



DOGS ACT MINUTES - WED 08JUL26

Venue: Dogs ACT Meeting Room

Meeting opened: 7:08pm

Chair: Doug Anderson - President

1. Attendees/Apologies

1.1 **Attendees:** Doug Anderson; Elaine Temby; Heather Swinbourn; Fran Coventry; Nate Jennings; Denise Greenwood; Lyn Houghton; Greg Barber

Ex officio: Judith Woolley (minute taker)

1.2 **Apologies:** John Scholz; Natasha Sands; Elektra Oshyer

1.3 **Resignation:** It was noted that Helen Mossler had resigned from Council effective immediately (Jul26).

New committee members:

The Chair introduced Greg Barber & Lyn Houghton to the Council & thanked them for being willing to volunteer.

2. Potential Conflicts of Interest

No conflicts of interest declarations were made.

A register of any Conflict of Interest from Councillors should be set up for all issues before next Council meeting.

3. WHS Report

There were no WHS issues to report.

4. Confirmation of Minutes

The Minutes were accepted by the Council as a correct record of the meeting on 10June26. Moved: Denise Greenwood; seconded: Nate Jennings. **Agreed.**

4.1 Matters arising & Agreed Actions (Attachment A)

- (a) Fran Coventry spoke on the insurance coverage. The annual fee was passed by attending Councillors on 10Jun26 to pay insurance annually & not in instalments, as has been done previously. Fran Coventry advised that before this was passed a thorough investigation of what type of coverage was being paid should be made. Fran & Chair had met with the broker in Mar26, but Fran C indicated broker was not aware of full amount of coverage required by Dogs ACT. Chair suggested that office (Heather) contact broker & determine dates of coverage & inform Council of expiry & renewal dates. It was agreed that no

payment be made until all issues addressed.

Motion: Chair to write to broker & advise that Fran C to meet with him asap to discuss.
Moved: Denise Greenwood; seconded Fran Coventry. **Agreed.**

- (b) Puppy class proposal agreed at 10Jun26 meeting was to be for new members & on a Thursday evening. Chair indicated it would be for approximately 12 weeks, for new members & the payment for lessons could be their membership. No firm details have been agreed. Fran Coventry was concerned that the current classes held on Thursday evenings would not be able to accommodate this new class/es. She proposed a new evening for these. *As the issue was a proposal no motion should have been entered.*

4.2 Outstanding Agreed Items

Item 46 – Signage around Dogs ACT grounds.

Denise Greenwood to contact Linda Buckley (office) for a letter seeking a quote for a banner 'Dogs ACT event this weekend'. Denise to supply Linda with names to contact. EPIC (Ross) had advised that signage around Dogs ACT facility is acceptable, but any signage required for external fencing must be approved by EPIC.

This issue has been ongoing since April 2025

Apr26 – An aggressive dog report was submitted to the April 2026 Council meeting (breed Hungarian Vizsla). It was agreed that the report be sent to the Dogs ACT Disciplinary Sub Committee by the office. At this meeting it was confirmed that this report had not been received by this Sub Committee. **Action** – to send report asap to this sub-committee (within 2 weeks).

Item 48 - Feb25 – The issue of using an area in the bottom area as an off lead/toileting area at events was restarted. Eric Birkeland (previous Chair) looking into it. No action was taken.

Eric B did indicate in 2026 that he may have some poles to donate for the fencing. Current Chair has been having discussions. He obtained quote from BIRKBUILT for \$7645 for approx. 50m chain wire fencing, double access gate, plus installation. (Attachment B to these minutes). More quotes required. Elaine Temby asked whether all materials had been agreed to as there appeared to be confusion at meeting re fencing & double gate set up. Discussion took place on benefits of pool fencing, who has poles to donate et al. No responsibility accepted by Councillors for further action except Chair.

Item 51 - Side vents for shipping containers, **removed** as unable to be completed.

Item 56 – Complaint given to Judith Barlow to action Sep25 is **removed**. This had had no action taken on the complaint since that time. Judith Barlow resigned May26.

Item 59 – Dogs ACT Grooming Competitions. Following discussion on the previous competition, lack of budget, incorrect advertising, unknown profit, logistics of venue, it was agreed that Fran Coventry be the new Coordinator & she will advise new date,

budget, logistical requirements from Dogs ACT. Boxes of ribbons were already purchased, without Council approval, for the previous cancelled competition were returned by Elektra Oshyer. Cost was around \$2,000. Ribbons were filthy & Fran C to seek assistance to clean for future competitions. Council agreed that Dogs ACT would wear the cost of the ribbons & their cleaning.

