

MINUTES of a meeting of the BOARD OF DIRECTORS held in the Amenities Building of The Bill Spilstead Complex for Canine Affairs, 44 Luddenham Road Orchard Hills on WEDNESDAY 13 March 2019 at 2.00PM.

PRESENT: L Brown G Spagnolo

> J Sheppard N Keck C Rafton J Seary L Brand A Lee K Hedberg BVSc E Pickering R Britten P Cutler R Harbin M Arthur

V Etherington OAM

IN ATTENDANCE: V Gagan-Wilson (CEO), R Kal (PA)

> A Khamis (Business Improvement Manager) (for part of meeting) B Tutill (Senior Administration Officer) (for part of meeting)

A Davis (Magazine Designer & Online Entries Show Administrator) (for part of meeting)

APOLOGIES: NIL

..IN CAMERA...

1. **CONFIRMATION OF PREVIOUS MINUTES**

Minutes - 06/02/2019 1.1

MOVED J Seary SECONDED G Spagnolo

THAT the Minutes of the Board of Directors Meeting held on Wednesday 6 February 2019 be

CONFIRMED.

CARRIED

1.2 Electronic Minutes - 28/02/2019

MOVED L Brand SECONDED J Seary

THAT the Minutes of the Electronic Meeting of the Board of Directors, held on Thursday 28

February 2019, be CONFIRMED.

CARRIED

2. **BUSINESS ARISING FROM MINUTES**

Office of the Minister for Planning & Environment Correspondence - DOGS NSW Complex 2.1 (Refer Item 6.13.1 BOD Mins 06/02/2019)

MOVED P Cutler SECONDED J Seary

THAT the correspondence between DOGS NSW President and the Office of the Minister for

Planning & Environment, be **RECEIVED.**

3. JUDICIAL MATTERS

3.1 Judicial Co-ordinator's Report

Director P Cutler left the meeting @ 2.39pm.

3.1.3 **Process of Inquiry Hearings**

The Directors discussed the process of how Inquiry Hearings are conducted, from the time the complaint is submitted until the Respondent is advised of the Hearing resolution.

The CEO left the meeting @ 2.41pm.

Director P Cutler returned to the meeting @ 2.41pm.

The CEO returned to the meeting @ 2.46pm.

The Senior Administration Officer joined the meeting @2.46pm

The Senior Administration Officer spoke to the meeting, explaining the process for all Complaints. Furthermore, confirmed that the Signed Reports for the Inquiry Hearings, as detailed above, were received on Thursday 7 March 2019, therefore, the results were forwarded to the Respondents on Friday 8 March 2019.

The Senior Administration Officer left the meeting @2.49pm

CARRIED

L Brand abstained

MOVED J Seary SECONDED P Cutler

THAT the Judicial Co-ordinator's Report be **RECEIVED**.

CARRIED

3.2 Disputes Assessment Report

3.2.1 Recommendation 1: Item 5 – General: Board Query

MOVED R Britten

SECONDED P Cutler

THAT Recommendation 1, which reads as follows, be APPROVED:-

THAT advice be obtained from a lawyer with expertise in proving computer fraud/identity issues to ascertain what, if anything, is required, ie, amendments to the DOGS NSW Regulations.

CARRIED

MOVED R Britten SECONDED J Sheppard

THAT the Minutes of the Disputes Assessment Panel be **RECEIVED**.

4. GENERAL BUSINESS TO BE DEALT WITH IN CAMERA

4.2 Director P Cutler – Limited Register Dogs for Conformation Shows

MOVED L Brand SECONDED J Seary

THAT Director P Cutler draft an amendment for ANKC Ltd Regulations Part 6: The Register & Registration, Section 6: Rules for Registration, Clause 6.6: Main and Limited Register Dogs to be submitted to the ANKC Ltd June 2019 Board of Directors Meeting.

CARRIED

The CEO left the meeting @ 3.23pm.

The CEO returned to the meeting @ 3.27pm.

The Magazine Designer/Online Show Entries Administrator joined the meeting @ 3.27pm

4.3 **Director P Cutler Issues**

4.3.1 DOGS NSW Gazette – Show Advertisements

The Magazine Designer/Online Show Entries Administrator spoke to the meeting in regard to the process for Show/Trial/Event Advertisements.

