

Draft Minutes - Subject to approval at October Committee Meeting

**AUSTRALIAN FLYBALL ASSOCIATION MINUTES OF MEETING HELD ON
3rd September 2007 BY TELEPHONE HOOKUP.**

Present: Glenn Pritchard, Leoney Pritchard, Jenny Millar, Terry Hunter, Kylie White, Rosie Milton, Joanne Drake, Dot Baverstock, Pat Byrne, Brian Lindsay, Justin Allen, Eric van Zuyden, Clair Ellis and Lyn Clyde.

Apologies: Catherine Saberton

Meeting Opened at 7.35 pm.

ITEM - "Starred" Items.

The following Items were 'starred' for adoption without discussion:

- 1) Minutes of 6th August Meeting;**
- 2) Correspondence Listing; (see Schedule of all correspondence in and out)**

Moved and Seconded that the above Agenda Items be adopted. CARRIED

ITEM - Treasurer's Report and Accounts for Payment.

Treasurer indicated she had not been able to do a full report as at months end due to Kioloa Comp attendance but she would circulate the report later this week. Bank balance at end August was \$10,619.98.

Two unpaid Accounts submitted for approval – Invoice from Qld related to photocopying papers for AGM \$ 32.90; Invoice from Kylie for Jedda Trophy \$69.00.

Moved and Seconded both accounts be approved for payment. CARRIED.

Treasurer also reported she had received an Invoice from Western Weiners for \$20 related to engraving of the two trophies they received at Nationals. Discussion followed as to whether this should be a Club or AFA expense. President asked Members to Vote – 13 Votes it should be meet by Club and 1 vote for AFA. President asked Secretary to write to Weiners explaining Committee decision.

President raised matter of whether something should be done to recompense Philip Andrew for all of his effort in donating and setting up his loudspeaker phone system at Sydney venue of AFA. Meeting agreed that President should present Philip with a suitable gift to value of \$40. CARRIED.

ITEM - New Memberships and Renewals

The Treasurer advised that after the approvals for the AGM she had received 1 more renewal (Michael Walkerden from Dapto Club) and 3 new members applications from Annette White (Berwick), Chelsey Bowman (Croydon) and Brett Ironmonger (Croydon). Committee asked to agree to admit the 3 new Members. CARRIED. Treasurer also reported she had been advised that a renewal for Ian Bruce was in mail and asked for Committee to agree to acceptance subject to receipt of money. CARRIED.

ITEM - CORRESPONDENCE

The Secretary advised the Meeting of additional correspondence received after production of August Correspondence Schedule viz:

- Email from Ian Ferguson re unanswered correspondence dated 13th June;(Noted letter had been dealt with at July meeting with decision that no action be taken re reopen protest- Secretary to advise Ian);
- Email from Ilona Van Galen re draft AFA Privacy Policy; (Deferred till October Meeting)
- Email from Ilona Van Galen re suggested Committee Protocol re impartiality; (Deferred to October).
- Email from Ilona Van Galen re source of Membership cards and prices;(Referred to Sub Committee).
- Witness Declaration from Justin Allen (AFA Rep at Kioloa) re an alleged aggression incident involving two dogs at Kioloa;
- President advised he had received 4 Witness statements regarding the Kioloa incident; (Agreed all Witness Statements should be on forwarded to Supervisory Judge for reference to Dog Incidents Sub Committee for consideration).

ITEM - Sanctioned Events for Approval

Following requests for Sanction approved without discussion:

Demo – Hobart Show 26th October;
Demo – Eastside Flyers 24 November – Munna Gum Festival;
Competition – St George 24th November – No Frills Twilight
Competition – Norwest 26th January 08 – Parra Park Aussie Comp
Competition – St George 8th March 08 – Camden Show

Request by Western Weiners to host a Competition at Ballarat Show on 11th November discussed in view of fact that there could be a problem in obtaining a Level 1 Accredited Judge for the event due to other dog events on same day. Committee agreed that if this was the case a Level 2 Judge could officiate and approved event. Sanction granted subject to receipt of fee.

ITEM - Change of Clubs (for Noting).

Committee noted the letter from 7 members from Ballarat advising they were transferring from Ballarat to Western Weiners. Noted - Based on time since last racing (10th June 07) these Members could compete for Weiners at Yarrum. Data base to be updated re transfers.

