



SECRETARY'S REPORT TO THE 2021 AGM

My main responsibilities have been to support the organisation of monthly meetings of the Core Group, and manage the administration email depository. I have worked with the Chair to set up the meeting Agendas, notified the Core Group of upcoming meetings, participated in the meeting and taken meeting Minutes, and distributed unconfirmed Minutes (agreed by the Chair) for group members to read. Since February we have had 10 meetings with 6-10 participants in each meeting, and planned to have the last one for this year next week. Richard Morgan has been so helpful with checking and providing feedback on the draft Agendas and unconfirmed Minutes for the monthly meetings. Thank you, Richard, for your help and support.

I have regularly checked and distributed emails from within the admin@nzaia.co.nz email depository to the appropriate people to action. Over recent months, I have proposed to reorganise folders/sub-folders of the Administration email depository in a more manageable way so that any Core Group members who have access to the email depository can keep track of the emails flow. This work is still on-going.

Further, I have assisted in the planning and preparation of the 2021 Conference, revision/development of NZAIA policy frameworks, and writing/coordination of the formulation of submissions to Government policies.

At the time of the 2020 AGM we had a total of 84 members. Since then we have had a slight decrease in membership. We now have a total of 83 members; of those 11 were students, 4 were low income members, and 5 were granted free memberships. Hannah Staines has done a thorough job in processing and maintaining up-to-date membership subscription throughout the year. Thank you, Hannah, for your contribution.

Website traffic showed growing interest in NZAIA. According to Google Analytics, users of our website this year increased 65%, compared to the same period last year. In general, the monthly numbers of website users in 2021 were over 500 with a peak in November to over 800, and those numbers appeared relatively high before and after the Conference (March – May) and after the release of Impact Connectors (October). Kate McNab has done a great job in maintaining up-to-date data on the website traffic, and put substantive efforts in coordinating social media. Kate's work on social media has undoubtedly driven more traffic to the NZAIA website – thank you, Kate, for your valuable contribution. However, social media is currently inactive as Kate stepped down from this role. Therefore, we have called for a volunteer from Core Group Members to take up the role.

Finally, I'm very grateful for all Core Group Members for taking your valuable time to participate in our monthly meetings and for being supportive and substantially contributing to our work over this past year. Thank you all for your support and contribution.

Sophal Chhun

24 November 2019