The Directors considered the information provided by The Magazine Designer/Online Show Entries Administrator and noted that an outside personnel has been able to publish the Show Advertisements in their entirety before DOGS NSW has done so.

MOVED E Pickering

SECONDED G Spagnolo

THAT the matter of Show Advertisements and how they have been published by an outside personnel before DOGS NSW, be investigated by the Office and the findings **REFERRED** to the Show Committee for consideration.

CARRIED

MOVED P Cutler

SECONDED K Hedberg BVSc

THAT the Office investigate the feasibility of uploading Show Notices to the DOGS NSW Website and/or Facebook individually as they are approved by the Show Secretary/Affiliate.

CARRIED

The Magazine Designer/Online Show Entries Administrator left the meeting @ 3.32pm

4.3.3 **Judges Contracts**

MOVED E Pickering

SECONDED G Spagnolo

THAT DOGS NSW investigate whether once a Judge's Contract has been received and approved, the Judges, Show and date could be published on the DOGS NSW Website.

4.4 Compliance Investigative Panel Minutes – 27/02/2019

4.4.1 Recommendation 1: Item 7.3 – Conflict of Interest

MOVED R Harbin

SECONDED L Brand

THAT Recommendation 1, which reads as follows, be APPROVED:-

THAT any DOGS NSW Member and/or Staff that are involved with the Compliance Investigative Panel, including one off inspections/verifications, must declare any relationship, whether personal or commercial, with any persons that require inspections.

CARRIED

4.4.2 Recommendation 2: Item 7.4 – Notification of Inspection – No Response

MOVED R Harbin

SECONDED P Cutler

THAT Recommendation 2, which reads as follows, be APPROVED:-

THAT, after the Notification of Inspection has been forwarded, via registered post and email, the Owner has three (3) months to contact the Office to arrange the inspection/verification. If no contact has been made by the Owner to the Office, then the application is automatically processed with the dog/s in question being placed on the Limited Register, flagged that if an application to upgrade the dog to the Main Register is received, than an inspection is required.

CARRIED

4.4.3 Recommendation 3: Item 7.5 – Dogs Queensland – Compliance Investigative Panel

MOVED R Harbin

SECONDED P Cutler

THAT Recommendation 3, which reads as follows, be APPROVED:-

THAT Dogs Queensland be requested to provide the names and contact details for all personnel involved with its Compliance Investigative Panel.

CARRIED

MOVED C Rafton

SECONDED V Etherington OAM

THAT Director Robert Harbin be **DELEGATED** to request the abovemention information from Dogs Queensland.

CARRIED

MOVED L Brand

SECONDED E Pickering

THAT the Minutes of the Compliance Investigative Panel meeting held Wednesday 27 February 2019, be received.

The meeting recessed @ 3.49pm.

The meeting resumed @ 4.19pm.

Standing orders were suspended to bring forward discussion on the Business Improvement Manager's February 2019 Report.

(Refer Item 4.12 below)

The Business Improvement Manager joined the meeting @ 4.19pm to speak to his report.

4.6 Business Improvement Manager February 2019 Report

The Business Improvement Manager tabled and spoke to his report.

MOVED L Brand

SECONDED V Etherington OAM

THAT the Business Improvement Manager's Report for February 2019 be RECEIVED.

CARRIED

The Business Improvement Manager left the meeting @ 4.50pm

4.7 Animal Welfare & Community Liaison Officer – February 2019 Report

MOVED P Cutler

SECONDED L Brand

THAT the Animal Welfare & Community Liaison Officer's Report for February 2019 be RECEIVED.

CARRIED

4.8 Miss P Cormack – Judges Training Lectures

MOVED R Britten

SECONDED P Cutler

THAT Miss Peta Cormack's proposal to record and edit the Lecture for the Conformation Judges Training Program, be **ACCEPTED** on a trial basis.

CARRIED

MOVED P Cutler

SECONDED J Seary

THAT Miss Peta Cormack's proposal be **FORWARDED** to the Spring Fair Dog Show Committee, Public Relations Committee, and the Show Committee.

