

OCTC Committee Meeting 16 December 2021

Minutes

Present:

Committee Members: Ailsa Hawkins, Elaine Limburg, Jean McKinnon, MaryRose Scoular, Dianne Sprott, Lynn van Beers, Angela Huntley, Teo Georgescu, Melissa Paterson, Sharyn Baxter

Coordinators: Grace Fleury *Non-Committee:* Diana O’Kane, Anne McLachlan

Apologies: none

Meeting opened: 7:01pm

- **Minutes of Last Meeting (18th November)**

Accepted as a true and correct record (Dianne/MaryRose)

Matters Arising:

- **Agility Equipment Standardisation**

A tax exemption statement from IRD has been organised and will be provided to Lyn Hayde for Lion Foundation grant applications.

- **Ribbon Grant**

The grant was received on the 15th November, so ribbons need to have been paid for and paperwork provided to Bendigo Valley Foundation by 15th February. If Quality Presentations is unable to provide them all by that date, we will pay for them in advance. As fewer Obedience ribbons will be needed, this could be changed to a different code, but we can’t change the number or type of ribbons we order.

Diana will order an Obedience Champion ribbon for Kristine Luyten and ribbons for the Scentwork trial as a separate order.

- **Registered Obedience Society Status**

Richard van den Bos has responded: "Have checked and can confirm that as you are running regular classes and running at least 2 champ shows (Rally included) you are fine to continue your status. If the club chooses to just continue to run Rally O champ shows that's unfortunate with the cost that the club incurs per show but completely understand." So it seems that we don't need to run Obedience classes or shows to retain our ROS status or run Rally-O shows.

- **Equipment Auction**

We made \$160 on the equipment auction. Some stuff wasn't sold and still needs to be disposed of. Photos will be taken and publicised in the hope that someone will buy what is left.

- **Power to Garage**

No further progress on this issue. Diana will email Nigel Trainor to let him know that we are not going ahead with an electrical inspection nor will we be paying the suggested monthly power charge at this stage.

- **Alternate Venues**

Anne McLachlan will follow up on West Harbour Pony Club. RDA were to contact Elaine but have not so far – will follow up next month. No progress on Ellis Park. Elaine will talk to John about the Waldronville Gun Club.

- **Covid Vaccination Passes**

DNZ has mandated vaccine passes for all DNZ shows, so we don't need to make that decision for any show except the OCTC Rally-O shows (July and November). The choice of whether to mandate vaccine passes for club activities such as classes, meetings, informal events, get-togethers etc has been left up to individual clubs.

The decision was made to finish the last few classes for the year without requiring vaccine passes, as that did not require us to make any changes to the way we were already operating and meant everyone could finish the course they had paid for.

FPMC have issued a statement that vaccine passes are needed to enter the hall, however it was unclear as to whether this referred only to DNZ shows or to everyone, including those hiring the hall for other purposes. Angela will follow this up.

There was discussion around the practicalities of operating with and without a requirement for vaccine passes under current requirements, and the potential impact any decision would have on both unvaccinated and vaccinated members. For the club to run events, operate at full capacity, and reduce the risk of uncertainty around classes and shows, the most practical choice is to require vaccine passes for all activities. As Dunedin, and the Southern DHB region in general, has a very high percentage of fully vaccinated residents, it is hoped that such a decision will not have an impact on the majority of members, but steps may need to be taken if it does present a problem.

Dianne moved that, until further notice, for any OCTC session, event, meeting, seminar or other gathering, every person attending or on the premises must have an OCTC-verified vaccine pass. Seconded by Ailsa and passed unanimously.

It was noted that there was nothing we could do about members of the public on the dog park, as we can not exclude them and a pass is not required to enter the dog park, A discussion with the DCC may be required as to how we might create suitable distance between our activities and members of the public.

A vaccine pass is valid for six months (or until June 2022, whichever comes first), so if we record people's passes as verified and the date they expire, we can keep a record of who has been verified and not have to re-do it every class or show. There will be a need for someone to be present to check passes as people enter. Under the Privacy Act, we can hold that information only for the purposes of managing our covid-19 response.

