

MINUTES

For the Meeting of the **BOARD OF DIRECTORS** **THE GOVERNING COUNCIL OF THE CAT FANCY**

Friday, 1 October 2021



Present: Mr Sean Farrell - Chair
Dr Peter Collin - Vice-Chair

Mrs Lynda Ashmore	Mr Steve Crow
Mrs Hilary Dean	Ms Sandra Devereux
Mrs Rosemary Fisher	Mr Thomas Goss
Mr John Hansson	Mrs Shelagh Heavens
Mrs Jen Lacey	Mr Ian Macro
Mrs Elaine Robinson	Mrs Lisa Robinson-Talboys
Mr Peter Williams	Mrs Sandra Woodley

In attendance: The Office Manager, Denise Williams (OM)

BD4134 MEETING INTRODUCTION

1. **Apologies for absence.**

1.1 There were no apologies for absence as all were present from the beginning of the meeting. Ian Macro left at midday and returned at 1.15pm. The Vice-Chair could not be present in the early afternoon and several members left at or shortly after 3pm and missed the final item (SW, IM, JH, LRT, HD).

2. **Chair's opening remarks**

2.1 At 11.06 the Chair opened the meeting and welcomed all present, especially the two who were newly elected. He also put on record thanks to those who had left the Board in September.

2.1 He agreed with those who asked that Board meetings should not take so long, though he did wish to give all those who wanted to speak an opportunity to do so. He asked members to be concise and not to interrupt each other.

INFO

BD4135 DECLARATIONS OF INTEREST

1.1 The Chair declared an interest in BD438.7, the Business Systems Continuity project, as he had introduced to the Board one of the companies bidding for the contract.

1.2 There were no other interests declared.

INFO

BD4136 MINUTES OF PREVIOUS MEETINGS

1. **The Minutes of the Board meeting of 20 August 2021**

1.1 These had been circulated with some corrections and amendments made prior to the meeting.

1.2 The minutes were approved, as proposed by SC and seconded by RF, with abstentions from IM and SW.

2. **Matters arising from these Board minutes**

2.1 BD4127.1,2&3 The British Longhair Championship Status and the registration updates had been approved via the electronic agenda as no objections had been received.

INFO

3. **The minutes of the Board meeting of 10.9.21**

3.1 These had been circulated in advance with some amendments received and included.

3.2 At the meeting the Chair gave wording for an addition to the final sentence of BD4133.4.

3.3 Some Board members wanted the the times they left the meeting checked and inserted into the debate at the appropriate moment to indicate comments for which they were present/not present.

3.4 It was agreed that remarks made should be included at the time given, with an indication if they were repeated later, rather than via a summary of the point.

3.5 It was decided that the Chair and Committee Secretary should listen again to the meeting to revise the order and accuracy of some of the points and remarks that members wished to be included.

Action: liaison to revise these minutes

JL/SF

4. **Matters arising from these Board minutes**

none

INFO

BD4137 FINANCE

1. **Draft minutes of the 29 September Finance Committee for reference or query**

1.1 These had been circulated on the day before the Board meeting.

1.2 There were no specific queries.

1.3 It was agreed unanimously that the Finance Committee remit should include a budget maximum of £2,500 so that small purchases could be made if/when necessary.

INFO

2. **P/L to 31 August 2021**

2.1 The surplus for the month was £32,222.28 (without any show costs). Expenditure was more than at the same point in 2020, but income had been exceptional once again.