CARRIED

4.9 Judges Committee

MOVED P Cutler

SECONDED J Seary

THAT the advice from Director Myron Arthur that the Judges Committee did not meet, be **NOTED.**

CARRIED

Standing orders were suspended to bring forward discussion on Directors utilising Video Conferencing to attend Board of Directors Meetings.

(Refer Item 10.2 below)

4.11 Regional Directors – Video Conference

MOVED V Etherington OAM

SECONDED J Seary

THAT the discussion held on Directors utilising Video Conferencing to attend Board of Directors Meetings, be **NOTED**.

4.12 Business Improvement Manager February 2019 Report

OVERRUN

Refer Item 4.6 above

.OPEN MEETING...

5. **MOTIONS ON NOTICE FROM DIRECTORS**

DOGS NSW Regulations Part I-The Register & Registration, Clause 9.4 5.1

MOVED P Cutler

SECONDED R Britten

THAT DOGS NSW Regulations Part I-The Register & Registration, be amended by an additional clause, numbered 9.4, to read as follows:-

Clause 9.4

All documentation submitted with an application for re-registration of an imported dog and/or semen must be in English or accompanied by an official document translated in English by an authorised interpretation/translation service, eg, NSW Government Multicultural NSW Interpreting & Translation Services https://multicultural.nsw.gov.au/our services/interpreting translati

on/#translation

CARRIED

MOVED P Cutler

SECONDED K Hedberg BVSc

THAT ANKC Ltd Regulations Part 6-The Register & Registration, Clause 3.2, be amended by the inclusion of the following paragraph after Clause 3.2e and which reads as follows:-

All documentation submitted with an application for re-registration of an imported dog and/or semen must be in English or accompanied by an official document translated in English by an authorised interpretation/translation service, eg, an Australian or State Based Interpreting Service.

CARRIED

6. **MONTHLY REPORTS**

6.1 **CEO's Report**

6.1.13 Recommendation 10: Item 1.10 – Incomplete/Incorrect Litter Applications

MOVED J Seary

SECONDED R Harbin

THAT Recommendation 10, which reads as follows, be APPROVED:-

THAT, in the case where a litter application is incomplete or incorrect, the Board grants authority to the Office to flag the Breeder's record on the ANKC Ltd National Database that no further litters will be registered until such time as the incomplete/incorrect litter application held in the Office is resolved in accordance with DOGS NSW Regulations Part XIII-Code of Ethics, Clause 15, or that Board dispensation has been sought and obtained to register a further litter.

CARRIED

MOVED V Etherington OAM **THAT** the CEO's Report be **RECEIVED**. SECONDED K Hedberg BVSc

6.2 Finance Committee - 27/02/2019

6.2.2 Recommendation 2: Item 8 – Financial Report - 1 July 2018 to 31 January 2019

MOVED P Cutler

SECONDED E Pickering

THAT Recommendation 2, which reads as follows, be APPROVED:-

THAT the Financial Report 1 July 2018 to 31 January 2019, be approved by the Board of Directors.

CARRIED

MOVED P Cutler

SECONDED G Spagnolo

THAT the Minutes of the Finance Committee meeting held on Wednesday 27 February 2019, be **RECEIVED**.

CARRIED

6.3 Agility Committee - 12/02/2019

MOVED V Etherington OAM

SECONDED J Seary

THAT the Minutes of the Agility Committee meeting held on Tuesday 12 February 2019, be **RECEIVED**.

CARRIED

6.4 Agility Judges Committee

The Board noted that this Committee did not meet.

6.5 **Breed Assessment & Temperament Test Committee**

The Board noted that this Committee did not meet.

6.6 **Breed Standards Committee**

The Board noted that this Committee did not meet.

6.7 **Complex Fundraising Committee**

The Board noted that this Committee did not meet.

6.8 Conformation Judges Training Committee

The Board noted that this Committee did not meet.

6.9 Constitution & Regulations Working Party

The Board noted that this Committee did not meet.

6.10 Dances With Dogs Committee

The Board noted that this Committee did not meet.

