

New Zealand Outdoor Instructors Association (NZOIA) AGM – 9am 29 September 2024 – Tihoi Venture School

Present	Gemma Parkin (Chair), Karllie Clifton, Mark Johnston, Fiona McDonald, Ricky McDonald, Tim Wills, Michaela Wills, Darrin Worsfold, Luke Stewart, Andy Thompson, Cat Mackenzie, Emma Malcolm, Krystov Mucznik, Fran McEwen, Rosey Joyce, Rachel Baker, Taylor Bruning, Penny Holland, Keisha Keepa, Dan Fieten, Mark Mandeno, Kevin Rowley, Cam Walker, Benjamin Clark, Peter Evans, Danielle Moore, Emersyn Coxhead, Christian Chesswas, Jeff Lappin, Graeme Swift, Sonya Sutherland, John Kirk-Anderson, Juliet Frater, Don Paterson, Phil Johnston-Coates, William Sinclair, Kate Parr, Leo Jones, Pip Rees, Erin Chapman, Craig Holthusen, Dave Fenton, Prajot Sabnis, Tim Bartholomew, Karl Scholtens, Peter Drew, Jo Thompson (remotely via Zoom), Travis Donoghue (remotely via Zoom).
Apologies	Dallis Waters, Ben White, David Williams, Liam Coulden-Lavers, Ali Nukada, Simon Dixon, Sharon Nicholas, Shanan Miles, Sah Nukada, Mark Jones.
Meeting opened	0900

Item	Discussion
1. Apologies	Apologies noted
2. Confirmation of minutes	Moved that the minutes from the previous meeting on 7 October 2023 be accepted as a true and correct record: Gemma Parkin Seconded: Andy Thompson Passed
Matters Arising	Moved that the minutes from the SGM meeting on 1 May 2024 be accepted as a true and correct record: Gemma Parkin Seconded: Graeme Swift Passed
3. Chair Report	<p>Acknowledgement of NZOIA's partners:</p> <ul style="list-style-type: none"> • Thank you to Fran McEwen and Andrew Corkill (Sport NZ) for attending the Symposium. Our thanks and acknowledgement to Andrew Corkill, NZOIA's Sport NZ Partnership Manager for the support he has provided NZOIA over the past year, in particular with our Strategic review and planning. • Sam Newton (Recreation Aotearoa) and the role he plays in Advocacy for the sector • Fiona McDonald (EONZ) for her work in the Education sector <p>Welcome to all our members.</p> <p>Gemma Parkin tabled the Chair Report.</p> <p>Key Points:</p> <ul style="list-style-type: none"> • NZOIA reached its biggest membership size ever – 1447 members. • 532 new qualifications gained • 412 members attended refresher and training workshops • 2,650 NZOIA qualifications registered • 94% satisfaction rating with quality of assessment events • Thank you to all the Assessors who enable this deliver to occur and play a vital role in the reputation and integrity of NZOIA qualifications. • The NZOIA Board have spent the last year finalising and taking steps towards the implementation of our new strategic plan. A key focus here is ensuring we have the capability and capacity to move into the future, allowing us to grow while maintaining current and fit for purpose systems and resources.

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	<p>Moved that the Chair Report be accepted: Gemma Parkin Seconded: Cam Walker Passed</p>
<p>4. Financial Report</p>	<p>Financial Report for 2023/24 tabled.</p> <p>The 2023/24 financial year resulted in a surplus of \$37,623. Interest returns on cash reserves in term deposits have been up but are expected to drop over the coming year as OCR and interest rates are forecast to decline. Overall, NZOIA continues to be in a strong position to manage the immediate risks from any reduction in income. We will look to use some of our reserves this year to implement our new strategic plan.</p> <p>Moved that financial report is accepted: Moved: Travis Donoghue Seconded: Tim Wills Passed</p> <p>Current Record of Signatories on NZOIA Bank Accounts: Full Signatories ASB: Sonya Sutherland, Peter Drew, Dallis Parker Waters, Gemma Parkin Additional Signatories ASB: Penny Holland Full Signatories BNZ: Sonya Sutherland, Peter Drew, Dallis Parker Waters, Gemma Parkin Additional Signatories: Penny Holland</p> <p>Smart Assurance Services Limited are appointed as the reviewer of NZOIA’s annual accounts.</p>
<p>5. Notices of Motion</p>	<p>NZOIA Board Member Extension</p> <p>In May 2024 Mark Johnston joined the NZOIA board as an elected director filling a vacant seat. As elected director terms are for 3 years, we will be required to hold an SGM in May 2027 (and beyond) when this term ends. Extending Mark Johnston term by 5 months would re-align his term with the AGM cycle, removing the need for an SGM.</p> <p>Motion: To extend elected director Mark Johnston’s term by five months to align with future AGM dates.</p> <p>The above motion Passed by majority vote.</p>
<p>6. Annual Subscriptions</p>	<p>NZOIA Membership and Qualification Registration Fees – 2025/26</p> <p>Due to inflation, NZOIA’s fixed operating costs continue to increase annually despite tight cost control. The consumer price index was 6% in June 2023 and 3.3% in June 2024 and reflects rising costs over the last two years. Every effort is made to keep Membership fees as low as possible to stay viable and support our members. A small increase in membership and qualification registration revenue is proposed to assist with these rising costs. There was no increase in membership fees in 2024/25.</p> <p>Motion: NZOIA proposes the following membership and qualification registration increases for the 2025/26 financial year: Registered Membership: \$235.00 (\$5.00 increase - 2.1%)</p>

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	Affiliated Membership: Tier 1 - \$615 (up 2.43%) Tier 2 - \$1025 (up 2.5%) Tier 3 - \$1550 (up 3.2%) Associate Membership to stay the same: \$60 The above motion Passed by majority vote.
7. Review of Code of Ethical Practice	Board will be undertaking a full review of the code over the next year. If anyone has any feedback, please get in touch
8. Election of Board Members	There are two elected positions available on the Board this year. Two nominations were received: Gemma Parkin Ben White Called for nominations from the floor. None received. Gemma Parkin and Ben White duly elected
9. General Business	Congratulations to Tim Wills who has been awarded NZOIA Honorary Life Membership. Acknowledgement and thank you to Tim who has had many roles for NZOIA over the last 9 years as TSC Convenor and a Board Member. Tim stepped down from the Board in May. On behalf of the Board, Gemma thanked Sonya, Penny and the NZOIA staff team for pulling together another successful Symposium and for the work they do for the Association. Thank you to Sash Nukada and Keith Riley for their role with the Technical Sub Committee (TSC) and to Jen Riley as editor of NZOIA's Quarterly magazine. Welcome to our new CE, Peter Drew. This appointment is to help us implement our new Strategic Plan and provide strategic leadership and increase funding for our association. Andy Thompson acknowledged the passing of previous NZOIA member Jo Haines. Acknowledgement and thank you to Peter Evans and the Tihoi staff team for hosting the Symposium this year. Acknowledgement and thanks to Board members Ben White, Dallis Parker, Karllie Clifton, Jo Thompson, Travis Donoghue, Mark Johnston and previous Board member Tim Wills for their continued work and commitment to the Association.
AGM Closed	AGM closed: 9.40am

Signed: _____

Name: _____

Position: _____

Date: _____