

OCTC Committee Meeting 20 January 2022

Minutes

Present:

Committee Members: Sharyn Baxter, Teo Georgescu, Ailsa Hawkins, Angela Huntley, Elaine Limburg, Jean McKinnon, Melissa Paterson, Dianne Sprott, Lynn van Beers *Non-Committee:* Diana O’Kane

Apologies: Grace Fleury, Helena Akesson, Anne McLachlan, MaryRose Scoular (Jean/Angela)

Meeting opened: 7:00pm

- **Minutes of Last Meeting (16th December)**

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

Matters Arising:

- **Agility Equipment Standardisation**

The Lion Foundation advised that the information provided by Clare Associates is sufficient with regard to the Club being tax exempt and we have the go ahead from them to apply for funding to upgrade our second set of agility gear.

Unfortunately they can’t say whether any successful application will pay the full amount or only a percentage. The committee will have to decide how much to apply for - if Lions only pay a percentage the club will have to pay the rest.

We need two quotes to proceed. Any thoughts who we can get quotes off? Simon Monson from Southern Steel Fabrication did the upgrade previously so would know what is expected. Dianne will ask Donna if she can arrange quotes.

- **Ribbon Grant**

Diana has ordered the ribbons from Quality Presentations and asked that an invoice be provided in advance so we can pay before the deadline. There has been no response from QP – hopefully they are still on holiday. Diana will follow up.

- **Equipment Auction**

What is happening with unsold items? There was a list of items to be sold but extra things were added on the night and there isn’t a full record. Dianne and Elaine will see what’s in the garage that needs to go.

- **Power to Garage**

Nigel Trainor and Simon Monson have been advised that we will not be taking further action over the power connection for now. No response. Elaine has not been able to find anyone to install a solar light but will talk to Harrisons. Ailsa has purchased another battery powered lantern for use in the meantime.

- **Cancellation of Benefit Show Catering**

Nigel Trainor and Simon Monson have been advised (17th December) that we will not be catering the Benefit Show or the WKA show on the weekend of 29/30th January. Although there was no acknowledgement from FPMC or WKA, the message was received and alternative catering arrangements have been made.

- **Alternate Venues**

- *Waldronville Clay Target Club*

Anne, Diana, Jean, and Elaine met with John Fooks at the Waldronville Gun Club just before Christmas. There are two shooting clubs using that area and members just turn up to shoot on a casual basis, so it can’t be used for training due to noise. No indoor venue but there is a mown area beside the club rooms which could accommodate two obedience rings and an area which could accommodate two agility rings further out from the club rooms. Camping is permitted and we have access to the club rooms (toilets, bar, kitchen etc. The Gun Club is not allowed to sub-let the venue but have allowed other users for a donation (approx \$50 to \$100). The venue is not available for either of our 2022 Agility show dates.

The gun club seems very keen to have us use the grounds but the venue is not really suitable for a number of reasons. It is a DCC reserve, the public can’t be excluded, there are issues with parking, storage, and the distance from the club rooms, and we can’t completely guarantee there won’t be shooting.

- *Ellis Park (Kaikorai Valley)*

According to Otago Softball, the DCC owns the club rooms at the back. Teo has contacted the DCC to enquire about hiring these club rooms for storage etc. Awaiting reply.

- *West Harbour Pony Club (Sawyers Bay)*

The area for agility is not very flat and is quite rough from hoofprints so it may not be suitable?

- *RDA Dunedin (Fairfield)*

Someone from RDA was going to contact Elaine about this venue but hasn't yet. Dianne will contact them and find out what is happening.

- *Other Options*

Dianne will contact Craig Paddon about Forbury Park, although this is scheduled for demolition so not a long term option. Diana will talk to Colleen Townsend (local real estate agent) to see if she can put feelers out.

- **Covid Vaccination Passes**

Members and Canine Companion people have now been advised that a vaccine pass is required to attend training. It is hoped that people will only need to be scanned once but coordinators need to designate someone at training each night to ensure that anyone turning up, including visitors or spectators, is being scanned and a record of all those present is kept.

