



**MINUTES
ANNUAL GENERAL MEETING
CANINE FRIENDS PET THERAPY INC
RUSSELL KEOWN HOUSE
1 Knights Road
Lower Hutt 5010
SATURDAY, 14 May 2016**

ATTENDEES

Annette Dougherty (President/Chairperson), Sarah Cull, Leanne Gibson, Eileen Curry, Elizabeth Boyes, Sandy Fea, Paul Alcock, Loryn Blaikie, Victoria Caccioppoli, Jean Barr, Ann Evans, Carolyn Williams, Beverley Jocelyn, Liz Bowen-Clewley,

APOLOGIES

Anne Abbott, Marian Barclay, Vicky Graham, Kirstine Jolly, Rochelle Hailwood, Kevin Whittock, Val & Garth Pannett, Anne Deery, Mary Barton, Rachel Butler, Annie Dunlop, Louise Smith, Robin Fraser, Jo Baker, Sue Alcock

WELCOME

Annette declared the Annual General Meeting of Canine Friends Pet Therapy Inc. open, welcomed all members and introduced our Patron, Liz Bowen-Clewley.

Liz spoke to the meeting and indicated that the coming year would be her last as patron. Liz reminded the meeting of the reasons why we visit and the fabulous result that the visits have on the elderly and other groups. She mentioned the diverse range of requests that are currently received and the responses. She used the example of libraries. She thanked everyone for their contributions.

APOLOGIES

Nicky Dobson, Cath Rivron, Heather Mitchell, Georgina Cox, Kevin Whittock, Mary Panko, Nikki O'Leary, Louise Scott, Graeme Aiken, Rachel Butler, Kirstin Buckley, Julia Crouch, Michelle Van Looy, Pam Allen, Rachael Staples, Patrick McKay, Robin Fraser, Patricia Martin, Christine Kaiser, Caroline Weatherspoon, Barbara Lang, Amanda Richardson, Margarette Marshall

Moved: Nina Hawke

Seconded: Jean Barr

Carried

MINUTES OF 2015 AGM

The minutes of the Annual General Meeting held on 23 June 2015 have been read and were accepted as a true and correct record.

Sandy Fea noted that Elaine Varcoe attended the AGM, but she was not on the list of attendees. The minutes were notated to record the addition.

Moved: Liz Bowen-Clewley

Seconded: Sandy Fea

Carried

There was no business arising from the minutes.

PRESIDENTS REPORT –ANNETTE DOUGHERTY

As I said earlier, welcome to those members who have made the effort to attend especially our members who have had to travel a distance.

Our membership continues to grow, which to date stands at 532 which is an increase from 443 in 2015. Our secretary, Nina has been working hard to bring our membership currently up to date. With the new Health and Safety regulations affecting all communities we need to make sure all are members are financial and covered by our insurance. As a committee, we are considering our responsibilities to cover this new legislation as it applies to our organisation and several members will be attending a meeting in a couple of weeks' time covering this topic then we will report back to our organisation on any changes etc. that may be required.

We are in good financial shape thanks to the ongoing support of our members and the generous contributions from our sponsors being the Lotteries Commission, Competency International Ltd (CIL), Superior Farms Pet Provisions, Hutt City Council and a big welcome to our new sponsor, The New Zealand Kennel Club. Our organisation really appreciates all your help to assist our club in moving forward.

At our Annual General Meeting, last year our main objective for 2015 was to sell our book and organise a workshop/fun day for all our Liaison Officers throughout New Zealand. To date we have sold 312 books approximately so still have nearly 200 to sell. If anyone here today would like some more books, please see me after the meeting.

Being extremely cautious with our finances due to the initial outlay for the book, the Liaison Officers day was delayed, but the good news is, that due to the kind sponsorship from the New Zealand Kennel Club in the past month, this will now go ahead in the Spring. A sub-committee was formed at our last meeting two weeks ago, and as soon as we have a confirmed date, we will let you all know.

Our major project for the next 12 months will be an upgrade of our communications technology and systems. As we have grown very rapidly we need a smarter technology platform with more functionality. We are fortunate to have on our committee, Leanne Gibson who will help us scope this project, produce a plan and organise funding to implement it. Leanne will discuss this with us under General Business later on in the Agenda.