2.2 FC comments were noted. There were no additional queries.

INFO

3. **Volume graphs to illustrate core business**
- 3.1 There had been further increase in core business during August, but the OM had observed a distinct decline in September.
- 3.2 Core business transactions were 288 down on September 2020, though up by 303 on those in 2019.
- 3.3 Over the year they remained ahead of those in 2020 by 2,186 so she was hopeful that the year would finish ahead of the previous one, but not to the extent that was indicated by the increase in transactions during the first six months. **INFO**
- 4 **Report on investments & statement balances**
- 4.1 The figures were correct on the following as at 30.9.21 (as circulated to the Board the previous day)
- | | |
|----------------------|--|
| Aldermore | £77,225.96, with a fixed interest of 0.55%, until March 2022 as rolled over.
(signatories SF, SC, RF, and the bookkeeper) |
| Cambridge & Counties | £91,592.64, a 95 day notice account with 1% interest.
(signatories SF, SC, RF, OM and the bookkeeper) |
| Redwood | £83,270.87 a 95 day notice account with 1.34% interest
(online access SF, RF and the OM and bookkeeper) |
| Monmouthshire BS | £84,227.84, an easy access account with 0.5% interest
(online access SF, RF, the OM and bookkeeper) |
| Shawbrook | £80,000, 2 years fixed notice account with 0.85% interest
(signatories SF, RF, OM and the bookkeeper) |
- 4.2 The figures were correct on the following as at 24.5.21 (as circulated to the Board the previous day)
- | | |
|------------------|---|
| Lloyds (current) | £308,389.15 |
| Lloyds (Supreme) | £929.27 |
| Lloyds (Euro) | €19,576.06 = £16,703.18
(signatories SF, SC, RF, SH the OM and the bookkeeper) |
- 4.3 The Chair pointed out that the Cambridge and Counties account now exceeded the £85,000 limit and there was a substantial amount in the current account. He concluded it was time to consider another investment account that yielded some interest. **INFO**
5. **Accounts from the anniversary shows**
- 5.1 Some changes had been made to figures stated for Anniversary Show at FC. Staff costs and a miscellaneous charge for t-shirts had been moved from the show account to GCCF promotional expenses.
- 5.2 The certificates had been purchased by the show as they were special to it and could not be used for any other purpose. The Board agreed that only the excess charge (above the cost for normal certificates) should be in the accounts as shows did not have to purchase certificates from GCCF.
- 5.3 It was noted that some money was to be returned from those paying their own hotel costs, so the bottom line figure was currently draft and to be finalised.
- 5.4 The Virtual Show had made the loss expected as it was intended as promotional. The cost was £2441.40 and there was the show manager's honorarium to be added to this.
- 5.5. It was noted that the total costs of both shows was very much less than had been saved towards the cost of hosting the WCC. The savings made for this purpose remained within Cambridge & Counties.
- 5.6 The Supreme account was a business account and a small amount was taken in bank charges each month. There was also a website cost. These were ongoing requirements rather than actual show expenses. **INFO**
6. **Recommendations for Show Manager honoraria**
- 6.1 Mrs Ashmore thanked the Board but declined an honorarium. She agreed to accept £50 vouchers to give to members of her team to thank them.
- 6.2 It was proposed by RF and seconded by PW that the Virtual Show Manager should be given £250 to thank her for her considerable efforts. This was agreed by a majority with ER and LRT abstaining.
- 6.3 It was agreed that the Chair should put a note of thanks onto the website to both show managers and their teams. Both events had proved successful and generated goodwill.
- Action: A tribute to be prepared for the website** **Chair**
(IM left the meeting 11.57)

BD4138 BUSINESS ITEMS

1. **Assessment of the Board and FC elections to report to Council**
- 1.1 Opinion was expressed that the experience with Civica was not as successful this year as it had been in the previous year. It was acknowledged that they had operated as expected and the timetable had been set in advance, but the difference between the system used when GCCF was holding elections in Council and the more drawn out on-line process had seemed more noticeable and caused more frustration.
- 1.2 There was comment on the terminology used on the website. It was thought that an 'invitation' to provide a statement was very different from an instruction to do so
- 1.3 It was observed that the Board representative who had been the Civica liaison in 2020 had had more frequent contact with the company and had acted as intermediary with candidates to give reminders of action required. Therefore there would have been reminders if statements had not been sent.
- 1.4 It was agreed that a statement should be prepared in advance to explain this for delegates. It would apologise for mistakes made and give reassurance that lessons had been learned so that if this electoral procedure was used in future the pitfalls could be avoided.
- Action: preparation of statement** **Chair**
2. **Appointment for a review of the 2021 election**
- 2.1 This had been discussed at the September Board meeting as a way forward. IC was suggested as independent, or there was the possibility that an outside agency could be used.

2.2 It was thought that rather than the Board instructing a review it should be considered after the Council meeting, to take into consideration any particular lines of enquiry suggested by delegates, or if it was considered that any specific responsibility should be determined.

2.3 If delegates were satisfied with explanations and actions taken to prevent future difficulties then it seemed unnecessary to incur further expense.

