

OCTC Committee Meeting 15 July 2021

Minutes

Present:

Committee Members: Grace Fleury, Ailsa Hawkins, Elaine Limburg, Jean McKinnon, Melissa Paterson, Dianne Sprott, Lynn van Beers *Non-Committee:* Diana O’Kane

Apologies: Leigh Birchall (excused until July), MaryRose Scoular (illness), Belinda Culling (sick dogs) **(Ailsa/Dianne)**

Meeting opened: 7:07pm

- **Minutes of Last Meeting (17th June)** (Accepted: Dianne/Lynn)

Matters Arising:

- **Agility Show Sec Delegation**

List of tasks (from Donna)

- Decide event format (classes, judging order etc)
- Complete schedule for DW and load details onto DNZAC site for online entry
- Check schedule proof
- Entry processing/payments – *Diana checks for payments and updates entries on website, Melissa emails non-payers*
- Catalogue and running orders
- Call Steward sheets
- Scribe sheets
- Pay levies – *Melissa provides the information; Dianne makes the payment (can Dianne access the levy info directly?)*
- Find judges
- Send judging contracts
- Arrange judges’ flights and other travel plans
- Arrange judges’ accommodation and transport if needed
- Check arrangements to feed judges
- Check courses to identify equipment needed, arrange to borrow if necessary
- Ensure timers have batteries and spares
- Organise judges’ gifts/cards – *Dianne withdraws cash and supplies the cards (could write in cards if told what to say)*
- Ensure supply of CRC/Challenge/AD certificates – order if needed
- Check and replenish stationary/ink/printer paper etc
- Order ribbons
- Organise prizes – *Dianne withdraws the cash for prizes and can put it into envelopes for prizegiving*
- Raffle
- Catering
- Helpers roster
- Arrange delivery of sponsor product
- Upload results

Which jobs are being done, and by who? Are any tasks missing? No progress on this. Move to Ongoing.

- **New Committee Member**

Jill has declined to come back on committee. Diana will email the membership and ask for nominations for a new committee member. A vote will be held if needed.

- **Agility Equipment Standardisation**

Donna applied for a grant from DNZAC to modify our second set of gear but the application has been declined.

- **Non-members at Training Rule Change**

Jim Reay has proposed some wording changes for our Rules.

Allowing non-members at training would have a significant impact on all members, not just those seeking the change, and therefore all members should have a say in the matter. Policies will need to be put in place to ensure this does not have a

detrimental effect on members or on the club. It was agreed that the proposed rule changes and accompanying policies should be presented to the membership for discussion, followed by voting at a Special General Meeting.

Elaine will go back to the Obedience members to update them.

- **PO Box**

Diana went in to try and cancel the PO Box but needed a letter from the club to say it was to be cancelled. Both keys need to be handed in. Apparently they will just hold our mail in the meantime. It will be \$130 to get our mail re-directed for two months as we count as a business. It was decided that we did not need to redirect the mail as only three organisations ever send us anything. The mailing address will be changed to the Secretary's home address. Dianne will contact Westpac about cancelling paper statements and to see if term deposit statements can be downloaded. Diana will notify DogsNZ and Crombie Lockwood, and make changes to the address on other platforms as needed.

- **Photography Policy**

A note has now been added to the online entry options for all the September shows, stating that completing the entry form indicates that the person agrees to OCTC taking and using photos and video of them for use on the OCTC website and social media accounts, and asking them to contact the show secretary if they want to withhold permission. This is probably the most practical option for non-members entering our shows. There is also now a mandatory yes/no field on our online membership form asking if permission is granted. This will capture everyone who fills in a membership form at some point, although quite a few people still don't fill in a form when renewing or joining, including Foundation people.

The committee is happy with this solution. It is not anticipated that many people will withhold permission and so this should be manageable. It was felt that CC people were a different matter and that in general no photography would be permitted. If there was a special reason for needing photos or videos, those involved could be asked individually and forms signed.

This item can now be removed from the agenda.

- **Ongoing** *(no progress to report but not forgotten)*

- Electronic Storage of Club Records
- Ribbon Grant (awaiting Agility ribbon numbers)
- Level 2 Training and Shows Policy (on hold)
- Instructor Resources on Website (Manuals, Course Notes etc)
- Policy Document Updates
- Relocation Survey (on hold until circumstances change)
- Children at Training Policy - Elaine will progress this.
- Champions List – this has been sent to MaryRose.

