

New Zealand Outdoor Instructors Association (NZOIA) AGM – 7pm 18 October 2021 – Online via Zoom

Present	Gemma Parkin (Chair), Jo Thompson, Tim Wills, Matt Barker, Travis Donoghue, Karlle Clifton, Dallis Parker Waters, Sonya Sutherland, Penny Holland, Deb Hurdle, Naomi Dakin, Pip Russell, Ajah Dearlove, Sam Dearlove, Graeme Swift, Sam Newton (RA), Sarah English, Curtis Vermeulen, Jo Cheatley (Sport NZ), Mark Johnston, Tim Wills, Fiona McDonald (EONZ), Bridg Janse, Dylan Grace, Graham Charles, Andy Thompson, Jen Riley, David Mangnall, Katrina Pollard, Shanan Miles, Vashti Duncan, Nic Mead, Ashley Peters (WORD), Dave Williams, Tim Shaw, Drew Coleman, Noel Bigwood, Don Paterson, Anne Shaw, Mike Daisley (MSC), Kieran Chandler, Ben Corcoran (Skills Active), Karen Corcoran (Mountain Exploration Ltd), Andrew Corkill (Sport NZ), Keith Riley, Grace Roberston, Simon Middlemass, Kieran Chandler, Neal McAloon, Hayden Titchener, Wenbo Mao, Mark Mandeno.
Apologies	Gideon Geerling, Roseanna Hammat, Nathan Watson, Loz Ogle, Ben Smedley, Sam Russek, John Kirk-Anderson, Rob Jolly, Jo Straker, Jim Masson, Sophie Watson, Pete Eley, Wendy Davis, Daan Jimmink, Jess Matheson, Jill Dalton, Karen Bruce, Luke Amos, Justin Blacklock, Kev Webb, Sophie Dec Barnes, Gareth Wheeler, Sam Manson, Dan Fieten, Paul Yeoman, Ben White, Darrin Worsfold, Ben White.
Meeting opened	7:05pm

Item	Discussion
1. Apologies	Apologies noted
2. Confirmation of minutes	Moved that the minutes from the previous meeting on 17 October 2021 be accepted as a true and correct record: Matt Barker Seconded: Jo Thompson Passed
Matters Arising	Matters Arising <ul style="list-style-type: none"> Gillian Wratt was removed as a signatory when she stepped down from the Board.
3. Chair Report and Management Report	Gemma Parkin tabled the Chair Report. Key Points: <ul style="list-style-type: none"> - Another challenging year and acknowledge that Covid-19 restrictions have hit our industry hard and continues to especially those based in the upper North Island businesses. - Good to look back and recognise all the great things that have happened over the last year. Despite the ongoing uncertainty there were many successes for NZOIA and its members this year: <ul style="list-style-type: none"> • 278 additional qualifications were gained representing a 94% pass rate, congratulations to all those that picked up those qualifications • 4 disciplines were reviewed: Kayak, Mountain Bike 1, Sea kayak and Canoe. Thanks to all our members involved in the process. • 150 members attended training and refresher workshops (despite the symposium cancelling) • There was a 100% satisfaction of participants with quality of assessment, refresher and training events. Thank you to all the NZOIA Assessors who deliver these. - Each year NZOIA members across the country reach 250,000 young people through the programmes they deliver, helping them to develop, connect with nature and connect with people around them, which is an important contribution especially in these challenging times. - Our thanks to SportNZ for their ongoing support and welcome to Jo Cheatley and Andrew Corkill who are online and joining the AGM tonight. We look forward to continuing to working with you in the future, particularly around the delivery of your active recreation plan for rangatahi. - Welcome to our other industry and sector partners joining us tonight for the AGM and thank you for your continued support. - Thanks to the team at Recreation Aotearoa, in particular Deb Hurdle who provides executive services for NZOIA, and their advocacy support in the sector. - Thank you to the Technical Sub Committee – Sash Nukada, Keith Riley and Penny Holland - On behalf of all NZOIA members a massive thanks to the staff team of Penny Holland, Sonya Sutherland, Pip Russell, Naomi Dakin for their hard work over the last year. We recognise the extra workload Covid has added to your workload and we appreciate the work you do for the Association.

