	New Zealand Outdoor Instructors Association (NZOIA) AGM – 9am 27 September 2026 – Dilworth – Mangatāwhiri Campus, Pōkeno
Present	Gemma Parkin (Chair), Mark Johnston, Ian McKnight, Hillary McDonald, Sonya Sutherland, Emma Malcolm, Simon Dixon, Athena Jones-Collings, Leanne Parsons, Steph Murray, Freddie Wee, Dion MacIver, Mark Jones, Rob Jolly, Tim Wills, Sarah Buckingham, Cameron Walker, Graeme Swift, San Aldrich, Tami Green, James McLean, Stephen Ward, Peter Evans, Danielle Donovan, Abby Mitchell, Melissa Harris, David Moss, Grace Saywell, Hayden Titchener, Oliver Parata, Loz Ogle, Dan Fieten, Shanan Miles, Darrin Worsford, Ray Hollingsworth, Rachel Shallard, Dan Paterson, Lucy Eyre-Walker, Charlie Doak, Zoe Brawn, Gregor Gray, Oliver Bone, Sharon Nicholas, Scott McCulloch, Valentine Fulton, Isaac Schanzer, Fiona McDonald (EONZ), John Hollingsworth, Ella Creagh (Sport NZ), Rebecca Willis, Sasha McNeil, Prajot Sabnis, Charli Taylor, Dylan Grace, Lindsey Carroll, Michelle Campbell, Joshua Kirby, Richard McDonald, Kate Parr, Sarah Milne, Mollie Quinn, Courtney Dodunski, Luke Shaw.
Apologies	Pete Cammell, Andy Thompson, Jo Thompson, Jenny Jordan (Recreation Aotearoa), Simon Tattersfield (Sport NZ), Katrina Shepherd, Penny Holland, Ali Nukada, Sash Nukada, Justine Kennard, Ben White, Ben Corcoran.
Meeting opened	0900

Item	Discussion
1. Apologies	Apologies noted.
2. Confirmation of minutes **Matters Arising**	Moved that the minutes from the previous meeting on 21 September 2025 be accepted as a true and correct record: Gemma Parkin Seconded: Darrin Worsfold Passed
3. Chair Report	Welcome and acknowledgement of NZOIA's partners at the AGM: Ella Creagh (Sport NZ) and Fiona McDonald (EONZ). Welcome to all our members. Gemma Parkin tabled the Chair Report. Key Points: • Steady organisational progress toward strengthening qualification pathways. • Membership stable at 1,500; Registered qualifications now exceed 3,000. • 438 new qualifications awarded this year. • Sport NZ recognised improvements in NZOIA's capability and systems. • Sector successfully advocated to retain Outdoor Education at Years 12–13. Thanks to EONZ for leading the national advocacy effort. • Acknowledgement of staff for the work they do for the Association, with special thanks to CE Peter Drew as he finishes his role. • Appreciation to Board members for their governance and volunteer contribution. • Thanks to Sport NZ for continued funding and partnership support. • Final report from Chair Gemma Parkin, expressing gratitude and optimism for NZOIA's future. **Moved that the Chair Report be accepted: Gemma Parkin** **Seconded: Loz Ogle** **Passed**

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	Gemma Parkin tabled the CE Report on behalf of Peter Key Points: • NZOIA continued to make good progress in 2025–26, despite wider sector challenges. • Total NZOIA registered qualifications increased to 3,043 (up from 2,911). • Membership dropped slightly to 1,494 (down from 1,538). • Fewer new people are entering the sector, likely due to the tough economic climate. • NZOIA focused on building stronger, more diverse income streams. • Secured six new funders, increasing additional funding from $13,750 to $75,536. Acknowledgment and thank you to Lion Foundation, NZCT, Pub Charity, Air Rescue and Community Services, Kiwi Gaming Foundation and Grassroots. • Sport NZ provided continued support, including a one-off grant of $23,781. • Sector advocacy successfully stopped proposed cuts to Outdoor Education in schools, led by EONZ and supported by a 53,000-signature petition. • NZOIA also submitted on the Conservation Amendment Bill, with strong sector leadership from Recreation Aotearoa. • Thanks were given to staff, Assessors, funders, volunteers, Quarterly Editor, the Technical Sub-Committee, and the Board for their contributions. **Moved that the CE Report be accepted: Gemma Parkin** **Seconded: Don Paterson** **Passed**
4. Financial Report	Financial Report for 2025/26 tabled. Key Points: • NZOIA finished the year slightly ahead of budget, with a **deficit of $37,414** (budgeted deficit was $39,231). The deficit aligns with NZOIA's long-term plan to invest in future sustainability. • Net Equity decreased to $159,516, down from $196,931 in the prior year. • Total revenue increased, driven primarily by a higher level of grant funding received. Course revenue declined, offsetting some of the gains from grants. • Thanks to the staff team for tight financial control. • A small surplus budget has been approved for 2026–27. **Moved that financial report is accepted:** **Moved: Gemma Parkin** **Seconded: Graeme Swift** **Passed** Current Record of Signatories on NZOIA Bank Accounts: Full Signatories ASB: Sonya Sutherland, Peter Drew, Mark Johnston, Gemma Parkin Additional Signatories ASB: Penny Holland Full Signatories BNZ: Sonya Sutherland, Peter Drew, Mark Johnston, Gemma Parkin Additional Signatories: Penny Holland Smart Assurance Services Limited are appointed as the reviewer of NZOIA's annual accounts. NZOIA's auditor John Murphy is retiring this year. A new auditor will be appointed for the 2026/27 Annual Accounts.

