

**PACE Incorporated
28th Annual General Meeting 2020**

**Wednesday 21 October 2020 at 5.30 pm
Rydges Hotel, Wellington**



AGENDA

- 1. Welcome**
- 2. Apologies and Proxies**
- 3. Minutes of the last meeting**
27th Annual General Meeting – 30 October 2019
- 4. Matters arising**
- 5. Annual Report 2019/20**
- 6. Annual Accounts 2019/20**
- 7. Budget 2020/21**
- 8. Remits:**
Members Subscriptions
- 9. Election/Confirmation of Officers:**
 - Chairperson
 - Treasurer
 - Secretary
 - Membership Coordinator
 - Meeting & Events Coordinator
 - General Members (max 4)
- 10. General Business**
- 11. Closing Message from the Chair**

**PACE Incorporated
28th Annual General Meeting 2020**



LIST OF NOMINATIONS:

CHAIR PERSON	A co-Chair arrangement is proposed between Ciaran Hyslop and Antoinette Wilcox
TREASURER	Brigid Kavanagh-Dee
SECRETARY	Emma Holmes
MEMBERSHIP COORDINATOR	Philippa Sherlaw
MEETINGS & EVENTS COORDINATOR	Rebecca Dobbs
GENERAL MEMBERS (4 MAX)	Cath Tate Shahd El Matary Pam Berry

ANNUAL GENERAL MEETING

Wednesday 21 October 2020



Paper Type	REMIT
Action Required	DECISION

Membership Fees

Purpose	To enable members to decide the level of membership subscriptions for the 2021/22 year.
Background	<p>At the 2018 PACE AGM, members voted for the annual subscription for both full and associate membership of PACE be increased for the 2019/20 year to \$175.</p> <p>However, the Management Team agreed to hold the 2019/20 membership subscription at the old level of \$150. This was owing to increased income throughout 2018/19 financial year from sponsorship, advertising and many hosted/subsidised events. Subsequently at the 2019 AGM the memberships fees for 2020/21 year also remained at \$150.</p>
Proposal	The PACE Management Team recognise the current economic environment and therefore propose membership fees for the 2021/22 year remain at the current level of \$150, but also note that the previously approved increased amount of \$175 be considered at the 2021 AGM for the 2022/23 membership year to allow the current service levels to members to be maintained.
Resolution	<p>That:</p> <ol style="list-style-type: none">i) The annual subscription for both full and associate membership of PACE Incorporated be set at \$150 for the 2021/22 year;ii) The membership subscription is reviewed by members at the 2021 Annual General Meeting.

27th Annual General Meeting Minutes – PACE Incorporated
Wednesday 30 October 2019 at 5:30pm
QT Hotel, Wellington

