



**ACT RESCUE & FOSTER**

**ACT Rescue & Foster (ARF) Inc**  
PO Box 1308  
Woden ACT 2606

## **ANNUAL GENERAL MEETING**

**Sunday, 13 November 2016**

### **MINUTES**

#### **Present:**

Wendy Parsons  
Helen Shannon  
Susan Black  
Sarah Rullis  
Emma Hotham  
Melrose Brown  
Karen Walker  
Tess Kent  
Kay Brewer  
Harold Hotham  
Carlene Bott

#### **Apologies:**

Dianne Heriot  
Aine Dowling  
Carol Anderson

The President, Wendy Parsons, opened the meeting at 12.15pm and welcomed everyone.

**AGM Minutes of 2015** were accepted with the addition of Tess Kent and Carlene Bott to the attendance record.

|          |             |
|----------|-------------|
| Moved    | Emma Hotham |
| Seconded | Tess Kent   |

#### **President's Report (Wendy Parsons)**

First of all, the highest of praise for our foster carers, the wonderful people who totally commit themselves to the care of ARF dogs and the process of re-homing them to new owners offering forever homes.

Since ARF began in 2001, our carers have rescued and rehomed over 2,750 dogs and our growing networks throughout the community have helped rehome hundreds more. Our training program for carers continues strong and underpins our high standards of care and rehoming.

We continue to rescue from animal shelters in the region, with ARF behavioural assessors regularly visiting shelters in Canberra, Queanbeyan, Yass and Goulburn.

Our ARF vets continue to provide excellent support all year round and we are most grateful for this.

Public donations continue to rise, especially this year with two major donations of \$10,000 each.

As I reported last year, our public profile remains strong through our use of social media as well as press, radio and television.

ARF is now quite a large and complex organisation, and thanks to the work of the ARF Committee and its sub committees maintains good standards of governance and administration.

Thanks to all our members and sponsors for their support - we look forward to it again in 2017.

Wendy Parsons  
November 2016

### **Chair, Rescue SubCommittee (Tess Kent)**

2015/16 has been another great year for ARF. It is not always easy to measure the success of our Rescue team as our responsibilities are so varied:

- The foster carers without whom we could not perform our core business - there are currently about 45 of these brave souls
- The recruitment and support, including education, of these invaluable foster carers
- Our newly established mentor network who support and coach foster carers, particular the newer recruits, with both the foster and adoptions aspect of their role
- The behavioural assessment teams who work with the local and some regional pounds assessing the dogs in need of rescue to enable the carers to choose the best fit for their situations and assist pounds in promoting their dogs to the community
- The private rehoming liaison work, which helps ARF's workload by assisting dogs' owners, rehome them directly without the need for impounding.

Thanks to Rae for bringing together a comprehensive education and program for our carers and dogs. As well as encouraging greater attendance by carers at ARF training sessions, Rae coordinated approvals for individual assessments and management reports from behaviourists for a few problem fosters.

Rae is also putting in place purpose designed foster carer training courses to be held hopefully twice a year, both Northside and Southside. The first of these has already been completed and hope to report for fully at the end of the current year.

We are unbelievably blessed to have this range of training to continually assist and support our team through the complex though rewarding work of foster care.

Formal training included:

- Group presentation on the first two weeks in foster care, incl. admin, quarantine, crate games and initial training,
- Raelene Koerber showed us nose work and getting our fosters to switch off and settle.
- Eleni from All Round Good Hounds shared her wealth of knowledge and experience with puppy training and provided us with some great material for the VL for ongoing use by our carers
- ABC Dogs conducted an Impulse Control and Learn Through Play Workshop.

The behavioural assessment teams work week in and week out, contributing to continued high rehoming rates from DAS, Queanbeyan, and Yass pounds and big thanks must go to

our pound liaison officers Beverley Margosis and Lyn Boyer who go above and beyond to ensure these dogs get to safety. This year was the first full year with a dedicated Goulburn pound liaison officer, Lucy Butterfield, and her efforts saved 38 dogs from that pound.  
Thanks Lucy

A huge thanks must also go to the Rescue Sub-Committee (RSC) made up of at various stages of the year, of Helen, Tess, Lyn, Bev, Sarah, Nerida, Rae, Lisa, Lucy and Emily. The RSC meet monthly and are responsible for anything to do with foster carers and dogs, including organizing training, equipment and developing new procedures and guidelines.