6.11 Grounds Committee - 21/02/2019

6.11.1 Recommendation 1: Item 6.3 – Upkeep German Shepherd Dog League Grounds

MOVED L Brand

SECONDED E Pickering

THAT the Grounds Committee meet with the German Shepherd Dog League Inc in regard to the German Shepherd Dog League Grounds at the DOGS NSW Complex, and the upkeep that is required.

6.11.2 Recommendation 2: Item 6.5 – Herding Area

MOVED L Brand

SECONDED J Sheppard

THAT the Grounds Committee investigate roofing options to be undertaken for the buildings that the roof tops had been removed due to asbestos. Furthermore, that a tap be installed in the sheep watering trough.

CARRIED

MOVED L Brand

SECONDED J Seary

THAT the Minutes of the Grounds Committee meeting held on Thursday 21 February 2019, be **RECEIVED**.

CARRIED

6.12 Library & Archives Committee - 14/02/2019

6.12.1 Research & Education Centre

Director Nancy Keck gave a verbal report on the Research & Education Building noting that it is near completion, with steps being installed and a fridge, microwave, tables, and chairs to be purchased.

MOVED E Pickering

SECONDED K Hedberg BVSc

THAT the Minutes of the Library & Archives Committee meeting held on Thursday 14 February 2019, be **RECEIVED**.

CARRIED

R Britten against

6.13 Media & Government Legislation Committee - 04/03/2019

6.11.2 Recommendation 2: Item 6.3 – Animal Welfare & Community Liaison Officer Reports

MOVED P Cutler

SECONDED J Seary

THAT the Animal Welfare & Community Liaison Officer's Articles, as published in monthly DOGS NSW Magazine, be published on the DOGS NSW Website.

CARRIED

MOVED P Cutler

SECONDED L Brand

THAT the Minutes of the Media & Government Legislation Committee meeting held on Monday 4 February 2019, be **RECEIVED**.

CARRIED

6.11.3 DOGS NSW Lease

MOVED L Brand

SECONDED V Etherington OAM

THAT the Board of Directors moved a vote of confidence in the President and Media & Government Legislation Committee for their work in regard to the Lease for the DOGS NSW Grounds.

6.14 Members Education Committee - 05/03/2019

6.14.1 Recommendation 1: Item 7.6 – Prefix Program Requirements

MOVED C Rafton SECONDED

THAT DOGS NSW Regulations Part I: The Register & Registration, Section 11: Prefixes, Clauses 11.2(a) & (b), which currently reads:-

11.2 Effective from 1 July 2014:- (11/13)

An application for registration of a prefix may be submitted to the Secretary, DOGS NSW, at any time after the applicant has achieved a period of twelve months continuous membership and consideration of any such application and granting of a Prefix shall be subjected to the following prerequisite requirements:-

- (a) the application must be on such duly completed application form and be accompanied by such fee as the Board of Directors may, from time to time, require and will enrol the applicant in the online DOGS NSW Members Education Prefix Program.
- (b) the applicant passing a written examination in the said Prefix Program which will only be made available to the applicant at the discretion of DOGS NSW between six and twelve months after enrolment.

Be amended to read:

11.2 Effective from 1 April 2019 1 July 2014:-

An application for registration of a prefix may be submitted to the Secretary, DOGS NSW, at any time after the applicant has achieved a period of twelve six (6) months continuous membership and consideration of any such application and granting of a Prefix shall be subjected to the following prerequisite requirements:-

- (a) the application must be on such duly completed application form and be accompanied by such fee as the Board of Directors may, from time to time, require and will enrol the applicant in the online DOGS NSW Members Education Prefix Program.
- (b) the applicant passing a written examination in the said Prefix Program which will only be made available to the applicant at the discretion of DOGS NSW between six and twelve months after enrolment.

CARRIED

MOVED L Brand SECONDED P Cutler

THAT the Minutes of the Members Education Committee meeting held on Tuesday 5 March 2019, be **RECEIVED**.