Diana will email members to advise them of this policy, and ask anyone for whom this will present a problem to get in touch.

Ongoing (no progress to report but not forgotten)

- Electronic Storage of Club Records
- Instructor Resources on Website (Manuals, Course Notes etc)
- Children at Training Policy - Elaine to progress
- Champions List – been sent to MaryRose.
- Quiz Night and Have-a-Go event

Coordinator Reports:

- **Agility (MaryRose Scoular) (MaryRose/Melissa)**

MaryRose has what she needs for the handover from Leigh. Two Foundation courses may need to be run to meet demand when classes restart. A train-the-trainers night was held and was attended by seven or eight people.

- **Canine Companion (Lynn van Beers) (Lynn/Jean)**

February enrolments are already coming in. Classes restart on 9th February 2022

- **Obedience (Grace Fleury) (Grace/MaryRose)**

As you are aware OCTC currently runs one obedience foundation class on Wednesday nights, thanks to Diana and Ailsa who kindly took this on. It sounds like the class is going well, with seven people in the last block finishing 15th December. This class is expected to start back 19th January.

I am in the process of organising a meeting for any members interested, to discuss the direction of Obedience in the coming year. The meeting will hopefully be held mid-January (depending on people's availability). The September show next year will also be brought up at this meeting, to discuss the preparation.

- **Rally-O (Ailsa Hawkins) (Ailsa/Jean)**

Having only been in this role for 5 mins I have very little to report. The training year finished two weeks ago, and the extra night Elaine kindly planned was canceled as few were able to attend.

I have had one enquiry about Rally through Helena's course and I believe that there has been interest from someone who has completed CC2. *Six new people coming from CC2*

The next course starts on the 17th of January. I will be looking for course instructors and buddies over the next few weeks. There is an end-of-year get-together on Monday for Rally people.

Ailsa has purchased two file boxes for storing Rally-O signs.

- **Flygility (Elaine Limburg)**

Nothing to report

- **Treibball (Helena Akesson)**

No report

- **Show Coordinators**

Show Secretary roles specifically involve the processing of entries and the creation of paperwork for shows, but do not involve show organisation, and Coordinators are only responsible for classes and training, not shows. The idea of having Show Coordinators was raised to oversee the planning and organisation of shows as a whole, particularly for Rally-O and Agility. Coordinators will see if there is anyone within their codes who might take on a Show Coordinator role.

Secretary Report (Diana O'Kane) (Jean/MaryRose)

- **Membership**

- Membership is currently 90 for 2021. A handful of people have renewed so far for 2022.
- There are no new members for approval.

- **Email Addresses**

All coordinators and officials have a dedicated gmail address that can be used for club business, but can use their personal address if they prefer. Gmail addresses can also be set up for committee members. I need to know which address people would prefer be used for committee communications, but until people tell me otherwise, I will continue with the addresses I am currently using.

- **Contract**

I will not be renewing my contract after the 31st of January. While I hate to leave the club in a difficult position, I can't continue to give up or neglect everything else in my life to deal with the unrelenting demands of this role, and if I agree to stay on until an alternative is found, nothing will change. As it is unlikely that anyone else will want to take it on in its current form, paid or otherwise, my suggestion is that the tasks involved be split up between committee members, with some jobs possibly able to go to non-committee members, such as managing the website. There are very few tasks that need any particular technical skill, or knowledge that can't be easily found, and several templates that can be used on an ongoing basis or adapted as necessary.

As I have been using my personal computer and printer to facilitate the Secretary role, the club may need to purchase a laptop and printer for future use. All Secretary files are stored on an external hard drive that can be passed on as needed.

Anne McLachlan is considering taking on at least part of the Secretary role (correspondence/agenda/minutes). Diana will provide an updated list of the tasks she currently does so that these can hopefully be divided up among other people. Dianne is considering taking over the club dollars allocations as this ties in with her Treasurer role.

