

Minutes Annual General Meeting

16^h June 2016

Titahi Bay Obedience Club

10:30am-11:30am

Attendees:

Ann Evans (President) & Oakie, Vicky Graham (Vice President) & Piers, Leanne Gibson (Secretary), Victoria Caccioppoli (Treasurer) & Penelope, Chris Partridge (North Island Field Officer) & Clyde, Beverley Jocelyn (Newsletter Editor), Carolyn Williams (Communications Manager) and Peter, Bruno, Lucy & Diesel, David Verrinder (Wellington Events Officer) and Colleen & Rafa, Annette Dougherty (Committee member), Anne Abbott (Committee member) & Jess, Sarah Cull (Committee member), Alex Wang & Dobby, Jodie Winterburn (and her husband) & Bruce, Linda Wilson (Joint Johnsonville to Whitby Liaison Officer) & Milly, Marian Barclay (Whanganui Liaison Officer) & Bonnie, Margaret Ranum (Wellington Liaison Officer), Anna Prussing & Martha, Robin Fraser & Izzie, Wendy Mackay & Bonnie, Elizabeth McKee & Teddy, Zoe McClintock, Ziwi

Apologies:

Our Founder: Eileen Curry; Our Patron: Dame Patsy Reddy; Peter Dunne (Dogs NZ); Amy Wilson (Joint Johnsonville to Whitby Liaison Officer); Annette McGrevy & Ziggy from Auckland; Barbara Lang (Honorary Member from Masterton); Carol Millican (South Island Field Officer); Cath Rivron (Liaison Officer Oamaru); Christine Nielson (Waikato Assessor); Claire Dawe with Emma & Rufus from Wellington; Daniela Rosenstreich (Liaison Officer Palmerston North); Georgina Cox and Cody from Lower Hutt; Jean Barr & Madison from Johnsonville to Whitby; Kayla Troon (Gisborne Liaison Officer); Laura Dawson & Max from Taupo; Lili Wenzel & Miss Muppet from Nelson/Tasman; Louise Scott & Jack from Kapiti; Lyn Lane (Napier Liaison Officer); Malcolm Ward & Rojo from Whakatane; Margaret Scaife (Nelson/Tasman Liaison Officer); Mary Fowler (Kapiti Liaison Officer); Mary McFarlane & William from Foxton; Rachel Butler (Auckland Liaison Officer & Committee member); Rachel Davison (Lower Hutt Liaison Officer); Rosemary Mortimer & Moki from Kapiti; Saskia Murray & Lavendar from Rotorua; Victoria Daniel (Northland Liaison Officer)

Welcome

Ann welcomed everyone to the 2018 Annual General Meeting of Canine Friends Pet Therapy and our first ever “doggy” AGM. We then had a great group photo shoot of all members and their beautifully behaved dogs (on leads) – waiting expectantly for the AGM to start.

Minutes of the 2017 AGM

The minutes of the Annual General Meeting held on 10 June 2017 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: Ann Evans

Seconded: Leanne *Carried*

There was no business arising from the minutes.

Minutes of the 2017 Special General Meeting

The minutes of the Annual General Meeting held on 30 September 2017 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: Ann Evans Seconded: Leanne *Carried*

There was no business arising from the minutes.

20 Year Service Award – Presented to Robin Fraser (Kapiti)

20 Year Service Award – Presented to Wendy Mackay (Carterton)

President's Report

It has been a very exciting year for Canine Friends Pet Therapy. As our organisation grows, so does our public acknowledgement of the wonderful work that we do. A lot has been written about us and of course a lot has been spoken about us.

Wow just look at this - our first AGM with our precious dogs attending. They are a huge part of our organisation so why shouldn't they come? On that note let's keep our AGM brief, so we can all go out and meet them. Unfortunately as you will have noticed Eileen Curry our founder isn't able to attend today. It must be one of the few she hasn't and she sends her apologies as her son from Australia is staying with her for a couple of days and it coincides with our AGM. Next year Eileen!

Our Patron Dame Patsy Reddy has also sent her apologies as she is such a busy lady. Unfortunately as much as we have tried to arrange a visit for our Patron to see our dogs in action, at this stage it hasn't eventuated but we will keep trying. Vicky and I were very privileged to receive an invitation to the Governor General's Bledisloe Garden Reception to celebrate the 178th Anniversary of the signing of the Treaty of Waitangi held at Government gardens in Auckland. We were both very thrilled to attend.

