

New Zealand Outdoor Instructors Association (NZOIA) AGM – 7 October 2018 – Tihoi Venture School, Tihoi

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| Present | Gillian Wratt (Chair), Jo Thompson, Ben Corcoran, Matt Barker, Travis Donoghue, Sonya Sutherland, Penny Holland, Noel Bigwood, Kieran McKay, Darrin Worsfold, Tim Wills, Peter Cammell, Andy Thompson, Natalie Thomson, Amy Horn, Gemma Parkin, Mark Johnston, John Scanlon, Doug Sowerby, Ben Smedley, Mark Parfitt, Jude Harris, Jim Davidson, Georgia Orme, Sam McComb, Steve Parker, Pete Eley, Ajah Dearlove, Sam Dearlove, Emma Malcolm, Ryan Malcolm, Fiona Ryder, Damian Firth, Leon Rudman, Stephen Miller, Hamish McKenzie, Mark Jones, Matt Cloonan, David Eaton, Piripi Matthews, Brad Waldon-Gibbons |
| Apologies | Dale Kington, Kev Webb, Erin Chapman, Sharon Nicholas, Cam Walker, Noel Saxon, Annette Phillips, Don Paterson |
| Meeting opened | 9:02am |

| Item | Discussion |
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| 1. Confirmation of minutes of meeting 24 September 2017. | Moved that the minutes from the previous meeting be accepted as a true and correct record: Mark Johnston Seconded: Andy Thompson Passed |
| 2. Matters Arising | No Matters Arising |
| 3. Chair Report and Management Report | <p>Welcome to Travis Donoghue who is a new appointed board member.</p> <p>Gill Wratt tabled the Management Report and Chair Report. Key Points:</p> <ul style="list-style-type: none"> - Another busy year for the Association. - Acknowledgement and thank you to the NZOIA Office staff – Penny Holland, Sonya Sutherland, Pip Russell and Steff Willmore for all their hard work this year. - The Board has been working with Skills Active on the alignment of qualifications. We would like to acknowledge the work Ben Corcoran and Penny Holland have done on alignment process. - 13% increase in membership, however due to introducing the flat membership fee this has not increased income. - 6 Affiliated (organisational) members. - 4 new qualifications were rolled out: MTB, Artificial Whitewater, Canyon Leader, Multisport Kayak/Endorsement. - Membership Growth Project – Cam Walker and Ashley Cheeseman were contracted by NZOIA as Sector Liaison’s to engage with the Adventure tourism sector and focus on groups who have low awareness and engagement with NZOIA. Sonya Sutherland has been working on increased benefits for NZOIA members. - Strategic Plan Review: A draft has been circulated to the Membership of NZOIA’s proposed 2019-2023 Strategic Plan. Reference to Asia Pacific in the Vision will be removed due to our capacity and it is not seen as a priority, however we will to consider opportunities as they arise. The Board will also consider how NZOIA and NZOIA members honor Te Tiriti o Waitangi and cultural diversity. - Acknowledgement and thank you to board members Matt Barker, Jo Thompson, Ben Corcoran, Cam Walker, Travis Donoghue and Noel Saxon for the work and time they give to NZOIA. Thank you to Ben Corcoran and Cam Walker who are stepping down from the Board for their contribution to NZOIA. <p>Deb Hurdle spoke to the Management Report. Key Points:</p> <ul style="list-style-type: none"> - NZOIA is a small organisation and works hard to meet needs of members and funders. - We are looking into the possibility/financial viability of running all calendared courses regardless of numbers to provide some certainty around course dates for members. - Work on the Alignment process to the NZ Certificate with Skills Active has taken a lot NZOIA staff time. |

| Item | Discussion |
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| | <p>- Thank you to Sonya Sutherland for tight financial management, which has seen NZOIA cut back on expenditure.</p> <p>Moved that the Chair Report and Management Report be accepted: Andy Thompson Seconded: Gemma Parkin Passed</p> |
| <p>4. Financial Report</p> | <p>Financial Report for 2017/18 tabled.</p> <p>After three consecutive years (2013/14 to 2015/16) of financial surplus amounting to \$90k, the Board budgeted for deficits in 2016/17 and 2017/18 so work could continue on projects. The 2017/18 deficit came in at less than budget: Budgeted: -\$50k. Actual: -\$25.5k with an operating surplus of \$12.5k before project work. The cash reserves are currently about 80% of our annual operating cost: \$335k, with net current asset of \$130k. We have budgeted for a deficit again in 2018/19 to continue projects. It is not planned to continue budgeting to a deficit beyond 2018/19. Sport NZ funding is uncertain from 2020 onwards, applications will be due next year for the next investment round.</p> <p>Moved that financial report is accepted: Moved: Tim Wills Seconded: Noel Bigwood Passed</p> <p>Current Record of Signatories on NZOIA Bank Accounts: Full Signatories: Sonya Sutherland Deb Hurdle Andrew Leslie Cameron Walker Gillian Wratt</p> <p>Additional Signatories Penny Holland Matt Barker</p> <p>As Cameron Walker is stepping down from the Board he will be removed as a signatory.</p> <p>Independent Auditors Ltd are appointed as the reviewer of NZOIA's annual accounts.</p> |
| <p>5. Motion 1 Updates to the Constitution</p> | <p>Updates to the constitution - These changes better reflect the membership types offered by the organisation and the processes in place. No objections.</p> <p>Motion 1: That the recommended changes to the NZOIA Constitution be adopted. Moved: Noel Bigwood Seconded – Mark Johnston Passed</p> |