The committee also needs to start making plans for an omicron outbreak in the community, so as to be prepared rather than scrambling to make decisions at the last minute. This includes decisions around mask use, whether spectators will be permitted, at what point training or shows are cancelled, etc. A note of whether a person's vaccine pass has been verified will be added to the membership list.

- **Reimbursement of Committee Member Fees and Club Dollars**

- All committee members have paid their fees for 2022 – anyone who wants to be reimbursed in accordance with the club rules should get in touch with Dianne to arrange a refund.
- It was agreed that coordinators would receive club dollars at the end of February, May, August, and November.
- Diana will provide suggestions on what criteria committee members and coordinators should be expected to meet to receive reimbursement/club dollars for their roles.

- **Refund on Obedience Judges' Airfares**

Teo has accessed credit which can be used for other judges. Credit must be applied for by June 2022 and then used within 12 months. Two credit notes: \$274 & \$258. Graham Jeffries has agreed to judge the June Jumpers show and at least some of that credit can be used for his flights. It is not clear whether the two amounts have to be used separately or can be combined.

- **Missing AGM Trophy**

The Crossbreed Trophy for Agility does not seem to have come back from the engravers. Ailsa has been in to John Swan and they don't appear to have it. She will keep looking.

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 – HAG event suggested for 8th May instead of Agility ribbon trial. Teo will talk to coordinators about providing demo dogs for this.
- Show Coordinators (assuming at this stage coordinators have had no chance to follow up on this)
- Policy Document update – Elaine is working on this

Coordinator Reports:

- **Agility (MaryRose Scoular) (Ailsa/Teo)**

Agility started Tuesday 18th with a couple of changes. We will be doing Foundation (possibly split into two classes for new and repeat, depending on numbers) taken by myself and Marjo, Introductory class taken by Anne, a new Number 3 class (yet to be named) taken by Helena and assisted by Adele, Competitors taken by Belinda, and Seniors with no trainer.

We have had some train-the-trainer nights with a good turnout to encourage giving back to the discipline and shall carry these on. I have also approached some others re: filling in and taking classes in the future - Elaine and Donna have agreed to support the team.

We are expecting some good numbers this intake and some of them are loyal repeaters. The idea is to get up and running this block and tweak what we need to afterwards. My aim is to encourage pet dog owners to have some fun, gain some skills, and maybe get the competitive bug.

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

The CC1 course starting on 9th February is full, and the April course is filling up, with one booking already for June. Payments for the CC2 February course are straggling in.

- **Obedience (Grace Fleury) (Ailsa/Melissa)**

Not too much to report as Diana's class has just started this week for 2022. There's still a bit of interest in the class and we're also having a meeting this weekend to discuss training, shows etc.

Diana has suggested Grace talk to Lynn about CC and Obedience sharing the hall on Wednesdays.

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

The first six week block of the year started last night. We have seven new people in our beginner group, two of them from Helena's Mind Your Manners class. Despite an email invitation to volunteer to buddy, there have been no takers. I will continue to try and encourage people to step up.

Jean had agreed to take the Novice class, but unfortunately she is without transport for a while so I am taking it until she is mobile again. Helena is taking the Advanced group, with Maartje stepping in on 21st Feb as Helena is not available that evening.

- **Flygility (Elaine Limburg) (Elaine/Jean)**

Fly is still struggling on. First training session was 15th Jan. Only one junior attended. Still have 4 possibilities but time will tell whether they actually attend. It is too difficult to have a fly course due to weather so after each training session I send an email to Secretary and Treasurer letting them know who attended and how they are paying the \$8.

