in all Committee Terms of Reference and distributed to Committee Chairs.

2. Ratification of 2023/2024 Sub Committee Appointments

2.1 Disputes

- Geoff Collins and Chris Richardson were removed from the list as this was an error (they are on E.C. Judicial Review committee).

2.2 Risk, Audit & Finance

Paul Robinson has retired from RAF and it is recommended that Sonia Nicholson, a qualified accountant from Auckland be appointed to the Committee.

Recommendation:

That Executive Council ratify the appointment of Sonia Nicholson to RAF Committee.

2.3 Capital Investment

Recommendation:

- Geoff will try to find a Dog Training representative to go on this committee.

2.4 Investment Fund / Treasury Committee

- It is recommended that a sub-committee be established to assist with the management of any investment funds and the ongoing treasury operations of the organization. Our Financial Policy's list the President, Senior Vice President, Chair of RAF, Director Secretary and Treasurer as key personal who have sign-off and oversight of our investment / treasury activities.

Recommendation:

That Executive Council ratify the appointment of the current President, Senior Vice President, Chair of RAF, Director Secretary and Treasurer as members of the Investment Fund / Treasury Sub-committee.

2.5 Lower North Island Working Group

- With the decision to enter into a 5 year venue hire contract with Manfeild it is recommended by the Chair of the Working Group that it be placed into recess. If there is a requirement to develop a project proposal for any future indoor venue option then a new working group can be appointed to undertake the work.

Recommendation:

That Executive Council ratify the decision to place the Lower North Island Working Group into recess and thank the members who served on the committee for their work.

2.6 Regulations

- We have received 4 applications from members to join the new Regulations Sub-committee, Joanne Day, Heather Hood, Janine King and Christine Wood (Application's attached).
- It is recommended that Fiona Hodgson be appointed Committee Chair.

Recommendation:

That Executive Council ratify the appointment of Fiona Hodgson as Chair, and Joanne Day, Heather Hood, Janine King and Christine Wood to the Regulations Subcommittee.

2.7 Health & Safety

Recommendation:

That Executive Council ratify the appointment of Karen McIntyre as Chair of the Health & Safety Committee.

Motion:

That the 2023-24 Committee and Sub Committees lists be approved

Moved: Chair; - Approved

MANFEILD TRUST MOU UPDATE REPORT

Report by Director Secretary

1. MOU Status

The draft MOU presented at the June council meeting is still with the Manfeild Trust lawyers and I am awaiting feedback from the Trust's CEO on the draft.

2. Standard Dog Show Model

Julie Sanson (Manfeild Events Manager) and I are working on a standard Dog Show Model so we can confirm what is included in the standard "event package" and what would be additional costs for hiring clubs.

This will allow us to develop a standard dog show set-up protocols for shows and provide accurate show budget information for clubs and an annual Manfeild subsidy budget for Dogs NZ.

3. Club Negotiations & Current Pencil Booking Holds

As discussions have continued with Clubs we have continued to fine tune the 2024 pencil bookings show calendar. I have asked Manfeild for pencil bookings avails for the following national shows:

- FCI: January
- NDS: Late August / Early September

While Dog Training Clubs have been quick to respond, we are still waiting from responses from the following All Breed Clubs;

- Wellington kennel Centre,
- Wellington Ladies Kennel Assn
- Hutt Valley Kennel Centre
- Kapi Mana Kennel Society

Horowhenua Kennel Assn will continue to use their own grounds for a summer outdoor show and Upper Hutt / Pencarrow kennel Clubs have already made arrangements for 2024 but will transition to Manfeild from 2025 onwards.

Without confirmation from the above breed clubs it is difficult to start planning special club show dates. The feedback from the Wellington All Breed club delegates at ACOD was that venue hire rates were an issue and they could not afford the recommended rate which is bench-marked against Ardmore hire rates for Championship shows.

4. Recommendation re: Hire Pricing Model

If we want to get buy-in from the All-Breed Clubs so we can host breed / specialty weekend shows at Manfeild we may have to consider revising our current subsidize hire rate.

Standardizing the daily hire rate at \$750 for All-Breed clubs (which we have proposed for Dog Training Clubs) would bring it in line with the former \$720 hire fee for Porirua Exhibition Centre.

If all Wellington Breed Clubs commit (total 10 show days) this will result in an estimated base hire subsidy of \$25,260. Management recommendation is that this is a small price to pay to have an effective indoor venue option for the lower North Island.

