

**MINUTES OF THE
38th ANNUAL GENERAL MEETING OF THE
NEW ZEALAND INSTITUTE OF BUILDING INC**

5.30pm, Tuesday, 13 July 2021
National Library, 70 Molesworth Street, Thorndon, Wellington

Agenda

1. Apologies
2. Confirmation of the Minutes of the 2020 Annual General Meeting
3. Presentation of the Annual Reports by the National Chair and Chief Executive
4. Adoption of the 2020/2021 Financial Accounts
5. Appointment of auditors
6. Election of officers for the 2021-2023 National Board and Regional Committees
7. General Business

Present:

ATTENDEES

In Person attendees	
Sean Irion Malcolm Fleming Stephen Cummings Stewart Peck Dave Morris Graeme Birkhead Bernie Pitt Brian Nightingale Andy Robertshaw Helen Moate	Dennise Austin Ralph Titmuss Foti Kalogiannidis Alice Carmody Caryl Ramos Clara Sumner Marlo Bromley John Hemi Sonia Barker Nigel Dong
Virtual attendees	
Kerry Newell Peter Riehl Aarron Cunningham Udesh Perera Craig Hopkins Ian Marshall Graeme Goss	Wayne Ramsay Carlos Bezzina Martin Fahey Ray Blumrick Martin Fahey Matt McGuinness Roimata Maihi

AGM started at 5.30pm.

1. Apologies & Proxies:

APOLOGIES

Gina Jones Trevor Griffiths Greg Chawynski Linda Kestle	Mike King Bob Hall Warwick Angus Hennie van Heerden
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PROXIES

Member appointing a Proxy	Member carrying the Proxy

No proxies provided.

Confirmation of meeting quorum (20 financial members), and acknowledgement of apologies and proxies received.

Moved by: Graeme Birkhead
Carried.

Seconded by: Sean Irion

2. Minutes of the 37th AGM held on 28 July 2020 in Christchurch

It was asked that the 2020 National AGM Minutes as provided with the AGM papers, be accepted as an accurate record of the previous NZIOB AGM.

Moved by: Sonia Barker

Seconded by: Clara Sumner

Carried.

3. Annual Reports

3.1. National Chair's report

This is my last formal action of the two-year year term as Chair. I was the last NZIOB President, also so it is in fact a four-year term.

I am pleased to report that although we started the year with COVID-19 and the country in full lockdown and some grim predictions for the year, we have finished the year in much better shape than anticipated. Thanks to some dedicated and “above and beyond” work by your board of Matt McGuinness, Andrew Field, Nigel Dong, Sonia Barker, Hayley Groves, and Graeme Earl; together with your CEO Malcolm Fleming and his team of Niki Tyler, Hannah Keir-Smith and Susan Duley and Barry Nock.

I would like to mention some highlights from the past term.

3.1.1 Awards

We conducted a Building Awards refresh in 2017 using a pan-industry team to review the event. It was very successful and doubled the number of entries and added new award categories. My challenge to the incoming board is that “you can't stand still”, its time to take the next step up.

3.1.2 Charitable Trust

We have successfully merged the NZIOB Charitable Trust with the NZIOB Southern Trust to form the new combined NZIOB Charitable Education Trust, with new board of trustees and a new Trust Deed. The trust is ready to start delivering sponsorship and awards to worthy recipients.

3.1.3 NZIOB structure

We have now bedded down the new constitution to allow the NZIOB Board to be a modern and efficient governance unit.

3.1.4 Outward facing

We have been successful in taking the NZIOB from a very inward facing organisation to now also taking its place on the national stage. We are advising government and national bodies on issues that affect our members.

3.1.5. Building Legends

As I have mentioned before, one of the areas that I am particularly passionate about is the training of our up-and-coming young professionals. The Building Legends program that we have developed has gone from strength to strength and over 200 of our people have been to one of our courses for construction professionals, who have undertaken real world training by some of the most experienced practitioners in the industry. We are on the lookout for the next topics, so let me know your ideas.

