

DRAFT Minutes Annual General Meeting
10th June 2017
Russell Keown House
Lower Hutt 10:30am-12:15pm

Attendees:

Eileen Curry (Founder), Annette Dougherty (President), Ann Evans, Leanne Gibson, Beverley Jocelyn, Carolyn Williams, Nina Hawke, Victoria Caccioppoli, Vicky Graham, Sondra Levitt, Jean Barr, Chris Partridge, David Verrinder, Lisa Chapman.

Apologies:

Auckland: Rachel Butler

Christchurch: Karyn Mueller

Hawkes Bay: Tess Stiles; Katja Williams

Kapiti: Mary Fowler; Louise Scott

Lower Hutt: Anne Abbott, Loryn Blaikie; Elizabeth Boyes; Georgina Cox; Maurice & Virginia Gibbens

Nelson-Tasman: Jess Ross

Northland: Sophie Ogden

Oamaru: Catherin Rivron

Palmerston North: Svetlana Jagana

Queenstown: Amanda Richardson

Rotorua: Colin & June Deans

Upper Hutt: Bev van Vels

Waikato: Veronica Guadarrama; Kevin Whittock

Wairarapa: Paul Alcock; Barbara Lang

Wellington: Sarah Cull

Welcome

Annette welcomed everyone to the 2017 Annual General Meeting of Canine Friends Pet Therapy and extended a warm welcome to all the out-of-town members who had travelled to the AGM. She had a special acknowledgment to Eileen Curry (our Founder) for her contribution to the organisation and for being the driving force that had led to a number of members (over time) signing up for roles on the Committee. She also asked us to remember the members who had passed away since the last AGM such as Gordon Conning (an honorary member), Maureen Lind (a Liaison Officer) and Liz Bowen-Clewley (our Patron).

Moved: Ann Evans

Seconded: Beverley Jocelyn

Carried

Minutes of the 2016 AGM

The minutes of the Annual General Meeting held on 14 May 2016 were taken as read (as they had been posted on our Membership Management platform for 10 days) and were accepted as a true and correct record.



Moved: Nina Hawke

Seconded: Carolyn Williams

Carried

There was no business arising from the minutes.

Announcement of new Patron

Annette was pleased to confirm that the Governor General, Her Excellency the Right Honourable Dame Patsy Reddy has agreed to be our patron. This patronage will be for the duration of her term in office. CFPT are honoured and excited to receive the vice regal patronage and will be looking at opportunities to connect with the Governor General in the future.

20 Year Service Award – Presented to Sondra Levitt (Upper Hutt)

President's Report – Annette Dougherty

Hi everyone

We are now into our 27th year of Canine Friends Pet Therapy and structurally and financially I feel we are in an excellent position going forward.

One of our aims from last year's AGM was upgrade our Membership Management System and Communications technology which is progressing well under the competent guidance of Leanne Gibson. We are working towards upgrading our website as soon as possible (funds permitting). We also enjoyed a wonderful very full day last August when we ran a Liaison Officers Day in Wellington. We had a tremendous turnout and from all the feedback I have had they can't wait for the next one! It makes such a difference when you are able to discuss your problems, etc with other likeminded people and realise we all have the same problems. "It was a really fun day"

Carolyn Williams has been working steadily on updating all our communications material, and a complete new pack has been sent out to all Liaison Officers. To ensure all our communications material nationwide is consistent, we ask you all to familiarise yourselves with this pack, and to only use the official material you have received from now on.

We are also working on improving our communications and support in the South Island and helping our members to establish new groups wherever possible. Several of our committee members will be visiting current Liaison officers and members wherever possible later on this year and Sarah Cull is organising this venture with the generous assistance of the NZ Kennel Club.

I would also like to reiterate our previous Liaison Officer's reports on how important it is that we have a competent Field Officer for the South Island. It doesn't necessarily need to be a current Liaison Officer but could be someone who understands our principles and is willing to communicate regularly with our South Island Liaison Officers and send in monthly activity reports to the committee. We also require several new Liaison Officers for the North Island and we would be happy to hear from any interested dog loving people who are happy to commit some of their valuable time to our organisation.

