

# Fundraising Institute of New Zealand

## BOARD PACK

for

### 31st Annual General Meeting

Wednesday, 9 June 2021

12:00 pm

Held at:

Zoom Meeting

Zoom

# INDEX

Cover Page

Index

Agenda

Attached Documents:

1.4 a	FINZ AGM 2020 Minutes to be approved.pdf.....	7
2.1 a	FINZ Constitutional Rules 2020.pdf.....	13
3.1 a	Chair Report 2020.pdf.....	39
3.2 a	ED Report 2020 FINZ.pdf.....	42
3.3 a	FINZ Certified Performance Report 2020.pdf.....	46
3.4 a	Membership Report 2020.pdf.....	64
6.1 a	FINZ Regional AGM 2020 Minutes.pdf.....	65

# AGENDA

## 31ST ANNUAL GENERAL MEETING

<b>Name:</b>	Fundraising Institute of New Zealand
<b>Date:</b>	Wednesday, 9 June 2021
<b>Time:</b>	12:00 pm to 1:16 pm
<b>Location:</b>	Zoom Meeting, Zoom
<b>Board Members:</b>	John Godfrey (Chair), Earle Wilkes, Ellie Gray, Gwen Green, Katherine Richards, Laura Coleman, Michelle Berriman, Sarah Berman
<b>Attendees:</b>	Linda Niven, Minnie Finlayson, Tamla Klinac

### 1. Opening Meeting

#### 1.1 Opening and Welcome 12:00 pm (3 min)

John Godfrey

Welcome everyone to the meeting

#### 1.2 Apologies 12:03 pm (5 min)

John Godfrey

To record any apologies from members unable to attend the meeting

#### 1.3 Proxies 12:08 pm (5 min)

Michelle Berriman

To record any proxies held by a member attending on behalf of another member.

#### 1.4 Minutes of the 30th AGM held on the 26th August 2020 12:13 pm (3 min)

John Godfrey

To confirm and accept the Minutes of the 2020 Annual General Meeting as a true record.

Supporting Documents:

1.4.a FINZ AGM 2020 Minutes to be approved.pdf	7
--	---

#### 1.5 Vote

MOTION: That the Minutes of the 30th AGM held on 26 August 2020 are accepted as a true and correct record of the meeting.

### 2. Matters arising

#### 2.1 Matters arising: Adoption of the Constitution and Rules 12:16 pm (5 min)

John Godfrey

An explicit motion calling for approval for the adoption of the revised Constitution and Rules was not put to the previous AGM. The Board believes that the intention of that meeting was clearly in

favour of adopting the revisions. For the avoidance of doubt, however, the Board has requested that the motion be put again to the members.

Supporting Documents:

2.1.a FINZ Constitutional Rules 2020.pdf	13
--	----

## 2.2 Vote

12:21 pm (5 min)

John Godfrey

MOTION: That the Draft Constitutional Rules for the Fundraising Institute of New Zealand Incorporated are approved by the members.

## 3. Reports to be accepted

### 3.1 Chair's Report

12:26 pm (5 min)

John Godfrey

Supporting Documents:

3.1.a Chair Report 2020.pdf	39
-----------------------------	----

### 3.2 Executive Director's report

12:31 pm (5 min)

Michelle Berriman

Supporting Documents:

3.2.a ED Report 2020 FINZ.pdf	42
-------------------------------	----

### 3.3 Financial Performance Report

12:36 pm (5 min)

Linda Niven

Supporting Documents:

3.3.a FINZ Certified Performance Report 2020.pdf	46
--	----

### 3.4 Membership Report

12:41 pm (5 min)

Michelle Berriman

Supporting Documents:

3.4.a Membership Report 2020.pdf	64
----------------------------------	----

## 3.5 Vote

12:46 pm (10 min)

John Godfrey

MOTION: That the Reports from the Chair, the Executive Director, the Financial Performance Report, the Membership Report and Regional Reports as circulated be accepted by members.

## 4. Appointment of Auditor

### 4.1 Appointment of Auditor

12:56 pm (2 min)

Michelle Berriman

To appoint auditor for the current financial year.

## 5. New Board Members

### 5.1 New Board members

12:58 pm (3 min)

John Godfrey

To announce the results of the poll for two vacant board positions.

## 6. Regional activities

### 6.1 Adoption of Regional AGM minutes 2020

1:01 pm (5 min)

Katherine Richards

To confirm and accept the Minutes of the 2020 Annual General Meeting as a true record

Supporting Documents:

---

6.1.a FINZ Regional AGM 2020 Minutes.pdf

65

### 6.2 Regional Reports

1:06 pm (5 min)

Katherine Richards

An annual report from each Region summarising activities and matters of interest and/or concern in respect of the Region.

### 6.3 Regional Representatives

1:11 pm (3 min)

Katherine Richards

To announce the appointment of a representative from each of the Southern, Central and Northern Regions to the Board

## 7. Annual membership subscriptions

### 7.1 Annual membership subscriptions

1:14 pm (5 min)

Michelle Berriman

### 7.2 Vote

Michelle Berriman

MOTION: That the annual membership fees for all categories of membership will be increased as recommended by the Executive Director.

## 8. Any general business

### 8.1 Current Membership of the Ethics Committee

1:19 pm (2 min)

John Godfrey

## 9. Close of meeting

### 9.1 Close of meeting

**Next meeting:** No date for the next meeting has been set.



## Annual General Meeting

### MINUTES

### 26 August 2020

Start 12.01 pm, 26 August 2020

VIRTUAL Meeting (Recorded)

In attendance (67)

Board members

John Godfrey - Chair  
 Alice Montague  
 Earle Wilkes  
 Ellie Gray  
 Gwen Green  
 Katherine Richards  
 Katie Martin  
 Laura Coleman  
 Sarah Berman

Members

Annabel Lush  
 Anne Wright  
 Anneke Liefing  
 Belinda van der Monde  
 Beth Goulstone  
 Brendon Veale  
 Chanel Hughes  
 Chris Taylor  
 Christina Sit Yee  
 Christina Wood  
 Clare Bridle  
 David Lawson  
 Dawn Sanders  
 Diane Armstrong

Staff in attendance:

Michelle Berriman (Executive Director)  
 Minnie Finlayson  
 Tamla Klinac  
 Linda Niven

Dominique Leeming Francesca Seedhouse Gillian Whitley Greta Buchanan Guillaume Dehan Hannah Anderson Jared Thomas Jess Winchester Jessica Farnham Jim Datson Joe Lomax John Henton John Thomason Josie Durney Kaci Sykes Karen Miller Kathryn Marshall Kathryn Michie Kellie Gaudin Laura Coleman Letticia Mincham Liam Willis Lisa Rudolphe Louise Walters Mark Newell Mike Keech Natasha Muir Nettie Stow Nicky Pridham Phillip Harris Ray Jermyn Rosemary Such Russell Bradshaw Sam Copeland Sarah Ibbs Sarah Woodhams Stacey Ogg Stephanie Kemp Stephanie Maitland Tilda Bostwick	
--	--

## 1. Welcome

Michelle Berriman welcomed everyone at 12:01 pm and got the meeting started.  
John welcomed and thanked the attendees.

## 2. Apologies and Proxies

John called for all apologies and proxy votes. The following were noted:



<b>APOLOGIES</b> Amanda Staines Carol Painter Judith Wakelin Janferie Bryce Chapman  <b>PROXY VOTES</b> Janferie Bryce Chapman – Chair to be proxy	Clive Pedley Errol Pike Lydia Hemingway Rose-Marie Schiavuzzi Louise Parkin Renata Krzyszycha
---	--

### 3. Minutes of the 29<sup>th</sup> Annual General Meeting held on 9 May 2019

The Minutes of the 29<sup>th</sup> Annual General Meeting held on 9 May 2019 had already been circulated to members.

MOTION: That the Minutes of the 29th Annual General Meeting, revised to remove the typographical errors on page 6, be adopted as a true and correct record.

*Proposed: Alice Montague*

*Seconded: Ellie Gray*

**MOTION CARRIED (UNANIMOUSLY)**

### 4. Matters Arising

#### Complaints Procedure

John made special mention of appreciation and thanks to Jim Datson and Carol Painter who helped revise both the Complaints Procedure and FINZ Constitution. John requested that the Complaints Process be considered before the Constitution and Rules so that it could become effective immediately.

John noted that the circulated draft revision of the Constitution and Rules contained errors which require a motion to repair.

MOTION: That in the Draft Constitutional Rules as circulated the reference to Schedule A in Clause 24.3 be amended to read Appendix A; and the reference to Clause 23 in paragraph A1 of Appendix A be amended to read Clause 24.

*Proposed: John Henton*

*Seconded: Iyanthi Wijayanayake*

**MOTION CARRIED (UNANIMOUSLY)**

MOTION: That Appendix A to the Draft Constitutional Rules be adopted as the Complaints Process for the Institute and that these have immediate effect.

*Proposed: Alice Montague*

*Seconded: Jim Datson*

**MOTION CARRIED (UNANIMOUSLY)**

John noted that a summary of Matters Arising from the 29<sup>th</sup> AGM had been circulated and that no written response or request for discussion had been received.

Michelle asked the Chair whether the new Rules had now been adopted. John confirmed that they had.

## 5. Reports

The following Reports had been circulated to members:

1. Chairs' Report
2. Executive Director's Report
3. Financial Performance Report
4. Membership Report

John suggested that all Reports be taken as read and asked if there were any questions regarding the Reports. No questions were raised.

MOTION: That the Reports from the Chair, the Executive Director, the Financial Performance Report and the Membership Report as circulated be accepted by members.

*Proposed: Kathrine Richards*

*Seconded: Laura Coleman*

**MOTION CARRIED**

**(UNANIMOUSLY)**

## 6. Appointment of Auditor

MOTION: That the current auditors, Moore Stephens Markham's Wellington, be re-appointed for the 2020 year.

*Proposed: Dawn Sanders*

*Seconded: Gwen Green*

**MOTION CARRIED (UNANIMOUSLY)**

## 7. Board Election and Regional Representatives

### **Incoming Regional Board Representatives:**

John announced the following elected Regional Board members:

- Sarah Berman, Northern Division representative
- Katharine Richards, Central Division representative
- Laura Coleman, Southern Division representative

John announced the elected Board members for the 6 vacancies on the Board:

- Alice Montague
- Earle Wilkes

- Ellie Gray
- Gwen Green
- Katie Martin
- John Godfrey

The Board has appointed the following officers

- John Godfrey - Chair and Secretary (until the new Rules are registered after which the Executive Director is Secretary)
- Ellie Gray - Deputy Chair
- Earle Wilkes -Treasurer

### **Outgoing Board Representatives:**

John acknowledged and thanked the many years of dedicated service to FINZ from outgoing Board representatives:

- Shane Chisholm, Board member
- Dominique Leeming, Board member
- Nicki Sayers, Board member

## **8. Annual Membership Subscriptions Increase**

John highlighted that there had not been an increase for several years, it was last put up 20% in 2016. The Board has recommended that these be increased by five percent rounded to the nearest ten dollars.

MOTION: That the annual membership fees for all categories of membership will be increased by five percent.

*Proposed: Earle Wilkes  
Seconded: Sarah Berman  
MOTION CARRIED (UNANIMOUSLY)*

## **9 General Business**

### **1. Members of Ethics Committee**

The Rules require that membership of the Ethics Committee be reported to the AGM. John advised that the Board was in the process of appointing two more members to the Ethics Committee and that currently the committee has three members, as stipulated by the Constitution.

Those existing members are:

- Carol Painter
- Dominique Leeming
- Rebecca Scelly

## 2. Approve the Move of the Registered Business Office of FINZ

John explained the existing Constitution requires that the place of the Registered Office be agreed by the members at a General Meeting.

MOTION: That the Registered Office of the FINZ is agreed to be Level 13, 57 Willis St, Wellington and the Registrar of Incorporated Societies be notified.

