

THE KENNEL UNION OF SOUTHERN AFRICA
MINUTES OF A SPECIAL MEETING OF THE FEDERAL COUNCIL HELD ON WEDNESDAY, 25 MARCH 2020,
COMMENCING AT 11h00, BY SKYPE TELECONFERENCE

| Item | Sub-Item | MINUTES |
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| 1 | | <p>Notice of the Meeting</p> <p>This Special Meeting of the Federal Council was called as an emergency measure, following the declaration of a State of Disaster in South Africa, to consider and assess the impact of the imposed emergency Regulations on the operations and functions of KUSA and its affiliated Clubs, and to decide on appropriate actions pertaining to the running of the KUSA Office and the holding of Shows and Events during the imposed COVID-19 lockdown.</p> <p>The meeting was prompted as a matter of extreme urgency by the KUSA General Manager, supported by the Chairman of the Federal Council and, in compliance with Article 16.1 of the Constitution, endorsed and requisitioned by those Federal Council members who were able to attend at short notice.</p> |
| 2 | | <p>Attendance & Apologies</p> <p>Attendance: Clr CJL Griffith (Chairman of the Federal Council) - CG Clr JM Hubbard (Vice-Chairman of the Federal Council & Chairman - NAPC) - JH Clr CM Immelman (Vice-Chairman – DOGSPC) – CI Clr RB Jenkins (Chairman – Exco) - BJ Clr RD Jukes (Chairman - FS&NCPC) - RJ Clr J Barrow (Vice-Chairman – EC&BPC) – JB (with permission of the Chairman) Clr L Thornhill (Chairman – WCPC) – LT</p> <p>Staff in Attendance: Mrs P Midgley (General Manager) – PM Mr K Farmer (Office Manager) – KF</p> <p>Apologies: Clr BG Robinson (Chairman – DOGSPC) Clr D Sparg (Chairman – EC&BPC) Clr G Morison (Chairman – KZNPC)</p> <p>The Chairman welcomed all present to the first meeting of Fedco held on the Skype virtual platform.</p> <p>Since Skype allowed for meetings to be recorded, it was decided, unanimously, that, in the interest of time and the expected diminished capacity of the KUSA Office, the audio recording would serve as a record of the proceedings of the meeting, with referencing aided by “timestamps”. KF undertook to provide the members of Fedco with the recording and the accompanying timestamps.</p> |
| 3 | | <p>COVID-19 Measures</p> |
| | 3.1 | <p>KUSA Office Contingency Plan – 21-day Lockdown</p> <p>PM briefed Fedco on the following:</p> <ul style="list-style-type: none"> • Financial Implications/Projections • Banking/Payment of Creditors • Staff Options – Working from home. If not possible, accumulation of annual leave • Insufficient accrued leave – allowance to go into negative leave (4 staff members) • Workflow continuation & limitations (laptop computer for Website Administrator) • Automated Telephone Messaging • Notice on KUSA website & Facebook page re Office closure (proposal to follow) • Out-of-Office message on mailboxes. |

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| | <ul style="list-style-type: none"> • Communication Channels – Email preferred option; Skype for meetings or telephone conversations; WhatsApp for urgent alerts; Cell phone (costs) <p>Discussion ensued. (Reference to the recording – Timestamps 7:15 through to 25:54)</p> <p>Decision 1: PM and KF were tasked to formulate an Information Campaign for Registrations (<i>KUSA – We’re still here for you!</i>) and draft the associated procedures by Monday, 30 March 2020, for Fedco to check and approve. A suitable notification should then be prepared for the KUSA website/Facebook page. Proposed JH, seconded LT Unanimously approved.</p> <p>Discussion ensued. (Reference to the recording – Timestamps 25:57 through to 30:37)</p> <p>Decision 2: Proposal to purchase a second-hand laptop computer for around R2 000 to enable Karene Karstadt to administer the KUSA website from home. Proposed JH, seconded LT Unanimously approved.</p> <p>Discussion ensued. (Reference to the recording – Timestamps 30:39 through to 34:20)</p> <p>Decision 3: Data cost reimbursement for staff working from home Proposed that data costs would be covered for staff working from home, provided they were reasonable and appropriately claimed. This would be monitored by PM and KF. Proposed JH, seconded RJ Unanimously approved.</p> <p>Discussion ensued. (Reference to the recording – Timestamps 35:00 through to 38:11)</p> <p>Decision 4: Communication (Office, Fedco & Exco) It was agreed, unanimously, that the preferred method of communication would be by email. Skype was to be used for meetings and WhatsApp only for reminders once email messages have been sent.</p> <p>Discussion ensued. (Reference to the recording – Timestamps 38:11 through to 1:03:49)</p> <p>Fedco thanked the KUSA Office (PM and KF) for a comprehensive report containing sensible proposals for the functioning of the KUSA Office during the COVID-19 lockdown.</p> |
| 3.2 | <p>Show Cancellations/Postponements</p> <p>A proposal from CI was tabled and everyone confirmed that they had read and considered it.</p> <p>Discussion ensued. (Reference to the recording – Timestamps 1:04:20 through to 1:15:34)</p> <p>Decision 1: It was agreed that a Shows Task Team be established and remain in place indefinitely and until disbanded by Fedco. The following were appointed to the Shows Task Team:</p> <ul style="list-style-type: none"> • BJ, Chairman of Exco, since Show cancellations and/or postponements came under the purview of Exco; • CI, being the joint Fedco Portfolio-holder for Shows; • GM, being the joint Fedco Portfolio-holder for Shows; and • A person from the KUSA Office, ideally Adele Bastick, entrusted with responsibility for Shows and Events. <p>Proposed CI, seconded RJ Unanimously approved.</p> <p>Discussion ensued. (Reference to the recording – Timestamps 1:15:35 through to 1:20:12)</p> <p>Decision 2: Licence Fees</p> |