Executive Council discussed the recommendation and the importance of having Breed Club buy-in to the Manfeild option and proposed that the subsidised offer of \$750 per day be open for Breed Clubs that confirm 2024 shows by 31 August 2023.

Moved: Chair: - Approved

ACOD DEBRIEF REPORT

Report by Director Secretary (ST)

National Office Staff would like to provide the following feedback report on the hosting of ACOD 2023 at Takina / Te Papa Wellington Convention Centre.

1. ACOD 2023 Feedback

Room Setup (Te Papa)

- The Size of the room at Te Papa is marginal for delegate numbers and due to the close spacing of tables it was difficult to distribute the speakers mike.
- A preference for a room that can accommodate lecture style (table row) seating.
- Sufficient room was available for Photo backdrop setup, Display Stands & reception desk

Live Streaming / AV

- Feedback from those watching was it worked well.
- Large screen behind top table was good for delegates but did create access issues for E.C. members (watch your head!).

Catering

- No adverse comments on standard of catering
- Working afternoon tea went ok
- Need more water jug / glasses supply for tables

Meeting Timings

- Early arrival by delegates- could consider bringing forward start to 9.30am.
- When we have a heavy schedule of remits & discussion docs we need to be more conservative in how many presentations we can deliver in a day.
- In hindsight with the focus on the Manfeild presentation / discussion we did not have sufficient time for the PD presentation which forced a hurried delivery. This is not ideal way to treat a sponsor.
- Recommend tighter presentation of remits / discussion docs with less personal information.
- Timing of the Airport Taxis should be with-in 30 minutes of the conclusion of ACOD.

Meeting Presentations

- We should continue to reach out to those key influencers who are interested in the details of financial reports to avoid confusion in the discussion of the Presidents report and approval of the audited accounts.
- Having the Chair of Capex / RAF present the financial reports (developed with input from management) worked well should again feature for 2024 ACOD.

Social Opportunities:

- If a decision is made to stay with the Takina / Te Papa venue it has been recommended that a function be organized at a suitable venue for all delegates / E.C. who have arrived on the Friday and can involve our partners Purina / PD insurance.

Travel & Accommodation Bookings / Levy Payments

- The bringing forward of the flight and accommodation bookings to February / March worked well and we will continue with the existing key date schedule for 2024.
- There needs to be tighter coordination between Membership Manager and Accounts to ensure that all Club / delegate levies are paid prior to ACOD.

Key Dates: 2023 -2024

- 16 September: Confirmation of ACOD venue
- 6 Nov: Recommended Travel Equalization Levy
- 25 Nov: Executive Council approval of Travel Equalization levy
- 1 Dec: Notice of Travel Equalization levy to clubs and published in Dog-iE news / NZ Dog World
- 22-26 Jan: Delegate notice to Clubs & published in Dog-iE news & NZ Dog World
- 4 March: Deadline for Clubs to nominate delegates
- 1-5 April: Mail out of Travel Equalization / ACOD Levy Invoice to clubs
- 27 May: Final deadline for Club/Delegate payments of Travel Equalization / ACOD Levy.

2. Venue Options 2024

The National Office will conduct a Monkey Survey poll of ACOD delegates to see if they wish to remain with Takina / Te Papa Wellington Convention Centre or return to The Brentwood Hotel. The outcome of the poll will allow the National Office to either confirm the current pencil booking with the Brentwood or negotiate with Takina and look at the option of using one of the bigger rooms in the new Conference facility. If we return to Brentwood we will have to deal with their requirement that we book a minimum of 50 rooms.

A final recommendation on the ACOD 2024 venue will be made to the September Council. Meeting.

Executive council discussed the report and expressed a desire for a larger room with lecturer style tables if the decision is to stay with the Takina / Te Papa venue. The crowded agenda was discussed and in hindsight we had one too many presentations. In future if we have a large number of remits / discussion papers it may be best to move partner/ sponsor presentation to a Friday night function.

When designing the members survey monkey poll it is important to start that the Takina / Te Papa & Brentwood options are cost neutral.

Moved: JB; Seconded: STT- RECIEVED

4. REGULATIONS

REGISTRATION REGULATIONS FOR REMOVAL OF PART III

Presented by Director Secretary

Motion:

Subject to the noted amendments the proposed changes to Registry Regulations to remove Part III and rename Part II as the Sports Dog Registry are approved.

