



Minutes of the Executive Council meeting

**Held via Zoom on 11 April 2020
at 10am**

1. INTRODUCTION/MINUTES

EXECUTIVE COUNCIL (EC)

Brian Harris (BH) President
 Jill Brooker (JB)
 Keith Brown (KB)
 Donna Hailes (DH)
 Fiona Hodgson (FH)

Arend van den Bos (AB)
 Stephen Meredith (SM)
 Lisa Slade (LS)
 Steve Tate (STT)

STAFF

Steven Thompson (ST) – Director Secretary
 Nicola Wood (NW) – Executive Assistant/Administrator
 Clive Phillips – Treasurer (For budget part of meeting)

WELCOME

BH welcomed the E.C to the meeting at 10am noting the most important item on the agenda is the Budget.

ITEMS FOR AGENDA

- Budget
- National dog Show 2020
- Judges 4 plus group regulation
- Agility Judges Panel Approval
- Litter notifications 6 month rule

ADOPTION OF AGENDA

The E.C adopted the agenda.

Moved Chair; – Adopted

2. IMPORTANT ITEMS

BUDGET

The following reports were provided by Steven Thompson (ST) via email on 9 April 2020:

- Management report on the thinking behind the two budgets and the challenges we face in the current environment
- Finance Audit & Risk report from Ann Coulson on the Covid -19 impact budget
- Baseline “Business as Usual” 2020-21 Budget
- COVID-19 Impact Budget

SM briefed the E.C on the current situation to date but handed over to the Office for an in-depth overview.

ST spoke to the Budgets papers. ST noted as in the Dogs NZ 2020/2021 Budget Notes, Clive Phillips (CP) and he would like to outline the thinking behind the two budget for the 2020/2021 Financial Year to help provide context for discussion.

What Assumptions have we made for the COVID – 19 Period?

Management Assumptions:

- We can expect up to 3 months of lockdowns (level 3-4) with some regions relaxed sooner than others.
- Then we will go through a “rolling wave” period as regions come in and out of lockdowns (level 2-4) as hot spots of infections are identified and quarantined.
- Border controls will remain in force for at least 18 months so you can forget about mass international air travel for a while.
- The focus will be on everything being local (i.e. if we want dog shows, get use to using only local judges)

Finance Audit & Risk Committee Assumptions:

- The serious impact on activities will last longer than 6 months due to the age profile of our members and Government restrictions on event size and traveling.
- Show Revenue impact with no national show events in 2020 and small local shows only from Oct onwards
- Membership / Registry Revenue Impact with decrease in membership renewals & registry activity due to decrease in discretionary spending & increase in unemployment.

What do we need to consider before we make budgets decisions

We recommend a three step programme of decision making when considering budget allocation of resources during this period of uncertainty.

1. What do we want to do to remain relevant during the COVID Lock-down period?
 - Membership / dog owner communications (Dog-i.e. News, NZ Dog World, launch Facebook)
 - Launch Online Puppy Registry system
 - CH&W Pug/GS LRL progress & Boas Chamber / RFG decision
2. What programmes do we want to concentrate on as we come out of the lock down period?
 - Relaunch show/event programmes
 - Relaunch dog training / CGC programmes
 - Club rationalisation / support strategy
3. What capabilities / programmes do we want to have when normality returns (i.e. what type of organisation do we want to be in the future)
 - We are positioned for growth with our sponsor partners:
 - Registry growth programmes in place
 - Membership growth programmes in place
 - Dog training growth programmes in place
 - We have a long term strategic plan / capex plan in place

Two Budgets to Consider:**Baseline 2020-2021 Budget**

- Business as usual budget that is linked to achieving the outcomes of the Business Plan.
- \$88k operating deficit due to different way of treating sponsorship revenue and additional staffing resources for Outreach Programme.

COVID-19 Impact Budget

- We took the Baseline budget and based on the assumptions above made a number of revenue & expenditure estimates.
- We have estimated a worst case revenue shock of \$850k (minus 45% on baseline budget)
- We have cut \$465k in costs but this still leaves us with an estimated operational deficit of \$393k

What Does the Revenue Shock Look Like?**Focus on 6 Key Areas Which Generate 81% of our Revenue:**

Key Revenue (Baseline Budget)	COVID 19 Impact Notes	Est Decrease in Revenue compared to Baseline Budget
Registry Income \$528.1K	No import / export fees for year No Registry fees for 3 months. Slow recovery for next 4 months 75% decrease in litter notifications for 3 months. Slow recovery for rest of year	45%
Venues Income \$301.8k	No show or non-dog rental income for 4 months. Slow recovery to Dec. No car park rental for Auckland / Wellington	50%
Gazette Income \$259.6K	No membership/show schedule income for 3-4 months. 50% decrease in schedule income for next 6 months 30% annual decrease in non-member revenue	25%
Membership Income \$194.8K	No new member income for 6 months, slow recovery to Dec 45% decrease in renewals for 3 months. 10% decrease for rest of FY	17%