Special thanks to Nerida who has continued in the Vet Liaison role providing much needed advice and assistance often at short notice.

And the stats we can provide:

- We rehomed 180 dogs this financial year, up from 133 in 2014/15.
  - o Large 27
  - o Medium 93
  - o Small 60
- The average stay in foster care for the adopted dogs was **51** days. The shortest stay was 6 days (surrender) and the longest was **546 (DAS)**
- We took in 178 dogs from 10 pounds and private surrenders incl former ARFers needing our help
- We inducted 10 new foster carers

This year was our first full year without a Foster Carer Coordinator – no-one could replace the redoubtable Dallas Burkevics - so our wonderful mentors and the RSC have shared this role.

Teresa Kent  
Chair RSC

### **Communication SubCommittee Report (Sarah Rullis)**

CSC looks after a variety of issues including communication and fundraising. Our main focus is *Chinwag*, stalls and events, social media, raffles, promotion on the ARF website, Facebook, and in ARF publications and advertising.

CSC manages the stalls and organises volunteers, and carers and fosters are welcome at the majority of events. An email address for the Chair of CSC, [communication@fosterdogs.org](mailto:communication@fosterdogs.org), has been used and publicised on the ARF website to channel enquiries.

The CSC team has been involved in another year of hard work and exceptional achievement.

*Key supporters include:*

- Canberra Labor Club Group (Belconnen providing the trivia night venue)
- Handmade Markets (charity bucket collectors)
- Brodburger (Kingston providing the calendar launch venue)
- Tradies Dickson and Woden (use of meeting rooms)

*Fund Raising Events*

- Major events have been spaced throughout the year, several of which are noteworthy, including the ARF Bucket Collectors at the Handmade Markets, stalls, Trivia Night and Calendar launch.
- The 2016 Trivia Night, hosted by Larry Appley from 2CA, was a huge success with over 200 participants and over \$10,000 raised. Popular activities on the night included gold coin donation to play the table games, \$20 lucky dip, and a slide show of current foster dogs in care.

- Key sponsors for the Trivia Night included Canberra Labor Club—Belconnen, Canberra Raiders, The Nest Gundaroo, Yvette Fitzpatrick Art, Canberra Pet Stylists, Pups4Fun, and many other small and medium size local and regional businesses.
- Several CSC members were instrumental in helping ensure the success of the evening including the organising team Sarah Rullis, Lauren Canellis, Emma Hotham, Harold Hotham, Aine Dowling, Ruth Wheeler, and Mel Martin, with Petra Bright assisting on the day.

#### 2017 Calendar Launch

ABC TV Presenter, Virginia Haussegger, launched our 2017 calendar on 9 October at Brodburger, Kingston. The calendar's doggy stars were photographed by four independent photographers including The Dog Tog, Kelly McInnes Photography, Tracy-Lee Photography, and TwoCollins Photography. The calendar launch was extremely successful with around 50 people and their dogs attending. Calendar sales exceeded those at last year's launch. Brodburger also provided a substantial donation to ARF with \$1 donated from every burger sold on the day.

Calendar sponsors are *Teachers Pet All Natural Pet Treats, Weston Woden Animal Hospital & Clinic, Curtin Veterinary Clinic, Pups4Fun, Canberra Pet Stylists, and Canine Compass – Dog Behaviour & Training.*

#### ARF Stalls

- A busy program of stalls continued during 2016 with stalls in Canberra and the region. These stalls are very successful both financially and as a promotion of our work.
- New stalls added to the list this year included the Royalla Country Fair, Cancer Convoy in Goulburn and the Popular Pet show at the NGA. Existing stalls that continue to be very successful in terms of awareness raising and fundraising include the Collector Pumpkin Festival, and Living Green. New sale items that have proven to be successful include mugs and magnets.
- There will be a continued focus for the remainder of this year, and into 2017, on holding events during the week as well as on the weekends. Foster carers and dogs have been welcomed at many stalls and have proved popular with the public. This, together with very active promotion on Facebook, has led to a healthy promotional combination. *Social Media*

Facebook is proving extremely effective. There are **currently 11,450** members *liking* the page. Daily updates are provided on events, milestones, foster dogs, and DAS and Queanbeyan pound dogs in need. The page is managed CSC representative Sarah Rullis, with assistance from Dallas Burkevics, Pound Liaisons officers Lyn Boyer and Beverley Margosis. There have been a significant number of direct ARF foster dogs rehomed as a result of their profiles on Facebook, and many dogs rehomed directly from local pounds after members of the public have viewed their profile on the ARF Facebook page. We are working towards increasing our following on Twitter. There are plans for our YouTube presence to be increased allowing for more videos to be used to help display dogs' behaviour.