Moved: FH ; Seconded: CR; - Carried

Executive Council discussed the issue of colours allowed to be registered and an audit is to be conducted to ensure that we have the correct colours match to the recognised breeds. National office to send colours list to MH & Breeds Standards Committee to start the audit.

The existing Part III endorsement “not to bred from, “not to be shown,” not to be export” is to be rebranded as a “Pet Only” endorsement available for dogs on Part I of Registry.

SHOW REGULATION 7.5

Report by Director Secretary

RE: ACOD Recommendation 2023: Show Regulations**Recommendation:**

Show Regulation: 7 Definitions of Stakes Classes permitted at All Breed, Group, Multi-Breed and Specialist Club-Championship and Open Shows

Amend Show Regulation 7.5 (in red)

7.5 Neutered Dogs and Spayed Bitches at Championship Shows. A Neutered Dog or Spayed bitch can be exhibited

- In any stake class for which they are eligible at any Championship Show.
- Breed classes at any Specialist Breed, Multibreed or Group club championship show

Rationale:

Recommended change as endorsed by ACOD 2023. This clause shall not permit the exhibition of Neutered Dogs or Spayed Bitches in any Breed Class at any other Championship Show.

Moved: FH ; Seconded: JB - APPROVED

SHOW REGULATION 22.13

Report by Director Secretary

RE: ACOD Recommendation 2023 Show regulations

Recommendation:

Show Regulation 22.13

Amendment to 22.13.2 (in Red)

22.13: **Specialist Grand Champion** - A dog having won 50 New Zealand Kennel Club Challenge Certificates plus three 'Best in Show' awards given under three different judges at eligible 'Specialist Breed Championship Shows may upon application to the Director/Secretary of the New Zealand Kennel Club be entitled, subject to the approval of the Executive Council, to the prefix of Specialist Grand Champion (Spl.Gr. Ch.), provided however that at least 'one' Challenge Certificate was gained after 1 January 2014 and provided also that the original Challenge Certificates supporting the application are forwarded to the Director/Secretary of the New Zealand Kennel Club

22.13.1 The minimum number of exhibits judged to be eligible for the Best In Show win to count towards the Specialty Grand Champion tile is 20 dogs.

22.13.2 *Only Speciality Shows for breeds which are described by one standard, including those which have variations for coat, size, and weight, are eligible.*

Rationale:

Recommendation change as endorsed by ACOD 2023.

Moved: CR; Seconded: FH - APPROVED

DISPUTES REGULATION 1(A)

Report by Director Secretary

Recommended Change to Discipline and Settlement of Disputes Regulation

Rationale:

As a consequence of the change to RULE 34 the Discipline and Settlement of Disputes Regulations will need a tidy-up.

Proposed Changes (in RED):

Remove existing Regulation 1(a) 1 (c) and 1(d) and replace with:

1. JUDICIAL FUNCTIONS OF THE NEW ZEALAND KENNEL CLUB

New Zealand Kennel Club Rule 34 refers.

(a) In accordance with New Zealand Kennel Club Rule 22 (e) the Executive Council shall:

- (i) establish and delegate their originating judicial functions to such Disputes Committees, Complaints Officers or investigators as they deem necessary upon such terms as they think fit with such powers as are warranted to deal with complaints received.
 - (ii) establish a Judicial Review Subcommittee of the Executive Council which shall consist of not less than three members of the Executive Council to exercise its appellate functions as allowed for in these Regulations provided however that in the event of there not being three members eligible to hear any appeal or review or if other special circumstances dictate then the Executive Council can appoint such person or persons not being members of the Executive Council to hear any appeal or review.
- (b) The Executive Council of the New Zealand Kennel Club may act in a judicial capacity having both originating and appellate jurisdiction.
- (c) Nothing in these Regulations shall prevent any member society acting in a judicial capacity as provided for under its own Rules.

Moved: CM; Seconded: STT- Carried

5 COMPLAINTS / DISPUTES

DISPUTES UPDATE REPORT

Report by Steven Thompson Director Secretary (ST)

We have three official complaints being reviewed by Geoff Whitfield (Chair of Disputes Committee) or the Judicial Review Committee.

