



Minutes of Physical Education New Zealand (PENZ) AGM

Papamoa College - commencing at 4:00pm.

Monday 10th July 2017

Present: Daniel Abricossaw (Manurewa HS), Ashley Bloomfield (Manurewa HS), Ben Wheeler (Manurewa HS), Nick Perez (Manurewa HS), Marg Cosgriff (Uni of Waikato), Claire Hunter (Manurewa HS), Ryan Borthwick (Manurewa HS), Katie Spraggon (Manurewa HS), Phil Washbourn (Papanui HS), Susie Stevens (PENZ), Roger Wood (SportNZ), Ryan Clark (Team Solutions), Jarod Summers (Team Solutions), Karen Laurie (Sport NZ), Denise Atkins (AUT Uni), Heather Lindsay (Uni of Canterbury), Sue McBain (PENZ Board), Katie Fitzpatrick (Uni of Auckland), Hayley McGlashan (Uni of Auckland), Jayne Dunbar (Hobsonville Point Secondary School), Anne McKay (Unitec), Nikki Johnson, Rob Gambolati (Unitec), Phillipa Lunjevich (Te Awamutu College), John Wright (Howick College), Christine Hargreaves (Howick College), Julia Breen (Howick College), Libby Paterson (EONZ), James Kumate (Howick College), Dennis Slade (Massey University), Nichola McCall (Manurewa HS), Sara Hayward (PENZ), Celia Fleck (Team Solutions), Alison Schofield, Barb Northey (John Paul College), Jonathan Quinn (Manurewa HS).

Apologies: Bevan Grant, Norman Gillespie, Wayne Smith and Marnie Adams

1. Welcome

Margot introduced herself and welcomed all to this year's AGM with new CEO Richard van der Jagt

2. Receive and confirm the minutes of the Annual General Meeting held on July 2016

Margot tabled the minutes from the AGM held in 2016.

Minutes to be accepted as a true and accurate record. Moved from the Chair. *Carried.*

3. Matters arising from the minutes

Margot addressed the AOB from previous minutes. She confirmed that whilst this year's CEO and Presidents' reports were not made available online, procedures would be put in place to ensure this would be available moving forward.

Margot also addressed the issue raised in 2016 about Positioning of PE in tertiary programmes and advised that due to the recent loss of staff at Otago University this would no longer go ahead.

Margot also addressed 3.5 with regards to changing the constitution and advised that this was being reviewed by Trevor Garrett, with assistance from Sue McBain and Kane Wilson in time for the next AGM.

4. Receive and consider the Annual Report of the CEO and President

CEO Richard tabled his report noting the following:

- a. Change in last year – change of staff and change in location of office.
- b. Reported on last years conf at Palmerston North
- c. ILP conference received positively
- d. Thanks to Susie and team for support for running the ILP
- e. Col training – involvement with PENZ
- f. Sponsorships and relationships – SportNZ acknowledge huge support from them
- g. 2015-2016 special initiatives
- h. HART acknowledge as key sponsor will be up for review at the end of this year.
- i. HPA – Acknowledge
- j. Sara Hayward – contract for Athletics NZ
- k. Financial matters re fraud issue and procedures to restrict access to liabilities - such as digital safeguard
- l. Special AGM will be organised for end of august for fully audited accounts
- m. Challenges – new charities commission procedures
- n. 3rd June bank balance
- o. On track for modest surplus.
- p. Staffing – Rochelle resigning, Sara appointed for subject advisor
- q. Claire and Richard on board
- r. Journal
- s. Audit prep

Questions: There were no questions arising from the report.

Margot clarified the credit card usage to just CEO - not limited to less credit cards

The CEO Report be accepted as true and accurate: Moved by Julia Green, seconded Nikki Johnson,
Carried

Margot tabled her report noting the following:

- a. Several CEOs in 1 year and complete staff change
- b. Many challenges faced throughout the year
- c. Feb 2017 – fraud issue
- d. What happened over the months
- e. Sue McBain – thank you for help
- f. Kane Wilson

- g. Nichola McCall Maori representative
- h. Board members leaving, thanks Natasha and Darren for their time on the Board
- i. Sara Hayward and awards committee
- j. Lisette Burrows re support
- k. Ian Culpan
- l. Trevor Garrett Patron
- m. CEO Appointment
- n. Awards
- o. Bob Stothart – keynotes memorial
- p. Lady Jean Gillies
- q. Thanks you to family and friends.
- r. Recognition of other organisations – NZHEA and EONZ

The Prseident’s Report be accepted as true and accurate: Moved by Hayley McGlashan, seconded by Katy Fitzpatrick *Carried*

Questions or comments? Hayley McGlashan thanked Margot on behalf of PENZ for all her hard work over the year

5. Financial Statements for the twelve months ended 31 December 2016

Richard ran through the current unaudited Financial Performance Summary

Liabilities at today: \$3442

Margot comment on membership income and the effect the fraud had on this.

Margot moved to have a special general meeting in August. Moved from the Chair *Carried*

6. To elect the Honorary Member for 2017 – 2018

Margot elected Lady Joan Gilles to continue to be the Honorary member of PENZ for the 2017 – 2018 year.

Moved from the Chair *Carried*

7. To elect the Patron of PENZ 2017-2018

Margot moved that Trevor Garrett to continue to be Patron of PENZ. Moved from the Chair *Carried*

8. To elect Officers of the Association (Board Members)

Celia Fleck and Katie Spraggon spoke to their nominations.

Monique was not present but spoke to her nomination via video recording.

Vote was conducted. Scrutinisers: Ian Culpan and Trevor Garrett.

Celia Fleck and Katie Spraggon – Voted in by a majority of the members present as the new Board members of PENZ

Moved that the voting papers be destroyed Moved by Ian Culpan, seconded by Katy Fitzpatrick *Carried*

9. Appointment of the Auditor – Ingham Mora, Chartered Accountants

Appoint Ingham More Chartered Accountants in Tauranga as the auditors for the next year. Moved from the Chair *Carried*

10. To consider remits (if any)

No remits were tabled

11. General Business

Katy Fitzpatrick – thank you to PENZ – been a busy year re: Bob and events and a special thanks to the Board and Margot for their help and support to the organisation.

Meeting Closed at 5.13pm