Coordinator Reports:

- **Agility (Belinda Culling) (Melissa/Jean)**

Agility continues at EC. Trainers this round are MaryRose, Anne and Donna. Sorry I have no idea about new numbers coming in – Adele may have this info if required.

Leigh has now taken over from Adele again. She is hoping to organise a instructors' workshop to get a few more people ready to take classes.

- **Canine Companion (Lynn van Beers) (Lynn/Melissa)**

Week 6 graduation night was last week. We had a large number of retained handlers disperse through the sports and also into CC2.

One of these handlers has approached me, as she has been turned down for joining Agility. She asked to start upon completion of CC1 and was turned down; she asked again upon completion of CC2 and was still turned down. Why is she being turned down? The dog and handler are both brilliant, the dog is now 8 months old. At the first committee meeting back in January/Feb I'm sure it was announced that Agility would take dogs from 6 months of age and have a special class to allow for them, as at that time, as Coordinator, I spoke with Leigh and pointed out that the age group of 6-12 months is the majority of CC dogs, and if Agility wants to be fed from CC, this is the age group involved.

[See General Business for further discussion on this issue.]

I have currently limited the CC1 class due to start 22nd Sept-27th Oct to only 10 dog/handlers instead of a split class involving 20 dog/handlers, with another approx 10 CC2 dog/handlers on top.

The skeleton crew of CC trainers are close to burn out. Bringing it down to one class means I can somewhat rotate them to get a break from the endless 30 dog turnover every 6 weeks.

This of course will result in a very large loss of income. I will relook at going back to double classes if more trainers are prepared to come on board and help. It needs to be remembered that the trainers doing CC are doing this workload on top of also being trainers for their own chosen sports.

- **Obedience (Diana O'Kane) (Ailsa/Jean)**

Ailsa and Diana started a six week foundation Competitive Obedience course last Tuesday. We only have three dogs - one experienced handler and two "off the street". One Senior has also been attending to do her own thing. Five CC people who had expressed interest were contacted – two declined due to other commitments, two are already doing Agility and can't attend both, and one did not respond (Lynn has contacted him as he may have missed the message). We would really like to have more people attending - being on a Tuesday is a problem due to the clash with Agility and a different night would be preferable. CC demos need to be pitched at a suitable level so it looks fun but achievable.

- **Rally-O (Elaine Limburg) (Elaine/Melissa)**

I have changed the length and timing of rally courses. The next two are 4 weeks, one starting 12th July to 2nd August inclusive. Then a break week on 9th August. Next course starting 9th August to 6th September. A mock competition night on 13th September, the Monday before our Dogs NZ rally event.

The change in course length means people are not parting out quite so much money and the CC people do not have so long to wait before a course is available.

Some people are taking a break over the worst of winter but numbers are fairly consistent at 21.

Elaine raised the issue of confusion over the non-member training surcharge for Foundation courses. Diana will look at drafting an invoice that could be sent to Foundation people to try and reduce the information overload and clarify what they are to pay.

- **Treibball (Ailsa Hawkins) (Ailsa/Elaine)**

A tournament is scheduled for the 23rd July. There are a good number of beginners who are sticking with it and everything is progressing nicely.

- **Flygility (Elaine Limburg) (Elaine/Melissa)**

We have not had a training session recently due to the weather and ground conditions. I am keeping people informed and the next training session is 31st July.

- **Forrester Park (Dianne Sprott)**

FPMC are reviewing show hire fees with a view to implementing fair increases.

It was noted that clubs are being charged on a week-by-week basis up until August (ie if hall not used, no fee), after which bookings which were ongoing would be charged regardless.

Elaine moved that OCTC pay Forrester Park for every Monday/Tuesday/Wednesday/Friday (except pre-breed show) night, regardless of scheduled or unscheduled breaks. Seconded by Ailsa. Passed 6 for, 1 against.

The committee has already agreed that this would be the case – this motion is to formalise that.

Secretary Report (Diana O’Kane)

• Membership

- Membership is currently 77
- New members approved: Maaike Duncan, Anne Broadfoot, Shane and Elizabeth Montague (Elaine/Dianne)

• Secretary Hours

24th May – 20 June 2021 29.50 hrs Approved Treasurer/President and paid. Ratified by committee (Ailsa/Jean)

Diana noted that this was the last time Show Secretary fees would be charged.

Secretary		Show Secretary	
Email/FB/Phone/Text/Msg	5.50	Entry payments (June Jumpers)	1.00
Meetings		Schedule (Sept Ob)	0.50
Agenda	6.75	Email (March Ob)	0.25
Attendance	2.00	Email (Sept Ob)	0.50
Minutes	0.50	Website updates (July Rally)	1.75
CC Preparation	1.75	Website updates (June Jumpers)	0.50
Club Dollars	0.25	Judge Contracts (Sept Rally)	1.50
Membership	1.00	Show Setup (Sept Ob)	0.50
Website/FB updates	1.00		
Misc:			
Champ list	2.00		
Contract update	0.50		
Ribbon quote	1.25		
Hours Record	0.50		

• Correspondence (Lynn/Jean)

Inwards (accepted)

- Sue Barr (DNZ) – invoice SI938356 \$90 and SI938352 \$90 (Sept Obedience & Agility schedules)
- Anne McLachlan (FPMC) – reminder about applying for DCC permits before shows
- Anne McLachlan (FPMC) – request for confirmation of ribbon trial dates
- Leanne Pryde (FPMC) – clarification of DCC permits for shows
- Anne McLachlan (FPMC) – no requirement to use wheelie bins for shows
- Amanda Hayward (Crombie Lockwood) – confirmation of insurance renewal and policy documents
- Anne McLachlan (FPMC) – notice that clubs could pay hall hire on a week by week basis until August
- Anne McLachlan (FPMC) – notice re hall floor repairs
- Citizens Advice Bureau – request for update of OCTC details.
- Lesley Taylor (Selwyn DTC) – notice of change of judge for Obedience ribbon trial.
- Jeni Pelvin (Dunedin Orienteering) – notice of event in carpark 15th September 8am – 3pm
- Karen Grant (DNZAC) – reminder to complete crossover survey
- Karen Grant (DNZAC) – survey on culture and behaviour in NZ Agility
- Chris Richardson (DNZAC) – list of agility people to identify members/non-members of OCTC
- Rae Evans (MCDTC) – asking what size Proplan bags we received for sponsorship
- Lesley Taylor (SRO) – request for raffle contribution for NDOA
- Karen Grant (DNZAC) – funding application to modify agility gear has been declined.
- Anne McLachlan (FPMC) – update re floor repairs .
- Janet Bainbridge (SRO) – Southern Region Obedience financial report for June
- New training enquiries x 15

Outwards (endorsed)

- Anne McLachlan (FPMC) – seeking clarification around DCC permit process for shows
- Anne McLachlan (FPMC) – response to reminder re DCC permits
- Anne McLachlan (FPMC) – confirmation of agility ribbon trial date 3/10.
- Amanda Hayward (Crombie Lockwood) – renewal of insurance policy (Dianne Sprott)
- Anne McLachlan (FPMC) – seeking clarification around hire wheelie bins for shows (Dianne Sprott)
- Anne McLachlan (FPMC) – book hall for Obedience ribbon trial 15 August and cancel 7 November (Jill Strang)
- Jeni Pelvin (Dunedin Orienteering) – response to notice re event on 15th September
- Chris Richardson (DNZAC) – list of agility people identified as members/non-members of OCTC
- Rae Evans (MCDTC) – response to information request re sponsorship
- Response to all training enquiries

Treasurer's Report (Dianne Sprott) (Dianne/Ailsa)

JUNE BANKING: Balances on 30 June 2021 \$4203.77 Total Term Deposits x 3 \$33,995.38

