

New Zealand Outdoor Instructors Association (NZOIA) AGM – 19 October 2020 – Online via Zoom

Present	Gemma Parkin (Chair), Jo Thompson, Tim Wills, Matt Barker, Travis Donoghue, Sonya Sutherland, Penny Holland, Deb Hurdle, Pip Russell, Naomi Dakin, David Mangnall, Christine Worsfold (Grover), Andy Thompson, Eve O’Brien, Cameron Walker, Jamie Marr, Sam Aldrich, Zak Shaw, Jen Riley, Simon Goodwin, Hillary McDonald, Keith Riley, Anna Brooke, Kaleb Amos, Sam Dearlove, Ajah Dearlove, Joshua Murphy, Joshua Kirby, Loz Ogle, Dave Brash, Jo Cheatley, Jo Parsons, Mark Johnston, Paul Humphries.
Apologies	Dallis Parker Waters, Gillian Wratt, Bridget Janse, Matt Cant, Noel Bigwood, Justin Blacklock, Wendy Davis, Robert Bruce, Fiona McDonald, Jo Straker, Dan Jakes, Matthieu Vignes, Sarah English, Allan Haslip, Gareth Wheeler, William Watt, Oscar Hadley, Mike Daisley.
Meeting opened	7:08pm

Item	Discussion
1. Apologies	Apologies noted
2. Confirmation of minutes	Moved that the minutes from the previous meeting on 20 October 2019 be accepted as a true and correct record: Andy Thompson Seconded: Tim Wills Passed
Matters Arising	Matters Arising <ul style="list-style-type: none"> - Jo Thompson to investigate adding a link to the Youth Workers Code of Ethics which is more specific about mental health. Update: When we reviewed our own Code of Ethics we believed we had enough in there to meet the requirements of the Youth Workers Code of Ethics, so didn’t add a link. - The Board to consider highlighting the importance of attending the next AGM and timing/format- this was taken over by the impacts of COVID-19. Ideas were in motion, however due to the cancellation of the Symposium, plans changed to an online AGM.
3. Chair Report and Management Report	Welcome to Jo Cheatley, Partnership Manager, Sport NZ Gemma Parkin tabled the Chair Report and Management Report. Key Points: <ul style="list-style-type: none"> - An uncertain year but still incredibly busy for the Association. - No cancelled courses policy was introduced and has been successful so far, so we will continue this and continue to review it. - The revalidation review was completed. Thanks to all of our members involved in the process. So far feedback has been positive. - Well done and thank you to the staff team Penny Holland, Sonya Sutherland, Pip Russell, Steff Willmore and Naomi Dakin 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. - Thank you to the Technical Sub Committee – Sash Nukada, Keith Riley and Penny Holland - Acknowledgement and thank you to board members Matt Barker, Jo Thompson, Tim Wills, Travis Donoghue and Noel Saxon for the work and time they give to NZOIA. - A special thanks to Gill Wratt for her contribution to NZOIA over the last eight years and most recently as Chair.

Item	Discussion
	<p>Deb Hurdle spoke to the Management Report.</p> <p>Key Points:</p> <ul style="list-style-type: none"> - Despite the impacts of COVID-19 membership levels have remained steady which is a testament to the staff and mana of NZOIA qualifications - Thanks in part to the Government's wage subsidy we ended the year in a much healthier financial position than we could have - We are grateful for the continued invaluable investment from Sport NZ and the efforts of Penny, Sonya and the members that submitted case studies of their work to inform Sport NZ of the massive reach and positive impact NZOIA has on Sport NZ's targeted Rangatahi population - Special thanks to Gill Wratt for her support to the staff in her role as Chair and the staff for navigating their way through the often stressful and unsettled times associated with COVID-19 <p>Moved that the Chair Report and Management Report be accepted: Cameron Walker Seconded: Andy Thompson Passed</p>
<p>4. Financial Report</p>	<p>Financial Report for 2019/20 tabled.</p> <p>At the end of the 2019/20 financial year, NZOIA made a surplus of \$15,306, had cash reserves of \$344,125 and net current assets of \$173,007. The cash reserves are about 76% of our annual operating costs. This puts NZOIA in a strong position to manage the immediate risks from any reduction in income. The Board policy is that NZOIA should hold cash reserves of at least 50% of its annual expenditure, however in 2020/21 the Board has approved a drop to 43% due to COVID-19.</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: Matt Barker Seconded: David Mangnall Passed</p> <p>Current Record of Signatories on NZOIA Bank Accounts: Full Signatories ASB: Sonya Sutherland, Deb Hurdle, Gillian Wratt, Gemma Parkin Additional Signatories ASB: Penny Holland, Andrew Leslie Full Signatories BNZ: Sonya Sutherland, Deb Hurdle, Gillian Wratt, Gemma Parkin Additional Signatories: Penny Holland, Matt Barker</p> <p>Gemma was added when she became Chair. Gillian Wratt is to be removed as a signatory when she steps down from the Board.</p> <p>Independent Auditors Ltd are appointed as the reviewer of NZOIA's annual accounts.</p>

Item	Discussion
5. Notices of Motion	<p>Updates to the constitution - These changes allow for electronic general and special meetings when face to face meetings are not reasonably practicable. This necessity has been highlighted by the COVID-19 pandemic and will enable us the flexibility to continue to operate.</p> <p>Motion 1: That the recommended changes to the NZOIA Constitution be adopted.</p> <p>A vote was carried out via online poll. No objections. Passed.</p>
6. Review of Code of Ethical Practice	<p>No further changes received.</p>
7. Membership Fees	<p>The Board's recommendation is not to raise membership fees for 2021/22. NZOIA acknowledges the financial impact Covid-19 has had on the sector. Raises should be on a as needed basis to keep fees as low as possible for members.</p>
8. Election of Board Members	<p>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:</p> <p>Gemma called for any nominations from the floor. None were received.</p> <p>Gemma proposed that the Board co-opt someone onto the Board for 12 months until the 2021 AGM. This was put to the members. 90% agreed. Passed.</p> <p>Matt Barker offered to stand for a further 12 months to fill the gap until the 2021 AGM. This was put to the members. 87% agreed. Passed.</p>
9. NZOIA Excellence Awards	<p>The following awards were presented: Emerging Guide: Jamie Marr Emerging Instructor: Sam Aldrich Tall Totara: Keith Riley</p> <p>Congratulations to all nominees and recipients.</p>
10. General Business	<p>No items of General Business were raised.</p> <p>Gemma Parkin thanked Gill Wratt and Noel Saxon on behalf of the Board, Staff and Association for the contribution, energy and time they have voluntarily put into the Board, in particular Gill for 8 years of service.</p> <p>Gemma welcomed Dallis Waters, as a Board appointed Board member.</p>
AGM Closed	<p>AGM closed: 7.54pm</p>

To be signed off at the 2021 AGM