1. Welcome	<p>The Chair, Philippa Shierlaw, welcomed members to the 27th Annual General Meeting of PACE.</p> <p>The following members were present at the meeting:</p> <table style="width: 100%; border: none;"> <tr><td>Andrea Tonner</td><td>Business NZ</td></tr> <tr><td>Antoinette Wilcox</td><td>Ministry of Social Development</td></tr> <tr><td>Ashleigh Moriarty</td><td>The Co-operative Bank</td></tr> <tr><td>Bernice McLaughlin</td><td>Waka Kotahi NZ Transport Agency</td></tr> <tr><td>Brigid Kavanagh-Dee</td><td>Massey University</td></tr> <tr><td>Cath Tate</td><td>Tourism Industry Aotearoa</td></tr> <tr><td>Ciaran Hyslop</td><td>Banking Ombudsman Scheme</td></tr> <tr><td>Desrae Martin</td><td>Royal Society of New Zealand</td></tr> <tr><td>Eleni Kosmadakis</td><td>Electricity Authority</td></tr> <tr><td>Emma Holmes</td><td>WellingtonNZ</td></tr> <tr><td>Geraldine Smith</td><td>Iron Duke Partners</td></tr> <tr><td>Hilaire Carmody</td><td>NZ On Air</td></tr> <tr><td>Karen Gibson</td><td>Crown Law</td></tr> <tr><td>Kirsten Campbell</td><td>Callaghan Innovation</td></tr> <tr><td>Liz Pearson</td><td>Vital Limited</td></tr> <tr><td>Lizzie Binks</td><td>New Zealand Police</td></tr> <tr><td>Lucy Bentley</td><td>Intergen</td></tr> <tr><td>Pam Berry</td><td>Victoria University</td></tr> <tr><td>Philippa Shierlaw</td><td>BizPro Limited</td></tr> <tr><td>Rebecca Dobbs</td><td>Greater Wellington Regional Council</td></tr> <tr><td>Ri Streeter</td><td>Weta Workshop</td></tr> <tr><td>Sarah O'Sullivan</td><td>ZEALANDIA</td></tr> <tr><td>Sarah McNaught</td><td>NZX Ltd</td></tr> <tr><td>Sue Reeves</td><td>Sue Reeves Coaching</td></tr> <tr><td>Toni Vincent</td><td>State Services Commission</td></tr> <tr><td>Tracey Gabbittas</td><td>The Hugo Group Ltd</td></tr> <tr><td>Trish McIntyre</td><td>Cigna</td></tr> </table>	Andrea Tonner	Business NZ	Antoinette Wilcox	Ministry of Social Development	Ashleigh Moriarty	The Co-operative Bank	Bernice McLaughlin	Waka Kotahi NZ Transport Agency	Brigid Kavanagh-Dee	Massey University	Cath Tate	Tourism Industry Aotearoa	Ciaran Hyslop	Banking Ombudsman Scheme	Desrae Martin	Royal Society of New Zealand	Eleni Kosmadakis	Electricity Authority	Emma Holmes	WellingtonNZ	Geraldine Smith	Iron Duke Partners	Hilaire Carmody	NZ On Air	Karen Gibson	Crown Law	Kirsten Campbell	Callaghan Innovation	Liz Pearson	Vital Limited	Lizzie Binks	New Zealand Police	Lucy Bentley	Intergen	Pam Berry	Victoria University	Philippa Shierlaw	BizPro Limited	Rebecca Dobbs	Greater Wellington Regional Council	Ri Streeter	Weta Workshop	Sarah O'Sullivan	ZEALANDIA	Sarah McNaught	NZX Ltd	Sue Reeves	Sue Reeves Coaching	Toni Vincent	State Services Commission	Tracey Gabbittas	The Hugo Group Ltd	Trish McIntyre	Cigna
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Christina Hammond	FMG
Claire Shakespeare	Wellington College
Elaine Loon	Department of Internal Affairs
Elizabeth Underhill	Crown Law
Fleur Baker	Office of the Auditor General
Gemma Turney	Oranga Tamariki
Gill Lockhart	Ministry of Foreign Affairs and Trade
Gillian Hamilton	New Zealand Institute of Skills and Technology
Helen Kincaid	Reserve Bank of NZ
Jackie Wilson	CentrePort
Jan Aporo	Oranga Tamariki—Ministry for Children
Janine Dwen	Transpower
Jennie Mills	Motor Trade Association
Jenny Porter	The Treasury
Jessamine Corpe	N/A
Jilann Byrnes	Byrnes Media Inc
Jo O'Connor	Supreme Court of New Zealand
Jonathan Tan	Write Limited
Judi Whitcher	ESR
Julie Oldershaw	Office of the Privacy Commissioner
Karen Armstrong	Beca
Kaye Billington	New Zealand Oil & Gas
Kim Matthews	Ministry for Environment
Lorraine Corrigan	Forest and Bird
Louise Hamilton	MBIE
Lyn Forman	TAS
Marilyn Webb	NZCER
Margaret Gabbitas	Statistics NZ
Mary Foley	CCDHB
Michelle Evans	NZ Nurses Organisation
Nola McKean	Office of the Inspector-General of Intelligence and Security
Paula McLaughlin	Asia New Zealand Foundation
Paula Ryan	Sport New Zealand
Pauline Harland	Education Review Office
Robyn Ramsay	Design Network Architecture Ltd
Sally Walker	Water Safety New Zealand
Sarah Simpson	ACC
Shahd El-Matary	UAE Embassy
Shelley Gilliver	British High Commission
Stephanie Plumer	Ministry for Culture and Heritage
Tessa Sefton	Pinnacle Corporation Limited
Tracey Morgan	Fire and Emergency NZ
Virginia Wright	NZ Productivity Commission
Wendy Buckeridge	DXC Technology
Abby Sambrooke	Cello Communications