ITEM - Administrative Matters.

1) Treasurer reported that AFA computer had been successfully connected to Internet and all AFA business was now on AFA Computer with backup undertake every day via external hard drive.

2) Justin indicated he was working on documentation of full back up protocol and had asked for quotes to purchase the Group email software needed to do whole of AFA Group emails to members. (To be listed for discussion next meeting).

3) Rosie reported she was looking to establish a Judges Email Group as a preferred way to communicate with AFA Judges re Rule changes etc.

4) Secretary reported that he was not aware of any AFA insurance over the AFA timing lights. Following brief discussion Secretary asked to get quotes to insure the 3 old EJS sets for \$5,000 each and the 3 new Signature sets for \$15,000 each.

5) Secretary also raised matter of Member Personal Accident and Public Liability insurance for Associate and Junior members. He indicated need to clarify coverage as Policy referred to all AFA "financial" members being covered. Given Associates and juniors don't pay any Membership fee question arises are they "financial" members. Following discussion Motion moved and Seconded that " a minimal \$5 Membership fee be adopted for Associate and Junior members as part of the new membership fee structure for 2008 to ensure that all AFA Members were covered by the AFA Insurance Policies. CARRIED unanimously.

6) President asked Committee Members to indicate preference for specific tasks:

T.Hunter offered to continue to do Titles and Awards as he now had the system up to date and working smoothly – agreed;

L.Pritchard offered to continue as Web Master – agreed;

Kylie White offered to continue as Public Officer – agreed;

Justin Allen and Clare Ellis offered to jointly take on roie of Newsletter Editor – agreed;

Committee discussion supported view that other past roles (Researcher, Assistant Secretaries Clerical and General) were best done as need arises.

President suggested that a new role be established to co-ordinate AFA media promotion and marketing. Agreed that Secretary should invite Ilona Van Galen to consider taking on this role.

ITEM - Matters arising from AGM discussions.

Committee noted that there were actions needed as a result of the successful postal rule ballots and the two successful Motions adopted at AGM.

The Committee also agreed to consider several other matters raised in discussion of unsuccessful Motions at the AGM where there was a significant level of member support evident. The following actions put in train:

- **Secretary to produce an update of the AFA Rules and Policies Document incorporating all new Rules and Policies approved at AGM. When available update to be sent to Rosie and Terry to review prior to circulation to full Committee. (Rosie to send Secretary Master copy of Rules doc.)**
- **Sub Committee to review methods and processes for dog measurement to be established consisting of 5 member – two Committee members and 3 volunteer AFA Members. Committee Members to be Jo Drake (Chair) and Eric Van Zuyden. Invitation for 3 volunteers to join Sub committee to go up on AFA web with request to submit brief resume of experience/qualifications/interest. Secretary to draft Sub Committee Terms of Reference to include research on both measuring systems and optimum measuring procedures needed to ensure uniformity of outcome.**
- **Introduction of laminated membership cards. Following discussion of alternatives it was agreed that Treasurer and Leoney Pritchard would fully investigate possible options and costs and report back to Committee;**
- **Consideration of best method to verify AFA assets located across various states. Discussion at AGM noted. View expressed that current process of Secretary obtaining Certificate as to asset holding from each holder at year end and this going to Auditor was reasonable proof given the nature of the AFA assets and they fact that the main assets – the timing light systems - were in regular use and any loss or damage would be quickly noticed by members. Suggestion made that we should engrave each light system with an asset number so holder could include that reference. Eric and Terry agreed to examine where best to locate the engraving so a uniform approach could be adopted.**
- **Need for review of process in current AFA Constitution for handling of Member discipline complaints to ensure process fully meets requirements of Natural Justice consideration. After discussion agreed that Secretary would undertake review of defined processes and alternative options and**

report back to Committee. Noted - any change would have to go before members at next AGM for adoption.