*Proposed: Katherine Richards*  
*Seconded: David Lawson*  
**MOTION CARRIED (UNANIMOUSLY)**

In answer to a question from a member, the Chair explained the Ethics Committee is appointed by the Board. In the first instance, the existing Ethics Committee was asked and two members agreed to continue then Michelle and John consulted with them before canvassing for further potential members. The new Rules and Complaints Process requires a further two appointments which will be made after the AGM.

## 10. Close of Meeting

John thanked all those in attendance for supporting the AGM and thanked the FINZ team for creating a virtual meeting. He again thanked Fellows Jim Dalton and Carole Painter for the enormous amount of work they both did on drafting the new Rules.

Meeting closed at 1.06 pm.

# **Constitutional Rules**

**Fundraising Institute of New Zealand Incorporated**

**Amended and reprinted 2020**

# Index

1. Name	3
2. Definitions and interpretations	3
3. Objects of Institute	5
4. Membership	7
5. Admission of Members	10
6. Annual subscriptions	10
7. Use of Institute logo and name	11
8. Public statements	11
9. Termination of Membership	11
10. Control of the Institute	12
11. The Board	13
12. Proceedings of the Board	15
13. Duties of the Board	16
14. Powers of the Board	17
15. Vacation of office by Board members	17
16. Regions and Branches	18
17. Administration	19
18. Indemnity	20
19. General Meetings	20
20. Procedure at meetings	21
21. Accounts	22
22. Auditor	23
23. Registered Office	23
24. Complaints	24
25. Where no rule applies	24
26. Force Majeure	24
27. Alterations of the Rules	25
28. Winding up and disposition of surplus assets	25
29. Custody and use of Common Seal	26

# 1. Name

- 1.1 The name of the organisation is Fundraising Institute of New Zealand (Incorporated).

# 2. Definitions and interpretations

- 2.1 In these Rules unless a contrary intention is expressed:

**Appeal Officer (AO)** means a person appointed by the FINZ Board to conduct an appeal arising out of a decision made by the Ethics Committee in response to a complaint investigated under the FINZ Complaints process.

**Board** means the **Board** of the Institute.

**CEO** means the chief executive officer or general manager or other such title of the senior-most employee of FINZ determined by the Board.

**Code of Ethics** means a code of ethics published by the Institute.

**Code of Professional Conduct** means a code of professional conduct published by the Institute

**Company** means an entity incorporated under the Companies Act 1993 and established for the purpose of profit.

**Complainant** means a person who makes a formal complaint to FINZ

**Days** means working days, being those days during which the office of the Institute is open for normal business

**Defendant** means an individual or organisational, Federation or Corporate Support Member or Fellow of FINZ who is alleged to have breached the FINZ Code of Ethics and/or FINZ Code of Professional Conduct who is the subject of a complaint.

**Donation** means a voluntary contribution by a donor of money, property, goods or services to an organisation for the purpose of furthering that organisation's charitable objects. It does not include a sponsorship or community business partnership, or a fee paid to participate in any fundraising activity.

**Donor** means an individual or other entity that makes a contribution of value to an organisation to further the organisation's charitable objects. A donor includes

both prospective donors and an individual or entity that has previously made a donation. A donor does not include an individual organisation or entity that engages with an organisation for the purpose of trade or exchange of goods or services.

**Ethics Committee** means an independent committee established by the FINZ Board pursuant to the Constitutional Rules for the purposes of investigating and making determinations on complaints.

**Fellow** means a person appointed to membership at that grade under Clause 4.2.4

**Financial voting Member** means a Member meeting the criteria set out in Clause 6.2

**FINZ** means Fundraising Institute of New Zealand Incorporated.

**Formal Complaint** means a notice in writing sent by any person to FINZ, by way of a completed FINZ Complaints Form, concerning an alleged breach of any part of the FINZ Code of Ethics and/or the FINZ Code of Professional Conduct.

**Fundraiser** means a person, company or organisation, who carries out activities, whether for remuneration or as a volunteer, for the purpose of raising funds for the charitable objects of an organisation.

**Fundraising Activity** means an activity carried out by a person, company or organisation, whether for remuneration or as a volunteer, for the purpose of raising funds for the objects of an organisation.

**General meeting** means either an Annual General Meeting or Special General Meeting

**Institute** means the Fundraising Institute of New Zealand Incorporated

**Member** includes all the classes of membership defined in Clause 4.2 of these Rules

**Month** means calendar month

**Not for profit organisation** means voluntary, charitable and humanitarian agencies engaged in work to benefit humankind, the environment, or animal welfare without any pecuniary gain to the organisation, or their Trustees, employees, volunteers or any other persons associated with that organisation

**Object** means the objective, purpose or cause, however so defined in an organisation's constitutional documents.



**Officer** means any member of the FINZ Board, or duly appointed member of the Ethics Committee

**Professional Misconduct** means conduct that is a violation of the FINZ Codes of Ethics and/or FINZ Code of Professional Conduct.

**Region** means such smaller defined geographical areas as the Board may from time to time determine

**Secretary** means the CEO, acting as Secretary for the Board

**The Act** means the Incorporated Societies Act 1908 or its successors

**The Institute** and **FINZ** mean Fundraising Institute of New Zealand (Incorporated)

**The Regulations** mean the Regulations under the Incorporated Societies Act 1908 or its successors

**Unsatisfactory Conduct** means conduct that is neglectful of the FINZ Code of Ethics or Code of Professional Conduct.

**Voting Member** includes Individual, Organisation, Federated and Corporate support Members and Fellows as defined in these Rules

## 2.2 In these Rules:

2.2.1 words referring to persons include firms, partnerships, companies, corporations and not-for-profit organisations;

2.2.2 where the context permits, words referring to the singular also refer to the plural and vice versa and words signifying one gender also refers to the other gender.

## 3. Objects of Institute

3.1 The main objects of FINZ are to provide education for its Members to ensure ethical fundraising practice that benefits the public through the organisations they serve; and to promote the efficiency and effectiveness of the charitable and not-for-profit sectors. This is to be achieved:

- 3.1.1 on an individual level, in the better performance of professional fundraising endeavours by providing education in best practice methods and techniques;
- 3.1.2 on an organisational level, by representing the interests of such members to government and to the community at large, giving assurance that fundraising is carried out ethically and to professional standards;

by establishing standards and ethics to generally advance the quality of fundraising practice; most particularly by requiring Members to commit to compliance with the Institute's Code of Ethics and Code of Professional Conduct; by providing education and information to, and about, the fundraising profession.

- 3.2 To generally advance the professional standard of the fundraising profession, the Institute will undertake a number of functions, including:
  - 3.2.1 provide education, whether delivered in person or via electronic or other communications, to improve standards of fundraising practice in the charities and not-for-profit sector;
  - 3.2.2 establish and promote current best practice standards of ethics among members and for the education of non-members, engaged in the raising of funds or the conduct of appeals for charitable, philanthropic, religious, educational or other purposes for the public good;
  - 3.2.3 inform organisations, companies, other bodies and the general public to bring about a better understanding of the fundraising profession and ethical methods and practices in the raising of funds or the conduct of appeals for charitable, philanthropic, religious, educational or other purposes for public good;
  - 3.2.4 educate the general public about the general principles of fundraising and allow them to make informed decisions about their charitable contributions which give them confidence that their contributions are being used appropriately;
  - 3.2.5 give assurance to the general public that those people and organisations that are members of the Institute are conducting fundraising activities using ethical processes to professional standards;
  - 3.2.6 provide a means for people to lodge complaints against Members of the Institute if they perceive that ethical or professional conduct has been breached, and to investigate such complaints and hold Members who are found to have infringed those codes accountable for their actions;

- 3.2.7 support charities and not-for-profit organisations in their efforts to raise funds for their cause which, in turn, benefits the general public and communities assisted by those charities and not-for-profit organisations;
- 3.2.8 support, oppose or influence any actual or proposed legislation which might affect the interests of ethical fundraising standards, the Institute, its Members or the fundraising profession in general;
- 3.2.9 support and encourage commitment to the principles of Te Tiriti o Waitangi and to the embedding of equity, diversity and inclusion best practice.
- 3.2.10 publicise the Institute's activities to Members, government, other bodies and the general public using all suitable channels.
- 3.2.11 prepare, edit, publish or distribute by sale or otherwise, books, journals, newspapers, audio visual material or other publications;
- 3.2.12 form and maintain a library or libraries containing books and other publications in either physical or electronic form, of interest to the fundraising profession;
- 3.2.13 appoint delegates or representatives to any other body concerned with similar aims and objects as the Institute;
- 3.2.14 do all such other things as are conducive to the attainment of the objects of the Institute.

## 4. Membership

- 4.1 Membership of the Institute shall comprise any person on whom membership has been conferred in accordance with these rules.
- 4.2 All Members of the Institute shall promote the interests and objects of the Institute and shall do nothing to bring the Institute into disrepute
- 4.3 All Members shall be obliged to declare any conflict of interest, be it monetary or not in order for that conflict to be able to be determined material or not in respect of the Member's potential for participation in or determination on any matter
- 4.4 Membership categories are as follows:
  - 4.4.1 **Individual:** Membership may be conferred upon a person who has substantial involvement in or direct responsibility for the fundraising activities of a not-for-profit organisation or charitable organisation or held such a position and has

subsequent to admission continued to work substantially in the field of fundraising in either a general management, governance, contractor, consulting or supplier to the fundraising industry capacity. Members hold full voting rights and are eligible to hold Regional Committee and Board office.

**4.4.2 Organisation:** Membership may be conferred upon not-for-profit organisations engaged in fundraising. Organisation Members hold full voting rights and are eligible to hold Regional Committee and Board office.

**4.4.2.1 Organisation Members' Voting Rights:** An Organisation Member shall appoint a representative of the organisation to represent it at General Meetings of the Institute and such person shall be entitled to the same voting rights as two Individual Members and may hold Regional Committee and Board office;

**4.4.2.2 Employees of Organisation Members:** Membership benefits will be extended to employees (either paid or volunteer) of Organisation Members who are directly engaged in fundraising. Unless they are the Organisation Member's representative or hold a personal Individual Membership, they do not have voting rights. However, they are eligible to hold Regional Committee and Board office.

**4.4.2.3 No Automatic Organisation Membership:** Organisations that only employ Individual Members as defined in 4.4.1 do not automatically gain the right to promote themselves as Organisation Members

**4.4.3 Federated Organisation:s.** Membership may be conferred upon a full group of not-for-profit organisations engaged in fundraising and operating a federated or similar model at the discretion of the FINZ CEO and providing there are no non-participating members of the Federatiojn.

**4.4.3.1 Federated Members' Voting Rights:** A Federated Member shall allow each member entity of the Federation to represent it at General Meetings of the Institute and such person shall be entitled to the same voting rights as an Individual Member and may hold Regional Committee and Board office;

**4.4.3.2 No Automatic Federated Membership:** Organisations that only employ Individual Members as defined in 4.4.1 do not automatically gain the right to promote themselves as Federated Members

- 4.4.4 **Corporate supporter:** Corporate supporter membership may be conferred to any commercial organisation that supplies goods or services utilised in the advancement of fundraising practice or activity
- 4.4.4.1 **Corporate support Members' Voting Rights:** A Corporate Support Member shall appoint a representative to represent it at General Meetings of the Institute and such person shall be entitled to the same voting rights as an Individual Member and shall be eligible for election to a Regional Committee but ineligible for election or appointment to the Board;
- 4.4.4.2 **Employees of Corporate Support Members:** Membership benefits will be extended to employees (either paid or volunteer) of Corporate Support Members who are directly engaged in fundraising. Unless they are the Corporate supporter Member's representative or hold a personal Individual Membership, they do not have voting rights and cannot be eligible to hold office;
- 4.4.4.3 **No Automatic Corporate Support Membership:** Organisations that only employ Individual Members as defined in 4.4.1 do not automatically gain the right to promote themselves as Corporate Support Members
- 4.3.5 **Fellow:** Fellowship of the Institute may be conferred in accordance with these Rules on a Member (or a paid or volunteer employee of a member) who has for not less than ten (10) years demonstrated outstanding leadership or professional contribution within the Institute or the fundraising profession.
- 4.3.6 **Honorary:** Honorary membership may be conferred upon a person, not necessarily a fundraising professional, who because of distinguished, generous or otherwise meritorious services to the fundraising profession deserves to be honoured by the Institute. Honorary Members are not required to pay membership subscriptions, hold no voting rights and are not eligible to hold office.
- 4.4 The Institute shall maintain a current register of all Members, including their names, addresses and contact details
- 4.4.1 On request, Members shall be given a copy of the information held on the membership register relating to them or other material which is lawful or reasonable for a Member to have access to.
- 4.4.2 The Institute shall not sell or otherwise release a copy of its register or membership details to any third person or organisation other than that publicly available in the Institute's web-site.