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Item	Discussion
5. Notices of Motion	**Motion 1 - Insurance Amendments to the NZOIA Constitution** Motion: "That the Constitution be amended to insert the following new clause as 14.2": The Board may, in accordance with sections 97 and 98 of the Incorporated Societies Act 2022, effect insurance for any Board Member, officer, or employee of the Association in respect of liability for any act or omission in their capacity as such, other than criminal liability, provided the requirements of the Act (including any required certification by the Board) are met. **The above motion Passed by majority vote.** **Motion 2 - Administrative Amendments to the NZOIA Constitution** Motion: "That the Constitution be amended as set out in Appendix A to this Motion, comprising corrections to internal cross-references, membership qualification and consent wording, Chief Executive delegation provisions, a new definitions clause, and related terminology and grammatical corrections." **The above motion Passed by majority vote.**
6. Annual Subscriptions	**NZOIA Membership and Qualification Registration Fees – 2027/28** Motion: "NZOIA proposes an increase to the following membership and qualification registration fees for the 2027/28 financial year": All amounts are GST inclusive. • Registered Membership: $245 ($10 increase, approx. 4%). • Affiliated Membership: Tier 1 - $640 ($25.00 increase, approx. 4%) Tier 2 - $1065 ($40.00 increase, approx. 4%) Tier 3 - $1610 ($60.00 increase, approx. 4%) • Associate Membership to stay the same: $60 **The above motion Passed by majority vote.**
7. Review of Code of Ethical Practice	**Motion 4 - Amendments to the NZOIA Code of Ethical Practice** Motion: "That NZOIA adopt the amended NZOIA Code of Ethical Practice." Purpose: To adopt the proposed amendments to the NZOIA Code of Ethical Practice that strengthen alignment with NZOIA's Kaupapa and ensure the Code reflects the values that guide our collective behaviour, responsibilities, and professional practice as outdoor leaders. **The above motion Passed by majority vote.**

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Item	Discussion
8. Election of Board Members	Acknowledgement and thank you to Ben White who is stepping down from the board after 5 years of service. Ben has stepped down a year early to avoid three of the four elected Board Members coming up for election in 2027. Nominations were sought for one elected board member position with the following nominations received: Shanan Miles Anna Hughes **Shanan Miles was duly elected for a 3-year term via secret ballot.**
9. General Business	**Strategic Plan** The Board has now reviewed and updated the Strategic Plan following consultation with a wide range of NZOIA stakeholders and members. The management team has presented a Strategic Business Plan to the Board, which will be considered at next month's Board meeting. The updated Strategic Plan will be circulated to the membership once finalised. **Board Chair** Gemma Parkin stepped down as Board Chair at the AGM. Ian McKnight is the new incoming Board Chair. **Other General Discussion Topics:** • Symposium Registration discount for Contractors. Unfortunately, at this stage there is no provision for this given the cost of running the symposium which is already heavily subsidised to keep fees as low as possible. • Concern raised over the decrease in focus on environmental sustainability and value. Is there more we could be doing as a sector in this space? • It was raised again that NZOIA should look into having an award that recognises the education sector. It was agreed there was merit in this and will be explored further ahead of next year's NZOIA Outdoor Excellence Awards. Tim Wills acknowledged Gemma Parkin's significant contribution and steadfast commitment during her tenure as Board Chair, and expressed appreciation for her willingness to remain for an additional year to support effective Board succession planning.
AGM Closed	AGM closed: 10.00am

Signed:_____ Name: _____ Position: _____ Date:

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