Action: assessment of delegates' requirements

Chair

3. **Nomination procedure for Byelaw inclusion**

3.1 A Byelaw schedule had been drawn up to codify the nomination procedure so that clubs, candidates and nominators knew exactly what to expect. It was suggested that this was proposed to the November Council, so that if adjustments were wanted they could be made and returned to the February meeting.

3.2 Additional wording was inserted at point 5. 'Failure to do so will invalidate the nomination'. This referred to the statement candidates standing for the Board and/or FC were expected to provide. It was decided that for clarity the penalty should be clear.

3.3 With this amendment it was agreed that the Byelaw insertions should be put to Council.

3.4 It was also noted that there should be more project management of the electoral process in future.

Action: to go onto the agenda of the November Council meeting

JL

4. **Strategy meeting update**

4.1 PW said he had not been able to make progress with this as intended and there had been no action since the August meeting. He gave apologies for this.

4.2 It would be a priority to have preliminary discussions with the business consultants identified by the OM and he would liaise with her to complete this action.

4.3 He acknowledged that the first statement of work obtained from the one consultant he had contacted had not yet been circulated to the Board and promised to do this.

4.4 There was comment that a strategic meeting was extremely important to produce a Business Plan and this was now critical. There had been preliminary budget planning at the recent Finance meeting and this was difficult to do without details of projects identified and costed. SC made an offer of help.

**Action: liaison with the other business consultants
circulation of the first presentation**

**OM/PW
PW**

5. **Report on existing business partners**

5.1 SF reported that there had been a quiet period over the summer with little contact with any of the partners since the last meeting.

5.2 There was a meeting with Agria scheduled in October.

5.3 The Chair stated he planned to hold meetings with Purina and Royal Canin in the coming weeks.

INFO

6. **IT report**

6.1 A statement of work covered by the IT Group had been circulated. It included:

- routine updates,
- the registration policies project,
- progress with STAR,
- continued liaison with the NZ Cat Fancy.

6.2 SC stated that the only update since circulation was that the first cut of the 150th Anniversary Video had been received. RF reported that the content of this was pleasing, especially the footage from the recent shows. There would need to be some improvement in colour and a different voice-over for the commentary.

6.3 The next ITG meeting was planned for 12 October. It would work on the contract for the company awarded the Business Systems Continuity project. This would be based on the existing contract for the IT consultancy and would include terms for non-disclosure. Once finalised it would sent to the GCCF's solicitor for review.

Action: contract draft for the Business Systems Continuity project

ITG

7. **Business Systems Continuity proposals**

7.1 (*This item was taken in advance of all other meeting business to ensure full discussion before the IT consultant had to leave the meeting at midday.*)

7.2 The purpose of the project was to document the GCCF computer system to ensure there could be continuity in the sudden absence of the IT consultant without a handover to a successor, and to provide the company with a permanent record that would be useful for ongoing maintenance update and replacement.

7.3 Two companies had delivered specifications and costings - Ghyston and Smartlist. The ITG had had a meeting at the beginning of the week and recommended the first.

7.4 It was more competitively priced, but in addition there was thought to be less risk, because it was a medium sized company with forty employees, familiar with the type of work to be carried out, which would be standard for their services. There was a proven track record. Little information could be found for the other company, but it seemed that there was a single employee.

7.5 It was confirmed that the ITG was satisfied with the methodology detail for the project's delivery and that the recommendation was by unanimous decision.

7.6 A vote was taken and it was agreed that the contract should go to Ghyston. SH, ER and LRT abstained.

**Action: the companies concerned to be informed of the result
Ghyston to be informed of the contract preparation**

**OM
OM**

8. **Website upgrade project update**

8.1 The sample website design pages had been circulated to the Board on 10 September. The comments received were favourable.

8.2 The landing pages (x 5) text and images had been completed and sent to 3mil, and work had begun on the sub-landing pages (x 20).

8.3 Pages that were to be copied without change (or were already updated) had been sent to 3 mil.

8.4 At a meeting the previous day 3 mil had reported the framework of the site was completed and the content was now going in. The work was on schedule, but there was plenty to do as content needed revision. Different individuals/groups had been approached to assist with this and Office staff were also involved. **INFO**

9. **Risk assessment - October 2021**

9.1 There was now an urgent need for a strategy meeting (as at BD3138.4)

9.2 The Chair gave a quick review of other identified registered risks and these were now either closed or planned action was ongoing. The Office fire door had been replaced. **INFO**

BD4139 STAFF & OFFICE

1. **An update on staffing from the OM**

2.1 The OM reported that there were no staff issues and those in the Office were working together well as a team. There was a positive attitude, and all were happy to take on new tasks.

