

AGENDA : **Annual General Meeting**
10th June 2017
10:00am Refreshments
10:30am AGM commences
at Russell Keown House, Lower Hutt

Invited: The Canine Friends Pet Therapy Committee
All Canine Friends Pet Therapy members

Apologies: Sarah Cull, Rachel Butler, Anne Abbott

Welcome by President|

Confirmation of Minutes of previous AGM (14 May 2016) and matters arising (attached)
Announcement of new Patron
20 year service award - Honorary Membership for Sondra Levitt of Upper Hutt

Presidents Report - Annette Dougherty

North Island Field Officer Report - Ann Evans

South Island Field Officer Report - Annette Dougherty

Financial Report - Leanne Gibson

Membership Report - Nina Hawke

Communications Report - Carolyn Williams

Editor's Report - Beverley Jocelyn

Sponsorship report - Leanne Gibson

Election of Officers and Committee

Officers

President

Vice-President

Secretary

Treasurer

Field Officer North

Field Officer South

Newsletter Editor

Committee

Candidates

Anne Evans, Vicky Graham By voting paper
(There are bios of each candidate on Wild Apricot)

Vicky Graham

Leanne Gibson

Victoria Caccioppoli

Annette Dougherty (Acting)

Beverley Jocelyn

Anne Abbott, Sarah Cull, David Verrinder, Rachel Butler,
Chris Partridge, Loryn Blaikie, Nina Hawke, Carolyn
Williams

General Business

The Committee has received two proposals from Rachel Butler for consideration by the members. These are attached for your information.

Proposal 1: Increasing Member Fees

Proposal 2: Free or reduced Membership for Committee & Liaison Officers

The Committee has reviewed a cost/benefit analysis (which is attached) and make the following recommendation to CFPT members 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 will be able to vote for/against this recommendation (which covers both proposal 1 & 2) and the final decision will be made in the next committee meeting after the AGM.

Cost Benefit Analysis (for increasing subs)

May 20th 2017

1. Executive Summary

The current level of subs is sufficient to cover our costs and provide a buffer for time of hardship. Therefore there is no compelling financial reason to raise member fees based on Proposal One.

However, if Proposal Two was favoured, then new members fees would need to be raised (Year 1 only) to cover the consequent loss in fees from committee members and liaison officers.

2. Background

This paper was requested by the CFPT Committee to assist the decision making process for the two proposals suggested for the 2017 AGM

- a) Increase Member fees
- b) Free or reduced Membership for Committee & Liaison Officers

3. What costs are attributed to membership fees currently?

Any cost that is not covered by a grant is paid for by membership fees.

The Kennel Club funding (\$5000 per annum) pays for Liaison Officer development

The Lottery Grant (\$3500 per annum) pays for Wild Apricot and phone/travel costs for the President and Field Officer

The following costs are covered by membership fees (2016-17 Totals are shown)

Scarves	\$1366.28
Badges	\$805
Postage	\$862.98
Insurance	\$403.36
Warehouse Stationery	\$1448.77
Printing – Newsletter	\$1784.05
Room Hire	\$282
Web Services	\$252.43
PO Box Rental	\$140
Gifts/Cards	\$233.61
Volunteer Wgtn Subs	\$75
AGM Costs	\$12
Charities Levy	\$51.11
Sundry	\$265.12
TOTAL:	\$7981.70

4. What do we collect in terms of Membership Fees?

In 2016-17 we collected \$8,605 in subs (so a surplus of \$623.29)

In 2015-16 we collected \$5,695

In 2014-15 we collected \$5,860

5. How much savings do we currently have?

As of 13th May – we have \$5033.13 of savings that are not earmarked for a specific cause.

Good governance dictates that we should have 6 months of operational expenses set aside

for times of hardship (eg if we do not get a grant). Our budget is \$666 per month so that equates to \$3996 as a buffer leaving \$1037.13 of unallocated funds.