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| | <p>It was agreed that, should Shows be postponed for which Licence Fees had been paid, the Licence Fees would be carried over to the next Show. This was an accepted practice of the KUSA Office and there should therefore be no difficulty in managing the deferred Licence Fees.</p> <p>Discussion ensued. (Reference to the recording – Timestamps 1:20:12 through to 1:26:03)</p> <p>Decision 3: Penalties</p> <p>It was agreed that pre-show Penalties on all Shows would cease accruing with effect from Sunday, 14 March 2020 (date the State of Disaster was announced). Post-Show Penalties were not affected.</p> <p>Decisions of Clubs to cancel Shows, instead of postponing them, needed to be advised to KUSA immediately. This would enable the Shows Department to calculate any Penalties due as at Sunday, 14 March 2020, and advise clubs of the amount. This requirement of the KUSA Office needed to be publicised on the KUSA website.</p> <p>Decision 4: Postponed Shows</p> <p>Clubs needed to advise KUSA immediately of any decision to postpone a Show or Event and submit their suggestions for alternate dates, providing at least two options. No requests for KUSA to “allocate” dates would be entertained. Clubs were expected to consult the Show Calendar themselves and make suggestions.</p> <p>Should any other Clubs’ Shows be affected by the new dates, they must be contacted by the Club applying for the new date to resolve the possible conflict and to come to an amicable arrangement, which then needed to be confirmed in writing by the parties.</p> <p>The Shows Task Team would assess applications and, should dates be granted, it would be on a provisional basis only.</p> <p>Applicant Clubs should be advised that, under no circumstances should they presume the dates to be definite. They should refrain from making firm arrangements until the situation was less fluid.</p> <p>KUSA should further advise Clubs that they would be advised once dates have been confirmed, upon which the Clubs would be expected to submit their documentation within a certain period (say, 30 days), after which period Penalties would start accruing again. Previous penalties, i.e. as at 14 March 2020, would be brought forward.</p> <p>Decision 5: Clubs’ “traditional” Show dates</p> <p>It was decided, unanimously, that cancelled or postponed Shows in 2020 would have no effect on Clubs’ “traditional” show dates. These would be retained going forward.</p> <p>Decision 6: Retention of Clubs’ Championship Show-holding status</p> <p>It was agreed, unanimously, that Clubs would not forfeit their Championship Show-holding status should they fail to hold a Championship Show for two consecutive years due to COVID-19 constraints.</p> <p>Post-meeting, CI and PM needed to agree on the most effective way of notifying Clubs of the above decisions.</p> <p>Fedco thanked CI for her useful suggestions and commended the Shows Task Team for taking on this onerous responsibility of dealing with the multitudinous changes likely to occur in the foreseeable future. It was confirmed that the Shows Task Team would report directly to Fedco and that Fedco would be apprised of any unforeseen developments as they occur.</p> |
| 3.3 | Club AGMs – Virtual meetings (email, virtual platforms, teleconferences, etc.) |

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| | <p>Discussion ensued. (Reference to the recording – Timestamps 1:26:03 through to 1:27:20)</p> <p>Decision: Under the COVID-19 lockdown, it is impossible for Clubs to hold face-to-face meetings and, since this was an extremely busy time of the year for Club AGMs, all Clubs were granted dispensation to hold their AGMs on virtual platforms such as Skype or Zoom, or by email round robin, for as long as gatherings remained prohibited, or considered unsafe.</p> <p>Unanimously agreed. Communication to be sent to Clubs.</p> |
| 4 | <p>KUSA Classic 2020 (Reference to the recording – Timestamps 1:27:20 through to 1:30:23)</p> <p>JH reported, on behalf of the KUSA Classic Consultancy Team, that the decision had been taken to cancel the KUSA Classic on its scheduled dates of 28 - 30 May 2020 and that an announcement in this regard would be made in due course. As yet, no decision has been taken on whether to postpone the KUSA Classic till later in the year, or to cancel the 2020 event altogether.</p> <p>Noted.</p> |
| 5 | <p>Showdog of the Year 2020 (Reference to the recording – Timestamps 1:30:23 through to 1:38:00)</p> <p>PM requested a decision/guideline in respect of the KUSA Showdog of the Year 2020 competition. This was required for the KUSA website and also for dealing with any queries received by the KUSA Office.</p> <p>CI replied that the end-date of the competition was dependent on whether the 2020 KUSA Classic would be postponed, or cancelled. According to the rules, the competition ended on conclusion of the last Show of the KUSA Classic Weekend.</p> <p>Decision: CI and PM undertook to draft a suitable announcement on the current status of the KUSA Showdog of the Year competition to accompany the announcement contemplated under Point 4 above. In essence, it should convey the message that no decision on an end-date was possible at present.</p> <p>Unanimously agreed.</p> |
| 6 | <p>Fedco 06-2020 Face-to-Face meeting</p> <p>Discussion ensued. (Reference to the recording – Timestamps 1:38:00 through to 1:40:55)</p> <p>Decision: A proposal was tabled for Fedco 06-2020 to be held on a virtual platform and to cancel the arrangements for a face-to-face meeting in Cape Town. Proposed CI, seconded RJ</p> <p>Unanimously agreed.</p> |
| 7 | <p>Close of Meeting PM thanked Fedco for the guidance provided to the KUSA Office in the course of the meeting.</p> <p>Fedco thanked KF for hosting and facilitating a very successful Skype meeting. Since there was no further business to discuss, the Chairman closed the meeting at 12h46.</p> |