

New Zealand Outdoor Instructors Association (NZOIA) AGM – 20 October 2019 – Outward Bound, Anakiwa

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| Present | Gillian Wratt (Chair), Gemma Parkin, Jo Thompson, Tim Wills, Sonya Sutherland, Penny Holland, Deb Hurdle, Ben Corcoran, Jen Riley, Sean Mulvany, Kieran Mckay, Hugo Verhagen, Braden Hodgson, Ed Hides, Mark Johnston, Mike Daisley (MSC), Graeme Swift, Zoe Ayre, Jake White, Erin Chapman, Jared Partridge, Paul Skerten, Janet Prier, Andy Thompson, Ben Smedley, James Alker, Amy Horn, Korn Gould (NZ Rafting), Pip Russell, Darrin Worsfold, Alastair Burns, Don Paterson, Danelle Kelliher; Mark Belcher (9:30-10am) |
| Apologies | Matt Barker, Noel Saxon, Travis Donoghue, Bridget Janse, David Mangnall, Loz Ogle, Shania Kuipers, Phil Johnston-Coates, Sash Nukada, Jared Partridge (left early), Paul Yeoman, Nat Thompson, Chris Prudden |
| Meeting opened | 9:00am |

| Item | Discussion |
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| 1. Confirmation of minutes | Moved that the minutes from the previous meeting on 7 October 2018 be accepted as a true and correct record: Andy Thompson Seconded: Kieran McKay Passed |
| 2. Matters Arising | No Matters Arising |
| 3. Chair Report and Management Report | <p>Welcome to Mike Daisley, MSC Chief Executive.</p> <p>Gill Wratt tabled the Chair Report and Management Report.</p> <p>Key Points:</p> <ul style="list-style-type: none"> - Another busy year for the Association. - No cancelled courses policy was introduced and has been successful so far - Mountain Bike qualifications extended to Mountain Bike Leader and Mountain Bike 2. Thanks to David Mangnall for project managing this. - First MTB 1 Assessment run in conjunction with Skills Active - Alignment with Skills Active delivered NZ certificates in Outdoor Recreation now on hold pending the RoVE implementation. - The Board put in submissions on RoVE and the Workforce Development Councils and will keep an eye on what's happening and any opportunities for NZOIA. For now NZOIA is focusing on business as usual. The NZOIA Board view is that ideally there shouldn't be competing sector qualifications, but it has been a challenge to align NZOIA processes and the NZQA system. Submission documents are on the website. - Revalidation Review – Acknowledgement and thanks to Simon Goodwin who has been leading this project. The report will go to the TSC then to the Board. - Continued work to raise the profile of NZOIA and the benefits of NZOIA qualifications, and grow membership. - Incorporated honouring the principles and values of Te Ao Maori into NZOIA's Strategic Plan based on feedback at the 2018 AGM. - NZOIA members hold 2079 qualifications across 9 disciplines. NZOIA is small but we have a big impact on NZ tourism and young people in education. - Big increase in course income in 2018/19. Employers and schools are seeing the benefits and we have worked actively with some of the Adventure Tourism industry. - In 2015, grant income was nearly half of operating costs. It is now 24% and we are coming up for another funding round with Sport NZ in 2020/21. - Well done and thank you to the staff team Penny Holland, Sonya Sutherland, Pip Russell and Steff Willmore for another year of hard work and for achieving a surplus this year. - Acknowledge the support from Andrew Leslie and Recreation Aotearoa, in particular Deb Hurdle who provides Executive Services to NZOIA. Also, Sam Newton who has provided advocacy support and is now writing an update in the Quarterly and 4YA on advocacy issues and outcomes for the sector. - Thank you to Jen Riley for her work as the Quarterly Editor. - Acknowledgement and thank you to board members Matt Barker, Jo Thompson, Gemma Parkin, Tim Wills, Travis Donoghue and Noel Saxon for the work and time they give to NZOIA. |