Payee	Reason	Amount	Club	Agility	Obednce	Rally	CanComp	Treibball	Sshp/Fnd
Various people	Memberships x 3	123.00	123.00						
Pippa Mooyman	Non member fee	20.00	20.00						
Various people	June Jprs entries	309.00		309.00					
Various people	Agility training	408.00		408.00					
Various people	Obed trning, May	5.00			5.00				
Various people x2	Non member fee (Rally)	40.00	40.00*						
Lynn Van Beers	Rally Training	8.00				8.00			
Various people	July Rally entries	392.00				392.00			
Various people	CC1, 28th July	294.00					294.00		
Various people	Treibball training	173.00						173.00	
Various people	Treatbag sales x 4	48.00							48.00
Various people	Clicker sales x 2	20.00							20.00
Westpac	Interest	0.26	0.26						
TOTAL \$ IN		1840.26	183.26	717.00	5.00	400.00	294.00	173.00	68.00
Crombie Lockwood	Insurance 12mths	2575.98	2575.98						
Diana O'Kane	Secretary May/June	708.00	708.00						
Dianne Sprott	Stationary	11.50	11.50						
NZKC	Stationary	10.00	10.00						
NZKC	Sept schedules x2	180.00		90.00	90.00				
Janette Davis	Sep Judges flights	309.60		309.60					
Dianne Sprott	June Jprs prizes etc	1360.00		1360.00					
Carole Logan	June Jprs Judges exp	246.00		246.00					
NZKC AC	June Jprs Levies	695.00		695.00					
MaryRose Scoular	Trainer Trvl Subsidy	90.00		90.00					
Equestrian Centre	Agility training x 2	120.00		120.00					
Pim Allen	July Rally Prizes	69.00				69.00			
TOTAL OUT		6375.08	3305.48	2910.60	90.00	69.00	0.00	0.00	0.00
June only	In	Out	Cash Movemnt		Club \$ Allocation	Club \$ Spending			
Club	183.26	3,305.48	-3122.22						
Agility	717.00	2,910.60	-2193.60						
Obedience	5.00	90.00	-85.00						
Rally	400.00	69.00	331.00			480.00			
Canine Comp	294.00	0.00	294.00			110.00			
Treibball	173.00	0.00	173.00		112.00	16.00			
SpsHp/Fndrsng	68.00	0.00	68.00						
1 Sep20 - 30 Jun21	In	Out	Cash Movemnt		Club \$ Allocated	Club \$ Spending			
Club	2,906.37	16,301.06	-13,394.69		1357.00				
Agility	11,831.00	11,133.83	697.17		549.00	24.00			
Obedience	1,688.00	5,615.30	-3,927.30						
Rally	5,789.50	5,614.54	174.96		560.00	867.00			
Canine Comp	9,113.00	2,735.02	6,377.98		816.00	158.00			
Treibball	1,082.00	950.00	132.00		248.00	16.00			
SpsHp/Fndrsng	2,895.21	2,289.43	605.78						
TOTAL	\$35,305.08	\$44,639.18	-9,334.10		3530.00	1065.00			

*\$40 has been moved from Rally-O to Club, as this was non-member surcharge fees. All surcharges to be allocated to Club rather than the code they came from.

Club \$ Allocation and Spending YTD

Issued for									
Membership Rfnd		50.00							
Agility Instuctor		549.00							
Obed Instructor									
Rally Instructor		560.00							
CC Instructor		816.00							
Treibball Instructor		248.00							
Paper Transfer		932.00							
Committee		375.00							
TOTAL \$ IN		3530.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spent on	Amount	Club	Agility	Obedience	Rally	Canine Comp	Treibball		
Membership									
Agility Training Fee	24.00		24.00						
Agility Show entry									
Obed Training Fee									
Obed Show entry									
Rally Training Fee	155.00				155.00				
Rally Show entry	712.00				712.00				
CC Training fee	158.00					158.00			
Treibball Train fee	16.00						16.00		
Treibball Comp									
Sale items									
TOTAL OUT	1065.00	0.00	24.00	0.00	867.00	158.00	16.00	0.00	

Club Dollars

What information is required for club\$? This was quite time consuming to add up etc. Even after saving the spreadsheet from the website, I couldn't edit it, so had to manually work everything out.

YTD info is actually only to end of June, so the few issued/spent in July are not included.

This is very useful information. Although they do potentially represent lost income to the club, it was noted that a significant proportion of club dollars given out are never used. The people who are earning them are generating significantly more income for the club than they are being "paid", so any loss to the club in non-cash entries and training fees is still much, much less than the income being brought in. If they aren't able to use club dollars, those people would not necessarily enter as much or attend as much training, so there is not a direct correlation between use of club dollars and loss of income, and we may lose instructors if there is less incentive to take a class.

Diana will send Dianne a copy of the Excel spreadsheet tracking club dollars on the 1st of each month.

Inwards Correspondence

- Diana O'Kane secretary's invoice for 24th May – 20th June
- Otago Equestrian Centre invoices.
- Melissa Paterson, sending Janette Davis expenses to be paid for Sept show.
- Melissa Paterson. Carole Logan's expenses for June jumpers.
- Melissa Paterson. June jumpers levies to be paid.
- Melissa Paterson. Query from Vicky Fox re suspected overpayment of show entries
- Dogs NZ invoices x 3. Sept show schedules/Stationary
- Crombie Lockwood invoice for 12mnths insurance.
- Simon Monson. A copy of a DCC permit for using FP grounds.
- Anne McLachlan, Adele Smith. Response to my query re Rebecca Horner attending agility classes.
- Anne McLachlan. Response to my query re wheelie bin usage at FP.
- Rebecca Horner. Acknowledging my explanation of OCTC membership fees and training fees.
- Mikey's Kai. FB Messenger response acknowledging he will be able to cater the September show at FP.
- Pim Allen. Receipts for Rally show prizes.