The committee and I would like to thank all our Liaison Officers/Assessors and Field Officers as without their commitment and dedication our organisation would not exist. Many of you have worked tirelessly to include your members in all sorts of fun activities together. Our volunteers work extremely hard to cover numerous requests from different organisations that just need a gentle dog to visit, no questions asked. With the numerous articles being written by our very competent

Publicity Officer the public awareness of our organisation has increased immensely which in turn involves more time and commitment from our dedicated members.

Some of you have hooked into our new Wild Apricot System and I do hope you will all eventually avail yourselves of this exciting new tool. I guess if I can get my head around it anybody can! There are also numerous forms and documents on the site for you to print one-off copies when you run out of supplies if necessary. A big thank-you to Leanne Gibson for getting us up and running on Wild Apricot. Leanne has done a fantastic job and is always more than happy to offer any help and training you may need.

As most of you will be aware I am stepping down this year as President and am extremely confident the position will be ably filled by our new President. I want to acknowledge all of my committee who have assisted and supported me during my term as President especially Nina Hawke our outgoing Secretary who was always "just a phone call away" when needed. To Anne Abbott our outgoing Treasurer of 10 years, Barbara Laing who has resigned as a long serving committee member and Wairarapa Liaison Officer and Loryn Blaikie, who has resigned due to a more important commitment (all the best Loryn) - a very big thank you to you all for your commitment and service.

We have a very strong and competent committee and it has been a pleasure to work with you all. With the technology available today it is possible to extend the National Executive to include interested members from all over New Zealand with their own expertise and we are working to that end.

I wish the new President all the success in this position and am only a phone call away if you need a sounding board at any time.

Moved: Annette Dougherty Seconded: Vicky Graham *Carried*

North Island Field Officers Report – Ann Evans

Ann Evans, gave a brief speech about the highlights and challenges experienced by the North Island Liaison Officers.

The following reports were tabled and accepted

Auckland – Rachel Butler

Kapiti – Mary Fowler

Lower Hutt & Wellington City – Victoria Caccioppoli

Manawatu Rural (including Levin) – Ann Evans

Palmerston North – Chris Partridge / Pam Allen

Rotorua – Kirstine Jolly

Taupo – Vicky Graham

Tauranga – Janet Fosberry

Waikato – Judy Mcrae

Whitby to Johnsonville – Jean Barr

Moved: Ann Evans Seconded: Victoria Caccioppoli *Carried*

South Island Field Officers Report – Annette Dougherty

Annette Dougherty, gave a brief speech about the highlights and challenges experienced by the South Island Liaison Officers.

The following reports were tabled and accepted:

Oamaru – Catherin Rivron
Otago – Beth Madigan
Nelson/Tasman – Sarah Moore / Jennifer Grant
Queenstown – Beryle Ravenwood
Invercargill/Southland – Marie Lockie

Moved: Annette Dougherty Seconded: Sondra Levitt *Carried*

Acting Treasurer's report

Leanne Gibson explained why she was presenting the financial report, why the format of the financial report has changed and how to read/interpret the new financial reports.

In summary – last year we raised \$14,817 of income (compared to the previous year of \$22,004).

Leanne noted that the NZKC donation of \$5000 was received a few days after the close of the financial year and this would have put us on par with the previous year.

We spent \$15,265 of expenses (compared to the previous year of \$18,167)

We had a \$448 deficit (compare to a surplus of \$3,213 the previous year).

We have reconciled the BNZ Book account (noted as being not accounted for in the 2016 AGM minutes).

Overall we had \$11,308 in cash as of the 31st March 2017 (compared to \$11,756 the previous year).

Leanne asked the AGM attendees to accept the new Performance Standard Statement for the financial year ending 31st March 2017 (in lieu of an auditor) noting that professional assistance has been received from the Accounting for Charities Trust.

Moved: Leanne Gibson Seconded: Beverley Jocelyn *Carried*

Vicky Graham asked if CFPT received many bequeaths. Leanne responded that we only had one last year.

