



The Large Munsterlander Club

Minutes of the Management Committee Meeting held on - Friday 30th August 2024 8pm via Zoom

Present: Peter Disney [PD] (Chair), Andy Graham [AG] (Secretary), Sarah James [SJ], Nicky Logie [NL], Jo Bargman [JB], Chris Bargman [CB], Aly Prowse [AP], Becky Harding [BH], Jack Waddington [JW], Helen Evans [HE]
Part of meeting - Marion Sargent (Breed Education Coordinator and Judges Coordinator)

1) Apologies - Karen Caile [KC], Erin Logie [EL]

2) Review Minutes of last meeting – 26th July 2024

The minutes of the 26th July 2024 meeting were reviewed with no changes. Approval proposed by AP, seconded by NL, voted and carried.

3) Review action points remaining from last and previous meetings

See separate Actions List for status for open actions, completed actions and longer term actions (which need to be captured but are not urgent). Note: All new actions from this meeting are added to the Actions List.

Follow-up/new actions from review -

ACTION: Look at options for club to purchase a PA system [note that budget is to be agreed by LMC WA group and ratified at next committee] - PD/AP

ACTION: Our Dogs LM article - Ask to see proof before publication - JB

ACTION: Upload Word version of 2023 AGM and SGM to Google Drive. CB to put on website - AG

4) Secretary position, and proposal to appoint / co-opt

AG, CB and AP had previously sent out the TOR for the Secretary and also for Committee Meetings. Some “How To” has been included in the Secretary TOR to help support anyone taking over the role. Previous comments from KC have been responded to.. No other comments received. There are some open questions included in the TOR which will need to be resolved when these aspects need to be actioned e.g. Show Results to RKC

AP offered to be co opted as the Honorary Secretary with CB as an “Assistant Secretary” in a non-officer role.

CB offered to take on admin for Committee meetings including preparation of Agendas, Minutes and Action List. To help with this the committee will need to be happy to follow the TOR for Committee Meetings as circulated. The Assistant Secretary will also have a general understanding of the activities of the Honorary Secretary if AP is not available for any reason.

To support this role, AP and CB will use the Google Drive environment that has been setup for the working trial of document storage and sharing. This will hold all LMC documentation etc. needed to manage the club and will be accessible by the committee.

It was proposed that AP will be co opted as the ex-officio role as the nominated Honorary Secretary for the LMC and CB will take on a non-official role as the Assistant Secretary principally assisting with the administration of committee meetings. The committee will also follow the terms of reference for the procedures of committee meetings. Proposed by JW, seconded by SJ, approved unanimously. The transfer of the Secretary duties will begin with immediate effect.

The reshuffling of these roles will have a positive impact as it will then allow AG and BH to take on the important role of working on “projects” for the club.

ACTION: Put together a few words re the committee changes to post on the website as a news item - AG, AP, CB

ACTION: Put together a few words re the committee changes to put into the newsletter, to explain the changes and benefits to the club - PD

STANDING AGENDA ITEMS

5) Breed education and JC matters

An updated judging list together with the proposed 4 additional mentors had been previously circulated by MS. She is still waiting for some contact details which will be added to the list.

Proposal to forward the 4 additional mentors as previously circulated, to RKC, Proposed PD, seconded AG, approved unanimously.

A number of mentoring sessions have been successfully completed and further are planned so we are now moving people through the system.

The RKC has asked if we can look at doing an A3 assessment for people going through the old scheme. This could be organised for the back end of a show so there would be no cost to the club. This was agreed.

ACTION: Arrange an A3 assessment for people going through the old scheme, probably at the end of a show - MS

ACTION: Forward our sincere thanks to MS for doing a great job and helping us move forward with our Breed Education and Judging - AP

6) Breed health matters – update and discussion re 23/8 meeting with RKC

A Genetics presentation by AG to the committee (also attended by the head of the Cambridge Canine Genetics Centre, Dr Cathryn Mellersh) and a meeting with RKC on plans for Breed health have been held. These were very helpful and positive. Thanks to AG for putting together a very informative presentation on the topic of genetics. We had stated at the AGM that the LMC would form a breed health sub group and to build on the momentum now is a good time to initiate this. AG has floated some initial ideas to look at which have been sent to KC.

How to communicate with members on what is happening with the RKC and LMC and breed health was discussed. There is already a lot of information going out from other breed clubs via social media and it was suggested that we should be proactive with a short statement via mailchimp to show what the LMC is doing and also if any members have any questions they can contact us. Creating a simple statement should be a priority.

The need to keep KC informed was stressed as she was not able to attend this meeting.

ACTION : Contact KC by email if interested in joining the breed health sub-group - ALL

ACTION: Form a Breed health sub-group initially from interested members of the committee but in time can be extended to the wider membership - KC

ACTION: Draft a short statement ASAP to be checked by KC/committee/sub-group and emailed to the membership to include - RKC plans for breed health standard, LMC meeting with RKC, we will provide further information when available and any questions to contact us - BH

7) Finance update

HE raised the issue that she ideally needs access to the bank account to view payments for working events.

ACTION: look at options to allow Helen access to bank statements to check for payments. - KC/HE

KC previously circulated the latest income and expenditure with a breakdown of events.

AG suggested that the club needs to have an annual budget and that he could help KC with a "project" to create a budget for activities in 2025. It was agreed that this should be included as an "aspiration" for 2025.

