



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

**ANNUAL GENERAL MEETING**  
**Monday, 20 November 2017**  
**MINUTES**

**Present:**

Melrose Brown  
Helen Shannon  
Sarah Rullis  
Wendy Parsons  
Dianne Heriot  
Kay Brewer  
Aine Dowling  
Susan Black  
Tess Kent  
Carol Anderson  
Karen Swan  
Kirsten Doyle

**Apologies:**

Carlene Bott  
Harold and Emma Hotham  
Raelene Stewart  
Nerida Winters

The President, Wendy Parsons, opened the meeting at 7.26pm and welcomed everyone.

**AGM Minutes of 2016 were accepted**

Moved                    Susan Black  
Seconded                Helen Shannon

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

This has been another very successful year for ARF. Thanks to many generous donations, our various fundraising activities and the careful management of our finances, we are in a strong position financially.

We now have over fifty wonderful foster carers who in the 2016/2017 financial year, rehomed 135 dogs. Their work to rescue and rehome dogs from across Canberra and throughout the region continues every single day of the year and we celebrate and applaud them.

ARF also has an extensive and very successful poster network to help hundreds of people rehome their dogs in 2016/2017. This program makes a most valuable contribution to the community and to our core values.

Part of our foster carers' job is to do the paperwork for each dog, to make sure we meet our legal obligations for the adoption process.

The administration of hundreds of adoptions is a heavy load on everyone involved and we realize that our admin processes are virtually the same as they were in ARF's early years when there were only a few foster carers.

So we are now in the process of looking at ways to streamline our administration processes, particularly the functioning of the ARF website, which needs a major overhaul to handle the increasing need for data processing and storage, as well as its key role in promotion of our dogs.

This will be a major task for us over the next year or so.

A huge thank you to all the volunteers who have worked hard to maintain our success this year, in all areas of our organisation. And a special thank you to all our vets who give us great service and extra care all year round.

Moved	Helen Shannon
Seconded	Tess Kent

### **Treasurer's Report (Dianne Heriot)**

The 2017 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 2017 was \$117,358 (compared to \$115,714 for the previous financial year).

The main components of revenue were:

- product sales \$15,403
- fundraising \$11,535
- donations \$41,566
- dog adoption fees \$41,254

The increase in interest received (\$5,896 compared \$2,214 last year) is the result of moving establishing additional term deposit accounts to maximise return.

Expenses for the year were \$96,467, compared to \$91,015 in the previous financial year. There was a significant increase expenditure on veterinary services (\$64,749 compared to \$59,085 in the previous financial year), which is always ARF's largest item of expenditure and which is demand driven.

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

The retained earnings for the year ended 30 June 2017 was \$20,891 (compared to \$24,699 in the previous financial year.)

ARF had a closing retained earnings of \$369,296 at 30 June 2017 (up from \$348,405 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.

### **Accept report and continue to use ViiSUM**

Moved	Dianne Heriot
Seconded	Wendy Parsons

## **Chair, Rescue SubCommittee (Dianne Heriot)**

2016/2017 has been another busy and successful year for ARF foster carers and our behavioural assessment teams.

One hundred and forty-eight dogs came into care from NSW and the ACT. Sixty-nine were from NSW council pounds, 26 were from DAS (ACT) and 35 were surrenders, with the remaining 18 being from other rescue organisations (1), vet referrals (8) or returned fosters (9).

135 dogs were rehomed in the reporting period, with 28 remaining in care at the end of the financial year. The average duration of foster care was 63 days.

ARF volunteers undertook behavioural assessments of 515 dogs at DAS, Queanbeyan, Yass and Goulburn pounds.

Of these, 213 were adopted straight from the pound—a great result to which ARF makes an important contribution. While the behavioural assessments are primarily intended to inform our foster carers' (46 of whom were active in 2016/17), the assessment teams also produce cage write ups to provide helpful information about the dog to the public looking for a new member of their family. This year the BAS teams have moved to printed cage-write ups with drop down menus to improve legibility for the public. Posters for the DAS dogs are now distributed on Saturday to ensure maximum exposure for the dogs at various markets on Sunday mornings. The assessment teams are also producing more videos of the dog's behaviour are taken during their assessment to help inform carers and the approvals panel.

Training and skills enhancement were a major focus for the year, under Raelene's auspices.

There was also a major review of behavioural assessments across all the pounds, which began with a survey of foster carers early in the year to gauge their understanding of and engagement with the assessment process. The results were collated and shared with carers, the RSC and the ARF Committee. The findings informed the provision of specialised training from Underdog (in June, with a follow up in September 17) to re-baseline and improve the clarity and consistency of ARF's behavioural assessments across all assessment teams. As a result, subtle changes to the existing assessment were introduced (replacing some assessments, refocussing the intent of some existing assessments).