A strategy meeting was held with the committee in February and under the guidance of Margaret Ranum was a great success. After a lot of discussion, the amazing outcome was that after 28 years, we still hold high the core values that were set back in the very beginning by Eileen Curry and her team which is to help people in rest homes, hospices and hospitals. Our new mission statement is that "We share our dogs with people in need". We also set ourselves some challenging goals which include:

- increasing the number of rest homes, hospices and hospitals we visit. At present we visit 9 Hospitals, 6 Hospices and 221 rest homes.
- aiming to have 85% of our members satisfied with the way our organisation is running.

Our membership base has continued to grow, with at times more than one application a day coming through our system. Without our dog therapy teams we cannot achieve anything so we are always very grateful for the time our members and their dogs give to their communities. Some members



last many years and some last barely one but they are all very important. Circumstances change and unfortunately our dogs do not have the lifespan of a human so are taken from us far too early. We value whatever time our team members can give.

Our Liaison Officers keep everything together as they are responsible for getting our members started from the first assessment to communicating with them for their visiting lifetime. They go the journey with them.

They keep in touch with the facilities that we visit, maintain all the contacts and ensure our dog therapy teams are happy and confident in what they are doing. Without these people we just would not function as well as we do. Most Liaison Officers would tell you that it is a rewarding job. Meeting new members and then accompanying them on their visits and seeing the effect their dogs have on residents is at times quite emotional.

During this year we have appointed several new Liaison Officers and Assessors - some due to vacancies and others due to growth of regions. We thank these people for putting up their hands and know they will enjoy their time here. With this of course comes the resignation of others. We appreciate all the time they have given and thank Judy McRae, Jean Barr, Sarah Moore, Jenny Grant, Kirstin Jolly, Marie Lockie and others who have stood in to help, for all those years they have given all to our organisation.

I was very lucky along with our 2 Field Officers Chris and Carol to embark on the Road trip to the "Deep South" where we were met by members expressing their gratitude that we would go to this length to meet them. Although all members were invited to share refreshments with us at different venues we met less than 50% of them which was disappointing to us. Queenstown had a full muster and Oamaru were close behind. We seem to struggle to get members in the deep south of the South Island and at this point have only one Liaison Officer from Blenheim right the way down to Oamaru. Distance is a big part of this but we are seeking to appoint more to deal with all areas.

I also have visited Nelson/Blenheim also to meet members and to help in assessments over a weekend which was very successful. As I regularly visit Christchurch, I always try to meet our team down and try to help them as they are having a real resurgence of interest.

We are also exceedingly lucky to have such good supporting sponsors. I know that Vicky will touch on this but I also wish to thank them. Dogs NZ has been there for us for 3 years now, allowing us to hold a Liaison Officers Training Day here in Wellington in 2016, to go on the Road in the South Island to meet Liaison Officers and members in 2017 and with their support we will be holding another educational day later this year. We are also very lucky and excited to have Zivi as our new sponsor. With the Zivi sponsorship, Canine Friends can continue to grow so that we can reach more homes, hospitals and hospices. Many thanks go to Lotteries NZ. Their grant has allowed us to implement the membership platform called Wild Apricot. We are also getting more donations from public sources where we find we have touched the heart of someone we have visited.

We are not only growing rapidly in membership but also in public acknowledgement of what we are achieving. We have starred on TV1 News and Seven Sharp. Many articles in newspapers and



magazines have been written about us. We are getting more and more invitations to Universities, school libraries and corporate offices which we hope will bring in more donations as well.

Last but in no means the least important - as don't we always keep the best to last? You have an excellent nationwide committee running your organisation. All have a part to play in the running of Canine Friends. It is very exciting that this year we have embarked on using the technology "Zoom" at all meetings. Sometimes our meetings are held in a Lower Hutt café - whereby Rachel, Vicky and Nina would call in and in other times the entire meeting is held virtually in our own homes. In the future, "Zoom" will also be able to be used by our subcommittees and Liaison Officers to communicate with each other.

During the year we were very sorry to lose Nina who has served on the committee for several years as a member, secretary and the new members' coordinator. A BIG thank you to Nina for the time and commitment she has given. Your present committee are all very enthusiastic in what they do, full of energy and want to make this organisation even better.