Membership Report

Nina Hawke outlined a number of highlights from her report particularly the specular growth of new members primarily driven as a result of the NZKC magazine articles.

Moved: Nina Hawke Seconded: Jean Barr *Carried*

There was no further discussion or questions.

Communications Report

Carolyn Williams gave a small presentation on the new communications materials that were recently released.

Moved: Carolyn Williams Seconded: Leanne Gibson *Carried*

There was no further discussion or questions.

Newsletter Editor's Report

The report was taken as read. Jean Barr thanked Beverley Jocelyn for the excellent job she has done compiling the quarterly newsletters.

Moved: Jean Barr

Seconded: Vicky Graham

Carried

There was no further discussion or questions.

Sponsorship Report

The report was taken as read.

Moved: Ann Evans

Seconded: Beverley Jocelyn

Carried

There was no further discussion or questions.

Election of Officers and Committee

The President stated that because there were 2 nominations for President, that a secret vote would be conducted as per the Constitution. She saw having two excellent candidates running for President as an excellent sign of the vibrancy of the organisation. The two candidates Ann Evans and Vicky Graham were then given the opportunity to make a speech outlining their suitability for the role.

Position	Member	Notes
President	Ann Evans	Elected by Secret Ballot
Vice President	Vicky Graham	Nominated at May Committee meeting
Secretary	Leanne Gibson	Nominated at May Committee meeting
Treasurer	Victoria Caccioppoli	Nominated at May Committee meeting
North Island Field Officer		Held till June Committee meeting
South Island Field Officer		Held till June Committee meeting
Newsletter Editor		Re-elected
Committee	Annette Dougherty Anne Abbott Sarah Cull David Verrinder Rachel Butler Chris Partridge Nina Hawke Carolyn Williams	Nominated at May Committee meeting

Sondra Levitt then thanked the outgoing President for her contribution and commitment to Canine Friends Pet Therapy and gave her a small token of appreciation.

General Business

The Committee had received 2 proposals from Rachel Butler for consideration by the members. These were attached to the agenda and taken as read. One proposal was for increasing member fees and the other proposal was to give Liaison Officers/Committee members free or subsidised membership.

The Committee had conducted a cost/benefit analysis and made the following recommendation to CFPT members attending the AGM. That:

- a) A one-off fee of \$10 would be requested of each new member to cover their badge and scarf (for an individual member) or in the case of a Joint membership (2 badges and one scarf) from 1st August 2017.
- b) There shall be no increase to the individual membership fee for an individual (\$20) or a joint membership (\$25).
- c) Extra scarves will cost \$10 from 1st August 2017.
- d) Lost badges will not incur a cost.
- e) Once a year, members will be able to purchase a personalized badge at their own cost.
- f) Liaison officers will be offered the option of not paying subs (if they have done two years of service).

Financial members present at the AGM were then asked to vote for/against this recommendation (which covered both proposal 1 & 2) and the final decision will be made in the next committee meeting after the AGM.

There was a unanimous show of hands for supporting this recommendation *Carried*

Future Committee Meetings

David Verrinder asked how future committee meetings would be conducted given a number of members were spread throughout the country. Leanne responded that we are exploring the use of a professional conference call service (pending affordability) and that we would then explore the use of a technology platform like Zoom-in once we confirm all members have the computer competency and equipment.

The Constitution

Leanne Gibson asked that the Committee consider reviewing the current Constitution as it may need modernising in light of some of the new developments at the Charities Services organisation.

Acknowledgements

Annette Dougherty concluded the meeting by acknowledging our sponsors and people who have provided pro bono professional services.

Our sponsors are the NZ Kennel Club and NZ Lotteries Grants Board.

Bryan Watt has been our auditor for over 20 years and is stepping down. We are very grateful for all the work he has done and will be sending a small token of our appreciation. Also a very big thank you to Rachel Staples who has been hosting and meeting the fees of the existing website through her company Indigo Software for many years.

There was no further business and Annette Dougherty declared the AGM closed at 12:15pm.

Signed as a true record of this meeting



Annette Dougherty

President

Date: