



Joint Report of the Treasurer and Convenor, 2015

2015 has been a tumultuous year for NZAIA, following James' death. Apart from the personal loss felt by all James' colleagues in the Association, there was the slow dawning of just how dependent we had become on him in the running of the Association. This was compounded by the lack of centralised information on a number of aspects of our operations, and also by the recent efforts we had been making since 2014, led by Jamie, to overhaul some of our IT and administrative processes. For a number of years, Jamie had combined the roles of Secretary and Treasurer, but handed over the Secretary's role to Christine Cheyne last year. He was still finalising the updates to the membership databases, and related activities, when he died.

Consequently 2015 has been a year of identifying all the responsibilities that needed to be picked up and re-assigned, under new administrative arrangements. Finances has been one of the more complicated areas and our new Treasurer, Ben Payne, who took on the position in June this year, has still to receive final authorisation from the bank as a signatory on our accounts (due to paperwork issues in the bank). Therefore, the Convenor, who already had signing rights, has been acting as Treasurer until Ben has full authority to access and manage the accounts. Hence this joint report.

Finances

Jamie prepared the financial statement for 2014 in early January this year, as revised the 2013 statement to correct for some problems with credit card payments that had not been processed by the conference administrator in 2013. Therefore we can table both statements as Jamie had intended for this AGM. The only difference is that we have not sought to have them audited: more on this point below.

The 2014 report shows we increased our assets a little, but essentially we continue to more or less cover our expenditure on conferences by the income they generate. Costs of other activities (e.g. website hosting; Mailchimp usage) are low, and tend to be covered by subscription income.

Preliminary figures for 2015 indicate the same broad position, but have to be tentative until the final invoices for the 2015 conference have been received.

Management of the bank accounts: in addition to Richard Morgan, both Ben Payne and Christine Cheyne will soon have signing rights for the two accounts (the "cheque" account; and the on-call savings account), to ensure we have some flexibility in case of future. This is set up on the basis of "one signature needed" to save moving forms around the country to get three signatures. However, we suggest significant expenditure should be verbally supported by at least one other person before it can be signed off.

There is now a BNZ Visa debit card account to provide a convenient way to pay for overseas services (principally Weebly web hosting) but also to pay for conference consumables, etc. In the past Jamie was paying on his own credit card and seeking reimbursement from NZAIA. Now money can be transferred online from the cheque account to the Visa Debit account in readiness for payments or purchases.

2014 Conference

The 2014 conference focused on transport infrastructure and we chose Auckland as the most appropriate location for such a topic. Despite securing NZTA involvement and sponsorship, in truth the attendance was a little disappointing. Despite that, the feedback through conversation at the event and in the conference evaluation form was overwhelmingly positive: we may need to reflect some of those comments on our website in future when publicising future events. Many thanks to the core group for their efforts in organising the 2014 meeting.

Other matters:

NZPost: the PO Box has been moved to Dunedin North post office as this is very close to Richard's place of work and can be checked regularly.

IT: this year has seen us consolidate our use of Weebly for website hosting and MailChimp for sending material to members, and the wider NZAIA elist. Vodafone still provide domain name services but we have moved to Google Mail for email services, and have started using Google Docs (or more specifically Excel) in "the cloud" to help manage conference organisation in a collaborative way.

Merchant services - credit card processing: after protracted discussions and work on our website, we were able to sign up with BNZ Buyline in the last few weeks, in time to process credit card payments for the conference and subscriptions. Card details are collected (online, or on paper, etc.) and can be entered into the BNZ portal, for immediate processing. Funds are paid into our account within about 12 hours. BNZ waived the one off \$150 fee to sign up, and have reduced the monthly charge from \$35 to \$15, in view of our non-profit status. There is also a % charge against all transactions, but that cannot be varied except by increasing the volume of transactions.

Charities Services: in September we were taken off the register of charities as the Charities Services office had been unable to contact us about missing annual returns for two years. They had been using the old PO Box address, then tried James Newell's home address as the only one they had on file. We discovered this in mid-November and discussed the situation with a Charities Services staff member. In short, the quickest way to rectify the problem is simply to apply for registration as if it is the first time; we have all the relevant information so we will do that as soon as practical after the conference.

Overall, we have been trying to make our systems more robust and professional, and less reliant on one person. There is still some way to go, especially in ensuring we have all relevant information on record to allow for continuity of NZAIA activities should something happen to one of the officers.

The core group have recently set up a small group, chaired by Christine Cheyne, to develop a code of ethics for NZAIA, to build on the principles contained in our constitution. Gillian Stewart has offered to co-ordinate NZAIA feedback on the NZTA draft SIA Guidelines and will be happy to receive input from any of our members.

Many thanks to this year's core group for their sterling work: having a larger group, with a significant group of younger members, has really helped with sharing work and lifting energy levels. And the convenor especially thanks Christine for her work as Secretary, and Ben as Treasurer.

Richard Morgan Ben Payne

1 Dec 2015