- (Note Email from Gary Hehir asking for clarification of process for considering Motions at AGM not discussed and Deferred to October Meeting)

ITEM - General Business

- 1) Finalisation of Member Discipline matters arising from Nationals. The Secretary reported that the two members disciplined as a result of incidents at the Nationals had not submitted appeals and the matters had now been finalised from a procedural viewpoint.
- 2) Kyra reinstatement. The Committee noted with pleasure the report that Kyra had competed at the Southerly Muster Competition with no problems evident and accordingly had completed all assessment requirements of the reinstatement process.
- 3) Results of review of Black Card incidents at Mt.Gavin Show. Following the adoption of the Sub Committee report, which was approved by the Committee via email, the Secretary had written to the owner of Maggie (CRN 366B) noting her decision to retire the dog from flyball but also advising that the Committee had suspended Maggie for aggression for a minimum period of 6 months for retraining (Note - suspension is only relevant if owner decided not to retire the dog). The Secretary had also written to the owner of Belle (CRN 450A) indicating that the Committee had concluded that Belle was not an aggressive dog but was concerned as to the number of infringement cards Belle had received as these indicated Belle had a focus problem in the ring. The Committee recommended owner in association with Club instructors review this behavior problem as further incidents may require Committee to impose suspension for retraining.
- 4) Letter from Trent Shepherd re Incident he observed at Southerly Muster which in his view represented Aggression and should have resulted in issue of Black Card to Bundy (CRN 535C). Committee noted letter and also a number of other letters and witnesses declarations indicating that the incident referred to by Trent involved interference and did not involve aggression and supporting the Judges decision to issue a yellow card. Committee agreed to refer all the correspondence to a Sub Committee as there were several issues raised in the letter that needed to be considered, including suggestion of apparent favoritism and clarification of interpretation of the new Aggression Policy. Sub Committee Rosie (Chair), Kylie, Clare and Glenn).

- 5) Notification to members of 2008 fee increases and amendment to AFA membership Forms. The Committee noted that the new fee structure adopted for application from 2008/09 needed to be communicated to Members, including the decision to apply a fee for Associate and Junior members. Membership forms would also need updating prior to 2008/09 renewals. Agreed Webmaster to advise members via web and to look at Form redesign. Dot raised issue of charging new members for the new Rules Book when produced. Agreed to await quotes for printing before making any decision.
- 6) AFA Privacy Policy. Secretary advised that Ilona had submitted a Draft Policy for Committee consideration. Agreed to defer Item till October so all could consider the Draft.
- 7) Clarification of Breakout Policy wording and intent. Committee noted the need to clarify the intent of the breakout Policy re points awarded. Agreed to defer this until October meeting in view of time constraints.
- 8) Storage of AFA archives. Committee noted that member records had been transferred from Victoria to Secretary but that there were still 23 boxes of old AFA paper records located at Steve Pitt's home. President indicated that AFA equipment was also still stored at Steve's. After discussion President indicated he would contact Brian Moore in Qld to discuss possible alternative storage for AFA equipment and also matter of State Rep. President offered to visit Steve's home in next school holidays to collect and transport paper records to Sydney. Agreed.
- 9) Transfer of Qld EJS to Tasmania. Dot advised that EJS was still in transit and she would inform Committee when it arrived.
- 10) Extension Request re final Level 1 Judging Supervision _ Sue Norton. Letter from Sue asking for extension to complete Level 1 accreditation in view of her having to undertake judging assignments, which have delayed her finalisation of accreditation. Supported by Supervisory Judge. Agreed.
- 11) Review of suggestions re changes to format of Competition Timesheets and proposed new Excel formats for draw. Both Karen Shields and Brian Moore had submitted suggestions for streamlining of Competition paperwork. The proposals needed to be reviewed by members who worked with the Competition documentation. Sub Committee formed (Kylie and Clare as Co- Chairs plus Leoney, Linda Smith and Helen Gauntlett) to review and report.
- 12) AFA Logo. Noted no member input as yet. Reminder to be placed on web.

- 13) Review of dog Aggression Policy and its extension to cover Interference, Distraction, Suspected aggression and aggression. Sub Committee re-established to undertake review (Rosie, Terry, Joanne, Brian and Jenny).
- 14) Promotion and Media Marketing of AFA. President raised issue of importance of flyball media marketing. He proposed that he wanted to ask all Clubs to consider appointing a media liaison officer and to do more to promote the sport. New AFA Publicity and Marketing co-coordinator to link with Club contacts to obtain National exposure. President also briefly outlined a meeting he had had with a person interested in organizing a Dog Spectacular involving flyball, agility and other dog sports in major venues across Australia. More to come when written submission received. Kylie also reported on request for CDC to give flyball Demonstrations at half time in Canberra Basketball competitions. This would give wide media exposure. More latter

