

**New Zealand Outdoor Instructors Association (NZOIA) AGM – 2 October 2016 – Hillary Outdoors, Turangi**

<b>Present</b>	Gillian Wratt (Chair), Sonya Sutherland, Noel Bigwood, Mick Hopkinson, Penny Holland, Ben Corcoran, Peter Munro, Dale Kington, Paul Yeoman, Jess Matheson, Daan Jimmink, Ian Mann, Luke Middleton, Kaleb Amos, Sophie Dec Barnes, Graeme Swift, Jess Gibbs, Chris Wallis, Tim Wills, Andrew Howell, Stevie Huurnink, Andy Thompson, Jo Martindale, Camelia Collins, Loz Ogle, Mike Daisley, Kev Webb, Nic Harvey, Emma Yates, Tui Kraal, Sarah Sellar, Trev Ridgway, Julie Grant, Amy Horn, Bridget Janse, Chloe Beer, Don Paterson, Joel Helliwell, Janet Prier, Denise Clements, Greg Beisly, Stu Arnold, Prajot Sabnis, Grant Prattley, Chris Mackie, Gareth Riches, Matt Cloonan, Allan Carpenter, Tom Batts, Steffen Poepjes, Angus Thompson, Mark Johnston, Gemma Parkin, Hayden Titchener, Ben Cockell, Ryan Malcolm, Emma Malcolm, Matt Barker, Cameron Walker, Noel Saxon, Kieran Chandler, Lacey Beadle, Sierra Stretton, Stu Allan, Shanan Miles.
<b>Apologies</b>	Matt Cant, Ian Logie, Pete Cammell
<b>Meeting opened</b>	10:02am

<b>Item</b>	<b>Discussion</b>
<b>1. Confirmation of minutes of meeting 4 October 2015.</b>	<b>Moved that the minutes from the previous meeting be accepted as a true and correct record:</b> Noel Bigwood <b>Seconded:</b> Jo Martindale <b>Passed</b>
<b>2. Matters Arising</b>	No Matters Arising
<b>3. Chair Report and Management Report</b>	<p>Gill spoke to her Chair report</p> <p>Key Points:</p> <ul style="list-style-type: none"> <li>- Third consecutive year there has been a surplus. Reserves of \$350K. Strong position to be in.</li> <li>- Slight increase training course income.</li> <li>- Board are connecting with Adventure Tourism Industry.</li> <li>- Benchmarking process with Skills Active is complete for current qualifications</li> <li>- SMS has been signed off by Mark Smith.</li> <li>- Continued to engage with WorkSafe around Adventure Regulations. Sam Newton (NZRA) is also working across the sector on this.</li> <li>- Qualifications – Multisport Kayaking, WERO Kayaking qualification and Mountain Biking Qualifications are being developed.</li> <li>- Profiling of NZOIA members in publications. NZRA contracted to help NZOIA with communications.</li> <li>- Acknowledgement of the NZOIA Office Staff for their work, especially Shona McInnes for stepping up while Penny was away on sick leave in early 2016.</li> <li>- Acknowledgement of NZRA for their support.</li> <li>- Acknowledgement of the financial support from Sport NZ and Water Safety New Zealand.</li> <li>- Acknowledgement of Board members –Matt Barker, Cam Walker, Stu Allan, Dave Ritchie and Jo Parsons for their work this year and welcome to new appointed Board member Noel Saxon.</li> <li>- Acknowledgement of Dave Moore in his role as TSC which he has now stepped down from. Thank you to Tim Wills who has now taken on the TSC role. Ben Corcoran has also been appointed to the TSC.</li> <li>- Acknowledgement of all NZOIA Assessors – Thank you for the work and commitment to NZOIA in 2015/16.</li> <li>- Acknowledgement of members that put time into TROQ and members in general for their support.</li> </ul>

Item	Discussion
	<ul style="list-style-type: none"> <li>- Acknowledgment of Angela Mangnall in preparing our annual accounts and accounting support to the office.</li> </ul> <p>Gill tabled the Management Report on behalf of Deb Hurdle.</p> <ul style="list-style-type: none"> <li>- Highlighted the importance of using the NZOIA Online logbook to show NZOIA’s reach which is needed for funding purposes.</li> </ul> <p><b>Moved that the Chair Report and Management Report be accepted:</b> Bridget Janse  <b>Seconded:</b> Don Patterson  <b>Passed</b></p>
<p><b>4. Financial Report</b></p>	<p><b>Moved that financial report is accepted:</b>  <b>Moved:</b> Jo Martindale  <b>Seconded:</b> Loz Ogle  <b>Passed</b></p> <p><b>Current Record of Signatories on NZOIA Bank Accounts:</b>  <b>Full Signatories:</b>  Sonya Sutherland  Deb Hurdle  Andrew Leslie  Joanna Parsons  Cameron Walker  Gillian Wratt</p> <p><b>Additional Signatories</b>  Penny Holland  Matt Barker</p> <p>Jo Parson’s to be removed as a signatory of NZOIA accounts and Cam Walker to added.</p>
<p><b>5. Notices of Motion</b></p>	<p><b>Motion 1: NZOIA Code of Conduct to a new NZOIA Code of Ethical Practice for Outdoor Professionals.</b></p> <p>There was discussion on:</p> <ul style="list-style-type: none"> <li>- NZOIA’s role in setting standards for supervision and ratios – to what extent should NZOIA set ratios compared to setting general principals, with the responsibility with each individual and organisation to make decisions on ratios as per their safety management plan, situation and recommended ASG Ratios.</li> <li>- The need for an annual review process of the Code – as an AGM item.</li> <li>- Reference to the Code of Ethics of other applicable organisations e.g. Teachers Association, Social Work.</li> </ul> <p>Specific wording changes were recommended – Section 5, para 4, line 1: “members <b>must...</b>” to be changed to “members <b>should...</b>”, and Section 5, para 4, line 2: reference to Associations to be added – “representative <b>Associations</b>, Governing Bodies or Peak Body...”</p>