We are constantly getting requests from all walks of life with some most unusual requests, but we do need to remind ourselves we are a **Canine** Pet Therapy organisation which policy allows for one dog, on a lead, with a scarf, one person wearing a badge and the dog under control of its owner at all times. There are several organisations who cater for other animals and requests for other species of animals must be directed to these organisations.

I would like to recognise the huge responsibility our Liaison Officers have in looking after their areas, it can be so frustrating as well as immensely rewarding, so hang in there, we can't do it without you. To our Field Officer for the North Island, Ann Evans Committee Member and Liaison Officer who travels monthly from Kimbolton, about 3 ½ hours to Lower Hutt, a huge thank you from us all. You are certainly making a big difference in keeping a much higher level of communication open with our members in the North island. We are still working on a Field Officer for the South Island but that is work in progress.

Finally, but most importantly a personal thank you to my wonderful committee without your support my position would be absolutely impossible.

Moved: Annette Dougherty

Seconded: Carolyn Williams

Carried

FINANCIAL REPORT 2014 - 2015 – ANNE ABBOTT (attached):

Leanne Gibson, on behalf of the Treasurer, Anne Abbott tabled the audited financial statements for the year 1 April 2015 to 31 March 2016 which were accepted.

Leanne reported that the finances were healthy but not extravagant. She advised that only the Westpac accounts had been audited and the BNZ account (book account) was yet to be audited. The Auditor, Mr Watt had not raised any concerns with the accounts he had sighted.

It is the first time that grants and donations exceeded the amount received in subscriptions and postage and producing the newsletter were the largest expense. The cost of the book should be offset by sales but all the books need to be sold to maintain the current position.

Moved report be received: Leanne Gibson Seconded: Liz Bowen-Clewley

There was no further discussion or questions.

Move report be adopted: Ann Evans Seconded: Vicky Graham *Carried*

NEW MEMBERS COORDINATOR'S REPORT – LORYN BLAIKIE

Report Attached and read by Loryn

Moved report be received: Loryn Blaikie Seconded: Ann Evans

Liz Bowen-Clewley thanked Loryn on the success of the Special Children's Christmas Party, which Loryn had organised on her behalf. There were 12 dogs with their owners in attendance over the 4 hours. It was a great effort.

There was no further discussion or questions.

Move report be adopted: Jean Barr Seconded: Leanne Gibson *Carried*

FUNDRAISING REPORT – LEANNE GIBSON

Report Attached and read by Leanne

Moved report be received: Ann Seconded: Liz Bowen-Clewley

Ann Evans added that CFPT had been selected as the charity for profits on the book "Toby goes to Grandmas". Information on purchasing the book can be found on the website.

Liz Bowen - Clewley raised the \$20 per annum individual membership fee and the cost of retaining the status regarding the work and effort put in by the Committee and Liaison Officers.

Annette Dougherty confirmed that the annual fee had remained at \$20 for as long as she could remember and that the idea of raising the fee and reimbursing Liaison Officers had been debated strongly previously. She left it to the Liaison Officers to raise if they felt that the effort versus the cost was unreasonable. To date there had been nothing had been raised with the Committee.

Move report be adopted: Carolyn Williams Seconded: Sandy Fea *Carried*

FIELD AND LIAISON OFFICERS REPORTS (ATTACHED)

Ann Evans, Field Officer and Liaison Officer for Manawatu and Rural briefly spoke about the highlights in the North Island.

The following Area and Regional Reports were tabled and accepted:

Field Officers:

North Island --Ann Evans

Liaison Officers

Auckland – Rachel Butler

Rotorua – Kirstine Jolly

Taranaki – Mary Fox

Whanganui – Margarette Marshall

Mana/Porirua – Jean Barr

Lower Hutt – Victoria Caccioppoli

Taupo – Vicky Graham

Hawkes Bay – Paul & Rosemary Dingley

Manawatu & Rural – Ann Evans

Kapiti Coast – Mary Fowler

Upper Hutt – Paul Alcock

Wellington (east)– Chris Aitcheson

Nelson & Tasman – Sarah Moore
Invercargill/Southland – Marie Lockie

Queenstown – Amanda Richardson

Moved report be received: Ann Evans

Seconded: Carolyn Williams

There was no further discussion or questions.