| Item | Discussion |
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| 5. Review of Code of Ethical Practice | <p>At the 2016 AGM it was agreed the Code of Ethical Practice (CoEP) would be reviewed annually. If you want to see changes or have feedback please contact NZOIA board member Jo Thompson. As with the Strategic Plan, the board will also consider how the Te Tiriti o Waitangi fits in the CoEP with will be included in due course as it is considered.</p> <p>Amy Horn encouraged members to read it the CoEP and also highlighted the changing nature of who we work with and mental health issues of clients.</p> <p>NZOIA's Professional Misconduct process has been updated to make it clear that anybody (not just NZOIA members) can report misconduct to the Board.</p> |
| 7. Annual Subscriptions | <p>NZOIA's Budget continues to be tight. The current membership fee is the same as it was in 2000. The Board has put a motion to increase full membership fees.</p> <ul style="list-style-type: none"> - General support voiced for the Membership fee being good value for money and an increase is justified. - Members agreed there are many other tangible benefits of being a member. - Discussion on whether Associate membership is too high. - Concerns raised regarding members dropping off if fees were to increase, particularly for seasonal and low paid staff. - Suggestion that NZOIA should increase membership fees each year as a % related to the cost of living (CPI) increase rather than a set amount. <p>Motion – The Board proposes that there is an increase in membership fee for the 2019/20 financial year. Moved: Noel Bigwood Seconded: Pete Cammell 2 not in favour Passed</p> <p>A vote was carried out based on the following three options: Option 1 – That the Leader Membership Discount of \$60 is discontinued or Option 2 – That Leader Membership discount is only continued for Tertiary Assessment Centre Students who are renewing for the first time or Option 3 – That Full Membership fees (including Leader and Student Members) increase by \$20</p> <p>Option 3 voted by the majority and carried.</p> <p>Pete Cammell suggested we null and void option 3 vote and add a new option 4 to be considered which combines option 2 and 3. After lengthy discussion, it was decided to stick with the original option 3 vote, with future consideration given to Associate and Leader membership fees and consideration of the annual Consumer Price Index (CPI)/inflation.</p> |
| 5. Election of Officers | <p>Nominations were sought from the meeting for the election of officers for two vacant positions for an elected Board members, with the following being received:</p> <p>Tim Wills (Nominated by Penny Holland) Gemma Parkin (Nominated by Andy Thompson) Callum Findley (nominated by Simon Goodwin) Hillary McDonald (nominated by Callum Findley)</p> <p>Following a secret ballot, the following were declared elected for the next 3 years: Tim Wills and Gemma Parkin</p> |

| Item | Discussion |
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| 8. General Business | <p>Congratulations to Andy Thompson who has been awarded NZOIA Honorary Life Membership.</p> <p>Amy Horn raised concerns over the lack of women in senior level positions in the outdoors and expressed concern over women losing their awards. This is included in the considerations of the current revalidation review group.</p> <p>Amy also highlighted the lack of diversity in membership in general (Asian, Pacifika Peoples and Maori) and reiterated due to the changing nature of the people and clients instructors work with (mental health, transgender, different cultural backgrounds) consideration needs to be given to how we respond to ethnic diversity and provide inclusive programmes.</p> <p>Pete Cammell highlighted concerns over access issues in the outdoors. Many crags and bush areas are being closed indefinitely due to environmental, cultural, health and safety or access issues. We are losing our places to play and places to work (especially in Auckland) with effects on our livelihood. As an organisation we need to be engaging with land owners and advocating to keep them open.</p> <p>Pete also raised concerns with the Adventure Activity regulations for contractors and technical experts (TE). The cost of compliance, concessions and insurance are untenable for sole operators. Pete would like to see the Association advocate for an amendment to the Adventure Activity Regulations, which allows a sole operator who is qualified and has a safety management system to be able to provide services.</p> <p>Penny Holland thanked Gill Wratt on behalf of the Staff and Association for the energy and time she voluntarily puts into NZOIA as Chair of the Board.</p> <p>Mark Johnston and The Chair thanked Cyn and the Tihoi staff for being great hosts, and a particular thanks to Jeff the chef for great food.</p> |
| AGM Closed | AGM closed: 10:40am |

Signed: _____

Name: _____

Position: _____

Date: _____