

Minutes Annual General Meeting Wednesday 10th June 2020, 7pm ZOOM meeting

Attendees:

Vicky Graham (President), Beverley Jocelyn (Vice President); Leanne Gibson (Secretary), Dallas Hopkins (Treasurer); Rachel Butler (Committee member); David Verrinder (Wellington Events Officer), Annette Dougherty (New Member co-ordinator), Sandy Fea (Committee Member), Jan McKenzie (Whitby to Johnsonville Liaison Officer), Helen Moriarty (Wellington Liaison Officer), Carol Millican (Christchurch Liaison Officer), Chris Partridge (Hastings Liaison Officer – via phone); Margaret Scaife (Liaison Officer Nelson Tasman), Judy McRae (Waikato), Gill Warren (Taupo), Rosalind & Bill Larsen (Lower Hutt), Carol Drew (Auckland), Jenny Easton (Napier), Margarette Marshall (Whanganui); Nigel King, General Manager Global Marketing, Ziwi, Steven Thompson (Director Secretary DogsNZ);

Apologies:

Our Founder: Eileen Curry;

Our Patron: Dame Patsy Reddy;

Auckland: Karen Bailey, Helen Keir, Sam Kean, Helen Lamb, Helen Mulcahy, Sonia Nerheny, Tushar Sharma, Alison Elford

Blenheim: Gay Longbottom, George Peart, Liz Welsh, Marion Preston

Christchurch: Jacinta Hannon, Scott Kennedy, Ann Newsom, Ashleigh Probert, Wendy Pryor, Gabriella Robertson (Events/Placement Officer), Gillian Robinson, Paulette Shearer, Shannon McGarry

Foxton/Levin: Vivienne Arthurs, Diane Fawcett, Sue Clarke (Liaison Officer – was late to the ZOOM call)

Hastings: Lorraine Andresen, Mui Fah Wong

Invercargill/Southland: May Evans

Kapiti: Lynley Evans (Liaison Officer), Kathy Pentecost, Louise Scott

Lower Hutt: Louise Beale, Miriam Chamberlain, Rachel Davison (Liaison Officer), Ian Weatherall, Jill Westenra

Manawatu: Marilyn Brackley; Ann Evans (Liaison Officer-could not access ZOOM call on the evening); Kaye Harkness (Liaison Officer); Niki Heywood, Svetlana Jagana, Brenda Mackenzie, Gary Muir, Pam Jamieson

Napier: Jo Fox, Debbie Hastings

Northland: Mary Easterling, David & Lynda Macgregor

Oamaru: Cath Rivron (Liaison Officer)

Otago: Sarah Davison

Queenstown: Beryle Ravenwood (Liaison Officer)

Rotorua: Julie Cowell (Liaison Officer)

Tasman/Nelson: Philippa McFadden

Taupo: Elisabeth Cato, Laura Dawson, Lynda Gulbransen, Emma McCosh, Gill Warren

Tauranga: Barbara Blackburn, Sharon Ferris, Viki Lester, Marta Nicholas, Liz Roelofsen

Upper Hutt: Patrick Smith, Anne Abbott (Liaison Officer)

Waikato: Sally Felton, Veronica Garcia Gil, Naomi Greene, Christine Nielsen (Assessor), Pauline Rukuwai (Assessor), Liz Scott (Assessor), Kevin Whittock, Kath Blackmore

Wairarapa: Barbara Lang, Wendy MacKay, Daphne Rowland
Wellington: Claire Dawe, Tim Richards, Sue White, Neville Waisbrod
Whakatane: Malcolm Ward
Whanganui: Marion Barclay, Dee Brough, Sandy McAllen (Liaison Officer)
Whitby to Johnsonville: Jean Barr, David Brown, Mary Cook, Gwenda Laphorne

Welcome

Our President Vicky Graham welcomed everyone to our first online Annual General Meeting of Canine Friends Pet Therapy and she acknowledged the apologies that had been received.

Minutes of the 2020 AGM

The minutes of the Annual General Meeting held on 8 June 2019 were taken as read (as they had been emailed to all members and posted on our website) and were accepted as a true and correct record.

Moved: Helen Moriarty Seconded: Sandy Fea *Carried*

There was no business arising from the minutes.