Item	Discussion
	<p><b>Moved that the NZOIA Code of Ethical Practice for Outdoor Professionals be adopted, with the addition of a clause on annual review and alterations to the wording as discussed at the meeting:</b>  <b>Moved:</b> Noel Bigwood  <b>Seconded:</b> Don Patteson  <b>Voted in favour with 3 abstentions.</b>  <b>Passed</b></p> <p><b>Motion 2 – Annual Membership structure and Fees</b></p> <p><b>Move that the NZOIA Annual membership and registration fees be amended to \$200 for Full members and \$140 for Leader and Student members</b>  <b>Passed by unanimous vote</b></p> <p><b>Motion 3 – NZOIA Organisational Membership Model</b></p> <ul style="list-style-type: none"> <li>– Question regarding the Climbing Wall model and if it will be integrated to the organisational membership in the future, which will increase the cost for climbing walls.</li> </ul> <p><b>Move that the recommended Organisational membership model and fees be approved</b>  <b>Passed by vote – all present in favour, 2 against in proxy votes.</b></p> <p><b>Motion 4 – Appoint the Reviewer of NZOIA’s Annual Accounts</b></p> <p><b>The NZOIA Board recommend the appointment of Independent Auditors Ltd as the reviewer of NZOIA’s Annual Accounts for 2015/16 and 2016/17.</b>  <b>Moved:</b> Gill Wratt  <b>Second:</b> Jo Parsons  <b>Passed by unanimous vote</b></p>
<p><b>6. Election of Officers</b></p>	<p><b>Nominations were sought from the meeting for the election of officers for two vacant positions for elected Board members, with the following being received:</b></p> <ul style="list-style-type: none"> <li>Dave Ritchie (Nominated by Jo Parsons)</li> <li>Sarah English (Nominated by Alan Haslip)</li> <li>Ben Corcoran (Nominated by Ashley Cheeseman)</li> <li>Jo Martindale (Nominated by Gemma Parkin)</li> <li>Matt Bennett (Nominated by Ian Mann)</li> </ul> <p>Ben and Jo spoke to their nominations. The other nominees were not present.</p> <p><b>Following a secret ballot, the following were declared elected:</b>  <b>Ben Corcoran</b>  <b>Jo Martindale</b></p>

Item	Discussion
<b>7. Annual Subscriptions</b>	As per Motion 2 above
<b>8. General Business</b>	<p>Damming the Waitaha River on the Westcoast (Mike Hopkinson)</p> <ul style="list-style-type: none"> <li>- This is one of New Zealand's great kayaking rivers and is currently under threat of being dammed.</li> <li>- Go online to DOC (Have your say) to make a submission</li> </ul> <p>Mike Daisley – spoke on behalf of Mountain Safety Council (MSC).</p> <ul style="list-style-type: none"> <li>- Update of the MSC changes and growth in partnerships.</li> <li>- Presented 'There and Back' (State of the Nation of New Zealand Incidents in the Outdoors).</li> </ul> <p>Benchmarking of NZOIA Qualifications to NZQA (Bridget Janse)</p> <ul style="list-style-type: none"> <li>- Expressed concerns over the mapping between NZOIA qualifications and NZQA, equivalency and how NZOIA will fare in the long run.</li> </ul> <p>Amy Horn – Loss of mothers in outdoor instruction and guiding</p> <ul style="list-style-type: none"> <li>- Questioned whether NZOIA could give more support to members who become mothers and whether this is a barrier to them continuing to keep their NZOIA qualifications while childrearing, and difficulties of regaining lapsed qualifications once able to work again.</li> <li>- The option of putting awards on hold is available. Information on this to be circulated in communications to inform members of this option – 4YA and perhaps a Quarterly article.</li> <li>- Potential research topic for someone to look into further.</li> </ul> <p>The Chair thanked Janet Prier and the team at Hillary Outdoors Tongariro for being great hosts, and Sonya and Penny for organising another excellent Symposium.</p>
<b>AGM Closed</b>	AGM closed: 12:45pm

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_