## 5. Admission of members

- 5.1 Persons who are eligible to do so may apply in writing including email on a prescribed form to become Individual, Organisational, Federation or Corporate Support Members, unless they have previously held Membership status within the Institute, or within a similar overseas fundraising organisation that is formally recognised by the Institute, in which case application may be made for recognition or reinstatement of membership.
- 5.2 Each Member and category of Member except for Honorary Members shall be bound to the Code of Ethics and Code of Professional Conduct of the Institute
- 5.3 The Board shall have absolute discretion whether to approve or decline any application for membership, and shall not be bound to give any reasons for so doing.
- 5.4 Nomination for a Member to be made Fellow must include endorsement from a minimum of 2 Members from any Region as long as those endorsing Members are not from the same organisation or employing body as the nominee. They can either be submitted via a local Regional Committee or direct to National Office The nomination shall contain such details as necessary to support it. Nominations will be forwarded to a committee of current Fellows who will have the opportunity to make a recommendation to the Board. The Board will then consider all available information and make the final decision on conferment of a Fellowship or otherwise. A Fellowship may formally lapse upon recommendation of the committee of current Fellows and the resolution of the FINZ Board.
- 5.5 Honorary Membership may be conferred by the Board at its sole discretion on the recommendation of not less than three (3) voting Members which shall contain such details as shall be necessary to support it.
- 5.6 Changes to the status of membership shall be advised to all Members by publication in the Institute's official communications.

## 6. Annual subscriptions

- 6.1 The Annual General Meeting of the Institute on the recommendation of the Board shall determine the amount of the annual subscriptions payable by the various categories of Members of the Institute.
- 6.2 A voting Member shall not be entitled to exercise voting rights or otherwise take advantage or rights of membership until they have paid their annual subscription including any arrears.

- 6.3 Payment of subscription by a new member will be for the existing financial year which commences 1 January. Any new Member that joins during the year is prorated to the nearest forward month and must pay the subscription due for that year within 60 working days of receipt of admission.
- 6.4 The Board shall have the right to remit all or part of a Member's fees on compassionate or hardship grounds.
- 6.5 The Board shall have the right to remit all or part of a Fellow's membership fees once they have retired from active employment.

## 7. Use of Institute logo and name

- 7.1 Subject to the provisions of this Rule voting Individual Members excluding Honorary Members shall be entitled to describe themselves as a Member (MFINZ) or Fellow (FFINZ) of the Institute and use those letters after their name accordingly.
- 7.2 The logo and insignia of the Institute is governed by the Board and may not be used by Members either on their own stationery or otherwise for private gain or enhancement without approval of the Board.

## 8. Public statements

- 8.1 The CEO or another person(s) authorised by the Board shall be the official spokesperson(s) for the Institute. No other Member of the Institute shall make a public statement purporting to represent the views, attitudes or official position of the Institute or take individual action purporting to be taken on behalf of the Institute on any matter.

## 9. Lapse, Suspension or Termination of membership

- 9.1 A Member of the Institute shall cease to be a Member if:

- 9.1.1 they die
- 9.1.2 they are adjudicated bankrupt or assign their estate for the benefit of creditors
- 9.1.3 they resign their membership

- 9.1.4 they fail to pay any sums due to the Institute for membership dues for 3 calendar months after notice in writing from the Institute requiring them to pay
- 9.1.5 their membership is terminated pursuant to the provisions of these Rules.
- 9.2 Membership may be suspended or terminated under the following conditions
  - 9.2.1 suspension may be imposed where a Member has engaged in conduct which is contrary to the Institute's Rules, or where a formal complaint which has been investigated in accordance with the Institute's Complaints Process concludes that a Member has acted in a manner that constitutes unsatisfactory conduct;
  - 9.2.2 suspension or termination may be imposed where a formal complaint which has been investigated in accordance with the Institute's Complaints Process concludes that a Member has acted in a manner that constitutes professional misconduct.
- 9.3 Any Member wishing to resign from the Institute may do so by sending their resignation in writing to the Secretary.
- 9.4 Any Member ceasing to be a Member of the Institute for any reason whatsoever nevertheless remains liable to the Institute for all moneys which have become due by them prior to their membership ceasing.
- 9.5 Any Member ceasing to be a Member of the Institute must forthwith return any property of the Institute in that person's possession or under that person's control.
- 9.6 Upon cessation of membership the provisions of Clause 7 are withdrawn and a Member may not hold themselves out as Members or use the name or logo of the Institute or disclose any confidential information relating to the Institute or to any other Member of the Institute.
- 9.7 The obligation under Rules 9.4, 9.5 and 9.6 shall survive termination of membership
- 9.8 Any person whose application for membership is declined is eligible for a refund of any fee paid less a deduction for administration. Any person who resigns or whose membership is terminated is not entitled to a refund of any part of their membership fee.

## 10. Control of the Institute

- 10.1 The Board governs the Institute on behalf of its Members who constitute the Institute's ultimate decision-makers.



- 10.2 To ensure the efficient administration of Institute matters, the Board will appoint a CEO who will employ further support within the constraints imposed by the Board.
- 10.3 The Board may create such Regions and smaller Branches comprising defined geographical areas within New Zealand as it may from time to time determine.

## 11. The Board

- 11.1 There shall be a Board comprising:

- 11.1.1 one member elected by each Region to represent it on the Board;

- 11.1.2 not more than six (6) voting members elected by the voting members.

Nominations for such vacancies shall be called by the National Office no fewer than thirty (30) working days prior to the Annual General Meeting and all such nominations must be received by the National Office no fewer than twenty (20) working days prior to the date of the meeting. In the event of the number of nominations exceeding the number of vacancies the six (6) voting members shall be elected by postal or email ballot with ballot papers distributed no fewer than fifteen (15) working days prior to the Annual General Meeting. The ballot shall close no later than forty-eight (48) hours prior to the Annual General Meeting and the result declared to that meeting. In the event of a tie the successful voting member shall be determined by lot.

- 11.1.3 The CEO is a non-voting member of the Board, shall fulfil the role of Secretary of the Board and shall have custody of all books, documents and securities of the Institute: and shall act as Returning Officer to conduct all elections in a manner that is fair and encourages the fullest possible participation of Members eligible to vote.

- 11.2 The Officers of the Board shall comprise the Chair who shall be the head of the Institute, Deputy Chair and Treasurer. They shall be elected by the Board-elect from among the members referred to in Rule 11.1.1 and 11.1.2 at a meeting to be held for this purpose immediately prior to the Annual General Meeting of the Institute. They shall hold that office for two (2) years from the conclusion of the meeting of the Board held to determine Officer election and are eligible for re-election to that office for a maximum of two (2) further terms, holding their office for a maximum of six (6) years consecutively.

- 11.3 The Chair shall have such duties and powers as may be reasonably required to enable him or her to properly oversee the business of the Institute.

- 11.4 The Deputy Chair shall assist the Chair to carry out his or her duties as requested or delegated by the Chair and shall exercise all the powers and duties of the Chair in his or her absence
- 11.5 Members of the Board elected pursuant to Rules 11.1.1 and 11.1.2 who are not Officers of the Board shall hold office for a term of two (2) years but shall be eligible for re-election for not more than two (2) consecutive terms, sitting on Board for a maximum of six (6) consecutive years.
- 11.6 The Board shall have power to co-opt to fill vacancies in the event insufficient nominations are received pursuant to Rule 11.1.2 or to fill a vacancy created by the resignation of an elected member. In order to fill such vacancies the Board shall be entitled to co-opt Members of the Institute who hold appropriate qualifications for the position as determined by the Board from time to time. Such places will be deemed vacant at the next election.
- 11.7 The Board may co-opt up to two additional persons to the Board for a specific purpose or for a limited period, or generally until the next annual general meeting and any person so co-opted shall have all the obligations, rights and privileges of a Board member
- 11.8 The Chair, with the approval of the Board, may appoint such subcommittees of the Board as are considered necessary or expedient. The Board may delegate any of its powers to such subcommittees and in the exercise of its powers the subcommittee shall conform to any regulations imposed on it by the Board. The Chair and Deputy Chair shall be ex officio members of all committees of the Board except for the Ethics Committee as outlined in Clause 11.7 below..
- 11.9 The Chair, Deputy Chair and CEO may attend and speak at all Regional and Branch meetings.
- 11.10 Ethics Committee. The Ethics Committee is an independent committee of the Board responsible for investigating formal complaints received by the Institute against Members in accordance with the procedures described in Appendix A.
- 11.10.1 The Ethics Committee shall comprise five members
- 11.10.2 The Board shall be responsible for identifying appropriate prospects for appointment to the Ethics Committee and for their recruitment and appointment; including replacement of Ethics Committee members who might resign during their current term, should the number of members fall below 11.7.1 levels

11.10.3 Members of the Ethics Committee shall be committed to the Ethics Committee member Position Description including maintaining the principles of impartiality and natural justice and shall in return be indemnified by the Institute against any claim arising from the Committee's processes or any conclusion drawn from their investigations and hearings

11.10.4 Members of the Ethics Committee shall not be Institute Board members and shall be appointed by the Board and shall hold office for one (1) year but shall be eligible for re-appointment in any subsequent year. The Board will also appoint the Chair of the Ethics Committee. The Chair does not necessarily need to be a Member of the Institute. The Board shall also appoint an independent Appeal Officer in the event that a finding of the Ethics Committee is appealed

11.10.5 The Board shall receive any recommendations from the Ethics Committee to proposed changes to the Codes of Ethics and Code of Professional Conduct and shall delegate to the Ethics Committee the task of reviewing the Codes and the Institute's complaints processes no less than every three years

11.10.6 The Board may publish best practice guidelines in respect of fundraising activity and will undertake to have these reviewed, amended, added to or deleted on a frequency of not less than every ten years. Best practice guidelines do not form part of the Institute's Code of Ethics or Code of Professional Conduct

## 12. Proceedings of the Board

- 12.1 The Board shall meet not less than three (3) times each year at such times and places and by what means including telephone and video conferencing meetings as it may from time to time decide and its meetings will be chaired by the Chair or in her/his absence by the Deputy Chair. Should both the Chair and Deputy Chair be absent then a Chairperson shall be appointed from among those present at the meeting.
- 12.2 A majority of the Board members including the CEO shall constitute a quorum. In the event that no quorum is achieved, then discussion may ensue but no decisions can be made.
- 12.3 Upon written application from at least three (3) Board members the Chair or Secretary shall convene a meeting of the Board. Any such meeting must be held within twenty (20) working days of the date of receipt of such requisition and shall attend solely to the stated business of the meeting.

- 12.4 Except as otherwise stated in these Rules, all matters for determination by the Board whether in meeting, by postal or email ballot or otherwise shall be decided by a majority of those voting. The Chair or other person presiding shall have a deliberative vote but not a casting vote and in the case of an equality of votes the motion shall be deemed lost.
- 12.5 The Secretary shall formally notify each Board member of the time, place and/or means of meeting and agenda including relevant reports and papers at least 5 working days prior to any meeting and be responsible for the recording of minutes for ratification subject to any agreed amendments at a subsequent Board meeting.
- 12.6 The Board Chair, after consultation with the Secretary may call a special meeting of the Board whenever he or she believes the business of the Board warrants it and must do so when requested by any three members of the Board.