Congratulations to the new NZIOB Chair and to the incoming board, who will be announced shortly. My sincere thanks to the outgoing board for their focus and commitment over the past term.

Graeme Birkhead, National Chair
13 July 2021

3.2. CEO Report

As foreshadowed at the 2020 Annual General Meeting, COVID-19 meant that there was little prospect that we would be unveiling a stellar financial result for the Institute in 2020/2021, as we had done in 2019/2020. Last year's net profit was a record for the NZIOB, allowing us to meet our targeted reserve fund value, which in turn allowed the Institute to weather the pandemic.

Because of COVID-19, we reported a loss for the year, in the main influenced by:

- The cancellation of the scheduled 2020 NZIOB conference.
- Loss of a National Sponsor for the entire 2020/2021 financial year.
- A reduced net profit from the 2020 New Zealand Building Industry Awards.
- A restriction on the number of Building Legends workshops that we could hold across the year.
- The rescheduling of the 2021 Northern Region Fishing Competition, preventing the event from occurring in the 2020/2021 financial year.

There were however some bright spots. As a result of the changes made to our membership communications, our move to online CPD and information sharing forums, and the transition of our annual awards night to a multiple venue event, we had some upside, specifically:

- The NZIOB Board ratified 106 new financial members for the year, likely to be the first time since the NZIOB's 1983/1984 formation year that more than 100 new

financial members have been added. Allowing for resignations, forfeitures and member deaths, the net increase in membership numbers represented a 10% gain in one year.

- We took the opportunity to refresh our membership newsletter, the result being News from the Source, that took a wider New Zealand construction industry perspective to the news we shared with our members.
- We updated our online event registration across the year, which created considerable costs savings to the Institute, while making the addition of non-member attendees to our marketing databases, seamless. Our non-member database as of 31 March 2021 was approximately 4,500.
- The larger database assisted in selling-out the Building Legends events that we were able to hold in the 2020/2021 financial year.

An acknowledgement to the NZIOB Board, who are a group of volunteers who were meeting weekly during the COVID-19 lockdown period, in what was a very stressful and uncertain time for everyone. That they gave the Institute a couple of hours a week, across a six-week period, was quite a commitment, and they all did it. That support that they provided to me and the National Office across that time, was something that was not taken for granted, the NZIOB staff certainly responded positively, producing some great work across the year.

A final acknowledgement to Graeme Birkhead, whose two-year term as NZIOB Chair followed on from his two-years as the last NZIOB President. Across that combined four-year period, we forged a strong Chair-CEO relationship, which I believe yielded some great results for the Institute.

Malcolm Fleming, CEO

13 July 2021

3.3. Matters arising from the CEO and National Chair Reports

No matters arising, it was asked that the 2021 Chair and CEO Reports be accepted.

Moved by: Nigel Dong

Seconded by: Dave Morris

Carried.

4. Annual Accounts

4.1. NZIOB 2020/2021 Financial Report Summary

The NZIOB Board chose not to have the 2020/2021 accounts audited, as ratified by the membership at the 2020 AGM.

4.1.1 Statement of Financial Performance

The NZIOB recorded a Net Loss (after taxation) for 2020/2021 of [\$42,163].

In comparison: The 2020/2021 Net Profit (after taxation) was \$98,643.

Main contributors to the 2020/2021 result:

- The net profit for the 2020 New Zealand Building Industry Awards was two-thirds of what it was in 2019.
- No 2021 Northern Region Fishing Competition (the rescheduled date moved the event into the next financial year).
- The cancelation of the 2020 conference.
- Building Legends net profit was less than half of what it was in 2019/2020.

4.1.2 Statement of Financial Position

Net Assets decreased from \$381,489 to \$339,325. Comprised of:

- Working Capital (CA-CL) of \$325,662 (\$360,337 in 2019/2020); and
- Fixed Assets of \$13,663 (\$21,151 in 2019/2020).

