**NZAIA 2016 AGM – DRAFT MINUTES**

Thursday 8 December 2016, 5.55pm to 6.50pm

S1, Lincoln University, Lincoln

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| Present: | Richard Morgan (Chair), Nick Taylor, Gilly Stewart, Andrew Crosland, Hamish Rennie, Mike Mackay, Di Buchan, Katherine Russell, Gerard Fitzgerald, Rob Greenaway, Ian Wiseman, Laurien Heijs, Dyanna Jolly |
| Apologies: | Christine Cheyne (Secretary), Ben Payne (Treasurer), Bruce Conaghan, James Baines |

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| Agenda: | 1. | Apologies recorded |
|  | 2. | Minutes of the 2015 AGM  Richard noted the minutes have been displayed on the website for the last month and circulated via email.  Moved that they be accepted: Di Buchan; seconded Hamish Rennie.  APPROVED |
|  | 3. | Chair’s Report  The Chair’s report was provided in hard copy. Richard spoke to his report, including expanding on why 2015 was a tumultuous year and covering the major things to note for 2016 including the newsletter, conference, submissions, charity status, and the renewed MOU with EIANZ.  Subject to proofreading, moved that the Chair’s report be accepted: Rob Greenaway, seconded Gilly Stewart.  APPROVED  Di Buchan noted she was sorry the MoU has not been signed and will follow up with this. |
|  | 4. | Secretary’s report  The Secretary’s was presented to the group.  Moved that the Secretary’s report be accepted: Andrew Crosland; seconded Mike Mackay.  APPROVED |
|  | 5. | Accounts  Richard presented the accounts that have been online since July and noted he had received no responses / queries since then. The accounts need to be approved at the AGM and then uploaded to the Companies Office website.  Moved that the accounts be accepted: Nick Taylor; seconded Mike Mackay.  APPROVED |
|  | 6. | Election of officers  It was noted we need a succession plan for the Chair ahead of the 2017 AGM, and possibly other positions.  Moved that Richard Morgan is Chair, Christine Cheyne is Secretary, Ben Payne is Treasurer: Hamish Rennie; seconded Nick Taylor.  APPROVED  Core Group: current members agreed to stay on (Mike, Andrew, Geard, Gilly, Hamish, Rob, Nick, Katherine). |
|  | 7. | Setting of membership subs for 2017  Richard noted that last week the Core Group discussed and wants to recommend to the AGM that we maintain the $40 for an ordinary member and $20 for student / community / unwaged.  Geard Fitzgerald suggested that it was a light fee and suggested $50 for ordinary member, with keeping the $20 for students. Dyanna agreed that a higher fee would be acceptable. Richard noted that the historic concept was that our fees were low as people paid fees to other large organizations and wanted to keep them low to encourage membership. Nick reiterated that the fees were a token fee to reflect that it’s an additional membership. Gilly noted that there is a lot of voluntary work that goes in to provide added value for the membership e.g. newsletter, and in generating membership and maybe the ‘token’ approach detracts from value of membership. Nick noted we also encourage people to join IAIA which is more expensive. Di noted that huge reliance on volunteer work and maybe put sub up and be able to pay people that do things like newsletter.  Moved that the association put its annual fee for ordinary members up to $50 for the next 12 months and the student / community sub stays at $20: Gerard Fitzgerald; seconded Gilly Stewart.  For: 6, Against 2, Abstain 1 = APPROVED  Noted that we will need to send an email to membership and explain that we want to increase the fee with the aim increase our resources to support activities.  Noted that the Core Group will look at what activities would be supported from the additional resources via honoraria or other options. |
|  | 8. | 2017 Conference  EIANZ conference is 30 and 31 October 2017 with field trips on 1 November. Noted that this is one month before normal NZAIA conference so it is not viable to have a separate conference, plus our MoU suggests collaboration on events like conferences.  Therefore, there was general agreement that we collaborate with the EIANZ conference instead of a separate conference. Suggested this could include having some separate sessions in IA and holding our AGM there.  Di (chair of EIANZ organizing committee) noted we’d have a booth and that there are streams we could join in especially a stream on monitoring and measuring. She also noted we could have space on Sunday when the EIANZ special interest groups meet and potentially have a special meeting with the SIS – IA.  NZAIA to talk to Lachlan Wilkinson (Richard or James) about what they are doing and how we could collaborate, with the proviso that if it isn’t going to serve our needs we’ll look at doing something else. |
|  | 9. | General Business:  Noted that EIANZ is also having issues getting people to input into submissions and suggested that EIANZ could send thoughts to NZAIA and vice versa to collaborate on submissions. Discussed how to coordinate – noted we nominate someone and the NZAIA person should then contact EIANZ (President or Di Buchan).  Gerard noted that it had been a very good conference day and wanted to commend the organising committee for their work. |