## 13. Duties of the Board

- 13.1 It is the duty of the Board generally to govern the affairs of the Institute, to ensure it has and receives regular updates on its strategic plan, annual plan and budget; and has adopted a set of policies covering standards, ethics and behaviour. It must ensure the role and performance objectives of the CEO are clear and that it is compliant with all legislative, regulatory and constitutional requirements and meets all financial reporting requirements.
- 13.2 When exercising their powers and performing their functions, Board members must individually and collectively:
- 13.2.1 Act in good faith and in the best interests of the Institute and use their power for a proper purpose
  - 13.2.2 exercise the degree of care and diligence that a reasonable person with the same responsibilities within the Board would exercise in the circumstances applying at the time
  - 13.2.3 Not allow the activities of the Institute to be carried on recklessly or in a manner that is likely to create a substantial risk of serious loss to the Institute's creditors or assets, or
  - 13.2.4 not allow the Board to incur obligations that they do not reasonably believe will be fulfilled, and must comply with the duties required of them under The Act

- 13.3 The Board shall ensure that at all times both Charities Services and the Office of Incorporated Societies have current and correct contact details for the Institute.

## 14. Powers of the Board

- 14.1 Subject to these Rules the Board shall be responsible for the governance of the Institute according to law, this constitution and the policies and decisions of the Institute passed by an Annual or Special General meeting
- 14.2 In addition to any power conferred by these Rules the Board is entitled to exercise the following powers, authorities and discretions on behalf of the Institute, which they can delegate to the CEO under approved governance polices:
- 14.2.1 to co-operate with all interested parties in promoting the objects of the Institute.
  - 14.2.2 to enter into any arrangement with any institution or organisation which has objects similar to the objects of the Institute.
  - 14.2.3 to solicit donations, gifts and bequests to the Institute for promotion of the objects of the Institute.
  - 14.2.4 to expend any money in pursuance of and incidental to the objects of the Institute.
  - 14.2.5 to purchase, lease or otherwise acquire property and to sell, lease or otherwise dispose of property; and
  - 14.2.6 to charge fees for goods or services sold on behalf of the Institute.
- 14.3 The Board may borrow or raise money on behalf of the Institute including to secure the repayment of such sums as the Board shall think fit and in particular by mortgage, bonds, debentures or other securities charged upon all or any of the assets of the Institute (both present and future) and to purchase redeem and pay off any such securities.
- 14.4 The Board may from time to time make and amend by-laws, regulations and policies for the conduct and control of Board or Institute activity but no such by-laws, regulations, policies shall be inconsistent with this Constitution
- 14.5 In addition to the foregoing Rules, the Board may do all such things as are conducive to the objects and in the exercise of the powers of the Institute.

## 15. Vacation of office by Board members

- 15.1 Any Board member may retire from office on giving no less than twenty (20) working days written notice to the Secretary of his or her intention to retire and the resignation shall take effect at the time expressed in the notice (provided the time is not earlier than the date of delivery of the written notice to the Secretary) or upon its earlier acceptance by the Board.
- 15.2 The office of a Board member shall become vacant if that member:
- 15.2.1 becomes bankrupt or makes any arrangement or composition with creditors generally;
  - 15.2.2 becomes a person to whom section 151(2) of the Companies Act 1993 or to whom the exclusions in Section 16 of the Charities Act 2005 applies;
  - 15.2.3 becomes incapable of competently exercising the powers, authorities and discretions of office (in which case a decision of no less than two thirds of the Board shall be determinative notwithstanding who appointed such a Board member). Incapacity shall include being mentally disordered within the meaning of the Mental Health (Compulsory Assessment and Treatment) Act 1992 and being mentally incapable within the Protection of Personal and Property Rights Act 1988;
  - 15.2.4 Has had their membership suspended or terminated following an investigation by the Ethics Committee
  - 15.2.5 is a Board member elected by a Region and the Secretary receives notice that the Board member no longer has the confidence of the Region by whom they were appointed;
  - 15.2.6 is absent from more than two (2) consecutive Board meetings without reasonable cause or the permission of the Board ~~and the Board resolves that the office be vacated;~~ or
  - 15.2.7 is removed by resolution passed by a two thirds majority of the voting Members at a Special General Meeting or Annual General Meeting.

## 16. Regions

- 16.1 The establishment, continued operation, management and closure of a Region is the responsibility of the Board. A Region shall exist at the discretion of the Board.
- 16.2 The Members residing in any Region formed in accordance with these Rules shall be deemed to be Members of that Region.
- 16.2 A Region shall conduct its affairs in accordance with these Rules
- 16.3 A Region shall not levy the Members in its respective area but may set charges for attendance at events (except General Meetings).
- 16.4 Each Region shall have a Committee consisting of a Chair and not less than three (3) Members who shall be elected annually by postal or electronic ballot solely from within the voting membership resident within that Region. The newly elected members of the Committee shall elect their Chair prior to the Institute annual general meeting in a manner deemed most effective and efficient by those participating Committee members and the newly elected Chair shall hold office for one (1) year but shall be eligible for re-election for not more than five (5) further consecutive years.
- 16.5 If five or more members of a Region are dissatisfied with any decision of their Regional Committee, they may petition the Board Chair stating their concerns. The Chair will be responsible for facilitating resolution or presenting recommendations if required to the Board for consideration and implementation.

## 17. Administration

- 17.1 Subject to the Rules of the Institute and to any resolution duly passed by the Institute in General Meeting:
  - 17.1.1 the Board shall govern the affairs of the Institute.
  - 17.1.2 the Board and each Regional Committee shall have the power to do all things whatsoever necessary for the good governance of the Institute or such Region as it controls, provided:
    - 17.1.2.1 any material action of a strategic or financially important nature taken by the Board shall be reported upon at the next Annual General Meeting of the Institute;

17.1.2.2 no Region may do anything which is other than in accordance with the intention of these Rules or with any policy of the Institute or resolution of the Board;

17.1.2.3 no Region shall enter into any contract or make financial commitment except to the extent and within the limits from time to time authorised by the Board:

17.1.3 Each Regional Committee shall submit an annual report summarising activities and matters of interest and/or concern in respect of the Region to the Board not less than twenty (20) working days prior to the annual general meeting

## 18. Indemnity of Officers and Board Members

To the extent permitted by law, Board members, Committee members including members of the Ethics Committee and Institute staff and volunteers shall be indemnified by and out of the funds of the Institute, against any loss, damage, expenses or liability incurred by reason of or in connection with any claim or legal proceedings instituted against them or any one of them for any act done, omitted or suffered in relation to the performance of their official duties, unless the same shall result from their, his or her wilful default.

## 19. General Meetings

### 19.1 Annual General Meetings

The Institute must hold an AGM at a time and date to comply with filing the Institute's annual return as prescribed in the Charities Act 2005 on such date and at such time and place or in whatever form including electronic means providing that all attendees can hear and be heard as the Board determines. The meeting must be called for the following purposes:

19.1.1 receive from the Board its report or reports to Members and a copy of the audited annual Performance Report for the preceding year;

19.1.2 receive and ratify the minutes of the previous annual general meeting, subject to any amendment approved by the meeting

19.1.3 receive a report from each Region as defined in 17.1.3

19.1.4 declare the elected Members of the Board and each of the Institute's Regional Committees for the ensuing year;

19.1.5 confirm the appointment of the Auditor for the current financial year



- 19.1.6 advise Ethics Committee membership;
- 19.1.7 fix the annual membership subscriptions for the ensuing year commencing 1 January following the Annual General Meeting;
- 19.1.8 decide on any remit or resolution which must have been duly submitted to the Secretary not less than fifteen (15) working days prior to the date of such meeting; and
- 19.1.9 consider any other business which may have been notified to the Secretary in writing prior to the meeting.

## 19.2 Special General Meeting

The Chair or in the Chair's absence or inability any other member of the Board may at any time for any special purpose call a Special General Meeting and the Chair must do so forthwith upon the requisition in writing of any eleven (11) Members stating the purposes for which the meeting is required.

## 20. Procedure at meetings

- 20.1 At General Meetings the Chair or in her/his absence by the Deputy Chair shall preside. Should both the Chair and Deputy Chair be absent then a Chairperson shall be appointed from among those present at the meeting
- 20.2 Every Individual, Fellow and Corporate Support financial voting Member shall be entitled on every motion to one (1) vote exercised in person or by proxy duly authorised by the Member appointing a proxy in writing unless required by law or as otherwise stipulated by these Rules. Every Organisation financial voting Member shall be entitled to two (2) votes exercised in the same manner.
- 20.3 All motions shall be decided by a simple majority. In the case of an equality of votes the motion shall be deemed to be lost. The mode of voting on all questions other than elections is by voices or if the Chair or any three (3) Members so require by a show of hands or physical or electronic poll. Where a poll is demanded the meeting shall appoint two (2) persons not otherwise entitled to vote to act as scrutineers.
  - 20.3.1 At all General Meetings of the Institute twenty-three (23) financial voting Members shall constitute a quorum whether held in a physical locality or via electronic means providing all present can hear and be heard.
  - 20.3.2 A quorum must be present at all times during the meeting. If the meeting is being held electronically and a live link is lost with a group of Members

who are required to achieve a quorum then the meeting shall be suspended until the link is restored.

- 20.3.3 A Member who is disqualified from voting on a matter because of a raised conflict of interest shall be counted in the quorum despite that disqualification.
- 20.3.4 In the event that a quorum is not achieved, the meeting must be deferred to a subsequent date at the earliest convenience at which a quorum can be achieved and the business of the meeting transacted.
- 20.4 Ten (10) working days before a Special General Meeting and fifteen (15) working days before the Annual General Meeting notice must be given as the Board determines. The notice must include the date, time and place or means including electronic means providing that all attendees can hear and be heard, and the business to be transacted. The notice must be sent to every Member and no other business can be dealt with at such a meeting unless it is agreed by three-fourths of those present and entitled to vote. 20.5 Every notice required to be given to the Members is deemed to have been duly delivered if posted in a prepaid letter or email addressed to the Member at the Member's last known place of business, residential or email address.
- 20.6 The accidental omission to give or the non-receipt of any notice of meeting to any Member shall not invalidate any business transacted at any meeting.
- 20.7 Members may appoint a proxy to attend and vote in their stead at any meeting. The form of proxy shall be sent out by the Secretary with the notice calling the meeting. Proxies must be lodged with the Secretary immediately prior to the commencement of the meeting.
- 20.8 All voting members shall have speaking rights with speaking rights granted to any non-Member solely at the invitation of the Chair, whose decision shall be final.

## 21. Accounts

- 21.1 The funds of the Institute are to be devoted solely to the furtherance of the objects of the Institute as set out in these Rules and are to be under the control of the Board.
- 21.2 The Board may approve delegations and authorities in order to undertake normal business practice.
- 21.3 All moneys received by or on behalf of the Institute must forthwith be paid to the credit of the Institute in an account with such bank as may from time to time be fixed by the

Institute. All payments drawn on any account must be signed by no less than two (2) persons duly authorised by the Board as signatories.

21.4 The Board shall request regular updates of the finances and ensure they are within the approved criteria set down by the Board from time to time or as requested.

21.5 The Board at its discretion may authorise Regions to operate bank accounts on such conditions as the Board may from time to time stipulate.

21.6 No part of the organisation's income or other funds is to be used or be available for the personal use of any Member or an associated person of any Member, except that:

21.6.1 any Member may receive full reimbursement for all expenses properly incurred by that Member in connection with the affairs of the Institute.

21.6.2 the Institute may pay reasonable and proper remuneration to any officer or servant of the Institute (whether a Member or not) in return for services actually rendered to the Institute.

21.7 The financial year of the Institute shall be from the 1st day of January to the 31st day of December.

## 22. Auditor

22.1 The books of the Institute must be audited annually and reported upon by an auditor who shall be a member of the Institute of Chartered Accountants of New Zealand.

22.2 Such auditor cannot hold any other office in the Institute and is to receive such fee as may be negotiated from time to time by the Board.

22.3 The auditor is appointed by the Board.

## 23. Registered office

23.1 The registered office of the Institute is to be at such place as the Board determines from time to time. Due notice of any change of office is to be given to the Registrar of Incorporated Societies within the Companies Office and Charities Services Division of The Department of Internal Affairs.