CARRIED

6.14.2 MEPP Supervisors & Inspectors

MOVED R Britten

SECONDED L Brand

THAT the following MEPP Supervisors & Inspectors be APPROVED:

Mr Paul Neary

Hunter Region

SUPERVISOR

• Mr Anthony Hamer Western Region SUPERVISOR

6.15 Obedience & Tracking Committee - 14/02/2019

6.15.1 Recommendation 1: Item 7 – Application for Trial Date

MOVED P Cutler SECONDED J Sheppard **THAT** Recommendation 1, which reads as follows, be **APPROVED: THAT** the Committee's decisions in relation to Trial Dates be approved.

CARRIED

MOVED V Etherington OAM

SECONDED L Brand

THAT the Minutes of the Obedience & Tracking Committee meeting held on Thursday 14 February 2019, be **RECEIVED**.

CARRIED

6.16 Obedience & Tracking Judges Committee – 14/02/2019

MOVED V Etherington OAM

SECONDED L Brand

THAT the Minutes of the Obedience & Tracking Judges Committee meeting held on Thursday 14 February 2019, be **RECEIVED**.

CARRIED

6.17 Public Relations Committee - 27/02/2019

MOVED P Cutler

SECONDED E Pickering

THAT the Minutes of the Public Relations Committee meeting held on Wednesday 27 February 2019, be **RECEIVED**.

CARRIED

6.18 Retrieving & Field Trials Committee - 20/02/2019

6.18.1 Recommendation 1: Item 6 – Application for Trial Date

MOVED V Etherington OAM

SECONDED J Seary

THAT Recommendation 1, which reads as follows, be APPROVED:-

THAT the Committee's decisions in relation to Trial Dates be approved.

CARRIED

6.18.2 Recommendation 2: Item 7.1 – Hall of Fame – Nomination

MOVED V Etherington OAM

SECONDED G Spagnolo

THAT Recommendation 2, which reads as follows, be APPROVED:-

THAT the nomination for Mrs Flo Tidswell for the Retrieving & Field Trial Hall of Fame

2019 Nominations, be forwarded to ANKC Ltd.

CARRIED

6.18.3 Recommendation 3: Item 8.6 – Theory Examination Retrieving Ability Test for Gundogs & Retrieving Trials

MOVED V Etherington OAM

SECONDED L Brand

THAT Recommendation 3, which reads as follows, be APPROVED:-

THAT Mrs Vicky Harris sit a Practical Examination, including completion of Score Sheets, for the Novice & Open Levels.

6.18.4 Item 3.1 – Golden Retriever Club of NSW

MOVED L Brand

SECONDED J Sheppard

THAT the DOGS NSW Office investigate legal requirements in regard to Affiliates using firearms, including a starter gun, at any Show, Trial and/or Event.

CARRIED

Director R Britten foreshadowed a motion to include in the DOGS NSW Regulations that Affiliates are required to submit a Permit for the Use of Firearms with the relevant Draft Schedules, should they be in use at the Show, Trial and/or Event.

MOVED V Etherington OAM

SECONDED j Seary

THAT the Minutes of the Retrieving & Field Trials Committee meeting held on Wednesday 20 February 2019, be **RECEIVED**.

CARRIED

6.19 RNSWCC Health & Welfare Charity Limited - 04/03/2019

MOVED C Rafton

SECONDED G Spagnolo

THAT the Minutes of the Royal NSW Canine Council Health & Welfare Charity Ltd meeting held on Monday 4 March 2019, be **NOTED**.

CARRIED

6.20 Show Committee - 27/02/2019

6.20.1 Recommendation 1: Item 5.1.1- ANKC Ltd Junior Handler Examination - Pass Mark

MOVED J Sheppard

SECONDED C Rafton

THAT Recommendation 1, which reads as follows, be APPROVED:-

THAT the Board of Directors seeks advice from the ANKC Ltd in regard to the Junior Handler Open Book Examination Pass Mark being lowered to 65%.

CARRIED

6.20.2 Recommendation 3: Item 7 – Application for Show Date

MOVED J Sheppard

SECONDED L Brand

THAT Recommendation 3, which reads as follows, be APPROVED:-

THAT the Committee's decisions in relation to Show Dates be approved.