Moved: FH; Seconded: LD;- RECEIVED

SUSPENSION OF KENNEL NAMES REPORT

Report by Steven Thompson Director Secretary

1. Recommendation for Kennel Name Suspension

Under Registry Regulation 6.5, nine kennel name were recommended to be suspended for failure to abide by Registry Regulation 9.1.1 after receiving the final 28 day late warning.

Moved:LD ; Seconded:CM ;- Carried

6	OFFICE REPORTS
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DIRECTOR SECRETARY JUNE 2023 REPORT

Report presented by Steven Thompson Director Secretary (ST)

1. Key Strategic Plan Activities – FY 2023-24

The Dogs NZ Strategic Plan focuses on 5 key strategic priorities which have been incorporated into our annual business plans and this report will focus on what initiatives we have underway to achieve our 10 year goals.

The key focus of the National Office is on the following current projects

Strategic Priorities: Membership Value/ Support & Empower Clubs*Manfeild Trust MOU and 5 Year Show Calendar*

I am waiting for Manfeild Trust to come back with their updates for the proposed MOU which is with their legal team.

Progress on confirming Breed Club bookings is slow and it is clear from the reaction to the ACOD presentation that Lower North Island Clubs are reluctant to commit to a venue hire deal at the level of Northern clubs are used to paying.

We may have to rethink the level of subsidy required to make the Manfeild option work for clubs in the Lower North Island.

Partnership Programmes

We have completed the testing of the online system for the launch of the co-branded Insurance product which is now scheduled for launch during week 16-21 July. Launch of the new Dog iE News will happen when staff are comfortable with the build tools.

With the shift of the Membership system to the new platform we will focus on completing the automation projects for new membership / kennel names and member renewals.

Membership Fee Structure Scenarios

This work on what a membership fee structure would look like if we had a standard membership with no magazine option will be presented to the September Council meeting. .

Strategic Priority: Registry Development*IT scope of Work Update*

The Membership system has been shifted to the new web based platform and the Registry system is scheduled to be moved to the web based platform by the end of July. With these moves completed we will finally “un-plug” the old system.

Current focus has been ensuring that we have sufficient IT support for the launch of the online National shows.

Show Programme Decision

With the decision to move to an Australian platform we will present a partner recommendation paper to the September Council meeting.

Strategic Priority: Promoting Canine Health

Canine Health & Welfare & Registry Projects

Our Canine Health & Welfare Officer, Rhea Hurley has been participating in the following stakeholder activities:

- MPI Code of Welfare Workshops
- Australian Exaggerated Features Workshop meetings
- ICEC National Report
- NZVA Conference

As part of our involvement in the Code of Welfare workshops, Dogs NZ Clubs have the opportunity to provide science based feedback to the Code prior to the public consultation phase.

Strategic Priority: Expanding Dog Training

Planning has started on the “Train the Trainers” program which will use the skills of Karen Sadler as a key facilitator.

ST updated Executive Council on an upcoming staff retirement and E.C. recommended that the staff member be honoured with a feature article in NZ Dog World.

JB asked for the CH&W Officer to provide a report on the work that she is doing with stakeholders for the September meeting.

Report Received: LD; Seconded: STT:- Carried

MEMBERSHIP & CLUBS REPORT

Report by Colleen Begg (Membership Manager)

Dominion Dobermann Club and South Island Dobermann Club – Change of Names

Following Special General Meetings held in June 2023 for both clubs, the names of both clubs have been changed. The clubs are now to be known respectively as Northern Dobermann Club and Southern Dobermann Club.

New constitutions for both clubs have been provided along with details of the new committees.

Recommend that Executive Council confirm the change of names from Dominion Dobermann Club to Northern Dobermann Club and South Island Dobermann Club to Southern Dobermann Club

Moved: STT; Seconded: CR: - APPROVED

Asian Breeds Club

The Asian breeds club wishes to apply for an Open show exemption for the 2023 and 2024 show years.

They say "Our reasons are that the last one had to be postponed 3 times due to COVID and availability and clashing of judges and we ended up with just over 30 entries which was totally uneconomical.

The second reason also applies to judges as our breeds cover 3 groups which also makes it very difficult to get judges able to judge all our dogs. This also applies to our Champ shows.

We are a small club and struggle to find qualified judges for our 3 groups and the costs of bringing judges from overseas are prohibitive."

Recommend that Asian Breeds Club be granted an exemption NOT to hold an open show in 2023 or 2024

E.C noted that with their decision at the June meeting to have only the requirement for All Breeds Clubs to hold one Open Show per year this has already been approved.