## 24. Complaints

- 24.1 The Institute shall be responsible for receiving and processing any complaints that allege a breach of the Institute's Code of Ethics or Code of Professional Conduct. Complaints can only proceed against a Member of the Institute, being the limit of the Institute's powers and influence
- 24.2 The Board shall ensure that a clear description of the process outlined in Appendix A to these Rules to be followed upon receipt of a complaint is made available publicly in both electronic and hard copy form
- 24.3 The complaints process described in Appendix A is part of these rules.
- 24.4 The Board shall undertake to inform Members of any changes to the Code of Ethics or Code of Professional Conduct or changes to the complaints management process within twenty (20) working days of the decision to make change at a General Meeting.
- 24.5 The Board may undertake an investigation of any one or more Members on its own initiative whether a formal complaint is received or not and it is deemed to be in the best interests of the public where the matter is other than an alleged breach of the Institute's Code of Ethics or Professional Conduct. The Board rather than the Ethics Committee shall determine the means of investigation and shall follow the same principles of natural justice as if it were investigated by the Ethics Committee.

## 25. Where no rule applies

If any matter arises which in the opinion of the Board is not provided for in these Rules then the Board must act in what it considers to be the best interests of the Institute.

## 26. Force majeure or emergency circumstances

Under circumstances of Force Majeure or emergency situations brought about by bad weather, natural disasters, pandemics, and the like that render the Board or Institute incapable or unable to fulfil its duties and obligations, the Chair or in his or her absence Deputy Chair or in his or her absence the CEO may suspend these Rules for the period during which the Force Majeure exists providing that the Institute

- 26.1 abides by all laws and regulations that continue to apply irrespective of any Force Majeure or emergency situation;

- 26.2 responds to and abides by any instruction issued or permitted by a Regulator to an Incorporated Society or Registered Charity while the Force Majeure or emergency situation exists; and
- 26.3 the Institute returns to full compliance with these Rules at the earliest possible time and makes good on any actions that would otherwise been required had the Force Majeure or emergency situation not occurred.

## 27. Alterations of the Rules

- 27.1 These Rules may be altered, added to or cancelled by resolution at a General Meeting of the Institute of which notice prescribed by these Rules has been given.
- 27.2 No alteration, addition or rescission shall be approved if it affects the personal benefit clause of the winding up clause or if it fails to comply with S21 of The Incorporated Societies Act 1908.
- 27.3 No alteration, addition or rescission to these rules shall be approved if it affects the charitable nature or status of the Institute.
- 27.4 As soon as practicable after an amendment to the Constitution has been approved at a General Meeting, the Institute shall notify Members of the amendment(s) and take necessary steps to formally register the amendment(s) with the appropriate statutory authority.

## 28. Winding up and disposal of surplus assets

- 28.1 The Institute must be wound up if, by a simple majority, a resolution requiring this is passed at a General Meeting of its members, and if that resolution is confirmed at a subsequent General Meeting called for that purpose held not earlier than 20 working days after the meeting where the resolution was originally passed.
- 28.2 In the event of the Institute being wound up the surplus assets after payment of the Institute's liabilities and the expenses of the winding-up are to be transferred to such not-for-profit organisations having purposes wholly or in part similar to the purpose of the Institute as the meeting of dissolution shall determine.
- 28.3 The Institute shall be dissolved after the Registrar of Incorporated Societies has formally cancelled the Institute's registration.

## 29. Custody and use of Common Seal

- 29.1 The Common Seal of the Institute shall be kept in the custody of the Secretary.
- 29.2 The Common Seal shall not be affixed to any instrument except by the authority of the Board and the affixing of the Common Seal shall be attested by the signatures of two (2) Members of the Board, one of whom shall be the Secretary who shall also have custody of all books, documents, and securities of the Institute.
- 29.3 Should the law change and the Institute no longer require a Common Seal the Institute shall be deemed to not require a Common Seal.



## Chair's Report 2020

You will be familiar with the adjectives so often used to describe 2020. It was a year that tested the entire world in every possible way. It was a year from which many lessons were learned. It was also, possibly, despite great and continuing tragedy, a year that will have a positive effect on the future.

Firstly, may I offer the very deepest thanks to all of our members, sponsors and the many supporters and friends who helped ensure that we reach December 2020 in far better shape than we had anticipated in the early months of the year. All of us too, owe a great deal of thanks to the FINZ team, under the leadership of Michelle Berriman, all of whom showed diligence, flexibility and initiative while dealing with many challenges and novel situations.

I would like to use this space to offer some insight into the governance challenges and some of the lessons learned and solutions reached. These will be issues that were faced by many organisations, nonetheless, I think it is important to have a record.

We had an early taste in February 2020 of what was to come by learning that one of our team had been at a restaurant at the same time as one of the early confirmed positive cases of Covid 19. A prompt decision was taken to offer not only them but all our team the right to work from home. By later in the month, Michelle and the team were already preparing contingency plans against the possibility of cancelling face-to-face events including Conference. Not long into March when the very real prospect of lockdown emerged we began discussions with our landlord regarding reducing or moderating our lease obligations.

The FINZ board had traditionally met for some short meetings by phone or video. Our scheduled full-day face-to-face meeting during the March Lockdown required rescheduling as three video-conferences. A key decision taken was to form a sub-committee to support Michelle through critical decisions arising from the unpredictable economic and public health situation. The subcommittee met

fortnightly during May and June. Also, Michelle and I, as Chair, held a scheduled daily catch-up phone call. Our biggest concern as an organisation was our sustainability in the face of loss of income from live events - especially the uncertainty around having our Conference.

Meantime, we were all too aware of the impacts that the unfolding situation were having on members. A message was sent to Government on behalf of the fundraising sector seeking assurance that charities would not be overlooked in government support packages. We also commissioned research and webinars to provide up-to-date data on the unfolding impact on fundraising. The government's wage subsidy meant a great deal by removing the all-too-real possibility that we might have had to reduce our staffing.

The role of the subcommittee during May and June was to closely monitor FINZ's cash flow; consider contingency plans, especially around when or whether we might hold Conference; and to re-budget accordingly. You will be aware of what a nailbiter Conference turned out to be. It was initially postponed, then we were faced with a change of venue. We had already planned for many of our international speakers to present digitally. When a second full lockdown in Auckland was invoked we began to plan for an entirely online Conference. The final, hybrid conference in October opened only days before Auckland returned to Level I. We are more than grateful to our members who maintained their confidence and their registration during all these twists and turns.

The July 2020 meeting of the board considered what may have seemed a novel proposal but, in many ways given our role as the peak body for fundraisers in New Zealand, was a logical move. We agreed that we had a strong case for asking our members and sponsors to support an Emergency Appeal. We also had a responsibility as directors to ensure all channels of funding were explored. Our message was that It would be unimaginable if Aotearoa New Zealand were to lose its national professional fundraising association. But it was not about us as an organisation, it was about those whom members fundraise for. For them, we want the best trained and supported fundraisers possible. The support we received not only from donors in Aotearoa but from overseas was wonderful.

While much of the governance focus during the year was related to meeting the challenges of Covid-19, another significant focus was revising our Constitution and Rules, including a strengthened Ethics and Complaints procedure. This process benefited enormously from the wise guidance of Fellows of FINZ, demonstrating the value to us of being able to retain as active members some of our most senior and respected fundraisers.



Space allows me only to give a short glimpse of an extraordinary year. However, there is one theme that I must emphasise. Whether you have been a member, a sponsor, a presenter in one of our professional development programs or conference, a volunteer member of our regional committees or FINZ board, or a member of the staff team, your loyalty and support during an extraordinary year made all the difference. He aha te mea nui o te ao. He tangata, he tangata, he tangata. [What is the most important thing in the world? It is the people, it is the people, it is the people.]

16/04/2021

John Godfrey, PhD, CFRE.

Chair



### Executive Director Report 2020

In February 2020 I excitedly wrote about our plans for the year. I spoke about being thrilled to be bringing the legendary Ken Burnett to NZ for our March speaker tour, I was excited to blast off our Conference in June, I was looking forward to meeting as many of our members as possible at one of our many exciting events we had planned. We had momentum; we were excited.

At the end of February, I flew to FIA Annual Conference in Brisbane where I finally got to meet Ken Burnett. We hit it off immediately and little did I know how much our relationship would mean to me and FINZ as the year progressed. We were blissfully ignorant, optimistic, and ready for the year ahead.

Then the world as we know it turned on its head! By April we were in the midst of a global pandemic.

I do want to acknowledge all the victims of COVID-19 both here in NZ and around the world. The ongoing heartache endured cannot be underestimated, and the leadership shown by *‘the team of 5 million’* highlighted to me just how very lucky we are to live in NZ with a leader who put the health and wellbeing of everyday Kiwis before everything else.

The global pandemic created a level playing field for leaders everywhere, no MBA gave anyone an edge on what was the “best/right” thing to do. This was where the instinctual needs of those we exist to serve came in.

The first few weeks of the lockdown and subsequent rules imposed on essential mail caused panic. People were thinking and acting with raw emotion and concern for their fundraising. It was a natural reaction to something that was not written into anyone’s strategic plan, but once the initial panic settled down, the organisations that thrived and survived led strongly, by resetting back to the basic principles of good relationship fundraising and focusing on with what really matters to them the most – looking after those that support the causes they care about – your donors.

FINZ, like many organisations, had to react instinctively as to how best we could serve our members during ever-changing events as they unfolded. We immediately reached out to our loyal sponsors and supporters to help produce webinars, surveys, advice, and guidance. We started online resources,

groups, and communities, we switched our F2F learning lunches to online events, and of course early in the piece we postponed our conference until October 2020. (Little did we know that was just the first of many changes to our conference!) I want to give a special mention to Minnie Finlayson for her agility, intuition, and response in creating our Covid support resource platform. She did this almost overnight and added tools and resources that stretched beyond fundraising. She approached this holistically and with the care of our members at the core of her work.

This shift in our education programme had positive results that we could not have predicted: in the first half of the year, we had increased engagement by a whopping 350%! This stabilized to about a 200% increase overall by the end of 2020. The initial response, education, tools, and resources were provided at no cost to members, so despite the significant engagement reach of our education programme, our income was significantly impacted. This was a considered approach from FINZ. We wanted to provide support, advice, and education that would help you in times of crisis, education that would deliver an immediate impact on how to help your organisation weather the storm and add real value to your membership of FINZ.

The Chair has articulated the key decisions and timelines well in his report. One additional to those critical decisions that I would like to add is that when we went into lockdown on the 23<sup>rd</sup> of March, a critical time in gathering in those outstanding membership invoices before the 31<sup>st</sup> of March, I made the decision that we would not be chasing up our members for outstanding invoices. Everyone was dealing with the new reality and in this instance it felt like the right decision. You will see this impacted our membership numbers for the year, but that is OK. I am pleased to report we have recovered well, and membership is looking healthy as we end the first quarter of 2021.

We hoped that by investing in you during this crisis, you would in turn support FINZ when we needed it. And boy did you respond! We took a leap of faith and with the support of those around us we launched a world-first emergency appeal.

<https://sofii.org/article/save-finz-a-fundraiser-to-fundraiser-f2f-appeal>

<https://sofii.org/case-study/save-finz-direct-mail-appeal>

<https://sofii.org/article/update-will-you-help-save-finz-a-unique-fundraiser-to-fundraiser-f2f-appeal-part-2>

It was a BIG ask, it was a daring ask, it was a world-first ask. It was an ask that I did not know you would respond to, but YOU did! And because of you, we were able to survive a year that we thought would end our organisation.

A standout reflection of the year that was 2020 took place on a dark, cold, winter morning at about 4.30am sitting at my kitchen table, with a cup of tea, wearing my sesame street pyjamas, hair all over the place. I was scheduled to meet with Eva Aldrich from CRFE, I was up early and could not sleep and she said jump on now, I don't care what you look like! We talked, shared our experiences of leading during a pandemic and she acknowledged the difficult financial position FINZ was in. During that phone call she pledged a \$5,000 donation to the FINZ emergency appeal. This highlights the "real" and "authentic" approach that the global pandemic took us to. We all showed our vulnerabilities, our homes, and a bit more of who we are during this year.