#### Media and Marketing

Our media profile was strong in 2016, and we plan to continue this through 2017. We have provided both posters and stories to the Canberra Times, Bungendore Mirror, and Canberra Weekly Magazine, when there is spare advertising space. These publications have very been supportive.

ARF quarterly magazine, *ChinWag*, continues to be popular reading and its editor, Aine Dowling, is committed to continued improvements and the magazine has already undergone substantial improvement with a new glossy look and feel. Aine and the team (Ruth Wheeler, Lauren Canellis, and Byron Carr) have worked tirelessly to edit, produce and manage *ChinWag*.

#### T Looking ahead

Plans for other events for 2016 - 2017 include a renewed look at how the CSC can best support ARF, a review of Café Press, increased presence on social media, working with some local dog club groups, and approaching major companies for corporate sponsorship.

Thanks to CSC members Bec Stockley, Aine Dowling, Carol Anderson, Joh Dunn, Ruth Wheeler, Lauren Canellis, Alexandra Fretwell, Katherine Fretwell, Jo Alexander, and Petra Bright. Thanks also to our 'honorary' member, graphic designer Byron Carr.

Sarah Rullis  
Chair  
Communication SubCommittee

### **Governance SubCommittee (Susan Black)**

The GSC deals with the governance aspect of ARF. The GSC makes recommendations to the Committee with regard to policy and procedures relating to the governance of the organisation and in undertaking this role all ARF policies and procedures are considered by the GSC prior to ARF Committee consideration.

Any matters relating to the ARF Rules require GSC consideration prior to Committee consideration.

It also ensures compliance with statutory obligations required of the organisation.

The GSC has met regularly throughout 2016.

During 2016 the GSC finalised a Communication Policy and a Social Media Policy. The policies outline the protocols and clearances processes that guide ARF's communication and use of social media.

Work has also commenced on a publications policy and this will be finalised before the end of the year.

Consultation on the ARF Strategic and Risk Plans was undertaken across the Rescue and Communication Subcommittees. The updated versions of these documents reflect any comments received.

The Governance Manual has been kept up to date and remains a key guiding document.

Two key tasks are in preparation for late 2016/early 2017. Firstly, we have been asked to have a look at the operations of the ARF volunteers' website. The first step will be to engage a facilitator to work with interested members to determine workflows and business requirements (i.e. business architecture session). Based on this session assess a range of relevant commercial off the shelf products. Once we have done this the Committee will be well placed to make an assessment regarding next steps.

Secondly, the GSC recommended to the Committee that following the election of the Committee (post the AGM) and once subcommittee arrangements are settled that a facilitator be engaged to work with each Subcommittee Chair to assist in developing a calendar of matters for consideration/development over 2017.

Finally, I would like to thank my GSC colleagues Wendy, Dianne, Helen and Tess for their continued diligence and support in the running of the GSC.

Susan Black  
Chair  
Governance SubCommittee

Moved                      Karen Walker  
Seconded                 Kay Brewer

## **Financial Statements (Dianne Heriot)**

Financial Report for the year ending 30 June 2016.

The 2016 financial statements have been prepared and audited by ViiSUM Chartered Accountants. This was done to ensure full compliance with our regulatory obligations for account preparation and audit.

ACT Rescue and Foster received an unqualified audit result.

There were no changes to the principal activities of ARF during the year, those being the rescue and foster of animals (specifically dogs).

ARF's total income for the year ending 30 June 2016 was \$115,714 (compared to \$110,220 for the previous financial year).

The main components of revenue were:

product sales – \$19,854 (up from last year's figure of \$13,399)

fundraising -- \$11,246 (down from last year's figure of \$14,577)

donations - \$24,025 (slightly down from last year's figure of \$26,933)

dog adoption fees - \$55,447 (up from \$43,486 in the previous financial year).

Expenses for the year were \$91,015 compared to \$79,311 in the previous financial year. The increase was largely the result of a significant increase expenditure on veterinary services (\$59,085 compared to \$45,669 in the previous financial year), which is always ARF's largest items of expenditure and which are demand driven.

Dog management costs include chipping/registration and equipment costs and specialist behavioural assessments/training for dogs.

Costs associated with fundraising amounted to \$6960 compared to \$9584 in 2015.

