

**MINUTES OF
BOARD OF DIRECTORS' MEETING**

**Held at Dogs Queensland Office, 247 King Avenue, Durack
on Monday 22 July 2019**

Present:

Ulla Greenwood	Chair	(UG)
William Smith	Senior Vice-President	(WS)
Barbara Murfet	Junior Vice-President	(BM)
Ainslie Carius	Board Member	(AC)
Jeremy Cook	Board Member	(JC)
Lawrie Knauth	Board Member	(LK)
Duncan McAllister	Board Member	(DA)
Marg Norton	Board Member (Zone 2)	(MN)
Shane Thomas	Board Member	(ST)
David Weil	Board Member	(DW)
Chris Woodrow	Board Member	(CW)
Scott Wiseman	Chief Executive Officer	(SW)
Rob Harrison	Operations Manager	(RH)

By Teleconference:

Sharron Taylor	Board Member (Zone 3)	(ST3)
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In attendance:

Jessica Wright	Events	(JW)
<i>(joined the meeting at 6.10pm and left the meeting at 6.46pm)</i>		
Roslynn Shand	Brisbane Minute Taking & Stenography	(RS)

Apologies:

Nil

Meeting Open/Quorum

The Chair opened the meeting at 6.10pm and declared a quorum was present, with all Directors in attendance. The Chair introduced RS as the new minute taker for the meeting.

The Chair thanked all for their efforts and involvement in the API events held at Durack over the past three (3) days. These had been very successful and although the showgrounds were a picture at the start, they were left in an abysmal state. Discussion followed on ways to address the rubbish and damage issues.

Presentation External Events Report (Agenda Item 2)

SW introduced JW to the meeting and commented the Board had requested a report and presentation. JW outlined her views on attracting external events to the Dogs Queensland Durack venue, strategy, target market, style of events, marketing materials, successes to date, hurdles encountered and tools for the future.

JW left the meeting at 6.46pm

1. Previous Minutes

- **24 June 2019**

ACTION ITEM: Minutes of 24 June 2019 to be circulated to all Board members.

- **8 July 2019**

Resolved that the minutes of the previous Board Meeting held on 8 July 2019, as amended, be adopted as a true and accurate record of the meeting.

2. External Events Report

It was suggested a working group be established and a separate meeting organised to discuss marketing strategies, funding avenues and ways to implement.

ACTION ITEM: Establish working group and organise a separate meeting to discuss marketing.

3. Action Items Outstanding from Minutes

RH advised he would distribute Action Items Outstanding to all by close of business, Wednesday 24 July 2019.

ACTION ITEM: RH to circulate Actions Items list by COB, Wednesday 24 July 2019.

Discussion followed on the Communications Committee and understanding of its structure and purpose of communication to members. A suggested framework would need to be approved and working party established. Noted numerous decision items on the agenda and need to identify the key elements of information to release.

4. Financial Report

SW provided a summary of the performance for the month to 30 June 2019 including spending of \$13,000 instead of \$21,000 for the month and year to date \$115,000 behind budget; achieving \$218,000 profit against a target of \$333,000. This reduced profit is due to a lower than expected income, with the number of DNA tests administered less than predicted; limited success in attracting external events to Durack; reduced membership income with \$41,000 worth of memberships not renewed; underperformance related to Shows held in the first half of the year or lack thereof; and expenses spending \$41,000 less than budgeted. Debt recovery was progressing with more recovered and bad debts reduced. Membership renewals were now being cordoned off, with the application process having to be recommenced if unpaid.

Resolved that the Financial Report for the month ended 30 June 2019 be accepted and approved.

5. Half Yearly Budget Review

SW advised expenses were being closely monitored, particularly in underperforming areas and discussion followed on the Budget review. UG commented the Budget Review document was a useful tool to identify where the organisation was currently at and where behind.

UG suggested some positive, promotional points were needed to include in Pawprints. Discussion was held on monitoring revenue received, in particular from camping bookings for the Saturday (but actually stayed Friday and Saturday), designated sites and correct display of site numbers on windscreens and adequate marking of areas. RH said he would look into the matter and noted a map would be displayed with site names and clearly marked areas to identify locations and who was staying there.

ACTION ITEM: RH/SW - follow up camping revenue, identification and marking of sites and posting of maps.

AC noted Dogs Queensland was missing out on stationery revenue when members were printing their own certificates or photocopying. ST had also raised the issue of old stationery being used by members and clubs despite the requirement for registration numbers to appear. It was the consensus of Directors to formulate a strategy on the matter and ensure information is available and circulated.

ACTION ITEM: SW to review use of stationery and certificates – sequential numbers to correctly identify/no photocopies.

Advertising for the upcoming ADSS was queried and noted due to expense, areas combined in radio ads and on social media). Discussion was held on the selection of the radio station to ensure maximum coverage for dollars outlaid and target audience.

Resolved that the Half Yearly Budget Review be accepted.

Meeting adjourned at 7.50pm. Meeting resumed at 8.05pm.

6. Show Dates

- Callide Valley Canine Club – Change of Dates Proposal
MN provided an outline of the change of dates proposal and noted six (6) shows would be retained.