- **Secretary Hours** Approved Treasurer/President and paid. Ratified by committee (MaryRose/Jean)

8 November – 5 December 2021 31.75 hrs

Email/FB/Phone/Text/Msg	8.50
Meetings Agenda	8.00
Meetings	3.00
Minutes	2.50
CC Prep	1.50
Membership	1.00
Website/FB updates	0.50
Club dollars	1.50
AGM	4.00
Misc: Printing	1.00
<u>Secretary Hours Record</u>	<u>0.25</u>

- **Correspondence (accepted/endorsed Ailsa/Teo)**

Inwards

- Steve Bennett (Aotearoa Gaming Trust) – change to new online platform for grant applications
- Karen Grant (DNZAC) – updated Level 2 guidelines for Agility shows and measuring guidelines
- Karen Grant (DNZAC) – Agility survey on proposed specifications for the crossover
- John Swan – invoice 17924 \$330 for engraving AGM trophies
- Arend van den Bos (DNZ Scentwork Committee) – approval of March scentwork trial
- Angela Huntley (FPMC) – acknowledgement of change of March show from obedience to scentwork
- Angela Huntley (FPMC) – acknowledgement of hall booking for 2022 agility ribbon trials
- Richard van den Bos (SRO) – response to email regarding obligations around Registered Obedience Society status.
- Janet Bainbridge (SRO) – Obedience Show Covid Management Plan November 2021
- Karen Grant (DNZAC) – Agility covid toolkit, wristband trial at shows, pass verification for online Agility entries
- Canterbury Canine Obedience Club – January ribbon trial flyers
- Alan (Ribbons & Rosettes) – asking if we had heard about funding grant
- Jenna Rosenburg (DCC) – notice that all DCC booked facilities require verification of vaccine passes
- Elaine (NCDTC) – schedule of NCDTC Obedience and Rally show
- Sue Barr (DNZ) – invoice SI945538 \$132.25 April agility schedule
- Debbie Nilsson (NZFDA) – asking if we provided Flygility classes for NZFDA register of providers
- Westpac – bank statements 578 and 112, and notice of Term Deposit maturing
- Ministry of Health – response regarding Privacy Act obligations for vaccine pass verification
- Steven Thompson (DNZ) – response regarding catering at conformation shows under Orange setting
- New training enquiries x 6

Outwards

- Nigel Trainor and Angela Huntley (FPMC) – notification that March show is now a scentwork rather than obedience
- Angela Huntley (FPMC) – request to book FP hall for Agility ribbon trials on 8 May and 2 October 2022
- Angela Huntley (FPMC) – dates for finishing training in 2021 and restarting 2022
- Alan (Ribbons & Rosettes) – advising that we were going with a different upplier for ribbons
- Debbie Nilsson (NZFDA) – confirming we offer Flygility classes and would like to be added to NZFDA list of providers
- Ministry of Health – asking if holding information on whether passes have been verified is legal under the Privacy Act.
- Leanne Pryde (FPMC) – dates of training for December 2021 (Dianne)
- Colleen Begg (DNZ) – request for clarification around catering a conformation show at Orange and Green.
- Inland Revenue – request for Tax Exemption Letter for grant application purposes
- Response to all training enquiries

Treasurer's Report (Dianne Sprott) (Dianne/Teo)

NOVEMBER BANKING: Balances on 30 November 2021 \$4,397.07 Total Term Deposits x 3 \$34,204.80