North Island Bernese Mountain Dog Club

Advice has been received from the club that the North Island Bernese Mountain Dog Club has gone into recess.

This club is a recognised specialist club.

Dogs NZ has been advised that the club does not have any trophies or any other assets. Further that they have no funds held in any bank accounts. The club has only been holding informal meetings. The club secretary had emailed all previous members with only one response.

Recommend that Executive Council confirm the removal of The North Island Bernese Mountain Dog Club from the list of clubs recognised by Dogs New Zealand

Moved: STT; Seconded: CM: - APPROVED

Accounts

Still outstanding are the following accounts for membership - all have been emailed a third reminder
 South Canterbury Kennel Association – has had 3 reminders as well as a phone call before ACOD regarding the outstanding account. The club did not attend ACOD

Canterbury Junior Kennel Society	Ellesmere A & P Society
Kaipara Dog Training Club	Museum Trust Association
Norwest Dog Training Club	Taupo Dog Training Club
German Shepherd Dog Assn of Hawkes Bay	The Poodle Club
The Spitz Breeds Club	The Weimaraner Club
Waikato & District Spaniel Club	East Coast Hound Association
Horowhenua & Kapiti Toy Dog Club	Taranaki Gundog Club
Chow Chow Club	South Island Boxer Club
South Island Labrador Retriever Club	The Borzoi Club
Wellington Pug Dog Club	
South Island Shetland Sheepdog Club	

The Poodle Club and Poverty Bay Kennel Society have advised that they are having trouble with their banks with getting signatories updated.

Note – The Pomeranian Club has now paid both last as well as this year's accounts

Executive Council noted that unpaid Clubs should be reminded that they are not entitled to hold shows until the outstanding account has been paid.

Report Received

7	EXECUTIVE COUNCIL SUB-COMMITTEE & COMMITTEE REPORTS
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BREED STANDARDS REPORT

Report from Martin Hewitt, Chair: Breed Standards Committee

1. Swedish Vallhund

A member has requested that we consider amending the Breed Standard of the Swedish Vallhund. Some historic amendments to the existing Standard are being questioned and the Wording is not clear in places.

They have requested that we adopt the current FCI Standard for the breed. The FCI Standard has been developed in Sweden which is both the County of Origin and County of Development for the Breed.

Recommendation 1

That the Standard of the Swedish Vallhund be replaced with FCI-Standard N° 14

Recommendation 2

That Disqualifying Faults be amended to Very Serious Faults

Recommendation 3

That prior to confirmation of the changes the proposal be advertised in the Dog World seeking comments from other interested parties.

Recommendation 4

That the NZDJA be requested to prepare an Open Book examination for all Judges currently on the Working Dog Group panel.

Moved: MH; Seconded; FH; -CARRIED

DOG TRAINING COMMITTEE JULY REPORT

Report presented by Geoff Collins (GC)

1. Dog Training Committee Meetings

A Dog Training Committee meeting was held

2. Appointment of Dog Training Committee Deputy

Rosemary Cleator was appointed as deputy chair of subcommittee.

Ily-O

3. Judge Appointments and Promotions

The following person has been approved for appointment to the judging panels:

- Promotion of Nicky Oade to the Working Trials UD panel

Nicky has met the requirements and been approved by DTC.

4. August Discussion Round

There are several proposed changes in the August discussion round as follows:

General

- Addition to responsibilities of the Working Trials Subcommittee

- Addition to responsibilities of the Rally-O Subcommittee
- Change to expand the ability for non-dog training clubs to run Rally-O shows

Working Trials

- Working Trials Tracking Trials L1, 2 and 3 Panels – Appointment and Promotion
- Appointment to the Utility Dog Panel – additional criterion
- Mock Trials Regulation for judging probationaries

Rally-O

- Reducing the qualifying score for Rally-Excellent A from 100 to 95
- Clarification of penalties for touching course equipment

These will go out in October for voting.

5. National Dog Training Assembly (Levin, Labour weekend)

Planning is well underway. The schedule will be in the August Dog World and the online show set-up is ready to go live.

We would like to invite Executive Council members to attend.

6. National Dog Show 2023

The invitation and application process has been completed for selection of the 15 dogs to enter the National Dog Show in the following events:

- Novice Obedience
- Test B Obedience
- Test C Obedience
- Rally-O Advanced
- Rally-O Excellent

A draft schedule has been created to go in the August Dog World (see attached) and we are now waiting for the final proofs to be returned for checking. The office has set up the show entry system for the NDS Dog Training events and this will go live shortly.