The retained earnings for the year ended 30 June 2016 was \$24,699 compared to \$30,909 in the previous financial year.)

ARF had a closing retained earnings of \$348,405 as at 30 June 2016, up from \$323,706 in the previous financial year).

The Treasury would like to express its thanks to ARF's members and volunteers and its many supporters in the community, including those who have so readily given their time and expertise, those who have donated money or supported our fund raising initiatives, and to all of the local veterinary practices who continue to play such a central role in our work.

Dianne Heriot  
Treasurer

|          |              |
|----------|--------------|
| Moved    | Sarah Rullis |
| Seconded | Tess Kent    |

## **Election of Office Bearers**

All members of the 2016 Committee except one, Karen Walker, have re-nominated for the 2017 Committee. Our sincere thanks to Karen for her work with us. An ARF member, Melrose Brown, nominated for the Committee and was accordingly proposed for the General Member position vacated by Karen. ARF rule 19(4) states that if the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected. Therefore the 2016/17 ARF Committee is:

President – Wendy Parsons  
Vice President – Susan Black  
Treasurer – Dianne Heriot  
Secretary – Helen Shannon  
Ordinary Members – Beverly Margosis, Sarah Rullis, Tess Kent, Aine Dowling, Emma Hotham, Melrose Brown

Before we moved to the next item, the President said a few words about the roles and responsibilities of ARF Committee members, and particular governance matters being addressed over the next 12 months.

“Now that all Committee members have been accepted, before taking up their positions they will be all be asked to sign the ARF Committee Members Code of Conduct which covers such things as

- abiding by general law and statutory obligations
- abiding by legislation governing the organisation’s activities
- treating all ARF members equally
- maintaining a high standard of care to make sure that ARF resources are used according to the organisation’s rules, policy guidelines and processes
- refraining from engaging in negative speculation or comments about a potential adopter or other ARF members and
- disclosing and taking reasonable steps to avoid any conflict of interest, real or apparent, and withdrawing from any discussion or decision made by the Committee in areas where that conflict has been noted.

All Committee members are expected to attend meetings in person throughout the year. The annual schedule for Committee and Sub-committee meetings is circulated in January.

The Committee meets around every six weeks, and these in-person round tables are extremely important because much of the Committee’s work is done out of session via email and we need to be able to meet face to face across the table to handle the issues, without computer screens or conference phones forming a filter between us.

There are clear ARF rules about personal attendance at meetings and in the coming year the Governance Sub-committee will be monitoring this aspect of Committee membership.

Similarly our use of email to resolve issues will be monitored in regard to the quality of the information provided as a basis for decision-making, the meeting of deadlines for comment and the application of the “silence equals consent” principle.

I will be giving serious consideration to what I can bring to the Committee in the coming year and I urge all other members to do the same.

### **Life Memberships**

The President on behalf of the Committee asked ARF members present at the AGM to endorse two very worthy recipients as ARF life members as they have contributed greatly to ARF’s work for its beautiful dogs.

The Committee proposed Aine Dowling who has been an ARF member for 12 years. During that time she made a highly valuable contribution to ARF’s communication activities through her membership of the ARF Committee, Public Relations Sub-Committee, and currently Communication Sub-committee. The standout achievement is her development of *ChinWag*, now a highly successful and popular ARF publication. Her well-honed negotiating skills have netted big ticket prizes for ARF Trivia Night and ARF Raffles. She richly deserves ARF Life Membership.

The Committee also proposed Deanne Shegog who became an ARF member in 2009 when she adopted ARF dog BJ. Since then she has served on the ARF Committee, and on

dozens of ARF stalls, being a regular member of the stalls team with Carol Anderson who states that Dee always volunteers for stalls and relates well to people seeking information on ARF and dogs. Dee has served on the ARF Raffle Team for several years, keeping the sales spreadsheet, donating prizes and selling tickets. Dee is one of the quiet achievers who are so important ARF operations and success.

All members present agreed unanimously.

A Citation was presented to Deanne; Aine's to be given to her during the following week.

### **Other Business**

Carlene Bott, ARF's Dog Wanted Liaison Officer stated that the way the Dog Wanted forms work in the Volunteers' Library make it difficult to report on. The President explained that a working party had been formed to look into ARF getting a more up-to-date website next year which will be much easier to use, and will include a more intuitive Dog Wanted program.

Meeting closed at 12.45pm. Next Committee meeting will be held on 28 November 2016.