



SECRETARY'S REPORT TO THE 2022 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 drafted meeting Minutes, and distributed unconfirmed Minutes (agreed by the Chair) for group members to read, comment, and confirm. Since January we have had 10 meetings with 6-10 participants in each meeting, and planned to have the last one for this year on 12th December. Richard Morgan (Nick Taylor and Andrew Crosland while acting as Chair when Richard was absent) has been so helpful with checking and providing feedback on the draft Agendas and unconfirmed Minutes for the monthly meetings. Thank you, Richard, Nick, and Andrew 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. I have completed reorganising 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.

Further, I have participated in the planning of the 2022 Conference, and assisted in revision/development of NZAIA policy frameworks.

At the 2021 AGM we had a total of 83 members. Since then we have had a slight increase in memberships. We now have a total of 98 members; of those 19 are students/low income memberships, 5 are granted free memberships, and the remainder are standard memberships. Iresh Jayawardena and Kate McNab have done a thorough job in processing and maintaining up-to-date membership subscription throughout the year. Thank you, Iresh and Kate, for your contribution.

Website traffic showed growing interest in NZAIA. There were 7,100 website users for the last calendar year, up 60% from last year. Kate McNab has done a great job in updating the website and maintaining up-to-date data on the website traffic – thank you, Kate McNab, your awesome work.

Interest in NZAIA's social media has been noticeably increasing. By October this year, we had 1,129 LinkedIn followers (up from 334 in April) and 230 Facebook Page Likes (up from 221 in April). Terry Calmeyer and Dy Jolly have put substantive efforts in coordinating social media, and this has undoubtedly driven more traffic to the NZAIA website – thank you, Terry and Dy, for your valuable contribution.

As my role as Secretary will end after this AGM, I must thank 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.

Sopha Chhun

20 November 2022