Outwards Correspondence

- Replies to coordinators about training payments.
- James Goodwin letting him know he overpaid \$8 for CC class. (No Response)
- Messenger to Mikey's Kai asking if he is available to cater September show at FP.

Show Secretary Report (Diana O’Kane)

- Lyn Hayde has advised that Blackhawk are currently inviting sponsorship applications for the July 21 – 22 year. We will put in an application for all shows up to and including June Jumpers 2022, once Proplan is sorted.
- Mikey’s Kai has agreed to cater September Agility/Obedience show (Dianne)
- Kenty’s BBQ did not want to cater a whole weekend – they don’t usually work on Sundays (Dianne)
- Ailsa will billet Arend van den Bos for the September Rally-O show, as she is so close to the venue. Thank you to all those who offered. Elaine will let Jo and Nicole know.
- OCTC Rally event went off really well. General opinion is that it was great and we want another one in November. A few things need tweaking for next time – Elaine will seek further feedback from competitors/officials shortly. Unless there are strong objections, we will not accept entries on the day for the November show, as this was so problematic and we don’t have the manpower to deal with it, especially with so many people taking on judging duties. Jean was thanked for providing lovely frames and photos for judges’ gifts.
- November Obedience RT has been cancelled. FP booking cancelled. This has been rescheduled for 15th August.
- Diana will contact Helena, MaryRose, and Donna to find out what the situation is with Proplan for September.

Agility	Obedience	Rally-O	Treibball	Schedule Due
			23 July 21 Treibball	
	15 August 21 Obedience Ribbon Trial			
21/22 August 21 Zone 5 team trials				n/a
11/12 September 21 2xAg, 2xJ, AD, ADXA	11/12 September 21 3 x Obedience Champ			31 May (July DW)
		18/19 September 21 4 x DNZ RallyO Champ		30 Jun (Aug DW)
3 October 21 Ag/J ribbon trial				n/a
		27/28 November 21 OCTC Rally-O event		n/a

JUDGES				
15 August 2021	Obed Ribbon Trial			
11/12 Septmbr 2021	Ch Ag/Jmps/AD/ADX	Janette Davis	Emily Tighe	Roy Thorndycraft
11/12 Septmbr 2021	Ch Obedience x 3	Steve Hull	Liz Wilkinson	Jenny Greer
18/19 Septmbr 2021	DNZ Ch RallyO x 4	Arend van den Bos (awaiting contract return)	Jo Miller (tbc)	Lyn Clearwater
3 October 2021	Agility R/T	Misha Baxter		
27/28 Novmbr 2021	OCTC Rally-O Event	Club members		

15 th August 2021 Obedience Ribbon Trial				
Entries on the day				
Show Manager				
Start Time				
Judges				
Expenses				
Accommodation				
Travel				
Sunday				
Ribbons	Judges' Gifts	Judges' Meals	Catering	Jobs Roster

11 th & 12 th September 2021 Ch Agility x 2, Ch Jumpers x 2, AD Trial, ADXA Trial				
<i>requires DCC permit (Dianne) Schedule due 31st May for July Dog World Entries close: 13th August</i>				
Show Manager				
Start Time	Course walk 8am			
Judges	Janette Davis	Emily Tighe	Roy Thorndycraft	
Expenses	\$309.60 (flights)	\$236.00	\$32.00	
Accommodation	Belinda	Camping (onsite?)	n/a	
Travel	Flights (who is booking?)	car	Car (needs reserved park)	
Saturday	AD,Int1,Sen1	St1,Nov1,JC1	JA1,JB1	
Sunday	St2,JA2,JB2	Nov2,JC2	ADXA,Int2, Sen2	
Prizes/Ribbons/Spnsor	Judges' Gifts	Judges' Meals	Catering	Job Roster
Ribbons 3 rd – 10%, prizes 1-3, \$25, \$20, \$15 Proplan?		Emily is gluten free Roy is low carb Donna?	Mikey's Kai food truck	