- **Scent Work (Helena Akesson) (Melissa/Ailsa)**

Brand new classes started last Sunday! Two full Foundation classes, 8 in one and 9 in the other. The first session went very well and hopefully people will be as addicted as I am soon =)

I did a lot of prep work through December and sorted a lot of things out for the classes:

- A basic starter kit for people to use through the course.
- Multiple handouts to send out to people in foundation but also for the novice course starting in April.
- I have put together full starter kits for people to buy from me if they would like to continue past foundation.
- I have Dogs nz regulation longlines to sell if people want them for SW.
- I sorted out a lot of the basic essentials in preparation for the trial coming up.
- I sorted out the course content for both foundation and novice courses.
- I put together full SW kits for OCTC if club want to buy them. Diana has photos of them and cost.
- I've also been working on finding a date and venue for the second trial later this year. More details to come soon.
- The foundation course starting in April is nearly full already and I have a few people booked in for the novice course.

I decided to pay for everything needed for the classes myself because if this trial basis doesn't work out, I then have everything I need to continue by myself and it's also less cost for the club. If this is going to be something the club continues with long term, we could look at the club getting its own set of gear for classes.

March Scentwork Trial

There are still a few things to get sorted for the trial in March, like getting some random containers to use for the Advanced Container class we'll be running and getting an enzymatic cleaner in case of contamination.

OCTC needs kits to run ScentWork trials. Helena has put these together at a cost of \$63.10, plus some items she has donated. As \$200 has already been spent on equipment, committee approval for this expense is being sought.

The committee is happy to reimburse Helena for the Scent Work trial kits and extra items as they are essential show equipment. Dianne will contact Helena about this.

- **Treibball (Helena Akesson) (Ailsa/Jean)**

Not much to report at this stage. The first night of classes is this Friday and we continue with the same small but solid core of dedicated people. I've decided to try a different format this year, Beginners (taught by Ailsa) at 6.30 -7.15, "1-3 ballers" (taught by me) 7-7.45 and advanced (taught by me) 7.45-8.45. Due to injured dogs and transport issues the beginners class only has 1 person in it until the others are able to return but the middle class has 5 people in it and then theres the usual 4 people in advanced. The first block is a bit messy due to the hall not being available some Friday nights. Each block will be 7 weeks with a competition on the 8th night.

Helena is aware that the treibball racks need to be out of the hall before all breed shows and will take responsibility for this happening.

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

- **Membership**

- Membership is currently 40 for 2022, plus new members to be approved. Anyone who has not paid by 31st January will be non-financial, and no longer a member after 28th February.
- New members for approval: Annabelle Palmer, Serina Murphy, Jackie Fox, Kathryn McKinnon, Mary McLaughlin/Ian Telfer/Rabbit McLaughlin (family), Debbie Murphy, Caryl O'Connor, Sandra Mattes-Renner, Amanda Russell, Grace Titter, Bronwyn Thomson. All new members were approved except those who are only provisional until they have paid their membership fees. (Jean/Ailsa)

- **Secretary Role 2022**

Anne McLachlan has agreed to take over the core tasks of the Secretary role – particularly agendas/minutes and correspondence (email). There are other tasks currently being done by Diana that need to be distributed to others.

- Diana will continue processing entries for Rally-O and Scent Work trials, and club dollars in the meantime.
- Angela and Ailsa agreed to organise Rally-O judges.
- Elaine will talk to Donna about managing the website. Teo will look into other web-building platforms as Wix has a fairly steep learning curve and is not great to work with. There may be a different option that will make website management easier. However there will need to be a seamless transition to any new platform as the website is critical to several OCTC processes and needs to stay live.
- Dianne will take over the membership list for now, but would prefer not to do this on top of the Treasurer role.
- Other tasks will be allocated as things arise.