2.2 There were two in the early stages of their probation and being assessed. At present there were no problems and they were becoming familiar with the role entailed. **INFO**

2. **A report on the Office building and equipment**

2.1 The replacement of a discoloured tile had identified that work would be needed on part of a ceiling. **INFO**

3. **Staff bonuses for 2021**

3.1 The schedule of bonuses as recommended by FC was put forward with it noted that some inaccurate information had been given at the FC meeting which had affected the amount proposed for the FM

3.2 SH proposed, seconded by JL, that a correction should be made so that this bonus was in line with the others listed on the schedule. There was unanimous agreement for the amount proposed.

3.3 The total amount of bonuses (£9,000) and the allocation to the staff that had earned them was then proposed by SH, seconded by JL and agreed unanimously.

Action: bonus schedule to be passed to the OM for payment in November **JL**
retention of the schedule as a minute addendum not for publication **JL**

3.4 It was noted that the amount of bonus payments was probably in excess of those paid by other companies, but observed that it had been another difficult year and one in which the company had profited. The staff had contributed to increased demand with extra effort.

3.5 A discussion ensued on the policy of paying staff bonuses at this time of year. One opinion was expressed that salaries should be uplifted generally and bonuses discontinued; another that bonuses should be paid after the end of the company's financial year (early in the year) after performance based assessments throughout.

3.6 It was asked that HR discuss staff appraisal in depth, in particular to ascertain whether the KPIs introduced by a previous Chair were still in use.

Actions: staff appraisal and a review of the use of bonus payments to be on the HR agenda **JL**

(IM returned to the meeting)

BD4140 CLUB & BAC MATTERS

1. **Update on the 2020 club returns**

1.1 SH reported that:

- The Edinburgh & East of Scotland CC had now completed its 2020 returns. It wished to have a delegate so would require Council dispensation along with the Turkish Van CC.
- The Toyger CC (provisional club) had also completed.
- The Scottish CC's club account had been examined, but they had been unable to obtain show accounts from their Show Manager. It had been recommended that this was referred to IC
- There was no recent news from the Old Style Siamese CC.
- It was understood that the Abyssinian CA had their paperwork from treasurer and were working to produce accounts.

1.2 PW had made unsuccessful attempts to contact the secretary of the Southern Counties and Croydon CCs. There had been no recent news from the Oriental Longhair CC and the Nor' East of Scotland CC. There was discussion on whether these clubs who now had no or incomplete returns for two years should be suspended.

1.3 It was agreed there should be an official letter to the officers of the Nor' East of Scotland setting out what was required, and suggesting a possible examiner.

1.4 A vote was taken on referring the matter of suspension to the November Council meeting, and it was unanimously agreed this should be done.

Actions: letter to Nor' East of Scotland **JL/Office**
dispensations and the possibility of suspensions to be on the November Council agenda. **JL**

2. **Update on BAC returns**

2.1 SH reported that the Suffolk BAC had not submitted examined returns as there had been no income or expenses over the year. It was queried whether a bank statement to verify this was acceptable.

2.2 It was noted that the JAS stated examined accounts was required and it was a matter of few minutes for an examiner to check a bank account and sign a balance sheet to show no activity. It wasn't expected or necessary for a BAC to buy in professional services for this purpose.

Action: BACs to be informed of this for 221 returns.

3. **A request from the Exotic BAC to merge with the Persian LH BAC**

3.1 The Secretary of the Exotic BAC had written to the Chair of the Persian Longhair BAC to indicate that officers of Exotic BAC did not wish to continue and suggesting that this BAC should merge with the Persian LH BAC.