11 th & 12 th September 2021 Championship Obedience Tests x 3				
<i>Schedule due 31st May for July Dog World Entries close: 22nd August</i>				
Show Manager				
Start Time	Show 1 8.30am, Show 2 not before 1pm, Show 3 9am			
Judges	Steve Hull	Liz Wilkinson	Jenny Greer	
Expenses	\$100	\$75		
Accommodation	Billet required?	Own		
Travel	Airfares paid (\$282) Jill booking flights	Own	Awaiting more info from Jenny	
Saturday	A1, Nov1, Beg1,B2	A2, C2	B1, C1,Beg 2,Nov2	
Sunday	C3	Beg3, Nov3, B3	A3	
Prizes/Ribbons/Spnsor	Judges' Gifts	Judges' Meals	Catering	Job Roster
Ribbons 1- 5 Beg/Nov, 1-3 A,B,C Prizes 1-3, \$15, \$10, \$5 Proplan?			Mikey's Kai food truck	

18 th & 19 th September 2021 Championship Rally-O x 4				
Schedule due 30 th June for August Dog World			Entries close: 5 th September	
Show Manager				
Start Time	First Walkthrough 8.30am			
Judges	Arend van den Bos (awaiting contract return)	Jo Miller (to be contracted)	Lyn Clearwater	
Expenses			\$40	
Accommodation	Ailsa	n/a	n/a	
Travel	own	own	own	
Saturday	Exc2,Adv2,Nov2	Exc1,Adv1	Enc1, Nov1	
Sunday	Enc2,Nov4	Exc4,Adv4	Exc3,Adv3,Nov3	
Prizes/Ribbons/Spnsor	Judges' Gifts	Judges' Meals	Catering	Job Roster
Proplan, prizes/ribbons to 3 rd , ribbons to be ordered?			Shared lunch	

3 rd October 2021 Agility Ribbon Trial				
requires DCC permit (Dianne)				
Show Manager				
Start Time				
Judges	Misha Baxter (tbc)			
Expenses				
Accommodation				
Travel				
Saturday				
Sunday				
Prizes/Ribbons/Spnsor	Judges' Gifts	Judges' Meals	Catering	Job Roster

27 th & 28 th November 2021 Rally-O Event				
Entries close 24 th November				
Show Manager				
Start Time				
Judges				
Expenses				
Accommodation				
Travel				
Saturday				
Sunday				
Prizes/Ribbons/Spnsor	Judges' Gifts	Judges' Meals	Catering	Job Roster
Proplan? Prizes/rosettes to 3rd			Shared lunch	

General Business

- **Age for Agility Classes**

At least one person has been turned away from Agility classes because their dog was too young. It was understood that dogs would be accepted from six months of age. Dogs coming through from Canine Companion are on average 6-9 months old and will be lost to OCTC if they are not catered for. Diana will contact Leigh to discuss the problem.

- **NDOA Raffle Contribution**

Contributions for the raffle at NDOA in Christchurch at Labour Weekend are being sought from South Island clubs. It was felt that finances are just too tight at this time.

Lynn moved that OCTC not provide a contribution to the NDOA raffle this year, seconded by Ailsa, passed unanimously.

- **Carole Logan June Jumpers Expenses**

Carole Logan has asked to be reimbursed \$275 for motel accommodation for herself and Isobel Syme. On the judging contract they were offered a billet, but declined, saying they would organise a motel. Carole had confirmed with Melissa that this wouldn't cost the club extra; Isobel has said she made a mistake on her contract in not including that expense. It was agreed that OCTC would pay for the motel. Melissa will check with Carole/Isabelle as to exactly how much is to be paid and who it is to be paid to.

- **Notice Board in FP hall**

The notice board is looking very bare. Diana does not receive any information as to course dates other than Rally-O so has not been able to add that information to it. Elaine will come up with an option we can write on so course dates can be updated on the board.

- **Email Issues**

We possibly have a problem with emails getting to their recipients. An unusual number of people do not respond to emails, or claim they didn't get them, or find them later in their spam folder. This seems to be the case when the message is sent from one of our .octc@gmail addresses and the recipient has not used it to contact us or received a message from that address before, when money is mentioned (eg course fee), and/or a link to a website or email address included. It would appear that enhanced security is causing email filters to pick these emails up as unsolicited spam. Not sure anything can be done about this, but it would pay to make people aware that they need to keep an eye on their junk mail folder when they are a new person or when you are passing their details onto someone else to be contacted.

Meeting closed: 9.25pm

Next meeting: 19th August 7pm