Payee	Reason	Amount	Club	Agility	Obedience	Rally	K9Comp	Treibbal	Scntwkw	Spon/Fnd
Various People x 4	Membership 2021	22.50	22.50							
Various People x 3	Membership 2022	150.00	150.00							
Various People x 3	Non member trning	60.00	60.00							
Various People x 15	Agility Training	662.00		662.00						
IJ McLernon	Flygility Training	8.00		8.00						
Various People x 4	Obed Training	116.00			116.00					
D Sprott	Float from Obed Tr	25.00			25.00					
Pim Allen	Rally Training	8.00				8.00				
Various People x 13	CC 1 Training	1274.00					1274.00			
Various People x 8	CC 2 Training	800.00					800.00			
D Sprott	Treib Training	15.00						15.00		
D Sprott	Sep Ag unusd przes	180.00		180.00						
D Sprott	Oct Ag RT entries	155.50		155.50						
Various People	Nov Rally entries	664.00				664.00				
Various People	Nov Treibball entrys	104.00						104.00		
Various People	Treat bag sales	168.00								168.00
Various People	Clicker sales	50.00								50.00
Various People	Long line sales	40.00								40.00
Various People	Armband sales	20.00								20.00
D Sprott	Float from Sales	20.00								20.00
Various People	Ag Auction sales	130.00								130.00
Bendigo Valley	Ribbons Grant	1000.00								1000.00
Westpac	Interest	0.19	0.19							
TOTAL \$ IN		5672.19	232.69	1005.50	141.00	672.00	2074.00	119.00	0.00	1428.00
Diana O'Kane	Secretary Oct/Nov	660.00	660.00							
Diana O'Kane	Stationary	39.99	39.99							
Dianne Sprott	Printer Ink	32.99	32.99							
Free Parking	Domain Name	57.44	57.44							
Clare & Assoc	Accounting	1472.00	1472.00							
John Swan Ltd	Trophy Engraving	330.00	330.00							
Forrester Park	Hall Hire October	680.00		160.00	10.00	160.00	150.00	200.00		
Forrester Park	Hall Hire November	640.00	40.00	200.00	10.00	160.00	150.00	80.00		
Forrester Park	Nov Rally Hall Hire	200.00				200.00				
Melissa Paterson	Nov Rally Prizes	41.00				41.00				
Melissa Paterson	Nov Rally Rosettes	35.60				35.60				
Ailsa Hawkins	Nov Rally Rosettes	71.28				71.28				
Ailsa Hawkins	Nov Rally Refreshmt	9.14				9.14				
Ailsa Hawkins	Velcro Dots	19.00				19.00				
MaryRose Scoular	Travel Subsidy	60.00		60.00						
Tracy McKinnon	Training REFUND	32.00			32.00					
Tevra K9 Training	50 x Treat Bags	458.85								458.85
Dogs NZ	March Schedule	90.00							90.00	
TOTAL OUT		4929.29	2632.42	420.00	52.00	696.02	300.00	280.00	90.00	458.85
November only	In	Out	Cash Movmnt		Club \$ Issued	Club \$ Spending				
Club	232.69	2,632.42	-2399.73		252.00	50.00				
Agility	1,005.50	420.00	585.50		200.00	48.00				
Obedience	141.00	52.00	89.00			80.00				
Rally	672.00	696.02	-24.02			488.00				
Canine Comp	2,074.00	300.00	1774.00		364.00					
Treibball	119.00	280.00	-161.00			16.00				
Scent Work	0.00	90.00	-90.00							
SpsHP/Fndrsng	1,428.00	458.85	969.15		50.00					
1 Sep 21 - 30 Nov21	In	Out	Cash Movmnt		Club \$ Issued	Club \$ Spending				
Club	373.27	4,006.88	-3,633.61		252.00	50.00				
Agility	3,057.63	3,849.97	-792.34		200.00	48.00				
Obedience	423.00	1,995.31	-1,572.31			80.00				
Rally	2,447.00	3,165.11	-718.11		128.00	672.00				
Canine Comp	4,146.00	463.00	3,683.00		596.00					
Treibball	369.00	400.00	-31.00			40.00				
Scent Work	0.00	90.00	-90.00							
SpsHP/Fndrsng	1,839.00	470.85	1,368.15		50.00					
TOTAL	\$12,654.90	\$14,441.12	-1,786.22		1226.00	890.00				

