



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

**28 November 2018, Havelock North Function Centre**

My responsibility has been taking minutes at our monthly core group meetings and sending them out to the Core Group after the meeting. All meetings have discussed regular topics such as conference organising, newsletters and e-news. We have also had other topics to discuss this year such as our social media strategy. Richard records these meetings for extra insurance. Thank you to chairman Richard Morgan for checking the minutes and identifying typos for me before they are sent out. I have also notified the Core Group of our meetings and sent out the agendas. Thank you to our Core Group members for their regular attendance and contributions.

At the 2017 AGM, we had a total of 91 members. This year Chantal has done a lot of work to ensure that all members are up to date with their subscriptions. This process resulted in the removal of a number of people from our membership. Currently we have a total of 64 members; of these, 14 are students. There has also been some re-organisation of our mailing lists to more efficiently engage with our members. Thank you to Chantal and Katherine who have done all this work for the organisation while having significant work and life commitments.

Long-term planning for the improvement of our systems and the growth of our organisation is underway and expected to continue next year. A significant part of this will be work on our website and social media engagement. Katherine has already started work on improving and re-integrating our website, Facebook and LinkedIn. The core group is looking forward to more strategic discussions, and writing a lot of submissions on government proposals.

**Kate McNab**

26 November 2018