

## **Secretary's report to NZAIA 2016 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 116, some of which have yet to renew their 2016 membership, but this figure includes 28 new members in 2016.

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 following the rebuilding of our organisational systems after the passing of our former Secretary/Treasurer, Jamie Newell.

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