



## **SECRETARY'S REPORT TO THE 2019 AGM**

### **Auckland (via Zoom link)**

Over the past year I have carried out NZAIA Secretarial duties required to prepare and carry out our monthly core group meetings. My responsibilities have been to email monthly Agendas, notify the Core Group of upcoming meetings, and distribute unconfirmed Minutes for group members to read. In recent months I have been asked to check and distribute emails from within the [admin@nzaia.co.nz](mailto:admin@nzaia.co.nz) email depository to the appropriate people to action. Richard Morgan has been so helpful with checking the 'unconfirmed' monthly Minutes are worded correctly and my spelling is up to scratch, thank you Richard. Thank you also to everyone in the Core Group for your assistance, advice, attendance and contributions at our monthly meetings, this is the first time I've held a Secretarial role so everyone's patience and support has been very much appreciated.

At the 2018 AGM we had a total of 64 members; of those 14 were students. Since then we have had a 33% increase in membership to bring us to 95 paid members. Chantal has done a thorough job in processing and maintaining up-to-date membership throughout the year.

After an initial consultation with a social media consultant last year, a significant amount of improvement, progress and social media connectivity has been made to the NZAIA website, Facebook and Twitter accounts. Many thanks must go to Kate McNab for the incredible number of hours of hard work she volunteered to this area. While she may have been upskilling herself in the process she has made a huge contribution to NZAIA by providing a 'refreshed front door' and an efficient multi-layered social media presence. Kate, Katherine and Dy's co-ordinated efforts have undoubtedly driven more traffic to the NZAIA website and social media channels, and assisted with this increase in membership over the last six months.

My apologies that I am not in the room at Conference to deliver this report in person. I know a significant amount of Conference Committee members' time and hard work has been spent organising and working toward what I am positive will be a worthy and memorable event.

**Rachel Teen**

27 November, 2019