Action: Dogs ACT Office to write to Elektra Oshyer asap advising that she has been stood down as the grooming representative with immediate effect (dated 08Jul26) & that she has no authority to spend money on behalf of Dogs ACT.

Item 59 – to be **removed** from Action List.

Item 61 – Completed & to be **removed** from Action List.

Item 64 – Completed & to be **removed** from Action List.

Item 65 – to be **removed** from Action List.

These items were not on Action List but have now been added.

- (a) Nate Jennings was asked about the quote/s he was seeking for solar panel/s. He advised that he is looking into obtaining grants & would advise Council at next meeting.
- (b) Chair asked if correspondence had been sent following the decision made on an aggressive dog report submitted around Anzac weekend (breed American Cocker). It was determined no one knew if Admin had completed this item.
- (c) Once a new Grooming competition Coordinator had been confirmed (Fran C) previous applicants were to be contacted & asked if they were still interested in being part of the sub-committee. Resumes from Karen Swan & Kylie Gallimore are attached at Attachment C (a) & (b).

Motion: That Items 4.1 and 4.2 be accepted.

Moved: Heather Swinbourn; seconded Elaine Temby. **Agreed.**

5. New Members

There were no issues with the New Members as presented in the Agenda.

Motion: That New Members be accepted & welcomed to Dogs ACT.

Moved: Greg Barber; seconded Nate Jennings. **Agreed.**

6. Correspondence In

Request from Aaron Coventry to be added to the Dogs Australia judges listing for Sled Dogs as he had passed his exam. He had written to Dogs Australia.

Action: Admin to write to Aaron Coventry congratulating him on passing his exam & reminding him that ALL correspondence is to be sent to Dogs ACT & not Dogs Australia.

6.1 New trial/show/event dates requiring approval

13/14Mar27 Hound Club – 4 championship shows
4/5Sep27 Belconnen ABKC – 2 AB & 2 group shows
11/12Sep27 Hound Club – 4 championship shows
19Sep27 Belconnen DOC – Sprint Dog at BDOC
20Sep27 Dogs ACT – Sprint Dog at BDOC

Motion: That all dates stated are approved.

Moved: Fran Coventry; seconded Lyn Houghton. **Agreed.**

Note: *Chair advised that the Dogs ACT Show Sub-Committee were to hold championship shows on 26/7Sep26; 03-05Oct26 (Oct long weekend) & 21/22Nov26. None of which required approval, but budgets & logistics information would be supplied. It is noted that an expenditure budget is within the Treasurer/Financial report.*

6.2 Dogs ACT Representative Reports

27Jun26 – Canberra Scent Sport Club – Tracking trial. There were 4 persons that tripped on the terrain. However, no injuries were sustained.

(Date unknown) Dogs ACT scent trial manager investigated claims that a bitch in season was present however no bitch could be located.

6.3 Complaints/Disciplinary Matters

None submitted.

7. Correspondence Out

There was no correspondence out mentioned at meeting.

Motion: That all correspondence in/out be accepted.

Moved: Lyn Houghton; seconded Denise Greenwood. **Agreed.**

8. Treasurer/Financial Report

Elaine Temby produced a list of invoices that were outstanding at the June Council meeting (10Jun26). She advised that the Chair was continuing clarifying matters with the Bank & any

progress will be advised to Councillors. There had been no objection to the list of our invoices by Councillors since last meeting.

Fran Coventry mentioned that the insurance payment period expires at end of June however there is a 14 day grace period. Once she had met with the broker during following week (13-17Jul26) she will inform office of correct payment structure for insurance. It was agreed not to pay the insurance invoice until this matter was clarified.

Elaine Temby advised that they have asked Hardwickes (Dogs ACT auditing company) for documents from the last audit, but she is having difficulties obtaining these documents.

A budget was submitted by Chair for the October long weekend of shows. This report gave an estimated expenditure of \$17,765 to date. (Attachment D). there was no dissention to these costs. All invoices would be submitted to Admin for payment when required.

Motion: That the list of invoices, excluding insurance invoice, provided at June26 Council meeting be paid.