Thanks to my fabulous secretary Leanne for all the many hours of extra work she has done. When a job needs doing – Leanne always says "I can do that". The technology she brings to the table is fantastic and we are very lucky to be able to use her skills. Thanks to Vicky my Vice President and of course in her role as our sponsorship spokesperson. She has spent many hours convincing people how great we are and that we would be a great asset to them. In the case of getting Dogs' n' Togs off the ground we are now definitely their charity of choice as she has spread her wings wide throughout the country with great success. Carolyn has pulled her hair out at times with getting all our communication material looking modern and professional. She has also compiled the monthly articles for the Dogs NZ Dogworld publication which goes all over the country. Victoria our treasurer has overhauled our accounting systems and has made it very simple and easy to understand. Beverley (our editor) never ceases to amaze me. Every edition just gets better and better. We are very proud of the work that Beverley puts in to the newsletter as it is our showpiece to the public and as such is a very important tool for us.

Annette has continued to make her beautiful scarves and both she and Chris have been my sounding boards when I needed advice. I value the conversations I have with Annette (our past president), as they always seem to guide me on the right track. Chris (our North Island Field Officer) has brought many ideas forward, tabled them for discussion and then dealt with the actions. Thank you to Sarah for updating our much overdue Constitution. I know I can always rely on her and she is a great help to me with legal matters. Thanks also to David who has organised this venue for our first ever doggy AGM or really a Canine Friends Pet Therapy Team AGM. David also organised our Lower Hutt café where we can hold meetings. I can ask David to attend functions with Rafa and he says "Absolutely - can do" and I hope he enjoys his newly created position of Wellington Events Coordinator as he will be very busy. Rachel who zooms in to our meetings brings great expertise from her dog training and looks after our biggest area in Auckland. Thanks to Anne who is on our organising committee for the upcoming Liaison Officers Day so thank you Anne and for your experience around the committee table.

They say that the first year in a job is when you find things out and then after that it is smooth running. I must admit the role of president can be time consuming and could easily be mistaken for a full time job!!!



I have found my first year to be fabulously rewarding especially when I get to speak about this wonderful volunteer organisation and meet so many people and their canine friends. Wherever I go, I try to meet at least the Liaison Officer in the area as I feel communication is a powerful tool when used correctly and it is always nice to feel appreciated for what you are doing.

I wish you all well in your visiting or supporting roles for Canine Friends Pet Therapy. It is much appreciated. So well done to everyone who is attending this AGM. I thank you.

Thank you for listening to my report and wish to have it accepted.

Moved: Beverley Jocelyn Seconded: Leanne Gibson *Carried*

Treasurer's report

Victoria Caccioppoli presented the financial report which is now known as the Performance Report as well as the Auditors Letter.

In summary – last year we raised \$22,355 of income (compared to the previous year of \$14,817).

Victoria noted that the NZ Lotteries grant 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 \$25,192 of expenses (compared to the previous year of \$15,265)

We had a \$2,837 deficit (compare to a deficit of \$448 the previous year).

Overall we had \$8,471 in cash as of the 31st March 2018 (compared to \$11,308 the previous year).

There was no questions regarding the Treasurer's report.

Victoria asked the AGM attendees to accept the Performance Report for the financial year ending 31st March 2018 noting that they had been audited by the Accounting for Charities Trust and the auditor had no major findings to report.

Moved: Anne Evans Seconded: Leanne Gibson *Carried*

Sponsorship Report

Vicky Graham took the opportunity to acknowledge Zoe McClintock, who had flown from Mount Maunganui to represent our new sponsor Ziwi and show their support of our organisation.

Vicky was pleased to report that in terms of grants - Lotteries have approved a multi-year grant which means \$4,380 per annum for three years (\$13,140 in total), the first of which has been received. This pays for our subscription to a Cloud membership platform and mobile phone costs for the President and two Field Officers.

Donations totalling \$1606.25 were received over the year, made up from:

\$802.40 University Visits

\$448.40 Donations

\$355.45 Dogs In Togs events

In 2016, Dogs NZ (formerly NZ Kennel Club) committed to making three \$5,000 donations, the third of which has been received and will be used to fund a National Liaison Officers day later this year.

Vicky informed us that after identifying areas which would benefit both a prime sponsor by way of branding with exposure to a wide audience, and our organization, a partnership agreement was signed with Ziwi in April 2018. This is a three year agreement and equates to \$12,200 per year.

Since April, the Committee has been very busy ensuring we meet our sponsorship obligations. Beverley has completed our winter newsletter which includes several features about Ziwi. Going forward, a half page in each future newsletter will be allocated to Ziwi for editorial or advertising. Ziwi are paying the costs of printing and postage of our newsletters.

Carolyn has been working with Anne Johnson to redesign our written communication material to incorporate Ziwi's logo. All the relevant items will be sent to our Liaison Officers shortly.

Our new members are receiving a Ziwi sample pack along with the new co-branded written material. Ziwi are meeting the cost of postage. Ziwi are also paying for the production of co-branded scarves to replace existing scarves. These are currently being produced and will be posted with the winter newsletter.