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

6 December 2021 – 2 January 2022 20.00 hrs

Email/FB/Phone/Text/Msg	4.00
Meetings Agenda	6.00
Meetings	2.50
Minutes	2.00
CC Prep	1.00
Website/FB updates	4.25
Secretary Hours Record	0.25

- **Correspondence** (accepted/endorsed Jean/Dianne)

Inwards

- Karen Grant (DNZAC) – crossover removed as a regulation obstacle, more covid protocols, and other notices.
- NZ Companies Office – confirmation of 2021 Financial Report filing
- Janet Bainbridge (SRO) – Southern Region Financial Reports for Oct/Nov/Dec 2021
- Roger Southby (Otago Polytech) – request for dog trainer to provide a demo for students.
- East Otago Smallbore Rifle Assoc – inv 0071 \$326.69 for Jan/Feb hall hire for Scent Work classes
- Amanda Haywood (Crombie Lockwood) – insurance check up
- New training enquiries x 26

Outwards

- Leanne Pryde (FPMC) – Training dates for December (Dianne)
- Quality Presentations – ribbon order (grant application) for 2022 shows
- Fiona Scott, Dawn McCracken, Yvette Coutts – judging contracts for April Rally-O
- Roger Southby (Otago Polytech) – response to request for training demo
- Inland Revenue – request for Tax Exemption Certificate (Dianne)
- Nigel Trainor and Simon Monson (FPMC) – cancellation of catering for benefit show and update on power connection
- Response to all training enquiries

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

DECEMBER BANKING: Balances on 31 December 2021 \$2307.72 Total Term Deposits x 3 \$34204.80

Payee	Reason	Amount	Club	Agility	Obedience	Rally	Canine Comp	Treibball	Scent work	Spshp/Fndrsng
Various People	Membership x 8	400.00	400.00							
Various People	Gear/Plant sale	160.02								160.02
Millhouse R	Long line sale	25.00								25.00
Saunders R	Clicker/Treatbag	30.00								30.00
Ripley S	Obed training	8.00			8.00					
Jean McKinnon	Rally training	8.00				8.00				
Jackie Fox	Rally training	48.00				48.00				
Russell AJ	Rally training	68.00				68.00				
Ailsa Hawkins	Scentwk training	56.00							56.00	
Jo Ingrem	Scentwk training	56.00							56.00	
TOTAL Banked		859.02	400.00	0.00	8.00	124.00	0.00	0.00	112.00	215.02
Ob Judges Assc	Sept Rally Levies	105.75				105.75				
DogsNZ	April Ag Schedule	132.25		132.25						
Diana O'Kane	Secretary, Nov/Dec	762.00	762.00							
Ailsa Hawkins	Garage Key cut	7.00	7.00							
MaryRose Scoular	Trvl Subs, Ag FP	60.00		60.00						
PHM Akesson	Scentwrk Buckets	200.80							200.80	
Lynn Bowden	Travel Subsidy, CC	300.00					300.00			
Courtesy Guise	Travel Subsidy, CC	1140.00					1140.00			
Forrester Park	Hall hire, Dec	240.00		40.00		40.00	160.00			
TOTAL SPENT		2947.80	769.00	232.25	0.00	145.75	1600.00	0.00	200.80	0.00
December only	Banked	Spent	Cash Movmnt		Club \$ Issued	Club \$ Spending				
Club	400.00	769.00	-369.00							
Agility	0.00	232.25	-232.25							
Obedience	8.00	0.00	8.00							
Rally	124.00	145.75	-21.75			44.00				
Canine Comp	0.00	1,600.00	-1600.00		272.00					
Treibball	0.00	0.00	0.00							
Scent Work	112.00	200.80	-88.80							
Spshp/Fndrsng	215.02	0.00	215.02							
1st Sept 2021 - 31st Dec 2021	Banked	Spent	Cash Movemnt		Club \$ Issued	Club \$ Spending				
Club	773.27	4,775.88	-4,002.61		252.00	50.00				
Agility	3,057.63	4,082.22	-1,024.59		200.00	66.00				
Obedience	431.00	2,101.06	-1,670.06			80.00				
Rally	2,571.00	3,205.11	-634.11		128.00	532.00				
Canine Comp	4146.00	2,063.00	2,083.00		680.00	100.00				
Treibball	369.00	400.00	-31.00		88.00	50.00				
Scent Work	112.00	290.80	-178.80							
Spshp/Fndrsng	2,054.02	470.85	1,583.17		50.00					
TOTAL	\$13,513.92	\$17,388.92	-3,875.00		1398.00	878.00				

