THE GOVERNING COUNCIL OF THE CAT FANCY

Minutes of the meeting of the FINANCE COMMITTEE
held on Wednesday, 13 May 2020
By video-conference

PRIVATE AND CONFIDENTIAL

Present: John Hansson (Chairman)
          Sean Farrell (Vice-Chairman)
          Maria Chapman-Beer (MCB)
          Steve Crow (SC)
          Rosemary Fisher (RF)
          Thomas Goss (TG)
          Shelagh Heavens (SH)

In attendance: Denise Williams - Office Manager (OM)
               Leanne Penwell - Bookkeeper (LP)
               Jen Lacey - Acting Committee Secretary (JL)

This was a video-conference meeting (Zoom) and thought preferable to the teleconference held in March. It was not known when actual meetings could be resumed.

FC861 MEETING INTRODUCTION

1. Apologies received
   1.1 All members of the committee were present by 10.10 am as the meeting was opened.

2. Chairman’s opening remarks
   2.1 JH welcomed the committee members and staff present.
   2.2 He observed that after the April Board meeting (by video-conference) he had liaised with the Vic-Chair and agreed that SF would keep a tally of for/against/abstain if a vote was taken. As the meeting recording was audio only it was difficult to check and be sure of accurate outcomes retrospectively if there was no definitive conclusion.

FC862 MINUTES OF THE PREVIOUS MEETING

1. Minutes of the meeting of 18.3.2020
   1.1 JL asked FC to look again at FC856.3.3 as she believed that from a query raised at the April Board meeting it implied that VAT payments were to be shared in some way between GCCF and GCCFI, when it was intended to state that the total amount of GCCF’s increased expenditure (which included VAT payments on income received from GCCFI) would not be passed on to GCCFI in full, but these administration costs would be shared, meaning a 10% increase in charges for GCCFI would have been recommended once their VAT status had been ascertained.
   1.2 It was agreed that the minute was not sufficiently clear and needed to be rewritten. It was also observed that GCCFI’s VAT status had not been checked yet and it would be useful to have it to report to the Board, as from the comment in the solicitor’s notes as it could be relevant to the operational agreement.

   Actions: minute to be rewritten & circulated to ensure accuracy

FC864 FINANCE

1. Profit and loss accounts for April 2020
   1.1 LP presented the p/l figures for April. At present there had been no significant downturn in core business. Income from registrations and transfers was lower than in April 2019, but a good start in the first two months meant the year to date figures were improved on the previous year overall.
   1.2 Agria had just sent their commission figure through and at £6605.49 it was a little above that March and an improvement on the April 2019 amount.
   1.3 There was a query on the large fall in capitation and delegate fees, but this was explained by many being received in May rather than a reduction in the number of clubs making payments.
   1.4 It was agreed that there should be a note that the GCCFI income of €479.27 was euros rather than pounds.
   1.5 There had been a significant fall in expenditure from April 2019, a reduction of approximately 34%. A saving had been made on meeting costs, and the reduction of bank charges from £1550 to £318.33 (due to the change of card provider) was also noted.
1.6 Postage costs were below £20, instead of around £1500 but it was recognised that these would increase dramatically as soon as the Office reopened as there would be a large backlog of registration and transfer paperwork to send out.

1.7 The salary total for April included the final payments for the employee retiring at the end of May. Thereafter it would be reduced until the OM could recruit new staff.

1.8 The reduction in expenditure more than offset the lower income which gave an improved gross profit for the month. The YTD profit was around £21,600 compared to £4,565 in 2019, because of higher expenditure in early 2019. FC concluded that this was encouraging given the circumstances.

1.9 The OM had circulated information and volume graphs presenting comparisons between January -11 May this year and for the three previous years. The 2020 figures for registrations and transfers overall showed an improvement.

2. Matters arising from the April 2020 Board meeting

2.1 The need for separate Finance Committee meetings

It had been suggested following the Board meeting that there was no necessity for FC meetings as the Board could meet more frequently without cost and monitor finances. MCB was the only FC not a Board member and she had been invited to attend Board meetings for the financial discussion.

