**Secretary’s report to NZAIA 2017 Annual General Meeting**

My main responsibility has been preparing core group monthly meeting agendas and producing minutes (and also AGM meeting agenda and minutes).  Katherine Russell has provided invaluable and expert assistance with maintaining our membership database. Katherine’s work on the website has greatly facilitated the circulation of information to members.

NZAIA has a membership of 91 (comprising 72 ordinary members and 19 student members). This includes 7 new members but 19 members left in 2017.

I wish to acknowledge the support of other core group members, especially our core group convenor, Richard Morgan, and Katherine Russell. They do significant work, mostly unseen, on behalf of all of us and without which NZAIA would not be on the sound footing that it now has. Katherine and Richard have also kindly stepped in and taken minutes when I have not been able to attend meetings.

I welcome any feedback and suggestions from members on how distribution of meeting agendas and minutes and other secretarial functions can be improved.

Christine Cheyne

Secretary