Current Club \$ Balance \$2,562

Club \$ allocation and Spending 1st Sept - 31st Dec 2021

Issued for	Amount	Club	Agility	Obedience	Rally	Canine Comp	Treibball	Scentwork	Fundraising
Committee (Grant Applications)	50.00								50.00
Membership Rfnd	0.00								
Agility Instructor	200.00		200.00						
Obed Instructor	0.00								
Rally Instructor	128.00				128.00				
CC Instructor	680.00					680.00			
Treibball Instructor	88.00						88.00		
Paper Transfer	252.00	252.00							
TOTAL \$ ISSUED	1398.00	252.00	200.00	0.00	128.00	680.00	88.00	0.00	50.00
Redeemed on	Amount	Club	Agility	Obedience	Rally	Canine Comp	Treibball	Scentwork	Fundraising
Membership	50.00	50.00							
Agility Training Fee	48.00		48.00						
Agility Show entry	18.00		18.00						
Obed Training Fee	80.00			80.00					
Obed Show entry	0.00								
Rally Training Fee	188.00				188.00				
Rally Show entry	344.00				344.00				
CC Training fee	100.00					100.00			
Treibball Train fee	16.00						16.00		
Treibball Comp	34.00						34.00		
Sale items	0.00								
TOTAL \$ SPENT	878.00	50.00	66.00	80.00	532.00	100.00	50.00	0.00	0.00

Treasurer's Correspondence

Inwards

- Misha Baxter confirming judges expenses were paid in cash for October Agility RT.
- Clare & Associates. Accounts registration details confirming OCTC has Tax Exemption.
- Lyn Hayde advising The Lion Foundation accepts Tax Exemption information, and a reminder we will need two quotes for agility gear upgrade.
- Elaine Limburg advising of flygility training payment.
- Ailsa advising of scentwork training payment.
- Angela Huntley, advising of bain-marie sale and money banked.
- Helena Akesson, receipts for scentwork buckets and oils. PAID
- MaryRose Scoular, travel subsidy application. PAID
- Lynn Bowden, travel subsidy application. PAID
- Courtney Guise, travel subsidy application. PAID
- Lynn Bowden – person applying for a CC refund due to unforeseen circumstances. PAID
- Diana O’Kane, secretary invoice December/January. PAID

Outwards

- Ailsa Hawkins, asking for payment details.
- Donna Burns, asking if she can organize two quotes for Lions Foundation grant application.
- Leanne Pryde (FP) advising her of December’s training dates and payment.
- Helena Akesson, reminder that FP will not be available on Friday 28th Jan.

Angela will be meeting with Leanne Pryde to sort out invoicing for Forrester Park hire, as we are currently not receiving invoices or receipts for this.

Show Secretary Report (Diana O'Kane)

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 or Fun Day					n/a
18/19 June 22 Ch Jumpers x 5					28 Feb (Apr DW)
2/3 July 22 Z5 Games		2/3 July 22 OCTC Rally-O event			n/a
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
18/19 June 22	Ch Jumpers	Joanne Rennell	Graham Jeffries	

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 (waiting contract return)	Jo Miller (waiting contract return)	Lyn Clearwater (reserve) (waiting contract return)	
Expenses				
Accommodation	Billet with Ailsa	Billet with Diana		n/a
Travel		Own vehicle		n/a
Saturday	Interior, Vehicle	Novice Container		
Sunday	Advanced Container, Exterior			
Ribbons	Judges' Gifts	Judges' Meals	Catering	Job Roster
Judge's choice x 12 (ordered)	\$50 + card (Dianne)		Shared lunch or BYO	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	8.15am walkthrough			
Judges	Meredith Evans	Tim Conolly	Dave Cook	
Expenses	\$205	Travel with Meredith	\$250	
Accommodation	n/a	n/a	n/a	
Travel	n/a	n/a	n/a	
Saturday				
Sunday				
Prizes/Ribbons/ Sponsor	Judges' Gifts	Judges' Meals	Catering	Job Roster
Proplan	\$50 + card (Dianne)	Packed lunch	BYO	