Current Club \$ Balance \$2342.00

Club \$ Allocation and Spending 1st Sept – 30th Nov 2021

Issued for	Amount	Club	Agility	Obedience	Rally	Canine Com	Treibball	Scentwork	Fundraising
Committee (Grant Applications)	50.00								50.00
Membership Rfnd									
Agility Instuctor	200.00		200.00						
Obed Instructor									
Rally Instructor									
CC Instructor	364.00					364.00			
Treibball Instructor									
Paper Transfer	252.00	252.00							
TOTAL \$ ISSUED	866.00	252.00	200.00	0.00	0.00	364.00	0.00	0.00	50.00
Spent on	Amount	Club	Agility	Obedience	Rally	Canine Com	Treibball	Scentwork	Fundraising
Membership	50.00	50.00							
Agility Training Fee	48.00		48.00						
Agility Show entry									
Obed Training Fee	80.00			80.00					
Obed Show entry									
Rally Training Fee	24.00				24.00				
Rally Show entry	464.00				464.00				
CC Training fee									
Treibball Train fee									
Treibball Comp	16.00						16.00		
Sale items									
TOTAL SPENT	682.00	50.00	48.00	80.00	488.00	0.00	16.00	0.00	0.00

Show Income/Expenses

Oct Agility Ribbon Trial	Expenses	Income
Entries		\$203.50
Venue Hire	\$30.00	
Judges exp (MB)	\$50.00	
Ribbons	\$6.44	
	\$86.44	\$203.50
	Total	\$117.06

Nov OCTC Rally show	Expenses	Income
Entries		\$728.00
Venue Hire	\$200.00	
Rosettes	\$106.88	
Refreshments	\$9.14	
Prizes	\$113.00	
	\$429.02	\$728.00
	Total	\$298.98

Nov Treibball Tournament	Expenses	Income
Entries		\$104.00
Venue Hire	\$30.00	
	\$30.00	\$104.00
	Total	\$74.00

Inwards & Outwards Correspondence 14th November – 12th December

- To Elaine, correspondence between Dianne & FP committee regarding the power supply to OCTC garage.
- To Datacom, querying whether they would invest money from OCTC. Response was NO.
- To Lyn Hayde confirming receipt of Bendigo Valley grant.
- To Teo asking her to contact Otago Softball re their old grounds at Ellis Park.
- From Karen Grieg (RDA) confirming they would be happy to have further discussion about OCTC using their venue and happy for a site visit to take place. I have asked Karen to contact Elaine for further discussion.
- From Angela Huntly (FP) asking for October's training dates. Dates sent.
- From Melissa Paterson, payment spread sheet for OCTC agility RT.
- To Leanne Pryde (FP) advising OCTC have paid hall hire for our November Rally show.
- From Diana, end of November club \$ spreadsheet.
- To OCTC committee advising Dianne won't be organizing FP catering.
- To Misha Baxter asking if she has received judges expenses for October Agility RT.
- From Lynn Van Beers. List of CC 2 attendees for 17th November class.
- Clare & Associates invoice for accounting work. Paid
- John Swan Ltd invoice for trophy engraving. Paid
- Melissa Paterson, receipts for rally show things. Paid
- Diana O'Kane, secretary invoice for Nov/Dec. Paid
- Tevra K9 Training invoice for treat bags. Paid

Show Secretary Report (Diana O’Kane) (Ailsa/MaryRose)

Agility	Obedience	Rally-O	Scentwork	Treibball	Schedule Due
				5/6 March 22 Scentwork Trial	31 Oct (Dec DW)
2/3 April 22 2xAg,3xJmp, AD					30 Nov (Feb DW)
		23/24 April 22 4 x DNZ RallyO Champ			31 Jan (Mar DW)
8 th May 22 Agility R/T?					n/a
18/19 June 22 Ch Jumpers x 5					28 Feb (Apr DW)
		2/3 July 22 OCTC Rally-O event			n/a
10/11 July 22 Z5 Games					
20/21 August 22 Z5 Team Trials					
10/11 September 22 2xAg,2xJ,AD,ADXA	10/11 September 22 3 x Obedience Champ?				31 May (July DW)
	17/18 September 22 1 x Obedience Champ?	17/18 September 22 4 x DNZ RallyO Champ			30 Jun (Aug DW)
2 nd October 22 Agility R/T?					n/a
	13 November 22 Obedience R/T?				n/a
		26/27 November 22 OCTC Rally-O event			n/a