ACTION: Look at creating a LMC budget/forecast for 2025 activities - AG/BH/KC

8) Communications plans

Mailshot planned next week to promote Fun Day, Nat Apt and can add a Breed Health statement to this.

JW needs ideas for items, but he doesn't feel the need to communicate every show result etc. as most people interested will look directly for this.

9) Website update

NL commented that the wrong name was on a dog pictured on open show results.

ACTION: Check website content, and in particular new content. Email CB with any errors or alterations - ALL

10) Events calendar update (new items to be added – not ongoing events – see item 12)

No new items added.

11) IT subgroup update

Google Drive has been tested and seems to work well and is now ready to use to support the Secretary role in a "live" trial to store and manage the definitive versions of LMC documents. Agreed that CB will put together a short document explaining how Google Drive will work and how it can be accessed by the committee. If necessary a zoom session can also be arranged to show how it works.

ACTION: Email committee an overview of how Google Drive works and how to use it and if required arrange a zoom presentation on Google Drive - CB

12) Events update eg. (Game Fair / Fun Day / others)

Open Field Trial 7th December at Lydd, Kent at the same location as last year. Others are being planned.

HE has previous risk assessments which can be adapted. Will need more dummies to be purchased for next year's Hall Barn.

ACTION: Notify JW of dates etc. for Field Trials for communication to members and send CB info on Field Trials when available to put on website - HE

Need to arrange an "event/activity" to make use of the donation of a coffee maker from GB. Various suggestions were made (Facebook comp, raffle, add other prizes for an online raffle, share money raised with a charity etc.).

Need to be aware of the postage cost for the prize.

ACTION - Discuss options to make best use of the GB raffle prize at next meeting - ALL

Fun day 6th October at JB and CBs - No issues. Budget forecast started using the template provided which will be circulated.

13) AOB

CRUFTS DD - Suggestion that we provide LMC polo shirts for DD stand volunteers at Crufts at a subsidised cost.

ACTION - Committee to discuss providing subsidised polo shirts for DD look at a later date - JB

TROPHIES - PD has Club trophies at home. People often don't take them as it may be difficult to get them returned. Need to decide what to do with them bearing in mind that they were kindly donated to the club, although in most cases, there are no records from whom. Two suggestions were made which could be put to members for comments via the newsletter:

- a) Add a Trophy Page on the website as a virtual Trophy Cabinet with who they have been awarded to (they should be in reasonable condition to be photographed)
- b) Trophies could be prioritised to award only for the major winners in both open and champ shows in the first instance.

ACTION: To list all the trophies the club has and what they are currently nominated for - PD

ACTION: Look at options for rationalising numbers of club show classes alongside the use of Trophies - ALL

ACTION: Draft article for next Newsletter with the suggestions for Trophies and to start this with the 2025 Club Shows - PD

CLUB SHOWS - Do we have too many classes with small entries? It is expensive to have rosettes for all the classes.

ACTION: Need to look at options for rationalising numbers of classes alongside the use of Trophies - ALL

ACTION: Need to make sure references to deceased honorary members are removed from schedules - EL/NL

JAN 2025 OPEN SHOW - This is tagged onto Manchester; same as this year. It will be held on Jan 16th (with Keith Groom judging so should get a good entry).

FUTURE SHOWS - We have judges for some of the future shows but need to confirm licences and dates.

2025 June Champ and Open shows to be at Cheshire Show Ground; same as this year. JB commented that not everyone likes combined events on the same day. Pros and cons discussed and as the committee had not voted on this it was proposed that the 2025 Champ show would be combined with an Open Show, proposed by NL seconded by PD and approved.

ACTION: Confirm licences and dates AG/AP/EL/NL

ACTION: Include an Agenda Item for the next meeting to discuss future Club Champ and Open shows. - ALL

PHOTOGRAPHER AT CLUB EVENTS

Follow-up action from previous meeting. Agreed a good idea, particularly for beginner dogs working. Club could use some of the reserves to subsidise cost and then use the images for promotion.

ACTION: Look into details for a photographer and pricing for the Training Day with Chrisinte Guest - JW

The Fun Day has a local photographer booked (who did our Champ and Open Show). She will charge attendees for images and the Club should get some images we could use showing LM's doing a variety of activities..

ACTION - Discuss with Fun Day photographer option for a basic flat fee and see if this is viable - JB/CB.

APPROVAL PROCESS FOR MINUTES ON WEBSITE

The agreed process is after Minutes have been approved, CB to check & remove anything confidential or sensitive etc. The "website minutes" then need to be checked and approved by a Club Officer before posting on the website.

HPR FT INFO WEBSITE

Michael Rogers has taken over running of the website for HPR field and working trial information which we use to promote our events. This is a very useful resource and we refer members to it from the LMC website. Michael is looking for contributions/sponsorship to help fund the website. A figure of £50 sponsorship (with a credit to LMC on the site) was proposed by HE, seconded by PD and approved.

ACTION: Offer sponsorship of £50 to HPR FT INFO (which will be paid annually) and ask for a credit to the LMC - HE

14) Next meeting

PD shared feedback from the committee on the days "they are most likely to be able to attend". The best option was either Tue, Wed, Fri. Could scroll through the days. We are not at a steady state where we can significantly drop the frequency of meetings. Proposed that we start with Tuesday 1st October and then scroll through the preferred days of the week for subsequent meetings. This was agreed.

Next Meeting - Tuesday 1st October 2024, 7.30pm by Zoom.

APPROVED BY THE LMC COMMITTEE

Peter Disney - Chair 1.10.24

