

New Zealand Outdoor Instructors Association (NZOIA) AGM – 9am 25 September 2022 – Hillary Outdoors, Tongariro	
Present	Gemma Parkin (Chair), Jo Thompson, Tim Wills, Karllie Clifton, Ben White, Sonya Sutherland, Penny Holland, Mark Johnston, Mel Harris, Darrin Worsfold, Kieran Mckay (Recreation Aotearoa), Shaun Robinson, Katrina Shepherd, Andy Thompson, Mark Jones, Josh Geddes, Peter Ross, Isaac Bayldon, Don Paterson, Peter Eley, John Scanlon, Megan Jackson, Sharon Nicholas, Paul Yeoman, Inneke Cumming, Luke Nelson, Prajot Sabnis, Rob Dunn, Kieran Chandler, Kyle Aitken, Andrew Corkill (Sport NZ), Fran McEwen (Sport NZ)
Apologies	Dallis Waters, David Mangnall, Steve Onyett, Andrew Howell, Pete Zimmer, Loz Ogle, Grover Worsfold, Travis Donoghue, Mike Daisley (MSC), Dale Kington
Meeting opened	9:00am

Item	Discussion
1. Apologies	Apologies noted
2. Confirmation of minutes	Moved that the minutes from the previous meeting on 18 October 2021 be accepted as a true and correct record: Gemma Parkin Seconded: Andy Thompson Passed
Matters Arising	Matters Arising <ul style="list-style-type: none"> • Nil
3. Chair Report and Management Report	<p>Gemma Parkin tabled the Chair Report. Key Points:</p> <ul style="list-style-type: none"> • Thank you to all our membership for your support and participation over the last year. It has been a challenging time for both NZOIA and the sector due to COVID-19, but we are slowly creeping our way out of it. Great to be able to have a face to face AGM for the first time in 3 years. • Acknowledgment of the NZOIA members who contribute to NZOIA and our sector so it continues to be strong during these difficult times. • 2021/2022 saw us all adapt to this new normal and with more certainty around our ability to operate, the NZOIA calendar was back up and running. Thanks to all the candidates, attendees, and assessors for your flexibility and to Penny for managing the course calendar. <ul style="list-style-type: none"> – 382 additional qualifications were gained representing a 93% pass rate. – 2413 qualifications were registered. – Attendees reported a 97% satisfaction rating with quality of assessment events. – The overnight endorsement was approved and has now been assessed several times, providing a fantastic option for instructors, teachers and guides working within the leader scope but camping overnight. – 8 new Assessors joined the Assessor pool and 44 attendees the annual Assessors’ Conference; not bad considering Auckland was in lockdown at the time. • NZOIA like many businesses are facing inflation challenges. With inflation at 7.3%, this does result in increased costs and capacity issues for the Association. The Board have decided to focus the next year on NZOIA’s core business, principles and values, and park non-essential business, projects and expenditure. • Development of NZOIA’s Kaupapa. • Thanks to the membership for the support you have given the board over the past year. • Full report can be read online. <p>Moved that the Chair Report be accepted: Gemma Parkin Seconded: Andy Thompson Passed</p>