The events of this past year have given me plenty of context to talk about taking your next GIANT leap. In September we did just that when we rolled out V4 of the FINZ Conference and delivered a hybrid in person and virtual conference under level 2.5 in Auckland. I cannot describe the challenges we faced, but we did it and we delivered what I think was a great event.

John Henton, Cancer Society Wellington was sitting in the foyer of the Vodaphone Centre shortly after our opening plenary. He stopped me and said *"Michelle, we came up from Wellington to support you, but I did not expect anything great. I wondered how you could possibly top the Conference of last year, but I have just experienced something I will never forget – A hologram Keynote! Somehow you have actually managed to go one step further..."* Those are the moments that keep you going through all the hard times. That is why we exist. This is WHY we do what we do.

Check out our keynote Nikki Bell in hologram for yourself.

<https://m.youtube.com/watch?v=wVciBF0F8R0>

Covid changed many things.

We all shared similar experiences. We learnt that we had the ability to cope with disruption. We learnt how important our relationships were. We reached out to peers, friends, leaders, supporters, colleagues, and at times strangers (who became firm friends) for support, help, advice. We learnt you should not be afraid to ASK and ask with honesty and authenticity. We also learnt to always back yourself, take risks, push boundaries. We adopted an attitude of survival. We all worked harder in 2020 than we ever thought was possible.

Adopting an attitude of survival and working at the pace and level of 2020 was unsustainable and came at a cost to our own personal wellbeing. I realised that at times it is ok to be vulnerable, feel scared,

anxious, and isolated. I learned to try and take the pressure off, to actively make decisions to avoid burnout, that its ok to not be excellent all the time, and just being good enough to maintain wellbeing was ok.

At the end of December 2020, we ended the financial year with a healthy surplus, smashing the ceiling of what we thought we faced in July 2020. That is because of our loyal members, supporters, and friends.

All of this would not have been possible without our tiny but dedicated and determined team. I want to thank the FINZ team for their patience, their support, and their calming influence when things were constantly changing and evolving. Thank you, Linda, Minnie, and Tamla.

As I sit and write these words, I am trying to find the “right” words, words that can say what I want to say, in the right way BUT actually words cannot describe the gratitude I have for the kindness, belief, support, and generosity our members, supporters and donors showed myself, and FINZ in 2020.

In a year that changed the world forever, FINZ was there for you and you were there for FINZ, and we were all there for all Kiwi fundraisers trying to change the world.



A handwritten signature in blue ink, which appears to read 'Michelle B'. The signature is fluid and cursive.



# Performance Report

FUNDRAISING INSTITUTE OF NEW ZEALAND  
INCORPORATED

For the year ended 31 December 2020

LEVEL 3, 50 MANNERS STREET  
WELLINGTON 6011  
NEW ZEALAND

p. +64 4 499 6223  
e. [info@finz.org.nz](mailto:info@finz.org.nz)  
w. [finz.org.nz](http://finz.org.nz)

# PERFORMANCE REPORT

**Fundraising Institute of New Zealand Incorporated**

**For the year ended**

**31 December 2020**

---

## Contents

	Page
<b>Non-Financial Information:</b>	
Entity Information	3-4
Approval of Financial Report	5
Statement of Service Performance	6-7
<b>Financial Information:</b>	
Statement of Financial Performance	8
Statement of Financial Position	9
Statement of Cash Flows	10
Statement of Accounting Policies	11-12
Notes to the Performance Report	13-15
<b>Independent Auditor's Report</b>	

# Entity Information

## Fundraising Institute of New Zealand Incorporated

### For the year ended 31 December 2020

#### Legal Name of Entity:

Fundraising Institute of New Zealand Incorporated

#### Entity Type & Legal Basis

Incorporated Society and Registered Charity (since 10 February 2018)

#### Registration Numbers

Incorporation No. 512675 and Charity Registration No. CC55344

#### Entity's Purpose or Mission

The Fundraising Institute of New Zealand (FINZ) is the professional membership body that represents fundraising in New Zealand. For the benefit of all New Zealanders, FINZ is committed to fundraising excellence. We want to ensure that worthy causes are well supported and that the generosity of New Zealanders is recognised and encouraged.

We do this by:

##### \*Ensuring ethical fundraising

FINZ members abide by ethical fundraising practices. We have comprehensive standards of practice to enhance the integrity and professionalism of your fundraising activities. Members of FINZ can proudly communicate to their donors that they are a part of New Zealand's premier professional and ethical fundraising body.

##### \*Professional Development

Ongoing education will help you become a master of your craft, polish your fundraising skills and increase your charity's income. FINZ offers members access to a wide range of knowledge enhancing workshops, seminars, conferences and online courses - often at significantly discounted rates. FINZ also has a wealth of research material and industry information that members can access.

##### \*Networking Opportunities

Deepen existing relationships and forge new ones with other fundraising professionals from around the country and overseas. Share best practice ideas and learn from each other's experiences. FINZ is an excellent vehicle through which fundraisers can build great working relationships.

##### \*Mentoring

Take advantage of up to 8 formal coaching or mentoring sessions arranged through FINZ. Learn from experienced fundraisers, let them share their insights, solutions, and support and guide you through any challenges you might be facing.

##### \*Discounted Services

Membership of FINZ offers a wide variety of discounts from training partners, printing specialists, fundraising tools and much more.

##### \*Be your voice

As one of the lead voices for effective fundraising and philanthropy in New Zealand, FINZ will advocate on behalf of its members to ensure the value of fundraising continues to be recognised and that public policy provides an excellent environment in which to work.

#### Entity Structure

The Fundraising Institute of New Zealand Incorporated (FINZ) is an incorporated society and a registered charity.

FINZ is governed by the FINZ Board on behalf of its members.

The current Board members are:

John Godfrey, Chair (John Godfrey Associates)

Ellie Gray, Deputy Chair, (Auckland University)

Earle Anthony Wilkes, Treasurer (Equity Matters)

Michelle Berriman, Executive Director and Board Secretary (FINZ)

Gwen Green, Board Member

Katherine Lyn Richards, Board Member and Central Region Representative (Save the Children New Zealand)



# Entity Information

## Fundraising Institute of New Zealand Incorporated

### For the year ended 31 December 2020

---

Laura Francine Coleman, Board Member and Southern Region Representative (Brackenridge Services)

Sarah Berman, Board Member and Northern Region Representative (Macular Degeneration)

Katie Louise Martin, Board Member (Plunket)

FINZ operates from its office at Level 3, 50 Manners Street, Wellington. To manage its operation, currently it employs five employees; one full time (Executive Director) and four part-time (Finance Manager, Membership & Education Coordinator, Digital Manager and Office Administrator).

#### Main Sources of the Entity's Cash and Resources

FINZ's main resources are sponsorships, annual membership subscription fees received from members and educational events organised by FINZ and FINZ regions.

#### Main Methods Used by the Entity to Raise Funds

Website donation

#### Entity's Reliance on Volunteers and Donated Goods or Services

FINZ relies on volunteers like the Board members and Regional Committee members.

#### Physical Address

Level 3, 50 Manners St, Wellington, New Zealand 6011

#### Postal Address:

P O Box 11203, Manner Street, Wellington, New Zealand 6142

# Approval of Performance Report

Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2020

---

The Officers are pleased to present the approved Performance Report including the historical statements of Fundraising Institute of New Zealand Incorporated for year ended 31 December 2020.

APPROVED

  
\_\_\_\_\_  
John Godfrey (Chair)

Date: 5 MAY 2021

APPROVED

  
\_\_\_\_\_  
Michelle Berriman (Executive Director)

Date: 5/5/21

# Statement of Service Performance

Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2020

## Description of the Entity's Outcomes:

The FINZ 2018 Strategy was due to be revised at the end of 2020. Due to the unprecedented year that 2020 proved to be, it was agreed that the Executive Director would prepare a business plan based on the existing strategy in which she would flag any matters that conflicted or varied from the existing strategy. It was suggested that FINZ review the weight in relation to resource allocation and change the goal order, ie put Advocacy in third place and Ethics in 4th. This review is based on the fact that the last 18 months have shown that advocacy can no longer be managed on a reactive level. This will enable FINZ to deal with the demise of cheques in New Zealand during 2019-2021, which will have a significant impact on our communities and the vital and important work that our fundraisers do. FINZ needs to lead the way with a strong voice that best represents our community and members. In 2019 we designed and implemented an online Ethics module, and we continue to promote Ethical standards. The resources previously weighted to Ethics will, for 2021, be redirected to the FINZ cheque use working group.

- 1. Education:** To be the best provider of fundraising education and professional development in New Zealand by providing a relevant, engaging national conference and to meet attendance targets and useful education and professional development opportunities.
- 2. Sustainability:** To build a sustainable FINZ at all levels, responsive to needs and structured for success by attracting quality business partners as members and sustainable sponsors and to build a sustainable business model to take us forward, using sound financial practice, clear and achievable goals, relevant and sustainable sponsorship.
- 3. Advocacy:** To be the lead voice for effective fundraising and philanthropy in New Zealand by being the voice of the sector advocating for ethical fundraising and maintaining a strong public voice on relevant issues, such as the reform of the Charities Act.
- 4. Ethics:** To promote and uphold the FINZ Code of Professional Conduct, Ethics and Standards by being a valuable member of the DIA Sector User Group and continue to scan the environment for key issues and ensure that complaints are dealt with according to processes within FINZ's Rules

Description and Quantification (to the extent practicable) of the Entity's Outputs:	Actual 2020	Target 2020	Actual 2019
<b>Membership Category</b>	<b>Number of members</b>	<b>Number of members</b>	<b>Number of members</b>
FINZ Individual	125		145
FINZ Federated	4		4
FINZ Corporate	44		39
FINZ Organisational	162		185
<b>Total members</b>	<b>335</b>		<b>373</b>
<b>Website impact for FINZ Site</b>	<b>Data</b>	<b>Data</b>	<b>Data</b>
Pageviews	105,709	Not set	104,333
Sessions	41,476	Not set	42,742
Users	21,218	Not set	20,224
New Visitors	80.80%	Not set	79.30%
Returning Visitors	19.20%	Not set	20.70%
<b>Social Media Impact</b>	<b>Followers</b>	<b>Followers</b>	<b>Followers</b>
LinkedIn	1,148	Not set	1,012
Twitter	1,078	Not set	1,037
Facebook	1,684	Not set	1,514
YouTube	29	Not set	17
<b>Total</b>	<b>3,939</b>		<b>3,580</b>

<b><u>FINZ Education Event Category</u></b>	<b><u>Number registered</u></b>	<b><u>Target</u></b>	<b><u>Number registered</u></b>
FINZ Conference	350		366
FINZ Conference Master Class (including non-members)	Included above		96
Free Covid Webinars	820		0
AGM	78	Not set	0
Speaker Tours	2 Tours (105 registered)	2 tours	Tours (110 registered)
FINZ Central	47	Not set	244
FINZ Northern	64	Not set	250
FINZ Southern	29	Not set	161
Virtual Learning Lunches - Provided as F2F not available during Covid	627	Not set	

**Additional Information:**

FINZ, like many organisations, had to react instinctively as to how best we could serve our members during ever-changing events as they unfolded from March 2020. The 2020 Business plan became effectively redundant as the world grappled with the significant changes.

FINZ immediately reached out to our loyal sponsors and supporters to help produce webinars, surveys, advice and guidance. We started online resources, groups and communities, we switched our F2F Learning Lunches to online events, and postponed our conference until October 2020.

The shift in our education programme has had positive results that we could not have predicted: from January to October 2019 we educated approximately 900 fundraisers, yet in the same time period in 2020, we educated over 1,800 fundraisers!

The initial education and resources FINZ provided during the pandemic were provided at no cost to our members, so despite the significant increase in the reach of our education programme, our income was significantly impacted. This was a considered approach from FINZ. We wanted to provide support, advice and education that would help our members in times of crisis - education that would deliver an immediate impact on how to help organisations weather the storm and add real value to their membership of FINZ.

