

<b>New Zealand Outdoor Instructors Association (NZOIA) AGM – 24 September 2017 – Rotoiti Lodge Outdoor Education Centre, St Arnaud</b>	
<b>Present</b>	Gillian Wratt (Chair), Stu Allan, Jo Martindale, Cameron Walker, Matt Barker, Sonya Sutherland, Penny Holland, Pip Russell, Stefan Austin, Daniel Werner, Michelle Matthews, Jamie Simpson, Jane Morris, Darrin Worsfold, Dale Kington, Annette Phillips, Allan Kane, Chris Prudden, Jared Partridge, Paul Yeoman, Mark Johnston, Loz Ogle, Andy Thompson, Dave Brash, Nathan Watson (MSC), Richard Walker, Simon Dixon, Stew Barclay, Jen Riley, Mike Daisley (MSC), Mick Hopkinson, Mark Jones, Rob MacLean, Deb Hurdle, Shanan Miles, Denise Clements, Angus Thompson, Aimee Sanson.
<b>Apologies</b>	David Mangnall, Alan Haslip, Sarah English, Kieran McKay, Pip Rees, Matt Cant, Tim Wills, Jo Parsons
<b>Meeting opened</b>	10:00am

<b>Item</b>	<b>Discussion</b>
<b>1. Confirmation of minutes of meeting 2 October 2016.</b>	<p><b>Moved that the minutes from the previous meeting be accepted as a true and correct record:</b> Dale Kington</p> <p><b>Seconded:</b> Andy Thompson</p> <p><b>Passed</b></p>
<b>2. Matters Arising</b>	No Matters Arising
<b>3. Chair Report and Management Report</b>	<p>Gill tabled the Management Report and Chair Report.</p> <p>Key Points: Another busy year:</p> <ul style="list-style-type: none"> <li>- 5% membership growth. 1137 members.</li> <li>- Close to 400 qualifications awarded</li> <li>- Sport NZ funding - \$100k pa secured for the next 3 years</li> <li>- Strategic direction discussions have begun on how we position ourselves for the next three years. Discussion Paper has been put to membership for feedback.</li> <li>- New qualifications have been developed for Mountain Bike and Artificial White Water.</li> <li>- Affiliated membership - new membership model introduced aimed at organisations with Leader level staffing.</li> <li>- Continue to grow and offer support to the tourism industry</li> <li>- Budgeted loss for 2016/17 and again in 2017/18 to enable project work using some of our cash reserves</li> <li>- Acknowledgement and thank you to the NZOIA Office staff – Penny Holland, Sonya Sutherland, Pip Russell, Steff Willmore for the work they do. Also acknowledge Shona McInnes and Nicola Crisp, who stepped down from their roles at NZOIA in 2016/17. Thank you to Jen Riley in her Editorial role of the Quarterly and Dave Mangnall for the contract work he has carried out on NZOIA projects.</li> <li>- Acknowledgement and thank you to Deb Hurdle and NZRA for the executive support they provide NZOIA.</li> <li>- Thank you to the other board members Stu Allan, Matt Barker, Noel Saxon, Jo Thompson, Cameron Walker and Ben Corcoran. In particular thanks to Stu Allan for the time as an appointed member over the last 3 years. The board will be looking to appoint a new board member to replace Stu shortly.</li> <li>- Thank you also to all the Assessors and others that represent NZOIA in TROQ and other TAG groups. Thank you for your input and contribution.</li> </ul> <p><b>Moved that the Chair Report and Management Report be accepted:</b> Loz Ogle</p> <p><b>Seconded:</b> Chris Prudden</p> <p><b>Passed</b></p>

Item	Discussion
<p><b>4. Financial Report</b></p>	<p><b>Financial Report for 2016/17 tabled.</b></p> <p>The Board budgeted for a deficit in 2016/17 so work could continue on projects. The deficit came in at less than budget: Budgeted: -\$61k, Actual: -\$46k, Reserves \$330k. We have budgeted for a deficit again in 2017/18 to continue projects. It is not planned to continue budgeting to a deficit beyond 2017/18. We were fortunate to receive financial support in 2016/17 from Sport NZ, NZCT and Skills Active.</p> <p>Acknowledgement of the work that Angela Mangnall does in preparing our annual accounts and providing accounting support to the office.</p> <p><b>Moved that financial report is accepted:</b>  <b>Moved:</b> Rob MacLean  <b>Seconded:</b> Jen Riley  <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  Cameron Walker  Gillian Wratt</p> <p><b>Additional Signatories</b>  Penny Holland  Matt Barker</p> <p><b>Motion – The board recommends we appoint Independent Auditors Ltd as the reviewer of NZOIA’s annual accounts.</b>  <b>Moved:</b> Jared Partridge  <b>Seconded:</b> Mark Johnson  <b>Passed</b></p>
<p><b>5. Review of code of ethical practice</b></p>	<p>At the AGM last year it was agreed the Code of Ethical Practice (CoEP) would be reviewed annually. Changes to the wording as per the 2016 AGM has been made. Jo Thompson received no feedback in the lead up to the 2017 AGM. If you want to see changes or have feedback please contact NZOIA board member Jo Thompson.</p> <p>There was discussion on operating within the scope of NZOIA qualifications and the process if a member is observed to be carrying out unsafe process/not following the CoEP. It was noted that for the Board to take action, members need to be proactive in putting their concerns in writing to the board as per the CoEP and process for Professional Misconduct - so the board can action and follow due process. It was noted that the CoEP is not the law. It is a guide on how things should run. A reminder will be put in the 4YA on the CoEP, scope and the process for members to raise misconduct concerns.</p>
<p><b>5. Election of</b></p>	<p><b>Nominations were sought from the meeting for the election of officers for one vacant position for an elected Board member, with the following being received:</b></p>

Item	Discussion
<b>Officers</b>	<p>Matt Barker (Nominated by Mark Jones)</p> <p><b>As there were no other nominees, Matt Baker was duly re-elected for the next 3 years</b></p>
<b>7. Annual Subscriptions</b>	<p>The board has decided not to raise membership fees this year, to see how the new flat fee goes in 2017/18.</p>
<b>8. General Business</b>	<p>Mike Daisley – CE Mountain Safety Council (MSC)</p> <ul style="list-style-type: none"> <li>– Thanked NZOIA for the invite to the Symposium and AGM</li> <li>– MSC have moved away from the practical/technical space and made a decision to do what they do well, trusting the system that other people will fill the void to do the training. This has worked well so far with much better collaboration with the outdoor sector.</li> <li>– Reassuring to see NZOIA looking at its strategic direction. Encourage NZOIA members to give advice on the strategic direction and continue to review what is NZOIA’s role is in the sector.</li> </ul> <p>Jane Morris – NZ Mountain Guides Association (NZMGA)</p> <ul style="list-style-type: none"> <li>– Thank you for the invite to be here</li> <li>– Looking forward to continued discussions with NZOIA</li> </ul> <p>The Chair thanked Mike Daisley and Nathan Watson (MSC) and Jane Morris (NZMGA) for attending the AGM on behalf of their organisations.</p> <p>The Chair thanked NMIT, Rotoiti Lodge and Nourish catering and their staff for being great hosts, and Sonya Sutherland and Penny Holland for organising another excellent Symposium.</p>
<b>AGM Closed</b>	<p>AGM closed: 10:45pm</p>

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

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

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

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