- 3.2 It was reported that the Persian LH BAC representatives had been informed and were happy to discuss this course of action, but had not yet consulted with their clubs and had a formal discussion. Therefore there was no proposal yet on whether the BAC would operate as a single BAC for the section or as a joint BAC for the two breeds.
- 3.3 Board comment was that the clubs concerned and their membership should be informed and consulted before a way forward was agreed. **INFO**

BD4141 JUDGE APPOINTMENT SCHEME REVIEW GROUP (Previously Judge Training Review Group)

1. Reports on meetings

- 1.1 HD read a statement sent from the JAS RG Chairman. It was agreed that in future Mrs Kaye would be invited to attend Board meetings to give the report and answer questions.
- 1.2 Meetings continued to take place on a regular basis as the JAS was being examined in depth. This was a large task and to rush it would be detrimental to new judges and ultimately GCCF. At present there was focus on section 22 of the JAS and on action if BACs failed to function effectively.
- 1.3 There was also to be liaison with the BACs on a programme of remote learning by various methods.
- 1.4 A full report would be given at the next Council meeting, and ultimately proposals would be put to Council. **INFO**

BD4142 SHOW MATTERS

1. Show licences for the 2022-23 season

- 1.1 121 clubs had made licence applications for the 2022-23 season (1 June 22- 31 May 23). There were some clubs that had applied that had back-to-back partners that hadn't yet done so (8) but it wasn't known how many others that usually had a show had not applied. This would be checked in the Office. One Board member explained her club wanted more certainty on the pandemic and financial viability before holding a show.

Action: check on the number of clubs that had not made a show licence application **Office**

- 1.2 It was thought that as these applications had been made in good faith before the change to the show year all should be considered. In the spring of 2022 clubs could be invited to send in licence applications for the second part of 2023, and subsequent licence application would then be invited annually January to December. All would need to carry the caveat that show licenses could be withdrawn if the club failed to submit annual returns.

Action: this statement to be added to all show licences **Office**

- 1.3 Licences were agreed for the clubs that had applied with the following exceptions:

- a) Nor' East of Scotland - incomplete annual returns
- b) Scottish CC - incomplete annual returns and no qualified show manager
- c) West of Scotland (late application) - no qualified show manager
- d) North of Britain LH & SLH & Siberian CC - to confirm a venue
- e) Bedford & District & Bucks, Oxon & Berks - to confirm 29th or 30th of April 2023.

Action: issue of show licences and information to the clubs **Office**

- 1.4 It was noted that decisions were needed for the Supreme in 2022.

Action: to be on the agenda of the next Board meeting **JL**

2. Requests for 2021-22 show licence dates or changes to existing licences

- 2.1 By electronic circulation:

- a) The Suffolk & Norfolk CC and Burmese CS - a venue change from Ware to Moulton, Northants.
- b) The Red Cream & Tortie CS & Chinchilla, Silver Tabby & Smoke CS a change of SM to Julie Wilkinson.

- 2.2 The Oriental Bicolour Group had not held a show for five years and wished to go back to back with the Red Point & Tortie Point Siamese on 5/3/22 at Wendover with Judy Emmens as SM and Jackie Reed as ASM. This was as on their licence for 2023. The application was approved.

- 2.3 The Scottish CC and West of Scotland CC had applied for licences for a back to back show on 12 March 2022 in Lanark. However, the show manager named was not qualified for all-breed shows.

Action: the clubs concerned to be informed of the decisions **Office**

3. Report from the Show Review Group

- 3.1 A report had been received for circulation with the paperwork. There were updates on a survey of judges (105 responses with most happy to judge and stay in hotels in 2022) and liaison with the BACs on class amalgamation.

- 3.2 The SRG would be looking into show manager training and qualifications having concluded that the present system needed review.

- 3.3 It was also considered that the show management pack/information needed review. Some of it was outdated and lack of order caused confusion and made it difficult to distinguish between rules and advice. So far a series of 'quick links' had been put together to help SMs locate relevant information on the website and these would be supplied for publication

Action: the links to be sent to RF for publication on the new website **LRT**

- 3.4 Sponsors were needed for new annual competitions.

- 3.5 In April 2021 JH had put forward a proposal to open the SRG to non-Board members. There had been a vote and this had not been agreed (BD4083.2). He queried whether those who had not been re-elected to the Board should continue. It was thought by some that they should as this provided continuity, but others believed it became a point of order having been the subject of a Board vote, and there needed to be a vote to the contrary taken to a[[prove reversal of the decision.