Move report be adopted: Sandy Fea

Seconded: Jean Barr

Carried

ELECTION OF OFFICERS:

<u>POSITION</u>	<u>MEMBER</u>	<u>NOMINATED</u>	<u>SECONDED</u>	<u>RELECTED</u>
President	Annette Dougherty	Nina Hawke	Sandy Fea	Yes
Vice President	Sarah Cull	Annette Dougherty	Eileen Curry	Yes
Secretary	Nina Hawke	Annette Dougherty	Jean Barr	Yes
Treasurer	Anne Abbott	Annette Dougherty	Carolyn Williams	Yes
Committee/Field Officer	Ann Evans	Annette Dougherty	Beverley Jocelyn	Yes
Funding Co-ordinator	Leanne Gibson	Annette Dougherty	Loryn Blaikie	New
Newsletter Editor	Beverley Jocelyn	Annette Dougherty	Jean Barr	Yes
New Members Coordinator	Loryn Blaikie	Annette Dougherty	Ann Evans	Yes
Database Manager	Nina Hawke	Annette Dougherty	Jean Barr	Yes
Communications Manager	Carolyn Williams	Annette Dougherty	Liz Bowen-Clewley	New
Committee Member	Eileen Curry	Annette Dougherty	Nina Hawke	Yes
Committee Member	Barbara Lang	Annette Dougherty	Nina Hawke	Yes
Committee Member	Victoria Caccioppoli	Jean Barr	Ann Evans	New

Carried

Patron

Liz Bowen- Clewley has confirmed that she that she will remain as Patron.

General Business:

Communications Manager

Carolyn Williams gave a summary of what her responsibilities on the Committee include:

- Summary of each Committee meeting to Liaison Officers
- Maintaining all communications with Liaison Officers on behalf of the Committee
- Co-ordinate the articles for each edition of Dog World (NZKC), which include the role of a Liaison Officer for CFPT, Liaison Officer get together, small group get togethers etc.

Membership Management

Leanne Gibson presented the proposal (attached) to purchase a subscription to a member management system.

Leanne identified the benefits which included a hosted service and both time and financial savings. She assured those present that use of the system would be voluntary and both members and liaison officers could use as much of the system as they felt comfortable with. It would be implemented after a trial and all records would be migrated once approved.

Liz Bowen Clewley was very supportive and enthusiastic of the proposal and pointed out that time was sacred, so any time savings were definite benefits for all involved. She noted that the workload for individuals was growing as were the requirements placed on the organisation. She proposed that the trial go forward as presented by Leanne. This was seconded by Sarah Cull. *Carried.*

Dog Coats

Ann raised the suggestion made by Chris Aitcheson in her report, that visiting dog should wear a coat rather than a scarf as the wording can be hard to read, particularly on bigger dogs.

It was agreed that this would be taken up by the Committee, however Sandy Fea did note the cost would be great and wearing a coat would make patting and stroking the dog more difficult.

Cost of calls

Leanne raised this matter on behalf of Marie Lockie. This was agreed to be discussed by the Committee as there are a range of options available depending on individual's plan with their provider. Many members now only provide a cellphone number for contact.

Badges

Loryn replied to Kirstine Jolly's request for names on badges. This can occur, but the individual would need to pay the additional cost for the badge. Loryn offered to get a quote which would include p&p and report back to the Committee.

Dingley's resignation

Peter Dingley in his report raised the behaviour of a member during a telephone call with him. This matter had been dealt with by Ann Evans and could have been handled differently if she had been advised earlier. It is important to deal with issues promptly, particularly considering the current Health and Safety legislation.

NZ Community Awards

Leanne Gibson proposed that any nominations would be on a national basis rather than each area or region submitting individual nominations. This was seconded by Nina Hawke. *Carried*

Sarah Cull thanked Annette Dougherty and Nina Hawke for their efforts for the AGM.

There was no further business and Annette Dougherty declared the AGM closed at 3:15pm.