JUDGES				
5/6 March 22	Scentwork Trial	Arend van den Bos	Jo Miller	Lyn Clearwater (res)
2/3 April 22	Ch Agility/Jmp/AD	Meredith Evans	Tim Conolly	Dave Cook
23/24 April 22	Ch Rally-O	Fiona Scott	Dawn McCracken	Yvette Coutts

5th & 6th March 2022 Scentwork Trial and Subtrial				
<i>Schedule due 31st October for December Dog World</i>		<i>Entries close: 13 February 2022</i>		
Show Manager	Helena Akesson			
Start Time	8.15am briefing, 8.30am start			
Judges	Arend van den Bos	Jo Miller	Lyn Clearwater (reserve)	
Expenses				
Accommodation				
Travel				
Saturday	Interior, Vehicle	Novice Container		
Sunday	Advanced Container, Exterior			
Ribbons	Judges’ Gifts	Judges’ Meals	Catering	Job Roster
Judge’s choice x 12 (Diana)				Helena

2nd & 3rd April 2022 Championship Agility x 2, Championship Jumpers x 3, AD Trial				
<i>Schedule due 30th November for February Dog World</i>			<i>Entries close:</i>	
Show Manager	Adele Smith			
Start Time				
Judges	Meredith Evans	Tim Conolly?	Dave Cook	
Expenses				
Accommodation				
Travel				
Saturday				
Sunday				
Prizes/Ribbons/ Sponsor	Judges' Gifts	Judges' Meals	Catering	Job Roster
Proplan				

23rd & 24th April 2022 Championship DNZ Rally-O x 4				
<i>Schedule due 31st January for March Dog World</i>			<i>Entries close:</i>	
Show Manager				
Start Time				
Judges	Fiona Scott	Dawn McCracken	Yvette Coutts	
Expenses				
Accommodation				
Travel				
Saturday				
Sunday				
Prizes/Ribbons/ Sponsor	Judges' Gifts	Judges' Meals	Catering	Job Roster
Proplan				

8th May 2022 Agility/Jumpers Ribbon Trial				
Show Manager				
Start Time				
Judges				
Expenses				
Accommodation				
Travel				
Sunday				
Ribbons	Judges' Gifts	Judges' Meals	Catering	Job Roster

18th & 19th June 2022 Championship Jumpers x 5				
Schedule due 28 th February for April Dog World			Entries close:	
Show Manager	Adele Smith			
Start Time				
Judges	Joanne Rennell?	Graham Jeffries?		
Expenses				
Accommodation				
Travel				
Saturday				
Sunday				
Prizes/Ribbons/ Sponsor	Judges' Gifts	Judges' Meals	Catering	Job Roster
Proplan				

General Business

- **Forrester Park Benefit Show Catering**

The FP benefit show and WKA show are now taking place on 29th and 30th January and we have previously agreed to cater this. However someone needs to take over the organisation from Dianne if this is to go ahead. If we are no longer going to provide catering we need to let FPMC and WKA know as soon as possible.

DNZ have said that catering under Orange can go ahead, although the Agility and Obedience committees discourage this. However the size and layout of the kitchen/dining area is not conducive to good covid protocols, and with the current uncertainty around outbreaks/omicron there is a chance the shows will be cancelled at the last minute and we will be left out of pocket for unsold food etc. The amount of money raised is not much for the huge amount of work involved, members really don't want to do it, and other clubs are no longer contributing to the benefit show, nor paying the amounts we pay in annual hire fees. There is also a show on in Timaru that weekend which members will be attending.