This meant that all hopes of income rested with conference, already an area of high risk, and this only added to the uncertainty of the future of FINZ. An emergency appeal was launched to help fill the potential gap if conference had to be cancelled. Virtual Learning Lunches proved to be consistently well attended and provided a regular source of income.

A successful conference was held in October and despite the challenges of Level 3 restrictions, had over 300 registrations. 2020 was a significant year for FINZ. We reached out for help and our global community responded.

Despite the challenges, we ended the year in a positive financial position, we increased our global profile, we educated more fundraisers, we offered more education and resources, we were the voice against the demise of cheques, and we were there to provide support and education for all fundraisers in New Zealand.

# Statement of Financial Performance

Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2020

	NOTES	2020	2019
<b>Revenue</b>			
Donations, fundraising and other similar revenue	1	48,737	3,725
Fees, subscriptions and other revenue from members	1	163,202	175,560
Revenue from providing goods or services	1	429,549	444,323
Interest, dividends and other investment revenue	1	3,663	3,098
<b>Total Revenue</b>		<b>645,152</b>	<b>626,706</b>
<b>Expenses</b>			
Volunteer and employee related costs	2	276,415	257,507
Costs related to providing goods or services	2	219,080	304,621
Other expenses	2	91,037	61,607
<b>Total Expenses</b>		<b>586,532</b>	<b>623,735</b>
<b>Surplus /(Deficit for the Year) before tax</b>		<b>58,619</b>	<b>2,971</b>
<b>Income Tax Expense</b>			
Income tax expense		-	-
<b>Surplus /(Deficit for the Year) after tax</b>		<b>58,619</b>	<b>2,971</b>

# Statement of Financial Position

## Fundraising Institute of New Zealand Incorporated

As at 31 December 2020

	NOTES	31 DEC 2020	31 DEC 2019
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts and cash	4	253,738	179,381
Debtors and prepayments	4	96,570	84,375
Other current assets	4	296	43,859
<b>Total Current Assets</b>		<b>350,603</b>	<b>307,615</b>
<b>Non-Current Assets</b>			
Property, plant and equipment	6	3,678	4,803
Other non-current assets	4	1,500	1,500
<b>Total Non-Current Assets</b>		<b>5,178</b>	<b>6,303</b>
<b>Total Assets</b>		<b>355,781</b>	<b>313,918</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Creditors and accrued expenses	5	5,764	6,122
Employee costs payable	5	19,413	9,370
Other current liabilities	5	184,012	210,452
<b>Total Current Liabilities</b>		<b>209,188</b>	<b>225,944</b>
<b>Total Liabilities</b>		<b>209,188</b>	<b>225,944</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>146,593</b>	<b>87,974</b>
<b>Accumulated Funds</b>			
Accumulated surpluses or (deficits)	7	146,593	87,974
<b>Total Accumulated Funds</b>		<b>146,593</b>	<b>87,974</b>

# Statement of Cash Flows

## Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2020

	2020	2019
<b>Statement of Cash Flows</b>		
<b>Cash Flows from Operating Activities</b>		
<b>Cash was received from</b>		
Government Wage Subsidy Received	42,148	
Donations, fundraising and other similar revenue	48,737	3,725
Fees, subscriptions and other receipts from members	143,176	175,560
Revenue from providing Goods and Services	346,202	444,323
Interest, Dividends and other Investment Receipts	4,110	3,098
<b>Total Cash was received from</b>	<b>584,373</b>	<b>626,706</b>
<b>Cash was applied to:</b>		
Payments to suppliers and Employees	(543,233)	(652,761)
Donations or Grants Paid	-	-
Net GST	(7,635)	(2,859)
<b>Total Cash was applied to:</b>	<b>(550,868)</b>	<b>(655,620)</b>
<b>Total Cash Flows from Operating Activities</b>	<b>33,505</b>	<b>(28,914)</b>
<b>Cash flows from Investing and Financing Activities</b>		
<b>Cash was received from:</b>		
Receipts from sale of investments	43,116	-
Receipts from the sale of property, plant and equipment	-	-
Proceeds from loans borrowed from other parties	-	-
Repayments of loans advanced to others	-	-
<b>Total Cash was received from:</b>	<b>43,116</b>	<b>-</b>
<b>Cash was applied to:</b>		
Payments to acquire property, plant and equipment	(2,264)	(517)
Payments to purchase investments	-	-
<b>Total Cash was applied to:</b>	<b>(2,264)</b>	<b>(517)</b>
<b>Net Cash Flows from Investing and Financing Activities</b>	<b>40,852</b>	<b>(517)</b>
<b>Net Increase / (Decrease) in Cash</b>	<b>74,357</b>	<b>(29,431)</b>
<b>Opening Cash balance</b>		
Bank Accounts and Cash	179,381	208,813
<b>Total Opening Cash balance</b>	<b>179,381</b>	<b>208,813</b>
<b>Closing Cash balance</b>	<b>253,738</b>	<b>179,381</b>
Bank Accounts and Cash	253,738	179,381

# Statement of Accounting Policies

## Fundraising Institute of New Zealand Incorporated

### For the year ended 31 December 2020

---

#### Basis of Preparation

Fundraising Institute of New Zealand Incorporated has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

#### Presentation Currency

The Performance Report is presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$.

#### Revenue Recognition

Fees and subscriptions from members are recorded evenly over the period the item is provided, or where the value varies recorded proportionally on the basis of value in relation to the estimated value.

Donation and grant income is accounted for depending on whether or not it has a "use or return" condition attached. Where no "use or return" or other condition is attached, the revenue is recognised as income when cash is received.

Donated goods and services are not recognised.

Event income for annual conference and education events are recorded as revenue when they take place.

#### Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

#### Trade Receivables

Trade receivables are initially measured in the amount owed. When it is likely that the amount owed, or some portion of, will not be collected, an impairment adjustment is recorded. Interest charged on overdue amounts are added to the the individual debtor balance.

#### Trade Payables

Trade payables are initially measured in the amount owing or billed by or agreed with the supplier. If a supplier invoice is not received, an accrual for an estimate of the amount to be paid will be made.



# Statement of Accounting Policies

## Fundraising Institute of New Zealand Incorporated

### For the year ended 31 December 2020

#### Income Tax

Fundraising Institute of New Zealand was registered as a Charity under the Charities Act 2005 and accordingly are not subject to income tax from 10 February 2018.

#### Property, Plant & Equipment

Items of property, plant and equipment are initially recognised at cost. Historical cost includes items of expenditure direct attributable to the acquisition of assets and includes the cost of replacements that are eligible for capitalisation when these are incurred.

All other repairs and maintenance expenditure is recognised in the Statement of Financial Performance as incurred.

Depreciation is calculated on a straight line basis over the estimated useful life of the asset. The estimated depreciation rate have been used:

Software 25% SL

Office Equipment 7% - 50% SL

Office Fitout 7% SL

Website 30% - 40% SL

Advertising Campaign 50% SL

#### Provisions

Provisions are recognised when the entity has an obligation which can be reliably measured at balance date as a result of past event and it is probable that the company will be required to settle the obligation.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the obligation at balance date. Movement in the best estimate are recorded in the Statement of Financial Performance.

#### Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

#### Changes in Accounting Policies

There have been no changes in accounting policies during the financial year (Last year: nil).

# Notes to the Performance Report

## Fundraising Institute of New Zealand Incorporated

### For the year ended 31 December 2020

	2020	2019
<b>1 : Analysis of Revenue</b>		
<b>Donations, fundraising and other similar revenue</b>		
Scholarship received	-	3,210
Grants	-	-
Donation Received	48,737	515
<b>Total Donations, fundraising and other similar revenue</b>	<b>48,737</b>	<b>3,725</b>
<b>Fees, subscriptions and other revenue from members</b>		
FINZ Membership	163,202	175,560
Include A Charity Campaign Revenue	-	-
<b>Total Fees, subscriptions and other revenue from members</b>	<b>163,202</b>	<b>175,560</b>
<b>Revenue from providing goods or services</b>		
Conference Income	261,261	317,593
Professional Development Income	46,953	48,912
Sponsorship Income	32,262	43,336
Marketing & Communications Income	15,631	21,552
Other Income	73,443	12,930
<b>Total Revenue from providing goods or services</b>	<b>429,549</b>	<b>444,323</b>
<b>Interest, dividends and other investment revenue</b>		
Interest Income	3,663	3,098
<b>Total Interest, dividends and other investment revenue</b>	<b>3,663</b>	<b>3,098</b>
<b>Total Revenue</b>	<b>645,152</b>	<b>626,706</b>
During the 2020 financial year, FINZ received services in kind as follows :		
IVE	\$64,980	For design and creation of advertising collateral for the FINZ 2020 conference
Precision/Soar	\$45,000	Printing and mailing services plus conference costs
BoardPro	\$750	Free copy of BoardPro from August 2020 to Dec 2021
Giving Architects	\$26,550	Supporting Masterclasses, video production and work on Ethics Module
OrangeBox	\$2,000	Print services
MonDial	\$13,000	MonDial telemarketing services
Note: Only the \$64,980 from IVE has been included in the Statement of Financial Performance for comparative purposes.		
<b>2 : Analysis of Expenses</b>	<b>2020</b>	<b>2019</b>
<b>Volunteer and employee related costs</b>		
ACC	535	342
Salaries	271,751	244,831
Staff Amenities	1,852	6,615
Staff travel: International	1,265	1,751
Staff travel: National	1,011	3,743
Recruitment	-	225
<b>Total Volunteer and employee related costs</b>	<b>276,415</b>	<b>257,507</b>
<b>Costs related to providing goods or services</b>		
Conference Expenses	183,210	248,761
IAC Website & Advertising Expense	100	1,077
Marketing and Communication Expenses	9,496	17,939
Professional Development Expenses	26,275	36,844
<b>Total Costs related to providing goods or services</b>	<b>219,080</b>	<b>304,621</b>
<b>Other expenses</b>		
Administration Costs	14,784	15,745
Governance Costs	4,580	5,254
Facility Costs	51,614	30,540
Professional Services Expenses	12,525	10,068
Loss on disposal	1,952	-
IAC Research Expenses	5,583	-
<b>Total Other expenses</b>	<b>91,037</b>	<b>61,607</b>
<b>Total Expenses</b>	<b>586,532</b>	<b>623,735</b>

	2020	2019
<b>3 : Taxation</b>		
<b>As a Registered Charity, FINZ is not liable for tax.</b>		
Fundraising Institute of New Zealand was registered as a Charity with the Charities Services on 10 February 2018. Tax losses amounting to \$16,482 are calculated to 9 February 2018 and are to be carried forward to be offset against future taxable income. The availability of tax losses is subject to the requirement of Income Tax Act 2007 continuing to be met. The potential future income tax benefit has not been recorded in the accounts.		
<b>4 : Analysis of Assets</b>		
<b>Bank accounts and cash</b>		
ASB Current Account	248,100	173,511
ASB Savings On Call	5,211	5,443
Kiwibank Current Account-Otago Division	427	427
<b>Total Bank accounts and cash</b>	<b>253,738</b>	<b>179,381</b>
<b>Debtors and prepayments</b>		
Accounts Receivable - General	6,146	72,783
Accounts Receivable - Income In Advance	88,021	-
Prepayments	2,402	11,592
<b>Total Debtors and prepayments</b>	<b>96,570</b>	<b>84,375</b>
<b>Other current assets</b>		
ASB Term Deposit	-	43,116
Accrued Revenue	296	743
<b>Total Other current assets</b>	<b>296</b>	<b>43,859</b>
<b>Other non-current assets</b>		
Trademark	1,500	1,500
<b>Total Other non-current assets</b>	<b>1,500</b>	<b>1,500</b>
<b>5 : Analysis of Liabilities</b>		
<b>Creditors and accrued expenses</b>		
Accrued Expenses	4,881	4,035
Accounts Payable	883	2,087
<b>Total Creditors and accrued expenses</b>	<b>5,764</b>	<b>6,122</b>
<b>Employee costs payable</b>		
Holiday Pay Accrual	11,730	4,138
Wages Accrual	7,683	5,232
<b>Total Employee costs payable</b>	<b>19,413</b>	<b>9,370</b>
<b>Other current liabilities</b>		
Credit Cards	1,889	3,863
GST	21,619	26,289
Income in Advance - Membership	155,654	151,136
Income in Advance - Sponsorships	4,849	29,164
New Zealand Post promotion	-	-
<b>Total Other current liabilities</b>	<b>184,012</b>	<b>210,452</b>
Note: FINZ has a Credit Card facility of \$29,000 of which \$1,889 has been used.		
<b>6 : Property, Plant and Equipment</b>		
<b>Hardware</b>		
Opening Carrying Value	1,337	-
Addition	2,264	-
Disposal	-	-
Amortisation	(388)	-
<b>Total Hardware</b>	<b>3,213</b>	<b>-</b>
<b>Office Equipment</b>		
Opening Carrying Value	1,524	3,127
Addition	-	516
Disposal	(699)	-
Depreciation	(360)	(781)
<b>Total Office Equipment</b>	<b>465</b>	<b>2,862</b>
<b>Office Fitout</b>		
Opening Carrying Value	1,941	2,193
Disposal	(1,731)	(252)
Depreciation	(210)	-
<b>Total Office Fitout</b>	<b>-</b>	<b>1,941</b>