Item	Discussion
<p>4. Financial Report</p>	<p>Financial Report for 2021/22 tabled.</p> <p>The 2021/22 financial year resulted in a deficit of -\$14,918, which was much better than the budget deficit of -\$34,470. Congratulations to the staff team for pulling this back. Cash reserves are approximately 74% of our annual operating costs. This puts NZOIA in a strong position to manage the immediate risks from any reduction in income.</p> <p>Moved that financial report is accepted: Moved: Jo Thompson Seconded: Darrin Worsfold Passed</p> <p>Current Record of Signatories on NZOIA Bank Accounts: Full Signatories ASB: Sonya Sutherland, Deb Hurdle, Dallis Parker Waters, Gemma Parkin Additional Signatories ASB: Penny Holland, Naomi Dakin Full Signatories BNZ: Sonya Sutherland, Deb Hurdle, Dallis Parker Waters, Gemma Parkin Additional Signatories: Penny Holland, Naomi Dakin</p> <p>Smart Assurance Services Limited are appointed as the reviewer of NZOIA's annual accounts.</p>
<p>5. Annual Subscriptions</p>	<p>NZOIA Membership and Qualification Registration Fees – 2023/24</p> <p>Due to inflation, NZOIA's fixed operating costs continue to increase annually. However, grant funding which amounts to 25% of our income does not increase accordingly and has become harder to access because of reduced funding pools and changing criteria. The consumer price index was 7.3% on 30 June 2022 and reflects rising costs. To meet the shortfall, we need to consider options to stay viable, as well as tightening our expenditure. Every effort is made to keep Membership fees as low as possible to stay viable and support our members.</p> <p>Motion: The Board proposes a \$5.00 increase to Full Membership and Registration Fees for the 2023/24 financial year (2.2% increase). Associate and Affiliated Membership to stay the same. The Leader only Qualification discount of \$60 will be discontinued.</p> <p>Rational of discontinuing Leader Member Discount: Leader members receive the same benefits as a full member and the cost of maintaining Leader qualifications is the same as NZOIA 1 and 2 qualifications. The discount was set up assuming these qualification holders were on lower incomes/entry level jobs. However, this is not necessarily true, as many earn the same as or more than NZOIA 1 qualification holders, for example school teachers. Leader only members who are full time students will still be able to access the student discount of \$60. We also propose to set up a hardship fund to support those who struggle to pay membership and registration, but need their qualifications to work in the industry.</p> <p>Those present discussed the motion with the following points being raised:</p> <ul style="list-style-type: none"> • Is the increase enough for NZOIA to remain financially viable? Yes, but other measures such as focusing on core business and cost cutting will be needed. NZOIA tries to keep membership fees as low as possible and acknowledge the current financial climate in NZ is effecting members also. • While it is a competitive employment market with a shortage in instructors, may graduates with leader only qualifications still are working in seasonal or part time jobs and contracts. • NZOIA will look at options to support members financially impacted by dropping the leader discount as needed <p>The above motion Passed by majority vote.</p>

Item	Discussion
6. Review of Code of Ethical Practice	No changes.
7. Election of Board Members	<p>Nominations were sought from the meeting for the election of officers for one vacant position for elected Board members, with the following being received: Jo Thompson (Nominated by Grover Worsfold)</p> <p>Jo Thompson was declared elected for a further 3 year term.</p>
8. General Business	<p>Congratulations to Don Paterson who has been awarded NZOIA Honorary Life Membership.</p> <p>Kieran Mckay gave an update to the membership on behalf of Recreation Aotearoa's Advocacy Manager Sam Newton. The NZOIA Board thanked Recreation Aotearoa, Sam Newton and Kieran Mckay for the work they do for the outdoor sector.</p> <p>Tim Wills gave an update on the newly formed Outdoor Recreation Council Aotearoa (ORCA). This was set up during COVID-19 lockdown to influence, advocate and enable, on behalf of organisations that build well-being for youth, using the outdoor natural environment.</p> <p>Fran McEwen (Sport NZ) thanked the Board for the invitation to attend the Symposium which has given her a much better understanding of the Outdoor Sector and the work we do. She congratulated NZOIA on our bicultural journey. Andrew Corkill (NZOIA's partnership manager at Sport NZ) commented that NZOIA is held in high regard at Sport NZ and they were happy to be able to assist NZOIA financially due to lockdowns to ensure we survived the impact of cancelling and rescheduling courses to ensure people could still participate in the future. The Board thanked Sport NZ for their ongoing support and investment.</p> <p>Discussion on the timing of the AGM to ensure as many members as possible attend. AGM timing to be reviewed for next year.</p> <p>On behalf of the Board, Gemma thanked Sonya and Penny for pulling together another successful Symposium and the rest of the NZOIA staff for what they do for NZOIA. Acknowledgement and thanks to Board members Ben White, Dallis Parker, Karllie Clifton, Jo Thompson, Travis Donoghue and Tim Wills for their continued work and commitment to the Association.</p> <p>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.</p> <p>Tim Wills thanked Gemma and acknowledged the huge number of voluntary hours she puts into the Association as Chair.</p>
AGM Closed	AGM closed: 10:00am

Signed: 

Name: Gemma Parkin

Position: Chair

Date: 1/11/23