President's Report

Vicky Graham presented her report on the extensive achievements and highlights delivered by the Committee over 2019/20. This report is posted on our website at this link:

<https://www.caninefriends.org.nz/resources/Documents/2020%20Presidents%20Report%20AGM.pdf>

There were no questions arising from the report. The Vice President, Beverley Jocelyn asked for the AGM attendees to accept the President's report.

Moved: Annette Dougherty Seconded: Helen Moriarty *Carried*

Guests

Vicky Graham invited our key sponsors to say a few words.

Steven Thompson, Director Secretary DogsNZ

At Dogs NZ we are increasingly having a focus on how we can interact with general dog owners and the public. We are looking at emphasising the joy that dog ownership can bring to the general public and into family groups and those people with disadvantaged backgrounds. Our support of the work that Canine Friends does completely matches our Dogs NZ goals. It is a perfect fit for Dogs NZ. And it certainly is with the current Dogs NZ Executive council and management team – we want to be partners with you for the long haul. So even though we are all going through a difficult time with COVID-19, we see the strategic partnership with Canine Friends and what you are doing out there in the community as very important to the message that we at Dogs NZ are trying to spread. So I want to congratulate you on the work that you are doing. I believe that as you restart your activities in Level 1, that you will find a huge demand for your services. What we are finding as Dogs NZ, is that during Lockdown, people wanted companion animals and they wanted dogs. We have found no drop off in the registration of interest in dogs through our registry system over Lockdown.

So, as you restart and reconnect, with the community, the retirement homes and your new work in prisons, I will look forward in 12 months' time to hearing of the expansion of your services. Congratulations we look forward to a long-time partnership.

Nigel King, General Manager Global Marketing, Ziwi

It's a real privilege to be here tonight and I echo Steven's words. We really appreciate the work that Canine Friends undertakes in the community in bringing pets to people who have a need. We feel there is a good synergy between our purpose and your purpose. Our purpose is to bring joy and peace of mind to pets and their guardians around the world. The fact that you are doing that for people who can't own a dog is a great linkage into what we are passionate about. Our board is very supportive of the relationship we have and in building a long-term partnership as well. COVID-19 has been a challenge for us. We have been lucky as we have been deemed as an essential service for New Zealanders. Our production facilities have been operating at full capacity. We continue to supply the demand around the world for people who want to take the best of NZ and feed it to their pets. It is an exciting time for us. We are growing and are looking for a new site to build a state-of-the-art production kitchen to replace our Mount Maunganui facility. We will continue to work with Canine Friends – we are hiring some new team members that will make it easier for you to work with us and help your organisation grow, Thanks for the invite to attend tonight.

Treasurer's report

Dallas Hopkins presented the Performance Report.

In summary – last year we raised \$45,7134 of income (compared to the previous year of \$40,453).

We incurred \$25,710 of expenses (compared to the previous year of \$32,053)

We had a \$20,003 surplus (compared to a surplus of \$8,400 the previous year).

Overall we had \$36,874 in cash as of the 31st March 2019 (compared to \$16,871 the previous year).

Dallas noted that we received a large donation from a member of the public.

She also explained our new look Performance Report and why we have opted to use Tier 3 Accrual reporting as opposed to Tier 4: cash basis reporting. We did this as it is a more commonly recognised form of financial reporting. The accounts have not been formally audited as this is not a requirement under the current constitution. Dallas said that members should be assured that she is a chartered accountant and auditor and has used these skills to prepare our financial reports.

There was no questions regarding the Treasurer's report. Vicky Graham reminded members that our Performance Report is a formal document that is submitted to Charities Services.

Vicky Graham asked the AGM attendees to accept the Performance Report for the financial year ending 31st March 2020.

Moved: Jenny Easton

Seconded: David Verrinder *Carried*

Tables Reports

The Liaison Officers Report: Vicky Graham thanked all our Liaison Officers for the work they had done over the year and for the insights that their monthly reports provided to the National Committee. There were no questions arising from the report.

The Funding & Sponsorship Report: There were no questions arising from the report.

The Membership Report: There were no questions arising from the report.

The Newsletter Report: There were no questions arising from the report.

Vicky Graham asked for the AGM attendees to accept the tabled reports.