	2020	2019
<b>Website</b>		
Opening Carrying Value	-	180
Addition	-	-
Disposal	-	-
Amortisation	-	(180)
<b>Total Website</b>	-	-
<b>IAC Advertising Campaign</b>		
Opening Carrying Value	-	950
Addition	-	-
Disposal	-	-
Amortisation	-	(950)
<b>Total IAC Advertising Campaign</b>	-	-
<b>Total Property, Plant and Equipment</b>	<b>3,678</b>	<b>4,803</b>

**7 : Accumulated Funds**

<b>Accumulated Funds</b>		
<b>Opening Balance - General</b>	<b>81,721</b>	<b>85,003</b>
Opening Balance Kitty Hilton Reserve	6,253	78,750
Accumulate surpluses or (deficits) General	56,684	2,971
Sub total Accumulated Funds Kitty Hilton fund	1,935	81,721
Closing balance Kitty Hilton Reserve	8,188	6,253
<b>Total Accumulated Funds</b>	<b>146,593</b>	<b>87,974</b>

**8 : Commitments**

<b>Operating Leases</b>		
<b>Office Premises</b>		
Current	16,485	51,427
Non-Current	15,111	102,855
<b>Total Office Premises</b>	<b>31,596</b>	<b>154,282</b>
<b>Printer</b>		
Current	1,659	2,242
Non-Current	4,840	2,055
<b>Total Printer</b>	<b>6,499</b>	<b>4,297</b>
<b>Total Operating Leases</b>	<b>38,095</b>	<b>158,579</b>
<b>Total Commitments</b>	<b>38,095</b>	<b>158,579</b>

**9 : Contingent Liabilities and Guarantees**

There are no contingent liabilities and guarantees as at 31 December 2020 (Last year: nil)

**10: Related Parties**

There were no transactions involving related parties during the financial year.

(Last year: FINZ Educational Trust Nature of relationship

Ellie Gray, board member of FINZ, was also an office of the Fundraising Institute of New Zealand Educational Trust (FINZET) during the year. The Trust was deregistered in 2019. Transactions during last year. In September 2019 FINZ wrote off the amount of \$1,419 which was owing to FINZ from FINZET as a bad debt)

**11: Events after the Balance date**

There were no events that have occurred after the balance date that would have a material impact on the Performance Report.

During 2020, Covid-19 had a considerable impact on FINZ. The organisation received a wage subsidy from the government as the June conference was postponed until October. Even then, a change to levels meant that the conference had to go from a physical one to a hybrid - part Virtual and part physical to conform to the regulations. Because of the uncertain impact on revenue, FINZ launched a 'Save FINZ' Appeal, which was very successful.



# Independent auditor's report

## To the Members of the Fundraising Institute of New Zealand Incorporated

### Opinion

We have audited the accompanying performance report of the Fundraising Institute of New Zealand Incorporated on pages 3 to 4 and pages 6 to 15, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 31 December 2020, the statement of financial position as at 31 December 2020, and the statement of accounting policies and notes to the performance report.

In our opinion:

- a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable
  - b) the accompanying performance report presents fairly, in all material respects:
    - the entity information for the year then ended
    - the service performance for the year then ended, and
    - the financial position of the Fundraising Institute of New Zealand Incorporated as at 31 December 2020, and its financial performance, and cash flows for the year then ended
- in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board.

### Basis for Opinion

We conducted our audit of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Our responsibilities under those standards are further described in the 'Auditor's responsibilities for the audit of the performance report' section of our report.

We are independent of the Fundraising Institute of New Zealand Incorporated in accordance with Professional and Ethical Standard 1 (Revised) 'Code of ethics for assurance practitioners' issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than our capacity as auditor we have no relationship with, or interests in, the Fundraising Institute of New Zealand Incorporated

### Board's responsibilities for the performance report

The Board are responsible for:

- a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance
- b) the preparation and fair presentation of the performance report on behalf of the Fundraising Institute of New Zealand Incorporated which comprises:

Moore Markhams is a network of independent firms that are each members of Moore Global Network Limited. Member firms in principal cities throughout the world.

Moore Markhams Wellington Audit is a partnership of MK Rania and AJ Steel. Moore Markhams independent member firms in New Zealand are in [Auckland](#) - [Christchurch](#) - [Dunedin](#) - [Hawke's Bay](#) - [Queenstown](#) - [Wairarapa](#) - [Wanganui](#) - [Waverley](#) - [Wellington](#).



- the entity information
  - the statement of service performance; and
  - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board, and
- c) for such internal control as the Board determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Board are responsible on behalf of the Fundraising Institute of New Zealand Incorporated's for assessing the Fundraising Institute of New Zealand Incorporated's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board either intend to liquidate the Fundraising Institute of New Zealand Incorporated or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the performance report**

Our objectives are to obtain reasonable assurance about whether the performance report is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of the performance report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the performance report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Fundraising Institute of New Zealand Incorporated's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the Board and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Fundraising Institute of New Zealand Incorporated's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Fundraising Institute of New Zealand Incorporated to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.



- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

This report is made solely to the members of the Fundraising Institute of New Zealand Incorporated. Our audit has been undertaken so that we might state to the members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the members, for our audit work, for this report, or for the opinions we have formed.

Moore Markhams

**Moore Markhams Wellington Audit** | Qualified Auditors, Wellington, New Zealand  
5 May 2021



## Membership Report 2020

Regional Members	2019	2020
Central Region	97	89
Northern Region	172	172
Southern Region	50	45
Otago/Southland Region	10	10
Overseas	19	19
<b>Total</b>	<b>348</b>	<b>335</b>
Membership Type	2019	2020
Corporate Band A	1	5
Corporate Band B	6	3
Corporate Band C	2	3
Corporate Band D	21	33
Sponsor	13	n/a
Federated	4	4
Fellow	17	0
Honorary	7	0
Individual	124	125
Tier 1 Member	12	12
Tier 2 Member	69	56
Tier 3 Member	68	60
Tier 4 Member	36	34
<b>Total</b>	<b>380</b>	<b>335</b>

\* Note: All Fellows and Honorary are now considered Individuals

New members in 2020		
Membership Type	2019	2020
Corporate Band A	0	1
Corporate Band B	2	0
Corporate Band C	1	0
Corporate Band D	5	20
Sponsor	3	0
Federated	1	1
Fellow	0	0
Honorary	0	0
Individual	26	25
Tier 1 Member	2	0
Tier 2 Member	5	3
Tier 3 Member	9	16
Tier 4 Member	8	8
<b>Total</b>	<b>62</b>	<b>74</b>





## Regional Annual General Meetings

### MINUTES

### 26 August 2020

Start 12.58pm pm, 26 August 2020.

VIRTUAL Meeting (Recorded)

In attendance: zoom did not provide a recording of who was present for RAGM

#### Board members

John Godfrey - Chair  
 Alice Montague  
 Earle Wilkes  
 Ellie Gray  
 Gwen Green  
 Katherine Richards  
 Katie Martin  
 Laura Coleman  
 Sarah Berman

#### Members

Annabel Lush  
 Anne Wright  
 Anneke Liefing  
 Belinda van der Monde  
 Beth Goulstone  
 Brendon Veale  
 Chanel Hughes  
 Chris Taylor  
 Christina Sit Yee  
 Christina Wood  
 Clare Bridle  
 David Lawson  
 Dawn Sanders  
 Diane Armstrong

#### Staff in attendance:

Michelle Berriman (Executive Director)  
 Minnie Finlayson  
 Tamla Klinac  
 Linda Niven

Dominique Leeming Francesca Seedhouse Gillian Whitley Greta Buchanan Guillaume Dehan Hannah Anderson Jared Thomas Jessica Farnham Jim Datson Joe Lomax John Henton John Thomason Josie Durney Kaci Sykes Karen Miller Kathryn Marshall Kathryn Michie Kellie Gaudin Laura Coleman Letticia Mincham Liam Willis Lisa Rudolphe Louise Walters Mark Newell Mike Keech Natasha Muir Nettie Stow Nicky Pridham Phillip Harris Ray Jermyn Rosemary Such Russell Bradshaw Sam Copeland Sarah Ibbs Sarah Woodhams Stacey Ogg Stephanie Kemp Stephanie Maitland Tilda Bostwick	
---	--

## 1. Welcome

At the end of the National AGM, the Chair acknowledged that we were moving to the principal purpose of the regional AGMs to approve the previous minutes and elect the officers and committee members.

## 2. Northern Region

### Committee Members

Northern committee member nominations were circulated prior to the AGM. Members were asked to accept the nominations by vote. The Northern nominees were unanimously accepted as members of the Northern Committee.

Chair: Sarah Berman

Secretary: Nicky Pridham

Members: Alison Duncan, Kelle Gaudin and Stacey Ogg.

### Minutes from 29<sup>th</sup> Regional AGM

The Minutes of the 29<sup>th</sup> Annual General Meeting held on 25 March 2019 had already been circulated to members.

MOTION: That the Minutes of the Northern 29th Annual General Meeting, to be adopted as a true and correct record.

*Proposed: Ellie Gaudin  
Seconded: Sarah Berman*

## 3. Central Region

### Committee Members

Central committee member nominations were circulated prior to the AGM. Members were asked to accept the nominations by vote. The Central nominees were unanimously accepted as members of the Northern Committee.

Chair: Katherine Richards

Co-Chair: Stephanie Kemp

Members: Sam Copeland, Josie Durney, Lina Minooka, Wayne Evans

### Minutes from 29<sup>th</sup> Regional AGM

The Minutes of the 29<sup>th</sup> Annual General Meeting held on 16 April 2019 had already been circulated to members.

MOTION: That the Minutes of the Central 29th Annual General Meeting, to be adopted as a true and correct record.

*Proposed: Sam Copeland  
Seconded: Katherine Richards*

#### 4. Southern Region

##### Committee Members

Southern committee member nominations were circulated prior to the AGM. Members were asked to accept the nominations by vote. The Southern nominees were unanimously accepted as members of the Northern Committee.

It was noted that Mark Newall is stepping down from the Committee.

Chair: Laura Coleman

Members: Peter Clarke, Rose- Marie Schiavuzzi and Belinda Van Der Monde

##### Minutes from 29<sup>th</sup> Regional AGM

The Minutes of the 29<sup>th</sup> Annual General Meeting held on 10 April 2019 had already been circulated to members.

MOTION: That the Minutes of the Southern 29th Annual General Meeting, to be adopted as a true and correct record.

*Proposed: Mark Newall  
Seconded: Kathryn Marshall*

#### 5 . Committee members resigning

John Godrey acknowledged the commitment of all regional members, past and present who have served on regional committees, we are very conscious how very important these committees are to maintaining communication between members and head office to ensure we are getting advice and feedback on what the membership feels is important to them.

#### 10. Close of Meeting

John thanked everyone for attending.

Meeting closed at 1.06pm