Item	Discussion
	<ul style="list-style-type: none"> - Acknowledgement and thank you to board members Matt Barker, Travis Donoghue, Jo Thompson, Tim Wills, Dallis Waters and Karllie Clifton who we welcomed in 2021, for your continued work and commitment to the Association. - Thank you to the members who are on working groups and projects through out the year and championing the Association. <p>Moved that the Chair Report be accepted: Gemma Parkin Seconded: Andy Thompson Passed</p> <p>Deb Hurdle spoke to the Management Report. Key Points:</p> <ul style="list-style-type: none"> - Thank you to the staff, Penny, Sonya, Pip and Naomi who have put in so much effort throughout the whole year, especially rescheduling of courses due to Covid and the cancelled Symposium, which is on top of everything else they do to achieve their annual business plan and budget deliverables. - Thank you, Sport NZ, for your continued confidence and investment in the organisation - Thank you to all of the members who volunteer to help with resources, development and upgrading and renewing your membership in a financially hard time and seeing the value of being part of a professional organisation. - Thanks to Recreation Aotearoa staff: Jen Riley in her outdoors manager role and Sam Newton for advocating for the sector. - It has been a good year, despite the uncertainty and we foresee it being another good year going forward, although we might need to tighten finances. <p>Moved that the Management Report be accepted: Tim Wills Seconded: Jen Riley Passed</p>
4. Financial Report	<p>Financial Report for 2020/21 tabled.</p> <p>At the end of the 2020/21 financial year, NZOIA made a surplus of \$10,675, had cash reserves of \$374,225 and net current assets of \$183,682. The cash reserves are about 82% 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: Mark Johnston Seconded: Bridg Janse 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, Matt Barker, Naomi Dakin Matt Barker will be removed as a signatory when he steps down from the Board.</p> <p>NZOIA's reviewer Carl Jorgensen from Independent Auditors Ltd will retire over the next year. Smart Assurance Services Limited are appointed as the new reviewer of NZOIA's annual accounts.</p>

Item	Discussion
5. Membership Fees	<p>Due to inflation, NZOIA's fixed operating costs continue to increase annually. To meet the shortfall, we need to consider an increase to membership fees. The consumer price index was 2.5% on 30 June 2020 and a further 3.3% on 30 June 2021. Membership fees have not increased for the last 3 years. Every effort is made to keep Membership fees as low as possible to stay viable and support our members.</p> <p>The Board move the following Motion: \$5.00 increase to Full Membership Fees for the 2022/23 financial year (2.3% increase). Associate and Affiliated Membership to stay the same.</p> <p>89% in favour 3% not in favour 9% abstained Passed</p>
6. Notices of Motion	<p>No motions received.</p>
7. Review of Code of Ethical Practice	<p>No further changes received.</p>
8. Election of Board Members	<p>Nominations were sought from the meeting for the election of officers for three vacant positions for elected Board members, with the following being received:</p> <p>Ben White (Nominated by Gemma Parkin) Gemma Parkin (Nominated by Sash Nukada) Tim Wills (Nominated by Andrew Balcar)</p> <p>Due to being a nominee, Gemma Parkin handed Chair of the meeting to Dallis Parker Waters, who called for any other nominations from the floor. Nil were received. No objections raised to those nominated. Gemma Parkin, Tim Wills and Ben White were declared elected for a three-year term.</p> <p>Gemma Parkin thanked Matt Barker on behalf of the Board, Staff and Association for the contribution and time he has voluntarily has put into the Board over the last 7 years.</p>
9. NZOIA Excellence Awards	<p>The following awards were presented: Tall Totara: Jen Riley Emerging Guide: Tom Groothuizen Emerging Instructor: Grace Robertson</p> <p>Congratulations to all nominees and recipients.</p>
10. General Business	<p>No items of General Business were raised.</p>
AGM Closed	<p>AGM closed: 8.00pm</p>

Signed: _____

Name: _____

Position: _____

Date: _____