

**Minutes of the NASCA 2011 Annual General Meeting
5 September 2012
Dorset Suite, West Plaza Hotel, Wellington**

Present: Marlon Hepi, Sonia Hawea, Wendy Kopura, Noel Matthews, Bettina Warner, Sandie Cherrington, Ray Williamson, Pene Maddock, Anne Simpson, Craig Hutchison, David Darling, Judy Bilderbeck, Anne-Maree Shaw, Kim Williams, Jane Pembroke, Heather Browning, Jocelyn Williamson, Susan Bowden, Kerry Hand, Don Sorenson, Carol Kerr, Karen Bailey, Karen Mora, Kate Matthews, Rita Van Iddekinge, Raewyn Cameron, Kim Holt, Mark Brown, Lynn Jones, Deb Nind, Jo Smith, Suzanne Fitzpatrick, Rosalie Eillering, Kawiti Tukuru.

The AGM opened at 9am with a Karakia from Matua Kawiti, Lifelinks. This was followed by a formal Mihi Whakatau (greeting) by Noel Matthews.

1. Apologies

Jane Seamore, Helen Doore, Angela Te Whaiti, Bruce Green, Jil Coutts.
It was moved the apologies be accepted.

Jane/Rosalie: Carried

2. Minutes of previous AGM

It was moved the previous minutes be accepted as a true and correct record.

Sonia/Sandie: Carried

3. President's Report

There were no questions about the report. It was moved the President's Report for 2012 be accepted.

Rosalie/Mark Brown: Carried

4. Correspondence

Out: Email 25th June 2012 - Call for nominations to the board 2012 - 2013

In: Nominations for the NZ NASCA Executive Committee 2012 – 2013

It was moved that correspondence be accepted.

Noel Matthews/Marlon Hepi: Carried

5. Nomination for Board Executive

Six board members were stepping down from the NASCA Executive, these were:

- Noel Matthews (end of term)
- Marlon Hepi (end of term)
- Judy Bilderbeck (end of term)
- David Darling (resigned)
- Craig Hutchinson (resigned)
- Sonia Hawea (end of co-opt term)
- Bruce Green (end of co-opt term)

To continue through her current term on the Executive, Sandie Cherrington.

The following nominees were received by the NASCA board.

Nominee	Nominated By	Seconded By
Mark Brown	Noel Matthews	Kim Holt
Heather Browning	Noel Matthews	Raewyn Cameron
Susan Bowden	Lyn Jones	Deb Nind

The following key queries were raised through open floor discussion:

- The constitution requires that the nominees be principal members. Feedback was that this point was not clear in the nomination material sent to NASC by NASCA Executive.
- The constitution requires a minimum of 5 elected board members to make a quorum to function as a board.
- The board is required to meet the constitution of geographic/NASC spread i.e. North and South Island.
- It is implicit that nominees, proposers and seconders be paid up members at the time of nomination. It was noted that the timing of the billing cycle made this somewhat difficult and confusing.

To create a functioning board, the open discussion from the membership agreed that a pragmatic outcome was required to address the above issues.

The pragmatic outcome was that nominations received for Mark Brown, Heather Browning and Susan Bowden be accepted as the new board executive.

Carried: Full membership
Against: Nil

Noel Matthews welcomed the new board on behalf of the membership.

6. Nominated roles of Board Executive

A nomination for a Treasurer for the new board was requested.

Nominated: Heather Browning

Nominee: Mark Brown
Carried: Full membership

The new board then moved to meet the requirements of the NASCA constitution. A mental health representative was called for.

Nominated: Bruce Green (full board member)

Nominee: Rita Van Iddekinge , Nelson Marlborough DHB
Second: Kerry Hand, Miramar
Carried

Mark Brown, Chair, requested from MOH under 65 group a nomination for a co-opted member to the NASCA Exec (to fulfil the requirement of cover the southern Island).

Nominated and recommended for Co-option by the Executive: Karen Bailey

Nominee: Anne Simpson, Lifelinks
Second: Karen Mora, Options HB

This meets the current NASCA constitution executive requirements, new board is:

- Mark Brown Chair
- Heather Browning Treasurer
- Sandie Carrington (DHB)
- Susan Bowden (DHB)
- Bruce Green (Mental Health)
- Karen Bailey (MOH / South Island)

A functioning NASCA board is established.

Mark Brown, Chair, offered another opportunity to all members to raise any issue regarding the process and outcome achieved at the AGM in the appointment of the new NASC Executive. He was clear that now was the time for issues to be raised as he and the new board should not be subject to queries into the future. No issues were raised by the members; this is received as acceptance by the membership that the process and outcome is accepted. The key issues raised previously will be moved to the new NASCA board for consideration/action.

7. Treasurer's Financial Report 2011-2012

Due to the recent resignation of the Treasurer Craig Hutchinson, Sonia Hawea presented the financial report on behalf of the NASCA Executive:

- a. Draft Audited Financial Accounts for year end 30 June 2012
 - Profit and Loss:
 - shows a deficit of \$53,590 compared with a deficit of \$78,509 in the previous year.
 - Balance Sheet:
 - shows NASCA's Total Current Assets as \$181,911 compared with \$238,292 in the previous year.
 - shows NASCA's Total Current Liabilities as \$71,663 (what we owe).
 - Reimbursement by MOH for the costs incurred for the NASC Training was not received before the end of the year.
 - a bank balance of \$64,561.
 - Auditor's Notes:
 - There is a breakdown of our Revenue and Expenses in the Notes to the Accounts.
- b. Report from the Auditors to the NASCA Management Committee
 - Read to the AGM.
 - The Income Tax Liability issue affecting the finalisation of the audited accounts was discussed.
 - Recommendations for improvements are referred to the new Executive Committee.

It was moved the Treasurer's Report for 2011/2012 be accepted.

Craig Hutchison/ Bettina Warner: Carried

It was moved that:

1. That the new Executive sign off the Final Audited Financial Accounts when these are finalised by the Auditors; and
2. That the new Executive present the Final Audited Financial Accounts to the membership at the earliest opportunity following the sign off.

Sonia Hawea/Judy Bilderbeck: Carried

c. Membership Fees proposed for 2013-14

- \$300 Principal membership
- \$100 Associate membership

It was moved that Membership Fees for the 2013 – 2014 year be set as above.

Sonia Hawea/Judy Bilderbeck: Carried

Queries were raised regarding over billing and incorrect addresses/contacts. It was agreed that the new Executive in its review of the current billing cycle will address these issues.

d. Auditor for next financial year

It was moved that:

1. Either UHY Haines Norton or BDO Waikato be appointed as Auditor for NASCA.
2. The decision as to which of these two is appointed is made by the new Executive Committee.

Sonia Hawea/Judy Bilderbeck: Carried

Acknowledgement and thanks was given to the previous Treasurer and support (Craig Hutchinson and Raven Baird) for the great contribution to NASCA Executive over the past financial year.

The AGM was closed by Mark Brown, 12.15pm.