The RSC met monthly throughout the year. In February 2017, Tess stepped down as chair of the RSC, and I took her place. At 30 June, the RSC membership also comprised: Raelene, Karen, Lucy, Melrose, Nerida, Dallas, Karina, Ruth (Wheeler). Throughout 2016-17, Nerida also continued to play an invaluable role in vet liaison.

During the year, Bev left her longstanding role as DAS liaison and on the DAS behavioural assessment team, as well as her role on the RSC to take up employment as a DAS ranger. Her contribution and commitment over very many years have been outstanding and we thank her.

Thanks go also to Mel Martin, who has taken on role of DAS pound liaison, to Lyn Boyer for her continuing liaison work at Queanbeyan pound, and to Karina Peck, our liaison officer for Goulburn pound.

## **Communication SubCommittee Report (Wendy Parsons)**

ARF CSC deals with the day to day activities of ARF's communication. Its portfolio includes stalls, fund raising, events, promotional material for the ARF website and social media (Facebook and Instagram), raffles, calendar, cards, media releases and ARF's ever popular magazine *ChinWag*.

This has been another year of hard work and achievement.

## **Fund Raising Events**

- ARF Mothers' Day Raffle was a sellout and raised nearly \$3000
- 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.*

### **Stalls Program**

- A busy program of stalls continued during 2016/2017 across Canberra and the Region
- 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
- The Stalls Program continues to be very successful both financially and as a promotion of our work
- New stalls added to the list this year included the Queanbeyan Christmas in July. Existing stalls that continue to be very successful include the Collector Pumpkin Festival, and Living Green

### **Social Media**

Facebook is proving extremely effective. There are currently just over 13,000 members liking the page. Daily updates are provided on events, milestones, foster dogs, and DAS and Queanbeyan pound dogs in need. A significant number of direct rehoming of ARF foster dogs have been the result of their profiles on Facebook, and many dogs have been 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 Instagram. 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 2016/17, and we plan to continue this through 2017/2018. 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's quarterly magazine, *ChinWag*, continues to be popular reading and its editor, Aine Dowling, is committed to continued improvements. The magazine has already undergone substantial improvement with a new glossy look and feel.

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

The GSC deals with the governance aspects of ARF. It makes recommendations to the Committee on policy and procedures relating to the governance of the organisation. In undertaking this role GSC considers all ARF policies and procedures 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 2017. Key areas considered and actioned by during 2017 have included:

- Consideration of opportunities to distribute fundraising profits and distribution of donated goods to other groups involved in dog rescue and welfare and what steps we need to undertake to make this possible.
- Working closely with the other subcommittees, particularly the Rescue subcommittee to ensure good communication across ARF.
- Concerted effort into promoting the role of the ARF Committee to encourage more nominations for Committee positions.
- Reviewed the GSC role and Terms of Reference and recommended to the Committee that it was prudent that we keep a subcommittee that focused on the governance of the organisation.
- Progressed the review of the ARF public and members' websites.

Lastly, 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.

Moved: Wendy Parsons

Seconded: Helen Shannon

The attached Strategic Plan for 2017 and Risk Management Plan were tabled

Moved: Kirsten Doyle

Seconded: Kay Brewer

## **Election of Office Bearers**

All members of the 2016 Committee except one, Emma Hotham, have re-nominated for the 2017 Committee. Our sincere thanks to Emma for her work with us. An ARF member, Yana Del Valle, nominated for the Committee and was accordingly proposed for the General Member position vacated by Emma. 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 2017/18 ARF Committee is:

President – Wendy Parsons

Vice President – Susan Black

Treasurer – Dianne Heriot

Secretary – Helen Shannon

Ordinary Members – Kirsten Doyle, Sarah Rullis, Tess Kent, Aine Dowling, Melrose Brown, Yana Del Valle

## **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:

**Mel Martin**

As well as fostering for ARF, Mel has done an outstanding job, first of all as member of the DAS assessment team, and since Bev left, as Team Leader of the Assessment team and DAS Pound Liaison. She has built a strong team, and has brought new initiatives to the Assessment process. Mel is a committed and dedicated member of ARF who deserves recognition for her considerable contribution.

### **Lucy Butterfield**

Lucy, an ARF foster carer, has built up the Private Rehoming function of ARF, using the poster network, email and the Canberra Dog Rehoming List on Facebook. Using these tools, Lucy has been instrumental in rehoming many dogs whose owners are no longer able to keep them. This has reduced the number of dogs being sent to the pound, and many dogs have been spared the pound experience. In some cases, Lucy has helped owners deal with the issues causing their wish to rehome their dog sometimes resulting in those dogs remaining with their owners.

Each of the nominees richly deserves life membership.

All members present agreed unanimously. Citations will be given to Mel and Lucy during the following week.

### **Other Business**

There was no other business.

Meeting closed at 8.14 pm