

## Secretary's report to NZAIA 2015 Annual General Meeting

Jamie Newell's unexpected and untimely passing occurred when a major transition was underway in NZAIA's administrative systems including separating out the tasks associated with the Secretary and Treasurer roles. Jamie had held the combined role of Secretary/Treasurer until the 2014 AGM. We had had several communications by phone and email from the beginning of February 2015. Jamie had been doing a lot of work going through the accounts and bringing systems up to date over the summer following our 2014 conference. Another key task we were about to transfer was the membership and subscriptions database once we had established a direct link between the weebly web site new membership registrations and the online membership database in MailChimp.

It was intended that, once our administrative systems were up-to-date, some of the basic administration tasks would be undertaken by a paid assistant in the way that we had done in the past.

My main responsibility has been preparing core group monthly meeting agendas and producing minutes (and also AGM meeting agenda and minutes).

NZAIA has a membership of just under 100. This includes 11 new members in 2015, mostly through the website. Of these, 29 have paid their 2015 subs. A further 57 have outstanding invoices (44 full and 13 low so \$2,020 outstanding in membership fees if everyone was to pay). A further 10 members have had bounced email/postal addresses so haven't received invoices. Six people responded to invoices saying they no longer wish to continue membership (not included in total members).

I wish to acknowledge the fantastic assistance provided by several core group members, especially Richard and Nick but also Sam Lang and Ben Payne in the aftermath of Jamie's departure as we got up to speed with handling all the various tasks Jamie had undertaken as joint Secretary/Treasurer. Thanks also to Katherine Russell for her very efficient administrative work on several fronts, including membership, leading up to the conference.

Christine Cheyne  
Secretary