Ziwi are meeting the cost of designing and producing two footpath signs which will be used at public events. Ziwi will also pay for a refresh of the Wild Apricot website. It is intended this refresh will address all the needs of people visiting our website.

Ziwi will seek ongoing publicity opportunities and aim to produce a media opportunity around member activities and our organization every two months. Members will be supplied with Ziwi discount coupons from time to time.

Moved: Victoria Caccioppoli Seconded: Leanne Gibson *Carried*

There was no further discussion or questions.

Election of Officers and Committee

The President introduced the current Committee and informed the members that with the exception of Sarah Cull, all Committee members were willing to stand again. The President asked the members if anyone wished to join the committee. Vicky Graham nominated Margaret Ranum, but Margaret stated she would like to wait for another year given the workload associated with the Wellington Liaison Officer role.

Sarah Cull then formally conducted the election of officers and committee members

Position	Member	Notes
President	Ann Evans	Proposed by Robin Fraser Seconded unanimously Re-elected
Vice President	Vicky Graham	Proposed by Wendy MacKay Seconded unanimously Re-elected
Secretary	Leanne Gibson	Proposed by Ann Evans Seconded unanimously Re-elected
Treasurer	Victoria Caccioppoli	Proposed by David Verrinder Seconded unanimously Re-elected

North Island Field Officer	Chris Partridge	Proposed by Ann Evans Seconded unanimously Re-elected
Newsletter Editor	Beverley Jocelyn	Proposed by Leanne Gibson Seconded unanimously Re-elected
Committee	Annette Dougherty Anne Abbott David Verrinder Rachel Butler Carolyn Williams	Proposed by Sarah Cull Seconded unanimously Re-elected

General Business

The current constitution was adopted by the organisation in December 2000. Since then our membership has grown hugely and we have begun to make better use of modern technology for our membership register and meetings. At last year's AGM, the outgoing President expressed her view that we undertake a review of our constitution and the Committee supported this view. This review has been completed. The following papers were distributed to all members (via the Wild Apricot website) prior to the AGM:

The current constitution

The proposed constitution

A memo outlining the differences

RECOMMENDATION BY COMMITTEE: The Committee believes that the new constitution reflects best practice and recommends that the Members approve and adopt it as the new constitution of Canine Friends Pet Therapy Inc.

Sarah Cull (Committee) walked the members through the process used to develop the new constitution. She outlined the specific feedback she had received from Marion Barclay and gave solutions for resolving them. These are shown in underlined RED below.

- References to the 'Chairperson or **her** nominee (9.8, 20.11). Surely this should be **their**?
Agreed to the proposed change
- The size of the Committee is proposed to be between 5 and 12. I can't see a provision for co-opting people to the committee for say, special purposes. See clause 7.1(e).
- Clause 9.1, line 1 the word **such** be inserted after. Agreed to the proposed change.
- Cessation of membership: provision to accept the member's resignation before formal termination? (Not sure these days whether that needs to be include....) Good point. That is usually the preferred approach in these situations. However, I think asking them to resign is always an option and it might be best not to be too specific about this as if there is a dispute about termination, the proper process should be followed.
- 20.7... Is the quorum for a general meeting –annual or special –only 5? And does that include or exclude the committee members? Yes it is and it includes all members, whether they are on the

committee or not. That is the same as the current constitution. Given that we sometimes struggle to achieve that number (although I believe this is less so in recent times), we thought it best to leave as it is in the current constitution. Of course all members are required to receive notice.

Marion Barclay still felt strongly that the proposed quorum for an AGM or Special Meeting was too low and that a quorum could be built solely from committee members (which would not be constitutional or representative of the general membership). She suggested that investigation into what other organisations (similar to ours) have as a standard could be a way of addressing this issue.

Sarah Cull then changed the recommendation to be as follows;

RECOMMENDATION BY COMMITTEE: The Committee believes that the new constitution reflects best practice. The quorum will be changed to reflect best practise of organisations similar to ours. We recommend that the Members approve and adopt it as the new constitution of Canine Friends Pet Therapy Inc.

Financial members present at the AGM were then asked to vote for/against this recommendation.

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

There was no further business and Ann Evans declared the AGM closed at 11:30am.

Signed as a true record of this meeting



Ann Evans
President
Date: 11th July 2018

Footnote: The constitution was updated after further investigation of quorum numbers to be 8 which must include at least 3 non-committee members and at least 5 committee members. This is to ensure that there is also a good representation of the committee.