7. Dog Trainers Ass of NZ Application

GC briefed Executive Council on the reasons behind the Dog Trainers Ass of NZ application for recognition. The Assn wishes to become the training and education support arm of Dogs NZ to assist in the development of our club dog trainers.

Subject to the adoption of a name without the words “New Zealand” Council agreed to recognise the association.

Moved: GC; Seconded: FH; – CARRIED

GC briefed Executive Council on the work with the Rally-O committee, Dog Training planning for NDS and NDTA Nationals

Moved: GC; Seconded: FH; - Report Received

CAININE GOOD CITIZEN COMMITTEE REPORT – JULY 2023

Report from Arend van de Bos: Dogs NZ CGC Chairperson

Dogs NZ CGC Committee meeting

Since the last EC report, Dogs NZ CGC Committee meetings via Zoom were held on Sunday May 28th and Sunday June 25th.

Next two meetings' Dogs NZ CGC Committee meetings are scheduled for Sunday July 30th and August 27th, 2023.

CGC Manual

Following endorsement of the redrafted Bronze "Café Exercise", which incorporated the feedback given by the Dogs NZ EC April meeting, a request has been made of the Dogs New Zealand Director/Secretary to have a copy of the Café Exercise posted to all CGC Assessors and registered CGC Societies to be added to the recently revised CGC Manual.

A request was made to also alter the CGC Bronze Assessment Sheet to incorporate the new CGC Exercise.

As advised by the Dogs New Zealand EC, the Bronze "Café Exercise" will come into effect from 1st July 2023.

Introduction of the CGC Silver and Gold "Café Exercises" are expected to be implemented on 1st July 2024, following a review of how the Bronze "Café Exercise" has been accepted and conducted.

CGC Assessment Notifications

In my last report, a request was made of the EC to advise on what (if any) actions may be taken with registered CGC societies that have persistently failed to advise Dogs New Zealand of their intent to host a CGC Assessment(s) date. This request is resubmitted by way of this report.

ECAP: EC feedback on any action to be taken regarding a society's failure to comply with a CGC Manual requirement. That is, notification of an impending CGC Assessment.

CGC Webpage Reconstruction

Future work includes:

- Acknowledgement of CGC Basic Qualifiers.
- An updating of the FAQ's

Online Examinations

Development of an online examination programme to enable CGC candidates to do their assessment examination online is ongoing. It has been reported to the committee that assistance in this matter has been requested of the Dogs New Zealand Director/Secretary. The issue therefore is ongoing.

Urban Program

An Urban Program, to be run concurrent with the Dogs NZ CGC program is continuing to be investigated.

Applications and Appointments

Two applications, (Jo-Anne Heatley and Jen Hebden) to be a registered CGB Assessor was received and approved.

BH briefed Executive Council on the current schedule for the introduction of the Sliver / Gold café exercises which will feature consultation with assessors, training to start 1 January 2024 before the exercises are ratified for start in 1 July 2024.

Moved: CR ; Seconded: GC; - Report Received

SCENT WORK COMMITTEE REPORT July 2023

Report from Arend van de Bos, Chair Scent Work Committee

1. Dogs NZ Scent Work Committee

At the time of writing this Dogs New Zealand Scent Work report, there has been one Scent Work Committee meeting, conducted through “Zoom,” on June 11th.

The next two scheduled meetings are July 2nd, 2023, and August 6th.

2. Scent Work Committee Administration

In accord with the Dogs New Zealand policy to annually call for nominations for positions on their committees, invitations for expressions of interest to be part of the Dogs New Zealand Scent Work Committee has been published weekly in the DOG-le News since 18th May 2023.

Fiona Hodgson presented a proposal to move the Dogs New Zealand Scent Work Committee towards a more autonomous election process. Following extensive discussion of this proposal, it was decreed that such a proposal was at least twelve months premature given that a full realization of the original intent of the Dogs New Zealand Scent Work would not be in place before June 2024. It was therefore agreed to suspend further discussion on this proposal for a period of twelve months.