Resolved that the Callide Valley Canine Club Change of Dates Proposal be approved.

- National Dachshund Specialty Show

Resolved that the National Dachshund Specialty Show be approved.

- Queensland Gundog Association
Noted States and National shows on grounds and arena booked. Feedback and other show dates to be provided for consideration.

7. Minutes of the CJC Meeting held Tuesday 9 July 2019

WS referred to the minutes of the CJC Meeting held 9 July 2019.

Judge's Training Program

AC and DM excused themselves and left the meeting at 9.14pm.

Resolved that the changes to the Judges Training Program be approved, effective 1 January 2020.

AC and DM rejoined the meeting 9.41pm.

8. Skilling Queenslanders for Work Program

SW commented on the government funded program providing work experience for trainees in Conservation and Land Management. There would be twelve (12) people per program for a period of 18 weeks to help out around the grounds, with the first intake in October 2019.

9. Storage of Shipping Container

DM noted request from the Beagle Club of Queensland to place a shipping container at the showgrounds. There would be no visual impact (room to fit behind current container). It would be maintained and kept tidy and vermin proof. The Board tasked SW with determining appropriate storage charges and administrative costs for the shipping container (Beagle Club).

Resolved to approve the request from the Beagle Club of Queensland to place a shipping container at the Dogs Queensland Showgrounds for the purposes of storing equipment.

10. Gazebo Site Booking Initiative

The concept of allowing pre-show bookings for gazebo sites for exhibitors at \$15 per space was discussed, with a total of 24 sites on the side nearest the Administration Building and 36 sites on the front gate side of the main rings. DM advised the area had been measured. CW suggested relocating a further 4 metres down to save grass. Discussion followed on staffing capacity, marking of area, numbering and identification. It was agreed to undertake a trial of the initiative at the Gundog & Heavy Breeds show weekend to assess its workability.

Resolved to approve a trial run of the Gazebo Site Booking Initiative at the Gundog & Heavy Breeds show weekend.

11. Logan All Breeds Dog Obedience Club – Combined PST Meeting Proposal

Combined PST meeting proposal discussed and accepted.

Resolved to approve the combined PST Meeting proposal.

12. ANKC – June 2019 Special Board Meeting: Summary

Noted.

13. Zone 3 Amenities Additional Members

ST3 referred to the additional members Graham Hansen, Gaye Merrin, Terri Greig, Stan

Whipps signed on, with Zone 3 fundraising proposals and shows to be held to be presented to the next Board meeting.

14. PST – Presentation of Minutes

The Board noted the draft PST minutes

15. Combining Mt Morgan Bouldercombe KC and Capricorn Coast KC

Resolved that the combining of Mt Morgan Bouldercombe KC and Capricorn Coast KC be approved.

16. Dogs Queensland Governance Manual

Noted Manual was a useful document for Board members to consult (word 'draft' to be removed).

17. Ground Maintenance Issues

- Drainage at rear of old kitchen and BBQ area

DM outlined the maintenance issue relating to drainage at the rear of the old kitchen – pit and grease trap. A registered plumber had inspected the area and suggested two (2) solutions:

- Bypass pit and run to another area (costs around \$650 - \$850); or
- Dig out and replace (cost around \$10,000).

It was agreed that provided it was legal to do so to undertake the bypass and if this didn't solve the problem that the dig out and replace strategy would be undertaken with additional quotes sought. Either solution must meet all regulations and any agreement on work to be undertaken to be in writing.

- Surveillance camera quotes

One (1) security camera quote (agreed to obtain at last Board meeting) received between \$10,000 and \$13,000 (up to 16 cameras). Location maps have been set out and two (2) further quotes to be obtained.

- Gate Opening and Closing Times

Noted security system calibrated externally (costly if keep changing times). The Board agreed the gate closing time be 10pm.

The left corner of the grounds is a particularly dark area and the shed lights do not extend to the area. Safety issue to be reviewed and lighting of area considered.

ACTION ITEM: Review lighting issue for left corner of grounds, together with costs.

- Shade Umbrella Quotes for Rings

Quotes yet to be obtained and on agenda as reminder to pursue.

18. Rules Issues

- Members Videoing Shows

Guidance was sought on the issue of members videotaping shows as complaints received.

- Rules re non-dog incidents at show

Policies on aggressive animals in place but nothing existed for non-dog incidents.

19. Empowered Assistance Dogs

Noted for Board information and feedback on the Empowered Assistance Dogs proposal for use of the grounds.

20. Ratification of Rule Amendment for Community Membership

Noted flying minute circulated and passed on the Rule Amendment for Community Membership.

Resolved that the Rule Amendment for Community Membership, as circulated by flying minute is hereby ratified.

21. Dogs Queensland Financial Strengths, Weaknesses & Strategic Thoughts

The Board agreed to carry over this Agenda Item to the next Board meeting.

22. New Members for Approval

Resolved to approve the new member applications as listed in the Board papers.

Motion carried unanimously.

23. General Business: Nil.

24. Close of Meeting & Date of Next Meeting

The next Board meeting is to be held Monday 26 August 2019 at 6pm at the Dog Queensland offices at Durack.

The Chair closed the meeting at 10.50pm.