CARRIED

6.20.3 Recommendation 4: Item 8.1 – The Chow Chow Club of NSW – Dispensation Request

MOVED J Sheppard

SECONDED K Hedberg BVSc

THAT Recommendation 4, which reads as follows, be APPROVED:-

THAT the request from The Chow Chow Club of NSW requesting dispensation to not hold a Show within the first 12 months of being re-affiliated, due to financial restraints, be **APPROVED.**

6.20.5 Recommendation 6: Item 9.4 – DOGS NSW Show Calendar

The Board of Directors noted that the 2020 Show Calendar is near completion and discussed issues that have arisen from the 2019 Show Calendar.

MOVED L Brand

SECONDED E Pickering

THAT the Minutes of the Show Committee meeting held on Wednesday 27 February 2019, be **RECEIVED**.

CARRIED

6.21 Sporting Committee - 27/02/2019

6.21.1 Recommendation 1: Item 7 – Application for Trial Date

MOVED V Etherington OAM

SECONDED P Cutler

THAT Recommendation 1, which reads as follows, be APPROVED:-

THAT the Committee's decisions in relation to Trial Dates be approved.

CARRIED

6.21.2 Recommendation 2: Item 8.5 – Sled Dog Sports

MOVED V Etherington OAM

SECONDED P Cutler

THAT the DOGS NSW Office liaise with Computer Sashes and Rosettes Pty Ltd, current provider, and the Sled Sports Working Party in regard to sashes required for Sled Sports Titles.

CARRIED

6.21.3 Recommendation 3: Item 8.10.2 – National Overseas Herding Judges Approval Board

MOVED V Etherington OAM

SECONDED E Pickering

THAT Recommendation 3, which reads as follows, be APPROVED:-

THAT DOGS NSW advises ANKC Ltd that the Sporting Committee supports and recommends the appointment of Mrs Kristen Hughes (SA Judge) and Mrs Katrina Dourley (VIC Judge) to the National Overseas Herding Judges Board.

CARRIED

MOVED V Etherington OAM

SECONDED K Hedberg BVSc

THAT the Minutes of the Sporting Committee meeting held on Wednesday 27 February 2019, be **RECEIVED**.

<u>CARRIED</u>

6.21.4 ANKC Ltd Draft Test Rule Review – DOGS NSW Submission

MOVED P Cutler

SECONDED R Harbin

THAT the DOGS NSW Submission for the ANKC Ltd Draft Test Rule Review, be

APPROVED.

CARRIED

6.22 **Spring Fair Dog Show Committee**

The Board noted that this Committee did not meet.

7. ANKC LTD MATTERS

7.1 ANKC Ltd February 2019 Board of Directors Meeting – Summary & Minutes

MOVED P Cutler SECONDED K Hedberg BVSc

THAT the ANKC Ltd February 2019 Board of Directors Meeting Summary & Minutes be NOTED.

CARRIED

7.2 ANKC Ltd June 2018 Board of Directors Meeting – Notice of Meeting

MOVED J Sheppard

SECONDED K Hedberg BVSc

THAT the notice from the ANKC Ltd in regard to its June 2019 Board of Directors Meeting, be **NOTED.**

CARRIED

8. CORRESPONDENCE

8.1 Sydney Psychos Flyball Team – Proposal

MOVED L Brand

SECONDED P Cutler

THAT the DOGS NSW President L Brown, Vice President L Brand, Director P Cutler, and Director G Spagnolo meet with the Sydney Psychos Flyball Team to discuss their Proposal.

CARRIED

9. BUSINESS ADJOURNED FROM PREVOUS MEETINGS – NIL

10. GENERAL BUSINESS

10.1 DOGS NSW Presidents & Secretaries Meeting – Saturday 26 October 2019

MOVED N Keck

SECONDED P Cutler

THAT the notice for the DOGS NSW Presidents & Secretaries Meeting, scheduled for Saturday 26 October 2019, be **APPROVED.**

CARRIED

10.2 Regional Directors - Video Conference

OVERRUN

Refer Item 4.11 above

MEETING CLOSED: 7.55pm

NEXT MEETING: Electronically Wednesday 27 March 2019

Full Wednesday 10 April 2019 commencing @ 2.00pm