	Minor reduction on club levies. 17%	
National Event income \$195.7K	Recommendation from FAR due to age / travel restrictions to cancel national events	100%
Show Income \$112k	No show levy income for 6 months. Slow recovery to Dec Show levy income Feb onwards	60%

- We believe that Gazette, Registry and Membership income could recover quickly if the country does not face a prolonged lock down period.
- There is also the opportunity for non-dog revenue recovery in the Wellington venue budget.

Budget Expenditure

We have concentrated on NZKC as that is expenditure that we have most control over and were we face the greatest potential revenue shock.

Salaries:

- We have stripped out a number of salary costs from the Baseline Budget:
- Added in 3 month Government employment grant
- We have left in the Out Reach project as this not scheduled to start until Oct and can be delayed if no revenue recovery.

Governance Costs

- Stripped down ACOD at non-commercial venue (Wellington Exhibition Centre)
- No E.C. / Other Committee meeting travel & accommodation until revenue recovery
- All committee meetings move online

Membership Servicing Costs

- Review printing / stationary / mail out process to see what we can digitalise to reduce costs.

Venues

- Bare minimum venue maintenance
- No major capex programmes except for Project Poo in Auckland which is held over from 2019 FY and we face consent time limits.

National Events

- Cut from budget if events cancelled.
- Sponsorship of \$32k moved to NZKC budget income

The E.C discussed and noted that DogiE News & Dog World will continue as our key communication tools, and we have had no indication from any major advertisers to say they are cutting their costs. The E.C agreed to push for more breed features to make it more interesting.

KB noted we could advertise Pedigree Puppies for sale via the Gazette and also **provide members more outlet to sell their puppies by setting up our own on line program to sell our pedigree puppies away from Trade Me.** The E.C approved Derek Johnson to advance the Facebook page for communication with members and the outside dog world to maintain Dogs NZ relevance. ST to report back to the E.C.

The E.C discussed and noted the recommendation from Management and the F.A.R Committee is that we look at holding ACOD in the side-hall at the Wellington Exhibition Centre. The E.C agreed for ST to allocate a date and come back to E.C with a decision on a Virtual or face to face meeting. The E.C noted LS will look into the IT side of using Zoom.

BH wrapped up the budget discussion noting the E.C have agreed ST and CP continue working on the budget and come back with further advancements.

Information Only – Report Received

NDS 2020 REPORT

BH spoke to the E.C noting that Paul Robinson (PR), NDS 2020 Organising Committee Chair, is prepared to cancel the NDS 2020 in Ardmore. BH advised that PR and his Committee have expressed an interest in running NDS 2021 but BH has noted they will have to apply and PR has accepted this.

The E.C endorses we cancel all 2020 Dogs NZ National events, including FCI shows, and transfer to the 2021 calendar. The E.C noted ST is to advise the organising committees and seek FCI's agreement, prior to communicating to the members and postponing judge's contracts till 2021. All judges contracted for 2020 to be re-contracted for 2021 and all judges contracted for 2021 to be re-contracted for 2022 if available.

Moved: SM, Seconded; KB – approved

JUDGES 4 PLUS GROUP REGULATIONS

BH spoke to this item and noted it has come from All Breeds Clubs that wish to contract their judges and wish to continue with that.

The E.C noted they had agreed that all breed clubs must make an attempt to use an all breeds judge first.

The E.C agreed that it should be recorded in the minutes:

"Ability to contract judges with 4 or more groups to do best in show is extended to 31st Dec 2020 for clubs on the condition that they have made extensive enquiries to finding an all breeds judge".

Moved: SM, Seconded; BH – approved

AGILITY JUDGES PANEL APPROVAL

FH spoke to this item noting when clubs are looking for their judges at the end of the year it gives them confirmation about who has been moved up the panel.

Approval for Promotion:

Ribbon Trial Panel
Liz Barlow

Agility Panel
Jinnie Gailey
Vicky Wilson

Senior Panel
Caroline Rain
Graeme Jefferies

Reinstatement to Agility Panel
Keri Nelson

Moved: KB, Seconded; FH – approved

LITTER NOTIFICATION 6 MONTH RULE

ST circulated the following paper via email on 10 April 2020.

RE: Litter Registration Regulations Discussion Paper

I would like in this discussion paper to outline the background to the 6 month litter/puppy registration regulations and the National Office view on changing the current registry system by re - introducing the 28 days from whelping requirement to notify all litters.