- 3.6 It was agreed the matter should be on agenda for the next Board meeting to define policy making all working groups open to a mix of Board and non-Board members to gain input from those who had particular knowledge and experience. At the same time there could be a review of existing committees.

Actions: proposal on Board policy re working groups & review of existing groups to be on the agenda for the next Board meeting **JL**

4. **Minor change to the ringworm rule (Section 6:1)**
 4.1 This was a small change to make the first sentence of this rule into two separate sentences by inserting a full stop thus: ...the cattery owner/householder will inform the **GCCF Office, and Neither** the cattery owner/householder nor any cat owned by them
- 4.2 It was proposed by DC on the recommendation of the GCC's solicitor to avoid future misunderstanding. It was necessary to report ringworm whether the cats and/or owners were attending shows or not.
- 4.3 This was unanimously approved.
Action: to be on the agenda for the November Council meeting **JL**

BD4143 REGISTRATION, TRANSFERS & SOP ITEMS

1. **Application for Championship Status for the Sokoke**
 1.1 This was proposed by the Sokoke Breeder Group, supported by an amended registration policy and SOP (already approved) and with additions to the Breeding Policy as recommended by the Genetics Committee.
 1.2 The registration policy now contained an option to outcross and GC supported the application because the it was now possible to extend the gene pool without relying on importing from Europe or Africa. However, it was noted that there were few cats registered or shown and it was possible the breed was not viable.
 1.3 A vote was taken and it was agreed that the proposal for Championship Status should be put to Council with a recommendation from the Board. PC, HD, SD, SH, ER, LRT, SW abstained (low breed numbers).
2. **Amendment to the Persian Longhair registration policy**
 2.1 There were amendments due to a policy assessment for implementation on Phoenix. In most cases they were to correct a mistake at the time of the conversion to GEMS when bi and tri-colour patterns were translated to the generic 03 21 when reference could be made to all tabby patterns.
 2.2 The additional agouti testing was to obtain a certainty on a pattern that was not always possible to identify from the phenotype. Once agouti status was known it could be recorded on the system. Repeat testing would not then be necessary.
 2.3 There were no queries. A vote was taken and the amendments were unanimously agreed,
Action: 1 & 2 a letter to the BAC and BG and proposals on the November Council agenda **JL**
3. **Notification of a correction to the British LH registration policy**
 3.1 It had been noted a header had been accidentally removed on the BLH policy for BLH Variants.
 3.2. It was agreed this should be re-instated as it was a minor typographical error not a policy amendment.
Actions: a correction to the website publication **JL**
4. **Prefixes for approval**
 4.1 The prefix list with 37 applications had been circulated.
 4.2 There was an objection for one choice that was considered unsuitable for the breed, but this applicant's second choice was approved.
 4.3 Votes taken confirmed the rejection of the one first choice and approval for the list which included the preferred second choice. LRT abstained.
Action: the prefix applicants to be informed **Office**
 4.2 There was brief discussion on whether checks could be arranged for Pets4Homes to validate claims of holding a GCCF prefix or registering with GCCF. It was thought Office confirmation of this would be acceptable if it happened infrequently. If the website prefix list was updated automatically or regularly then a link to this could be provided.
Action: check on the provision of up to date prefix information via a link **ITG**
5. **Appeal against the rejection of a prefix**
 5.1 A prefix had been rejected in August because it sounded similar to an existing prefix and there was an appeal against this on the grounds that the two names were easily distinguished by different meanings and the other letters they contained.
 5.2 After consideration it was unanimously agreed to allow the requested prefix.
 5.3 It was observed that information on prefix decisions quoted from the GCCF website did not accurately reflect the current rules as it omitted to mention the allowance of Board discretion or note the Board's decision was final (Section 1:11p). It was agreed there was a need for revision.
Action: amendment of the website wording on prefixes **JL**
6. **Meeting date for a discussion on prefixes**
 6.1 It had been intended to hold a meeting to discuss Council comment on prefixes after the August Board meeting, but elections had intervened.
 6.2 This was not the establishment of a 'working group' but a single meeting to formulate recommendations on prefix application that could then be discussed more widely with any changes to go back to Council.
Action: circulation of dates to ascertain when most of those interested could attend **JL**
7. **Query on the setting up of companies to sell cats**
 7.1 A brief note had been received at the Office asking for the GCCF's thoughts on the establishment of companies to sell cats.
 7.2 It was acknowledged that as long as the Rules and Byelaws were followed GCCF would not necessarily be aware of the selling practices of breeders. However, the organisation had come into existence for the hobby of breeding and showing (prefixes could be owned by one or two people), not breeder groups.
 7.3 There was no definition of 'company' within the enquiry and it was noted that commercial selling was governed by trading legislation and local authority requirements, particularly with regard to the licensing of commercial breeding establishments and and planning laws.
Action: this information to be given as a reply **Office**