2.2 FC was agreed that the continuation of separate meetings was preferable, as there was no additional expense for GCCF. FC could give considerably more time to in-depth scrutiny of financial issues as per its remit and MCB’s knowledge and experience was particularly useful in this respect. Also, it was a Standing Committee of the Council and so had a responsibility to meet and report its findings to Council delegates via minutes.

2.3 It was acknowledged it made recommendations to the Board rather than decisions to be implemented, but Board minutes would record with reasons whether these were accepted or not. If the Board had reason for complaint the matter could be discussed and resolved, but the Board could not determine whether/when FC should meet.

2.4 Insurance cover for director liability

RF had circulated the new insurance policy to the Board, as requested, so that the clauses re Officer and Director liability could be read in context.

2.5 She had ascertained via a telephone conversation with Gallaghers that any individual taken to court could claim expenses, but these would have to repaid if the case was proven against him/her.

2.6 It was asked that it be checked if directors were covered if claims for negligence were internal (from company members, singly or collectively) rather than an outside authority. This could wait until it was known if there were any queries from Board members to be discussed.

Action: contact with the Gallaghers for further discussion after the May Board meeting RF

2.7 Solicitor replacement

JH confirmed that Sara Coate had now completed her work for GCCF except for the Small Claims case which was ongoing.

2.8 Contact had been made with Royds Withy King who had confirmed they were now acting on GCCF’s behalf. (The OM observe the IC/DC secretary had already received advice from them).

2.9 As yet no meeting had taken place and it was agreed that one should be arranged by ‘Zoom’ so there could be a formal introduction and discussion between the Officers, OM and the solicitor.

Action: meeting arrangement JH

3. Statement on investments and accounts

3.1 RF reported the investment account balances:
   - The Aldermore: £75,969.92
   - Cambridge & Counties: £143,200.65 (with £70,000 to be paid to the Redwood on 1 June 2020.)
   - Redwood bank: £10,015.18

3.2 LP supplied the current account balances:
   - Lloyds: £105,590 (the VAT for the quarter and PAYE had just been paid)
   - Euro account: €9496.17
   - Supreme Account: £500

4. Insurance

4.1 The full payment for the 2020-21 policy had been paid to Gallaghers. It would be shown in the accounts on a month by month basis.

4.2 The increase on the 2019 cost was £256.99, and the total was within budget.

4.3 Gallaghers had arranged a webinar on mitigating risk on the return to work after the lockdown. This would take place on 14.5.20 and RF planned to participate. It was agreed that it would probably be useful for the OM to join too, and she agreed to do so.

Action: webinar and report on this to the Board RF/OM

FC865 STAFF & OFFICE

1. Update on staff

1.1 The OM reported that from the government briefing (10/5/20 ) she had noted that staff who could work from home should continue to do so and had concluded this was in the best interests of the Office for now.
1.2 Dennis would remain on furlough and she would be reviewing this at the end of each three week block of time. It was noted that there could be changes to the furlough scheme at the end of July.

1.3 Denise had just received the Government’s 60 page booklet from Critchleys, giving more detail on the plans for the next including ‘Covid-19 Secure Spaces’ which included work spaces. Desks had already been moved 2m apart and PPE ordered (hand sanitiser, gloves and masks). The next step would be to carry out a risk assessment to include the communal areas and car park. MCB commented that a template for this purpose could be downloaded from the government’s website.

1.4 Other suggestions were the purchase of a non-contact thermometer and making the entrance keypad contactless. It was agreed that the first could be done immediately, but the keypad would require work that would involve others attending the site.

2. Office maintenance & repair report

2.1 The fixed wiring test planned for April had been postponed due to the lockdown.

3. IT Report

3.1 SC reported there had been a meeting on 5 May. Some minor updates to the system were planned, but it would be offline only for short time.