Moved Elaine Temby; seconded Fran Coventry. **Agreed**

Discussion took place on the requirement & payment of the company Peninsula. It was unanimously agreed that Dogs ACT did not require their services & that their contract would be cancelled. This would save \$177 per month.

Motion: That the Peninsula payment & any future contract be cancelled.

Moved: Fran Coventry; seconded Heather Swinbourn. **Agreed.**

Note: *Attachment E, letter from Hardwickes dated 10Sep25, was given to minute taker by Chair for information of Councillors. It details the appropriate processes for the recognition & reconciliation of cash collections for audit purposes. It was sent to the Dogs ACT Council. It recommended strengthening internal controls surrounding cash collections, especially regarding fund raising activities.*

9. President's Report

- (i) Chair had been liaising with David Dawes about wooden structures for the lower rings. Fran Coventry stated she had sent a request for a grant of \$10k which was to be used for this purpose & she would advise feedback when obtained.
- (ii) Discussion took place on the rectification of all uneven paths around Dogs ACT areas. One was fixed before the June long weekend shows. He advised a gentleman (Mr White) had fallen & that he was going to sue Dogs ACT for sustained injuries. Councillors agreed that EPIC was responsible for repairs. Chair stated that he had had discussions with EPIC manager (Ross) who stated it was Dogs ACT responsibility. Ross will investigate with ACT Government as EPIC has no money to repair paths.

When path fixed in June it was completed by EPIC. It was debated whether at that point EPIC had taken responsibility for the paths surrounding Dogs ACT.

- (iii) At Anzac Day championship show a Mr White fell at approximately 8.15am. An incident report was submitted (date believed to be around 15May26). Was this passed to our insurers? Unknown.
- (iv) On 16Jun26 Heather Swinbourn was telephoned by the ACT Government to advise that there has been an FOI request received 13May26 seeking all records of maintenance, upkeep, monitoring & upkeep of paths at Dogs ACT grounds. A document was received by Admin, addressed to President & dated 07Jul26, advising Dogs ACT of their decision. (Attachment F).
- (v) Topic of child safety was raised. Chair referred to Fran Coventry who following enquiries indicated that a permit for Dogs ACT members was not required.
- (vi) Vacant Administrator position. The meeting was advised that there have been 17 applicants to date; these had been shortlisted to 8 (eight). Applications do not close until 24Jul26 & interviews would not be held until after that time; it was stressed that the Administrator role is an important one to fill in a timely manner with the correct personnel.
- (vii) Chair advised that correspondence had been located where the previous Treasurer had been disseminating confidential information from Council meetings to third parties; some of these parties were members of Dogs NSW & in the medical profession. This dissemination also included the documentation included in the letter box drop undertaken earlier this year.
- (viii) Chair advised that documents also stated that Dogs ACT were running at a loss; this was disseminated to an international judge.
- (ix) Chair indicated he wished to reinstate the ACT Conformation Judges Training Scheme for 2027. He would offer it to those in the ACT & surrounds. He noted that Dogs NSW would have to give permission for any NSW candidates to undertake an ACT scheme.

Motion: That the documents sent to the international judge be sent to the Disciplinary Sub-Committee for investigation.

Moved: Fran Coventry; seconded Denise Greenwood. **Agreed.**

Motion: That the President's Report be accepted.

Moved: Doug Anderson; seconded Heather Swinburn. **Agreed.**

10. General Business

- 10.1.1 Fran Coventry sought Dogs ACT purchase a licence for the application ZOOM. Her rationale was that it would be useful/helpful with members when Dogs ACT conducted events where the meeting room was too large. She also asked that it be used at Council meetings. Discussion took place to determine whether TEAMS might be suitable as this is part of the Office software package.

10.1.2 Fran Coventry asked that Council investigate with members if anyone could update our website as it was currently old & unprofessional. Discussion agreed that Admin could send a letter to all members seeking expressions of interest from those skilled in website design.

10.1.3 Heather Swinbourn, who has been doing administration work in the office, sought Council agreement to set up a new email address for trials & shows. Council agreed that Heather could investigate how to set this up & advise all members of this new email address. New address to be included in all correspondence to Trial Managers & Conformation Club Secretaries when obtained.

Motion: That there be set up a new email address for all paperwork matters relating to trials & shows.

Moved: Heather Swinbourn; seconded Greg Barber. **Agreed.**

Dates to note

Next Council meeting: Wednesday 12Aug26 at 7pm

Meeting Closed: 1040pm