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 (awaiting contract return)	Dawn McCracken (awaiting contract return)	Yvette Coutts (awaiting contract return)	
Expenses				
Accommodation				
Travel				
Saturday				
Sunday				
Prizes/Ribbons/ Sponsor	Judges' Gifts	Judges' Meals	Catering	Job Roster
Proplan	\$50 + card (Dianne)		Shared lunch or BYO	

8th May 2022 Agility/Jumpers Ribbon Trial or Fun Day				
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 28th February for April Dog World

Entries close:

Show Manager	Adele Smith			
Start Time				
Judges	Joanne Rennell (to be contracted)	Graham Jeffries (to be contracted)		
Expenses				
Accommodation				
Travel	Needs flights booked (credit?)			
Saturday				
Sunday				
Prize/Ribb/Sponsor	Judges' Gifts	Judges' Meals	Catering	Job Roster
Proplan	\$50 + card (Dianne)			

General Business

- Keys**
 As there are several new coordinators, the question was raised as to whether keys needed to be re-allocated. Currently Diana and Ailsa both have a full set (Ailsa does not have kitchen/judges room or secretary office keys) which are for anyone to pick up as needed. The impression was that those who needed keys already had them or had easy access.

- Fee Exemption**
 It was confirmed that coordinators had the discretion to waive or reduce fees in certain circumstances where there was a genuine need (eg financial hardship, work or other unavoidable commitments, or circumstances beyond the person's control that prevented them attending), especially when the person involved is contributing in a significant way to the club. This option should be used sparingly, however, as training fees are essential to the club's financial well-being and everyone should be treated equally.

- Switchboard Cover**
 Coordinators, or instructors where no coordinator is present, are asked to check the switchboard cover in the hall is closed on arrival and when leaving.

- Otago Polytech Request for Trainer**
 Roger Southby is looking for a dog trainer to do a one-off session for 3rd year degree students at Otago Polytechnic. "The focus of these students is sports coaching and I want them to see how a dog trainer works. showing them consistency of message, body language etc. I am looking at late Feb early March 2022. Friday mornings of possible (but negotiable). I was thinking one person, training a dog (or had been trained). The actual dog training part would only need to be 15 – 20 mins or so. It would be great if the instructor could then have a chat to the students and describe what they did and why. (happy for that to happen during the training if it is easier). I was hoping someone could run this session on Logan park, as that is where we are situated. We would offer some compensation for their time and expertise."

Jean offered to provide this service – Diana will give her Roger's contact details so she can get in touch with him.

- Training Schedule Clashes**
 At the November meeting, the committee noted that new classes "are not to clash with other classes already running, as this compromises the ability of established codes to function". Coordinators therefore need to ensure that no discipline uses any night other than their designated night, unless it is a break week and they have consulted with the other coordinator, or the committee has agreed to the change. Designated days at present are: Rally, Mondays; Agility, Tuesdays; CC and Obedience, Wednesdays; Treibball, Fridays; Flygility some Saturdays, and Scent Work, Sundays.

FPMC has previously advised us that Thursday nights will not be available to OCTC under any circumstances, so please do not try and book this night, irrespective of whether it is free or not. Training trainers, having meetings etc will generally need to be on the discipline's designated night.

- **Sharing Sensitive Information**

There have been recent situations where a coordinator did not know the circumstances as to why a person stopped attending classes in another discipline. In the case of injury, illnesses, death, or rehoming, contacting that person may well cause distress. I suggest that we have a list (not necessarily in the minutes) where this info can be shared between coordinators. Thoughts?

The membership list is not a publicly available document but is provided to coordinators if needed. A “do not contact” flag could be added to a person’s record without revealing the reason for it. This would provide the needed information without breaching anyone’s privacy.

Meeting closed: 9.18pm Next meeting: 17th February 2022