3.2 Caroline had continued checking the implementation of the more complex registration policies and had also used actual shows to produce examples of costing for STAR to show a 25% mark up on both the basic and extended services. These included the access to online entry, printing and delivery. LP had reported previously card charges were now approximately £20 for a breed show and £60 for an all breed.

Action: circulation to FC for queries and then to the Board SC

3.3 Agria was not sending out the cover note booklets but had provided a link through on the GCCF FB page to their website where they could be activate directly. This would also be on the GCCF website. However, it was thought the planned liaison with Ian Macro re the £1 promotion had not yet taken place and this needed to be discussed as it was thought the process had possibly changed to include manual checking which would take Office time.

Action: liaison with IM and Sarah White of Agria OM

3.4 There had been some checking on the correlation between the club officers and delegates listed on Phoenix and the distribution to them via Infusionsoft. It had been reported that although correct details were present on the system IS was not sending to all. This was confirmed. Several different problems were highlighted:

• the mail shot did not go to a number of officers and delegates despite them having correct details on the system (by far the greatest problem)
• some clubs had officers and delegates who had opted to be no mail - need for one address that the GCCF Office can access
• people who been connected to some of the non-active clubs were contacted
• three individuals who had no specific club links were contacted
• out of date personal information (no longer visible on the system) was used in two cases

3.5 The OM was of the opinion that the problems were caused by the system database rather than the fault of the distribution program. She suggested that in the first instance Ian should be asked to investigate and report back. It was thought that initially he should make checks on specific instances.

Action: to ask IM to examine how data was transferred from Phoenix to IS OM

3.6 It was of particular concern that IS was not functioning as intended. Electronic communication would be needed to circulate information to clubs and delegates particularly if elections were to be held by postal/electronic voting.

Action: the report to be circulated to the Board JL

FC866

CLUB & BAC MATTERS

1. Club and BAC 2019 returns report

1.1 SH reported that out of 158 clubs 123 had complete or almost complete returns by the end of the first week in May. She and Denise were crosschecking regularly to ensure accuracy on completions and on which clubs still had to send some or all of the required information.

1.2 Eight club had requested extensions, five had made only partial returns and there were four with queries. That left one that had only just been in touch and eighteen who had made no contact.

1.3 She noted that some clubs did not have the required number of members for a delegate and had requested dispensation for counted participation in Council. The logistics of putting this to delegates before the election process would need to be worked out.

1.4 The BAC accounts hadn’t yet been checked in detail, but it was estimated that about 50% had been received.

Action: report to be made to the Board SH

2. Club refunds for show licences

2.1 The OM reported that all clubs with shows between 21 March - 31 May had been contacted with an offer to refund their show licence fee. Their BAC details had been requested so that payment could be made. None had responded.

2.2 It was thought preferable to make repayments if possible. These clubs should be asked again and then a quarterly review made throughout the 2020-21 season while it was known wasn’t possible to hold shows. The next group to be contacted to be those with shows prior to the end of August.

2.3 It was thought unlikely that shows would be able to restart soon. If venues became available again, the cost of taking fewer exhibits in a greater space, probably without a gate, would make most not financially viable. Many clubs had found it difficult to break even in recent years.

Action: repayment scheme for licence fees to be put to the Board JL
1. **World Cat Congress**
   1.1 The only action being taken for the event planned for 2021 was the transfer of the scheduled amount to be saved on a monthly basis.
   1.2 The NEC and the hotel had expressions of interest in the dates, but at present no financial outlay was required for definite bookings and none would be proposed until there was more certainty.
   1.3 It was agreed that forward planning that did not incur financial costs could continue.
   1.4 It was suggested that the WCC Congress meeting for 2020 should go ahead by videoconference.
   
   **Action:** liaison to arrange a WCC Zoom session

**NEXT MEETING:** a video-conference session to discuss the 2019 accounts when these are available from Monahans

End of Agenda, with business completed where possible, at 12.25pm