ITEM - Other Business

- 1) Geelong Show – letter protesting Judges decision to issue yellow card to Tinka Bell for interference. Letter from Sue Barrell complaining re Judges decision to issue yellow card for interference. After some discussion agreed to refer letter to established Dog Incidents Sub Committee (Rosie, Terry and Eric) for consideration and draft reply.
- 2) Need to clarify written protest procedure and protest fee. Secretary raised issue of what constitutes a “protest” as opposed to a “complaint” or a letter questioning an action. After discussion Committee agreed to need to clarify and asked Secretary to produce a paper on subject for a subsequent Committee Meeting.
- 3) Request for 2007/08 membership fee Refund – Rosine Young and Cooper CRN 911A. Unusual request received by Catherine Saberton from a member in S.A. whose dog has developed bone cancer. In view of circumstances Committee agreed to \$15 refund and asked Treasurer to process.
- 4) Steward exam results. Rosie reported on 3 more successful members who have completed steward’s exam – Jennifer Crane (Awesome Pawsome), Marion Bollard (St.George), Rebekah Foord (S.A.). Need to issue Steward Cards raised and agreed. Rosie to send Treasurer list of all Stewards and Time Keepers who have passed exam. Justin offered to do cards.
- 5) Letter requesting clarification of appropriate action by Judge when Timing lights fail. Letter re incidents at Geelong when one lane of the lights apparently failed to work correctly noted and referred to Rosie to deal with via Judges email Group.

- 6) Judges Exam. Final Report from Rosie re completion of Judges Exam by Karen Shields of Norwest noted. Rosie recommended appointment of Karen as level 1 accredited judge. CARRIED. Secretary to write to notify Karen.
- 7) Suspected Aggression Black Card Incident at Geelong Competition. Incident reports received involving dog Chloe (CRN 955A) in a suspected aggression incident at Geelong resulting in Black Card. Matter referred to Dog Incident Sub Committee (Rosie, Terry and Eric) for consideration and report. Note – as Black Card issued dog is suspended until Committee makes decision on incident.
- 8) Incident report and witness statements re suspected aggression incident at Kioloa. AFA Rep had submitted incident report re a possible aggression incident not witnessed by Judge but by several other witnesses who submitted statements. Matter referred to Dog Incident Sub Committee for consideration and report. Note – as no Black Card issued dog is not suspended from competition pending Sub Committee report.
- 9) Cost of new Judges Shirts. Kylie raised question of who should pay for initial Judges shirt. Past practice was for AFA to contribute \$15 to cost in initial shirt and Judge to pay rest. Replacement shirts fully paid for by judges. Following discussion Moved and Seconded that AFA pay for initial shirt for all new Judges. CARRIED.
- 10) Life Members recognized on Web. Matter raised that some life members did not want to be recognized as such on web whereas others felt that the AFA should follow practice of most organizations and recognize the life membership. One life member had indicated she did not want to be recognized. Life Members present (Eric, Kylie and Rosie all agree to recognition of the honor). Others to be contacted re their preference.
- 11) Judges judging own Clubs Teams. Eric raised issue of whether Judges should be able to judge Teams from their own Club. View put that to do this would be impracticable in most States given limited Judges. View also expressed that Judges should always be impartial whomever they were judging.
- 12) Acceptability of photo/video evidence in support of written Witness Statements re dog aggression incidents. Question asked whether AFA would accept photo evidence (if it existed) in support of dog aggression incidents. View expressed that it was the right of member to submit whatever evidence they held that supported their statement but

it was up to the Sub Committee to decide whether the evidence was material and should be accepted. To simply refuse to accept such evidence could result in a claim that the AFA did not take all material facts into account in reaching its decision.

13) Request to transfer a CRN. Question asked by Eric as to why AFA does not allow dogs to be transferred to a new owners CRN- answer because of data base problems caused by such transfers .

14) Date of Next Meeting. Next regular Meeting is scheduled for 1st October, which is a public holiday in NSW S.A. and ACT . Agreed to reschedule the meeting to Monday the 8th October.

There being no further business the meeting closed at 10. 55 pm.

Signed as a true record

President