Advisement to the meeting by NZIOB Chair, Graeme Birkhead that the NZIOB had budgeted for a \$120,000 loss for 2020/2021, against which the actual \$42,163 loss is considered by the NZIOB Board to be a good result.

Request that the NZIOB's unaudited Accounts for the 2020/2021 year be accepted.

Moved by: Graeme Birkhead
Carried.

Seconded by: Ralph Titmuss

4.2. NZIOB Charitable Trust 2020/2021 Financial Report Summary

4.2.1 Overview

Over the 2020/2021 financial year, the NZIOB Charitable Trust was inactive, primarily due to COVID-19 and the amalgamation discussions that occurred with the NZIOB Southern Chapter Education Trust. As a consequence, there was no income and no scholarship distributions made.

In terms of the proposal to amalgamate the NZIOB 's two trusts, these plans were well advanced as of 31 March 2021.

4.2.2. Statement of Financial Performance

The NZIOB Charitable Trust recorded a \$8,649 Net Profit for the 2020/2021 year vs. a \$41,675 Net Profit for the 2019/2020 year. The profit is contributed solely to the increase in value of the trust's investments that occurred across the year.

4.2.3. Statement of Financial Position

Net Assets increased from \$189,417 to \$211,780. Comprised of:

- Working Capital (CA-CL) of \$19,761 (was \$22,061 in 2019/2020); and
- Investments (Milford) of \$192,020 (was \$167,355 in 2019/2020).

Request that the NZIOB Charitable Trust's accounts for the 2020/2021 year be accepted.

Moved by: Sonia Barker
Carried.

Seconded by: Dave Morris

5. Proposal that auditors for the 2020/2021 NZIOB accounts be appointed.

It is proposed that Browne's be appointed as Auditor for of the NZIOB's 2021/2022 accounts.

Moved by: Alice Carmody
Carried.

Seconded by: John Hemi

6. National Board changes for 2021 to 2022

6.1. Outgoing board members

The NZIOB would like to acknowledge the following three board members who did not seek re-election for the new 2021-2023 term:

- Hayley Groves (Board/Council member 2016 - 2021)
- Matt McGuinness (Board/Council member 2018-2021)
- Andrew Field (Board member 2020-2021)

6.2. 2021-2023 Board

Following elections, the NZIOB Board for the upcoming two-year term is comprised of:

- John Hemi, Chair
- Graeme Birkhead, Northern Region Representative

- Nigel Dong, Central Region Representative
- Graeme Earl, Southern Region Representative
- Craig Hopkins, Membership Representative
- Martin Fahey, Membership Representative
- Sonia Barker, Membership Representative

The first meeting of the new board will occur on Friday 13 August 2021.

6.3. 2021-2023 Regional Committees

Following elections, the make-up of the three Regional Committees is as follows:

6.3.1. Northern Region

1. Aaron Cunningham
2. Bruce Rogers
3. Craig Hopkins
4. Graeme Birkhead
5. Greg Chawynski
6. Linda Kestle
7. Mana Ashford

Chair to be appointed from within the elected committee.

6.3.2. Central Region

1. Dennise Austin (Chair)
2. David Morris
3. Natasha Possenniskie
4. Nigel Dong
5. Ralph Titmuss
6. Sean Irion
7. Stewart Peck

6.3.3. Southern Region

1. James Woods (Chair)
2. Adam Baxter
3. Daren Alderson
4. Farran Inglis
5. Graeme Earl
6. Jonathan Laird
7. Kam Cheng
8. Steve Kleehammer

7. General Business

7.1. Deaths of NZIOB members

The Institute wishes to recognise the passing of four members since the 2020 AGM:

- Robert Lockwood, Honorary Fellow, Central Region
- Richard Te One, Fellow, Central Region
- Gordon Morris, Retired Member, Northern Region
- Bill Harrison, former NZIOB Foundation Member, Southern Region

AGM finished: 5.57pm