MaryRose moved that we cancel the catering fundraiser for the FP benefit show on 29/30 January 2022. Seconded by Ailsa and passed unanimously.

Diana will advise FPMC and WKA that OCTC will no longer be catering these shows.

- **Have-a-Go Fundraiser Day**

Teo has put together a plan for a public have-a-go fundraiser event:

1. Have representatives from at least 3 sports to demonstrate the sport and set up a mini course for visitors to try. This would require 2 volunteers from each sport: one to demonstrate with their own dog, one to teach the visitors.
2. Charge \$5-7 per entrance (or more – open to suggestions).
3. Contact small local dog related brands to have a stand and/or bring products to sell.
4. Contact other NZ brands to donate items towards a giveaway/raffle. Companies I have worked with: OmegaPlus, TuMeke Friend, Radical Dog.
5. Take portrait photos of dogs or dogs+owners in return for signing up to our newsletter. Use that email address to send them the photos plus information about the classes we offer.

There is some question as to how a such a public event could be run under Traffic Light conditions, especially if held outside on the dog park where there is no controlled access. It could be held in the hall instead? Keep this in Matters Arising.

- **Proposal to have a formal agreement around the transfer of club dollars**

One option for those with unwanted club dollars is to sell them, but many people don't know they can do this. Proposal is that the committee adopts a formal agreement allowing the transfer of club dollars so people can sell their club dollars for cash, or to trade them for goods and services, to anyone who wants them. This is a way to make club dollars attractive for those who don't need or use them, without requiring extra cost or work for the club.

The committee agreed that club dollars could be transferred to other members and non-members for cash or other goods and services, and those club dollars could be used for training fees (members only) or show entries. This will be recorded in the OCTC Policy Document. Diana will send Elaine a copy of the Policy Document for updating.

- **Set Criteria for Officers Earning Club Dollars and Refunds**

Club dollars have traditionally been given to officials, and membership fee refunds to committee members, at the start of their term. However it is not uncommon for people to find themselves unable to fulfil their duties satisfactorily or to resign fairly early on, thereby receiving rewards without fulfilling the requirements of the job, while their replacements often get nothing. The suggestion is that criteria be set around earning refunds and club dollars so that it is clear from the start what is expected, and that these benefits be paid out at intervals throughout the year, or in a lump sum at the end of the year, as long as those criteria have been met.

Membership fees must be refunded to committee members according to our rules. Non-payment of fee, rather than reimbursement, may lead to problems with people being non-financial, so committee members will need to pay first, then be reimbursed.

Ailsa moved that committee members be refunded their membership fee but if they miss too many meetings, fail to meet minimum requirements, or resign during the year, they will be required to repay the club on a pro-rata basis. Seconded by Jean and passed unanimously.

Ailsa moved that club dollars be paid quarterly to coordinators, office holders, show secretaries, and other annual recipients (not including instructors) if they have met minimum requirements. Seconded by Dianne and passed unanimously.

The minimum requirements which are to be met need to be made more specific.

- **Refund on Obedience Judge's Airfares**

We have paid several hundred dollars for airfares for two Obedience judges and have had to cancel both of them, one because of the Auckland lockdown and one because the March show was cancelled. A credit has been issued for both airfares but they will expire next year and it seems unlikely we will use them. Jill says she took out insurance on both fares, but that does not mean we are entitled to a refund – the little I read stated that no payment would be made for covid-related reasons. Does anyone want to pursue this to see if we can get a refund?

Teo will look into this. Diana to send Teo the relevant information.

- **Missing AGM Trophy**

Ailsa will check with John Swan to see if they have the missing AGM trophy (Agility crossbreed trophy)

- **Promotional Posters**

Teo offered to update our promotional material (posters etc). A suggestion that the club logo be updated was made, but the difficulty of changing the logo on everything makes this impractical at the moment.

Meeting closed: 9.27pm Next meeting: 20th January 2022