3. Dogs NZ Scent Work Regulations

At the June Dogs New Zealand Scent Work Committee meeting, proposals to remove food distractions; clarity of “Alert” indications; number of Target Odours permitted in various Classes; positioning of the Start Line; and greater clarity of what is required for Title Qualifications, were all tabled and discussed. Those proposals that were agreed upon by simple majority will be presented to the Dogs New Zealand EC’s November meeting.

4. Dogs NZ Scent Work Trials.

After the last Scent Work report being submitted to the Dogs NZ EC, applications to host a Qualifying Dogs NZ Scent Work Trial have been received from:

- Tokoroa Dog Training Club (14-15 October 2023).
- Southland Dog Training Club (11-12 November 2023).

All were approved.

5. Dogs NZ Scent Work Members.

Currently, the Dogs NZ Scent Work Register indicates a roll of 559 of which 80% are current Dogs NZ Members.

BH briefed executive Council on the planned elections which will see half the committee standing for election each year, starting in 2024. The committee minutes need to be placed on the website and the contact details for the committee updated.

- Report Received:

NDS COMMITTEE REPORT (VERBAL)

JB presented a verbal update of current progress on NDS planning which included:

- Sponsor update – PD meeting on 27 July
- Lisa Yardley to provide updated sponsor spreadsheet to JB
- Sue Connor to provide JB with access to view entries in Show Program.
- Preferred Photographer arrangements
- Steward list confirmed – dress uniform is black & white
- Pre-Judging for Best in Show arrangements
- Food Truck village arrangements
- Water Tank / power upgrades at Ardmore completed.

Moved: JB; Seconded: STT; - Report Received

FCI SHOW REPORT (VERBAL)

Executive Council discussed the desire to hold a North Island FCI/A20 show at Manfeild on weekend of 14/15 January 2024. Colleen Begg to check any potential show clashes and costings for International judges travel is being sought.

AGILITY COMMITTEE REPORT (VERBAL)

CR delivered a verbal report which included an update on the planning for the Agility Conference, show levies for NZDAC and the ongoing issue of opening new bank accounts.

8 CORRESPONDANCE

NZDJA LETTER RE: JUDGES EXAMS

NZDJA LETTER RE: OPEN SHOW CRITERIA

THE KENNEL CLUB THANK YOU LETTER

9 GENERAL BUSINESS/CHAIRPERSON SUM UP/EVALUATION OF MEETING/NEXT AGENDA ITEMS

GENERAL BUSINESS

- IT committee to look at shared folder options for Dogs NZ Committees documents.
- LRL protocols (Registry Reg 24.1) approved in April to be placed in NZ Dog World.
- Executive Council expressed a vote of appreciation to Fiona Hodgson and her Cyclone Grant team for their work in distributing funds to members affected by the Cyclone.
- FH placed apologies for September Council meeting.
- King's Birthday Weekend shows – Discussion about the application to move some All-breeds show to Kings Birthday weekend in the South Island was held.

EC declined the application to move for 2024 and Emails to all parties were developed.

Moved MH; Seconded FH; – carried

- EC minutes – STT - EC need to make more effort to comment/approve the minutes in a more timely manner as some comments are weeks after the draft production which is not good enough. The

director-secretary does a great job and they are produced very quickly after each meeting so we need to do our part.

- Covid temporary reg – STT raised Show Reg 2.1.2.5.3 remains and needs to be updated/removed – referred to the new Regulations sub-committee.
- Discussion around how to counter incorrect information on Facebook (not opinion). Deferred to communications discussion.
- NDS2024 – to be held at Manfield – date to be confirmed
Moved STT; Seconded MH; – approved.
- Letter from NZDJA re judges exams – Reply formulated.
Moved STT; Seconded JB; carried
- Early entry close for shows/events – GC raised the situation where a show was closing entries before the advertised close date. It was noted that entries up until the published date should be accepted but no further action was required as it resulted from an error in the published schedule.
- MPI Code of Welfare Document – Discussion on the format of the reply, methods of collecting input etc.
Meetings are being organised by individuals around the country to discuss and encouragement will be for clubs to input on the document. CH&W reps will attend as they are able.
\$500 max. authorised spend for LD to purchase relevant papers to assist with the science-based reply. Money to be allocated from registry fine income.
Moved STT; Second JB; carried.

EXECUTIVE COUNCIL MEETING DATES 2023

Next Meeting

- 16-17 September (Auckland)

2023 Dates:

- 25-26 November (Wellington)

BH closed the meeting at 10:35am on 23 July 2023.