1. **Report from the Breeder Scheme Group**

- 1.1 PW reported that work was well underway on revising the structure of the Breeder Scheme. The priority was that it should be inclusive of breeder inspection as this had been identified as the most wanted amendment from the survey.
- 1.2 The revision was based upon the Kennel Club's Assured Breeder Scheme, adapted for cats and to suit GCCF rules and practices. The central document was completed and work had begun on information sheets that supported this, such as giving detail on what would happen during an inspection.
- 1.3 He believed the working group was inclusive of the different groups that had a presence on social media, and hoped that contribution from a variety of sources would help the final proposals to pass through Council.
- 1.4 SD asked to join the group. This was agreed.

Action: distribution of paperwork to SD and invitation to the next meeting

PW

2. **Meeting reports from the C&FSG and Cat Group**

- 2.1 SC had circulated a written report that included additional information for new Board members. Each of the two papers outlined the work of the Canine & Feline Sector Group, stating what had been done and the work planned for the future.
- 2.2 The C&FSG had a new Chairman, who, as the Local Government Association representative, had advised on the licensing of commercial establishments and the training of inspectors. His knowledge would be useful as a review of dog and breeding licensing was planned.
- 2.3 Questions concerned the age for the import of puppies and kittens. It was understood that DEFRA would set 6 months as the age for puppies, but there was no certainty on the detail of the legislation concerning kittens which meant there were currently lobbying groups active in this respect.

INFO

ANY OTHER BUSINESS: An emergency item was taken in the course of the meeting when most were present to agree publication of a 'Statement Regarding Vaccine Shortages' from the GCCF's Veterinary Officer. More information would follow after a meeting of the Veterinary Advisory Committee scheduled for Thursday, 7th October

PW had produced an information leaflet aimed at the general public to give a guide to each breed. He asked that this should be circulated to BACs for comment and correction ahead of publication. There were no objections to this.

DATE & TIME OF NEXT MEETING:

It was decided that as several Board members had now left the meeting dates should be circulated to ascertain a preference. It was agreed that this should be after the Council meeting, therefore **Friday 12th, 19th or 26th of November**.

The meeting finished at 3.25pm.

ADDENDUM Changes to Bylaw 11 proposed and agreed.

To be inserted into Bylaw 11 at (3) if the clause relating to the Board of Management is removed (as proposed) or at (4) – with the clauses following renumbered.

Election procedure for the GCCF Board and Finance Committee.

1. Nomination papers for the Board and FC must be circulated with the paperwork for the Electoral Meeting of Council.
2. Nominations will be made to the GCCF Office either by post or electronically. Only delegates from clubs that have sent examined returns to the GCCF Office may nominate and be nominated. There can be no self-nomination.
3. A list of nominees must be made on the GCCF website as names are received throughout the nomination period. Candidates and nominators are responsible for checking a name is listed. Proof of sending will not provide proof of receipt.
4. Nominations will close 10 days before the Council meeting.
5. Each candidate for the Board and/or FC must provide a nomination statement no longer than 200 words to provide background information on their reasons for becoming a Board and/or FC Committee member, and give an indication of how they will contribute to the company in the future in that role. Failure to do so will invalidate the nomination.
6. Statements must be linked to a nominee's name and can be uploaded from the time each name is published. Candidates are responsible for checking their statement is displayed on the GCCF website. Proof of sending will not provide proof of receipt.
7. There will be a deadline set for receipt of statements to allow for printing if paperwork is to be taken to a meeting.
8. Candidates whose names are presented for a GCCF Council ballot will be delegates who have been correctly nominated by another eligible delegate, and who have submitted the required statement before any specified deadline. Enquiries can be made about non-published names or statements in advance of a closing date. None will be considered once a deadline has passed.