1. Background

November 10 2018 Canine Health & Welfare Committee Meeting

The recommendation to move from 27 days / 2 years for litter and puppy registrations came from an initiative of Canine Health & Welfare Committee to strengthen a number of existing Breeders Code of Conduct requirements and enable better enforcement of the code.

Recommendation to E.C Nov 2018

Registration Regulations currently allow a 2 year period to register a puppy. CHWC recommends that as now it is a requirement to register every puppy, that this period is reduced to 6 months. This would permit better compliance of Dogs NZ health schemes and registration requirements, as issues could be followed up in a timely fashion.

November 24/25 2018 Executive Council Meeting

The recommendations from CH&W were discussed at the November 2018 E.C. meeting.

Meeting Minutes

- It was also recommended that the BCOE be referenced and set out in full in the Registration Regulations. This had been previously agreed by EC but not in full. A recommendation was then put that the BCOE be referenced in the Registration Regulations in addition to being set out in full as Clause 19 (all others renumbered).

Moved CH; Seconded SM – passed

- A further recommendation that all litters must be notified and puppies registered within 6 months was discussed and put as a motion.

Moved JB; Seconded LS – passed
CH recorded as against

March 2019 NZ Dog World Notice

Based on the above decision a notice on the Registry Regulation change was published in the March 2019 issue of NZ Dog World:

May 2019

The required changes were made to the Registry Regulations which become active on 1 May 2019.

8.2 Litter Notification Procedure

- 8.2.1 A completed Combined Certificate of Service and Litter notification form must be lodged with the New Zealand Kennel Club within 6 months of the date of whelping.
- 8.2.2 Notification of a litter for the registration of a dog later than six months after whelping shall not be permitted without the approval of Executive Council upon the receipt of a written application for such consent

9.1 Registration of Dogs

- 9.1.1 Dogs whelped from a litter for which a Combined Certificate of Service and Litter Notification form has been filed within six months from the date of whelping must be registered with New Zealand Kennel Club within the same six month period from the date of whelping.
- 9.1.3 All dogs should be registered within six months of date of birth.
- 9.1.4 Registration of a dog from a litter for which a Combined Certificate of Service and Litter Notification form has been lodged after six months but with the approval of Executive Council, is permitted if lodged with the Litter Notification and upon payment of a special late fee.

27/28 July E.C. Meeting

At the July E.C. meeting the Director Secretary presented a report on the work that the National Office had done to automate the compliance tracking of the new Registry Regulations and to ask approval for a 28 day late period to be added to the 6 month registration period. The report also asked for approval to be able to make application to Council for suspension of Kennel Name for any breeders who are still not in compliance.

Meeting Minutes:

Executive Council Approval

- Recommend that Executive Council allow the Director Secretary the discretion to accept late litter & dog registrations (within 28 days of 6 month deadline) upon the payment of a special late fee of \$118 per litter, \$84 per dog.
- That the Director Secretary make applications to Executive Council for suspension of kennel names of breeders who fail to adhere to Registry Regulations for Litter Notification & Dog Registrations, LRL Heath Testing and Breeders Code of Conduct breeches.

Moved PR; Seconded SM – approved

The E.C also agreed on communications in Dog iE-news and Dog World to note the office policy going forward and enforcement of penalties.

September 2019

Flow charts detailing office procedure in notifying members of their requirements to register all litters /puppies within 6 months, non-compliance procedures and article on late fee flexibility was published in the September edition of NZ Dog World.

2. Current Office Procedures

Notifying Litters with 6 month period but yet to register all puppies

- At 4 months from the recorded whelping date breeders receive an automated reminder to register any unregistered puppies before the 6 month deadline
- At 5 months 2 weeks from the recorded whelping date breeders receive an additional reminder to register any unregistered puppies before the 6 month deadline.

What Happens after the 6 month period has lapsed?

- Registry receive an automated list off all breeders who have notified litters within the 6 months but still have unregistered puppies.
- These breeders receive an email giving them a late period of 28 days to register the outstanding puppies. They do have to pay \$84 per dog late fee and are warned that their Kennel Name could be suspended if non-compliance.
- This 28 day warning period captures any breeders who notified litters right on the 6 month deadline and gives them a further 28 days to register the puppies.

What happens after the 6 month + 28 late day period?

- Registry provide the Director Secretary with a list of Breeders who have still not registered the puppies within the 6 month + 28 day late period.
- Director Secretary applies to E.C. for approval to suspend Kennel Name.
- Director Secretary informs Breeders that their Kennel Name will be suspended for noncompliance. The suspension will be lifted if they pay the \$500 breach of Breeders Code of Conduct fine and register the puppies (with payment of late fees).
- If this is the second or third offence then the fine payable before removal of suspension is \$1,000 / \$1500 as consistent with other BCOC breaches.

