

## Annual General Meeting – Minutes & Actions Summary

Wednesday 20<sup>th</sup> March 2019 from 07.30am to 08.29am.

### Present:

Beryl Oldham (Chair),  
Trevor Stafford, Diane Ashby, John Wallace-Thexton, Dwayne Southey, Jeremy Cox, Yogi Stöckler, Keith Phillips, Ian Ris, Wayne Burroughs, Tony Stephenson,  
Carew Hatherley (Secretary)

### Apologies:

Lee Hanna, Lana Morais, Brigid Glass

### Proxy Votes:

Nil

### Correspondence:

Nil

	Discussion	Actions	Responsible	Due Date
1	<p>Presentation and Adoption of the Accounts for the Year Ended 31<sup>st</sup> December 2018:</p> <ul style="list-style-type: none"> <li>The Chair spoke to the Accounts</li> <li>The increase in expenditure on Contracts/Consulting was offset by a compensating reduction in Salaries/Wages due to Ian Ris coming off salaried wage and onto consulting status.</li> <li>Explanation that the bulk of income was from Membership Fees, NZ Franchise Awards and advance payments for the 2019 NZBEF Conference.</li> <li>Outstanding Membership Fees of \$40,500 – Chair expects to be able to recover only 25% of that total. The Secretary will send polite personal letters to those still outstanding in mid-April 2019.</li> </ul> <p>Proposed: Wayne Burroughs    Seconded: Ian Ris</p>	<p>Letters to be sent to all individuals and organisations with outstanding subscriptions.</p>	<p>Carew Hatherley</p>	<p>By 19-04-19</p>
2	<p>Chairperson's Report:</p> <ul style="list-style-type: none"> <li>The Chair read the Board Chair Report as at 20<sup>th</sup> March 2019.</li> <li>Keith Phillips thanked the Chair for her work in keeping NZBEF going to date and driving the rejuvenation plan post Conference.</li> </ul> <p>Proposed: John Wallace-Thexton    Seconded: Wayne Burroughs</p>			

3	<p>Confirmation of Membership Subscriptions: This was covered in the Accounts discussions.</p>			
4	<p>Confirmation or Rejection of Amendments to the NZBEF Objects &amp; Rules:</p> <ul style="list-style-type: none"> <li>The Chair talked through all the proposed amendments to the Objects &amp; Rules</li> <li>There was general discussion around the proposed Vision statement. The final version was agreed as “To Be Recognised as The Champion of Business Excellence in New Zealand”. This was agreed to come into line with prospective partners in Singapore, the Middle East and Europe.</li> <li>A vote was held by show of hands whether to refer to Performance Excellence or Business Excellence. 6 voted for Business Excellence and 2 voted for Performance Excellence. 4 did not vote.</li> <li>The remainder of the proposed changes were discussed and agreed.</li> </ul> <p>Proposed: Trevor Stafford Seconded: Jeremy Cox</p>	<p>NZBEF Vision Statement amended: “To Be Recognised as The Champion of Business Excellence in New Zealand”.</p> <p>Business Excellence to be the standard descriptor.</p>	<p>Beryl Oldham</p> <p>Carew Hatherley</p>	<p>29-03-19</p> <p>29-03-19</p>
5	<p>Results of the Board Elections and Appointments of Directors:</p> <ul style="list-style-type: none"> <li>The Chair spoke of the necessity in 2018 to convene a Board that could drive through the rejuvenation plans and get substantive momentum started.</li> <li>The Chair recognised that the Objects &amp; Rules had not been followed but explained that the circumstances had necessitated that course of action.</li> <li>The Objects &amp; Rules process regarding the election of future Board members will be followed.</li> </ul> <p>Proposed: Diane Ashby Seconded: Yogi Stöckler</p>	<p>The Objects &amp; Rules are to be followed.</p>	<p>Beryl Oldham, Carew Hatherley, Board Members</p>	<p>21-03-19</p>
6	<p>Venue for the Next AGM:</p> <ul style="list-style-type: none"> <li>Consensus was that the Waipuna Conference Centre had been more than satisfactory for both the Conference and AGM.</li> <li>Holding the next AGM in Wellington was discussed with no vote or decision made.</li> </ul>			

	<ul style="list-style-type: none"> <li>• There was general agreement that in order to maximise AGM attendance, holding it during the Annual Conference was sensible.</li> <li>• In order to allow as much preparation and warning as possible, the proposed dates for the next NZBEF Conference were agreed to be Tuesday &amp; Wednesday 17<sup>th</sup> &amp; 18<sup>th</sup> March 2020</li> </ul>	<p>Hold the AGM during the NZBEF Annual Conference</p> <p>Secretary to ensure proposed date is widely and regularly circulated. Planning for event to start immediately.</p>	<p>Carew Hatherley</p> <p>Beryl Oldham, Carew Hatherley</p>	<p>20-03-19</p> <p>20-03-19</p>
7.	<p>General Business:</p> <ul style="list-style-type: none"> <li>• Yogi Stöckler asked why the Accounts were for the calendar year rather than commonly accepted financial years. The Chair explained that was the historically practice of NZBEF and that unless anyone wished to vote against this, it should remain so until decided otherwise.</li> <li>• Keith Phillips advised that NZBEF should look at “targeting” organisations such as Franchise Association of NZ as well as potential partners in Singapore and the Gulf Region.</li> <li>• General discussion about whether it would be possible to get the NZ State Services Commission scheme of Performance Improvement Framework replaced by Business Excellence</li> <li>• The Chair asked if there was an appetite for attending a NZBEF event in Wellington: general agreement was that this would be well attended and show support for members outside Auckland.</li> </ul>	<p>NZBEF Board to discuss and produce a target list at next Board Meeting</p> <p>Further discussion between the Chair and Jeremy Cox post NZBEF Conference</p>	<p>NZBEF Board Members</p> <p>Beryl Oldham. Jeremy Cox</p>	<p>TBC</p> <p>TBC</p>
8.	The Chair thanked all those present for their continued support of NZBEF.			
9.	There being no more business the Annual General Meeting was closed.			

Signed (Chair):



Date: 29 March 2019