| Item | Discussion |
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| | <p>Mike Daisley from MSC commented that the recreation sector is huge when you count the huge number of volunteers involved and we should continue to work together for the sector to have a voice in the RoVE restructure and establishment of Workforce Development Councils. He was pleased to be part of what NZOIA contributes to the sector, which is expertly delivered, with insignificant incidents in the commercial sector.</p> <p>Deb Hurdle spoke to the Management Report and highlighted the importance of grant funding. Our Sport NZ investment finishes this year, with submissions for the next 4 year round due shortly. The Sport NZ strategy focuses on 12-18 year old's and it is important NZOIA shows the impact we have through the workforce that work with this age group. Deb and Gill both encouraged members to complete the insights survey currently on the website to provide evidence of NZOIA member impact on the 12-18 year old age group.</p> <p>Moved that the Chair Report and Management Report be accepted: Mark Johnston Seconded: Don Patterson Passed</p> |
| <p>4. Financial Report</p> | <p>Financial Report for 2018/19 tabled.</p> <p>At the end of the 2018/19 financial year, NZOIA made a surplus of \$12,046, had cash reserves of \$351,885 and net current assets of \$147,212. The cash reserves are about 75% of our annual operating costs. This puts NZOIA in a strong position to manage the immediate risks from any reduction in grant income. The Board policy is that NZOIA should hold cash reserves of at least 50% of its annual expenditure.</p> <p>Acknowledgment of Sport NZ for the financial support received over a number of years that makes a significant contribution to the provision of an affordable, high standard qualification system for outdoor professionals and hence to safe enjoyment of the outdoors by thousands of New Zealanders.</p> <p>Moved that financial report is accepted: Moved: Andy Thompson Seconded: Graeme Swift Passed</p> <p>Current Record of Signatories on NZOIA Bank Accounts: Full Signatories ASB: Sonya Sutherland, Andrew Leslie, Gillian Wratt Additional Signatories ASB: Penny Holland, Deb Hurdle, Cameron Walker Full Signatories BNZ: Sonya Sutherland, Deb Hurdle, Gillian Wratt, Cameron Walker Additional Signatories: Penny Holland, Matt Barker</p> <p>Cameron Walker to be removed as a signatory as no longer a Board Member and replaced as a full signatory by Gemma Parkin.</p> <p>Independent Auditors Ltd are appointed as the reviewer of NZOIA's annual accounts.</p> |
| <p>5. Notices of Motion</p> | <p>No notices of motions.</p> |

| Item | Discussion |
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| 6. Review of Code of Ethical Practice | From 2018 AGM feedback, Jo Thompson reviewed how Te Ao Maori was incorporated into the Code of Ethical Practice. There was a suggestion that more specific attention is needed on ethical practices for working with youth and those with mental health challenges. Jo Thompson to investigate adding a link to the Youth Workers Code of Ethics which is more specific about mental health. |
| 7. Annual Subscriptions | At the last AGM it was discussed if Annual Subscriptions should be raised annually based on inflation. The Board's recommendation is not to raise membership fees for 2020/21. Raises should be on a as needed basis to keep fees as low as possible for members. |
| 5. Election of Officers | 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: Jo Thompson (Nominated by Gemma Parkin) Gill called for any other nominations from the floor. Nil were received. Jo Thompson was declared elected for a further three-year term. |
| 8. General Business | Gill Wratt is standing down as Chair. The NZOIA Constitution identifies that "A Chair will be chosen by the Board from its seven Directors" (Clause 6.1). Gemma Parkin was elected as the incoming Chair by the Board at the September Board meeting. Mark Johnston, Gemma Parkin and Sonya Sutherland thanked Gill Wratt on behalf of the Board, Staff and Association for the significant contribution, energy and time she voluntarily has put into NZOIA as Chair of the Board for the last 7 years as Chair and 8 years on the Board. Gill will continue on the board as an appointed Board member. Discussion on the timing of the AGM to increase attendance numbers. The Board to consider highlighting the importance of attending the next AGM and timing/format. Sonya and Gill thanked Simon Graney, Sharon Nicholas and the Outward Bound staff for being great hosts of the 2019 Symposium. |
| AGM Closed | AGM closed: 10.06am |

Signed: 

Name: Gemma Parkin

Position: Chair

Date: 30/10/2020