What happens if a litter is notified & dogs registered after the 6 months period?

- If it is with –in the 6 month + 28 day late period we will register the litter & puppies with the standard late fees payable.
- If it is after the 6 months + 28 day the registration will be accepted upon payment of the BCOC fines as well as the standard late fee.

3. Member Feedback

- Members like the 6 month system and we have had very few adverse comments.
- We are seeing an increasing number of members using the six month window to complete both litter notification and puppy registration / new owner transfer in one application.
- We have had no member apply for litter notification only on the six month deadline. Those that are notifying litters close to the six month deadline are also registering puppies and new owner transfers.
- We are seeing compliance from Breeders once they receive the 28 day late period warning.

4. In Summary

- The view of the National Office is that re-introducing the 28 day from whelping Litter notification period is trying to solve a problem that does not exist.
- As outline in Sue Connors email it will only add complexity to a registry system that because we need to keep the old 2 year puppy registration alive until May 2021, already has two parallel systems operating.
- Registry systems such as ours are always dependant on voluntary compliance. Having a requirement to notify litters within 28 days of whelping will not capture Breeders who have no intention of registering any dogs because they do not see the value in having pedigree papers.

- We are better to concentrate on creating more value for breeders to ensure that they sell dogs with pedigree papers and this is something that we are working on with our Purina partnership.
- Our preference remains to keep the existing 6 months + 28 days system and devote resources to build an online system that allows breeders to register both litters and puppies in one seamless application as they do in Australia.

ST spoke to this paper and the E.C discussed.

KB raised a question about transfer to ownership timeframe and BH noted that yes it does still apply. LS said the intent of CH&W is addressed with the 28 day notice once 6mths is up. BH noted it would be good to have the one form that does both.

KB noted moving forward we need to show the quality of the Pedigree that goes with the sale alongside Dogs NZ to cut breeders breeding and not registering. ST advised he is in conversation with our sponsor Purina about this topic to "add value". LS noted the only legal standing we have is removing kennel names. KB advised Dogs NSW has a code of ethics around this and suggested Dogs NZ look into this. JB suggested that every renewal form has a tick box that members are to adhere to and comply with NZKC rules and regulations. FH requested a box also be allocated to understand which dog sport they participate in. ST has noted that this is all part of the online renewal form process and we can incorporate this in the forms. LS suggested we incorporate rule in our communications to make it clear for members. E.C noted that they can't be a member until all boxes are ticked.

FH asked about staff cross over activities in terms of covering other roles in the office. ST noted it comes back to the business continuity plan. JB suggested the position descriptions are documented.

BH closed this agenda item.

3. OTHER

GENERAL BUSINESS

WELLINGTON EXHIBITION BENEFIT SHOW

KB and DH wanted to say thank you for the successful weekend. KB noted the sponsor was amazing to work with and thanked SM coming from Auckland to support us. The catering was excellent!

Information only – Received

MEMBERS WELFARE

LS suggested a note about member's welfare in communications. FH noted a link on Zoom meetings as a way of communicating amongst each other would be a useful tool.

SCHEDULING OF SHOWS

The E.C noted rescheduling of shows to a later date can be put on hold for now. ST will pick this up with DH & LS who has advised they are already working on rolling over shows from 2020 to 2021.

NZDJA

JB raised the issue about an exam for Junior Handler Judge. The E.C agreed that ST will follow up with Debbie Hull and if need be will get ratification from E.C via email.

EXECUTIVE COUNCIL NOMINATIONS

BH noted he has received 3 nominations from each of the North and South Island.

North Island: S.Tate, J.Brooker, R.Cleator

South Island: K.Brown, C McManus, S.Monsoon

The E.C noted there is a vacancy due to Clinton Hoeben's passing. Colleen Begg has sent a letter of offer to Trina Nichols.

NDOA

AB to follow up re. the NDOA and will bring back next meeting, along with judges endorsed.

PRESIDENT SUM UP / EVALUATION OF MEETING / NEXT MEETING AGENDA ITEMS

ST thanked E.C for their support to himself and CP re. the budget. ST also noted the national office staff moral and communication is good and advised we have a weekly staff meeting via Zoom.

The E.C noted the electronic recording of E.C meetings are for the production of the minutes only and shall not be disseminated to any third party. Any such recordings shall be destroyed upon approval of the written minutes.

BH closed the meeting at 12pm on 11 April 2020.

EXECUTIVE COUNCIL MEETING DATES (2019-2020 term)

The E.C agreed meetings to discuss important items only will occur once a month via Zoom until alert levels are lifted

Early May 2020

TBC - Zoom

19 June

TBC