	<p>Aileen Gallagher Electricity Authority Amanda Barfoot Heritage Lifecare Andrea Houlihan Creative New Zealand Angela Taylor Physiotherapy Board Annette Brook Home Beverley Dixon Meat Industry Association Dawn Johnson Clark St Patrick's College Silverstream Denise Sheehan Ministry of Housing and Urban Development Ferne Mansell Institute of Directors Helena Prentice VTNZ / DEKRA New Zealand Jamee Taylor Museum of New Zealand Te Papa Tongarewa Jamie Fry British High Commission Joanna Gell MBIE Jolene Phillips ESR Krisna Crowley Nepia Hutt City Council Lynne Turner Transpower Margaret Ninness Building Research Association of New Zealand (BRANZ) Shelley Manning New Zealand Rugby Susie Corbitt TAS Vicki Faint Victoria University of Wellington Wendy Chappell Environmental Protection Authority</p>
3. Minutes	<p>The minutes were circulated to members prior to the meeting.</p> <p>Amendment: Jenny Porter was an apology Amendment: item 11 – the Chair THANKED</p> <p>The meeting resolved that the minutes of the meeting held on 30 October 2018, as previously circulated, are a true and correct record.</p>
4. Matters Arising	<p>There were no matters arising.</p>
5. Annual Report 2018/19	<p>The Chair presented the 27th PACE Annual Report 2018/19 and discussed and noted the following points:</p> <p>The Chair thanked the Management Team for their work in what has been a very busy year. Special thanks went to Ciaran Hyslop who has gone above and beyond this year.</p> <p>The PD forum this year was very well received and having sponsorship this year enabled PACE to keep the price low to attend, and to engage top level speakers.</p> <p>The feedback survey to members was not sent out this year and will be sent out to members next year in order to learn what members would like to get out of their membership.</p> <p>The meeting resolved that the Annual Report for the year ended 31 August 2019 as presented be approved.</p>

6. Annual Accounts 2018/19	<p>The Report had been circulated previously and the Chair called for questions from the floor.</p> <p>Noted that the accounts are very healthy, which means that we are able to arrange a special event for members in 2020. More information will be provided to members at a later stage on this, and any ideas members would like to put forward can be sent to Ciaran Hyslop.</p> <p>Noted there will be no membership increase for the current year due to the healthy accounts.</p> <p>Called for members to put photos up on the website.</p> <p>Noted there is a budget line for management fees, and Brigid claims 50% of travel fees from this, this is also spent on a management team dinner at the end of each year.</p> <p>The meeting resolved that the Treasurer’s Report for the year ended 31 August 2019 as presented be approved.</p>
7. Budget 2019/20	<p>The budget had been circulated prior to the meeting.</p> <p>Noted we have estimated 100 subscriptions, and we are currently at 104 members. Noted there will be some investment into the website this year.</p> <p>The meeting resolved that the Budget for the 2019/20 year as presented be approved.</p>
8. EA Competency Framework update	<p>The Chair gave an update on the EA Framework and noted that this framework has been stalled for a number of reasons. The Management Team are hoping to have this document complete by next year. This will help our members with career development, mentoring, and advocacy.</p> <p>The Chair called for members who can assist with this document to get in touch.</p>
9. Election / Confirmation of officers	<p>Chairperson – Philippa Shierlaw Treasurer – Brigid Kavanagh Secretary – Emma Holmes Membership Coordinator – Antoinette Wilcox Events Coordinator / Meeting Coordinator – Ciaran Hyslop General Members - Kirsten Campbell, Rebecca Dobbs, Pam Berry</p>
10. General Business	<p>There was a call for ideas for events next year. Members can send ideas through to Ciaran Hyslop.</p>
11. Closing Message from the Chair	<p>The Chair expressed her thanked the Management Team for their hard work over the year, and encouraged members to join the Management Team, and thanked the members who attended.</p>

Meeting closed at 6:17pm

Signed: _____
Chairperson

Date: _____ 2020

Signed: _____
Secretary

Date: _____ 2020