Moved: Judy McRae Seconded: Sandy Fea *Carried*

Election of Officers and Committee

The Vice President (Beverley Jocelyn) stated that 9 existing Committee members were willing to stand again and that 4 nominations had been received from members wishing to join the Committee. These were from Helen Moriarty, Carol Drew, Gabriella Robertson and Rachel Davison. The biographies were emailed to all members and were also available on the website. Because there was a late nomination (Gabriella Robertson), Beverley read out her biography. The Vice President asked the members on the ZOOM call if anyone else wished to join the committee. There were no expressions of interest from the floor. Beverley Jocelyn then formally conducted the election of officers and committee members.

Position	Member	Notes
President	Vicky Graham	Proposed by Rachel Butler Seconded by Leanne Gibson Carried Elected
Secretary	Leanne Gibson	Proposed by Annette Dougherty Seconded by Sandy Fea Carried Elected
Treasurer	Dallas Hopkins	Proposed by Leanne Gibson Seconded by Vicky Graham Carried Elected
Committee	Name Rachel Butler Rachel Davison Annette Dougherty Sandy Fea Beverley Jocelyn Sandy McAllen Helen Moriarty Gabriella Robertson David Verrinder Carol Drew	Proposed: Seconded Margarette Marshall : Carol Drew Vicky Graham on behalf of Eileen Curry: Sandy Fea Rachel Butler : Rosalind Larsen Jenny Easton: David Verrinder Margarette Marshall / Jenny Easton Jenny Easton : Sandy Fea David Verrinder: Jenny Easton Margaret Scaife: Rachel Butler Judy Mcrae : Jan Mckenzie Leanne Gibson : Sandy Fea

Because there were 10 nominations and only 9 spaces available on the General Committee, a poll was conducted using the online ZOOM tool. The elected General Committee for 2020/2021 are:

- Annette Dougherty
- Beverley Jocelyn
- Sandy Fea
- Helen Moriarty
- Gabriella Robertson
- Sandy McAllen
- Rachel Butler
- Carol Drew
- Rachel Davison

Acknowledgement of Retiring Committee Members

Beverley Jocelyn acknowledged the contribution of the retiring member David Verrinder.

General Business

Vicky Graham asked if there was any general business.

Gill Warren: Do you think we were be returning to visiting rest homes?

Vicky responded that she will be sending an email to all of the organisations that we visit, to state that we are ready to start visiting in Level One again as long as the organisation formally invites us, and that our volunteers are happy to commence visiting and follow the organisation's COVID-19 Health and Safety procedures. Vicky will also be sending an email to all members advising them of these new requirements when recommencing visiting.

Margarette Marshall: I met the diversional therapist at the home I visit and they will be allowing visiting to restart from the 1st July. Vicky confirmed that the 1st July seems to be a common date for allowing visits to restart.

Carol Drew volunteered to stand down from the Committee so that David Verrinder could continue. Leanne referenced the Constitution which confirmed the voting process had been undertaken correctly and that the Committee welcomed all new members that were joining for the 2020/21 year.

Sandy Fea: I was down at Shona McFarlane today and was allowed in with my dogs. I'm not sure about the rest of the Ryman group.

Judy McRae: I am waiting for confirmation from Waikato hospital about when I can commence my visits.

Leanne said that as Secretary, she was receiving a large number of requests for visits and queries from people wanting to join.

Helen Moriarty confirmed that the local Presbyterian Home rang her today and wants visits to restart.

Jenny Easton still awaiting the green light from the Hastings Intensive Care Unit.

Rachel Butler wanted clarification about visiting in Level 1. Her understanding is that each volunteer must check-in with their organisation before they start visiting – they should not just turn up. Each volunteer should also make themselves familiar with the new COVID-19 Health and Safety requirements put in place by the organisations they visit. Rachel wanted to know if we will be using the new online and printed H&S forms that were introduced as part of the Buddy system. Vicky confirmed that these forms will be used and her email will give instructions on how to use the forms.

Margaret Scaife stated that Nelson Hospital, Kensington Court and The Wood have expressed interest in visits recommencing.

Margarette Marshall wanted to know if appreciation certificates were going to be issued this year. Beverley confirmed that all certificates have been posted. Beverley and Leanne will check the



mailing list and update Margarettte the following day.

There was no further business and Vicky Graham declared the AGM closed at 8pm. Leanne showed a small slide show from our new formal Powerpoint presentation that will be released to Liaison Officers soon.

Signed as a true record of this meeting

A handwritten signature in black ink, which appears to be "Victoria Graham". Below the signature, the name "VICTORIA GRAHAM" is printed in a small, uppercase font.

Vicky Graham
President
Date: 10th June 2020