6. What is the impact of raising our membership fees?

The table below shows the impact of raising fees from July 1 2017 with a variety of scenarios. For the modelling, the 2016-17 membership numbers were used of 345 individual memberships and 68 joint. Of that number, 156 were new individual subscriptions and 31 were new joint subscriptions.

Scenario	Individual	Joint	Impact
Currently	\$20	\$25	
\$5 increase	\$25 (\$5x345=\$1725)	\$30 (\$5x68=\$340)	\$2,065
\$2.5 increase	\$22.50 (\$2.5x345=\$862.50)	\$27.50 (\$2.5x68=\$170)	\$1,032.50
New members pay \$5 more for 1 st year	\$25 (\$5x156=\$780)	\$30 (\$5x31=\$155)	\$935

7. What do the Committee and Liaison Officers contribute towards membership fees?

As of May 2017, there are 10 financial Committee members (\$200 per annum) and 23 financial Liaison Officers (\$460 per annum) making a total of \$660.

The proposal stated that any Committee member or Liaison Officer who had 2 years of continuous membership or more would be eligible to have a subsidised membership in return for their services. There were 2 that would be ineligible at this stage.

8. Can we afford to subsidise membership for Committee members and Liaison Officers?

Only if we implement one of the new scenarios above. The one that seems most relevant is a one-off increase to a new member's fee of \$5 (so \$25 for a single membership and \$30 for a joint membership) reducing to the current fees in year 2 and onwards.

9. Do the Committee members and Liaison Officers need to pay some form of nominal fee so they are covered by insurance and/or accepted as members?

No, our insurance covers all members of the organisation. Our constitution defines what what constitutes 'a member'. Currently there are 3 types of members – active members (non-visiting), qualified active members (visiting) and honorary members. Only honorary members are exempt from paying subs. The Committee is entitled to approve honorary members. If the Committee wished to do so, it could approve committee members and liaison officers as honorary members, thereby exempting them from paying fees.

Proposal 1: Increase in Member fees:

What would the committee feel about increasing the member fees?

Rationale:

I think that \$20/\$25 is a rather modest amount for a year's membership in any organisation. Yes, I realise that the members give of their own volunteer time, but even if you put it up to \$25/\$30 (or even \$30/\$35), I really don't think it would make much difference in new applications (i.e., a reduction of new applicants or resignation of existing ones). The extra \$5-\$10, however, could make a difference in the K9F running costs, opportunities for seminars, etc.

Just going on **Auckland** members alone, we have **82** paid up members, with more to be assessed and placed. If membership were to increase by, say, only \$5, that is an increase of yearly income to \$410 or double that if an increase by \$10. Not sure how long it has been at \$20 but if it has been a number of years, an increase would not be considered unreasonable.

I note from the last newsletter, there has been an increase of 44 new members from the rest of New Zealand so Auckland is not the only area to see an increased workload.

If a change is to be made, then should it coincide with AGM and/or new paperwork coming out?

Proposal 2: Free or Reduced Membership for Committee and Liaison Officers

Okay, now after asking to take with one hand, I will now ask to give back with the other.

Having done this 'service' for a while now and being aware of how much volunteer time goes into it, I would like to propose that the committee consider 'rewarding' its **committee members and liaison officers** New Zealand wide.

Rationale:

By this, I mean they are given 'free' membership IF they have served in their position for a continuous two years (which is reviewed every year; e.g., if resignation from their position the following year, then full member payment to resume). I realise that membership is only \$20 (or could be more if proposal 1 is considered) but with only 30 LO's NZ wide and 11 (or so) on committee, this would be a small loss compared to the time put in by these hard working volunteers which is usually over-and-above the work they do if they also do visiting.

Whether to accept this recognition could be on a volunteer basis as well.

In terms of having to pay membership so LO's and Committee are covered under our Insurance Cover, perhaps a low nominal member fee is set (i.e., \$2) so this satisfies this criteria?

I hope I have not overstepped the mark in putting forward these proposals and will look forward to feedback for/against in due course.