



MINUTES ANNUAL GENERAL MEETING RESEARCH ASSOCIATION NEW ZEALAND

Tuesday 19th June 2018 6:00pm
Five Knots, Tamaki Drive, Auckland

Board members present: Winifred Henderson (Chair), Jason Shoebridge (Deputy Chair), Carin Hercock, Catherine Frethey-Bentham, Nicola Legge, Galina Mitchelhill, Rob Bree (CEO).

Apologies

Apologies were received from: Vince Galvin, Carl Edkins, Maria Tyrrell, Nadine Bower, Kay Bramley, Debra Hall, Ian Mills, Kathryn Topp, Richard Dunbar, Robyn Moore, Colin Yee.

In Attendance

Claire Lloyd (ES – minutes)

The meeting commenced at 6:20pm.

1. Welcome - Winifred Henderson welcomed all present to the meeting.

2. Minutes of the last meeting

Resolution: *That the minutes from the previous meeting dated 21 June 2017 be accepted as a true and accurate record.*

Moved: Horst Feldhaeuser

Seconded: Jason Shoebridge

Motion passed: Yes

3. RANZ Chair Report - tabled by Winifred Henderson, Chair

- *Current Board members standing down are:*
 - Winifred Henderson (Chair)
 - Jason Shoebridge (Deputy Chair)
 - Nicola Legge
 - Galina Mitchelhill (standing for re-election)
 - Vince Galvin
- *Board members continuing are* Carin Hercock and Dr Catherine Frethey-Bentham.



- *Strategic Plan*

A Steering Group was formed in 2017, engaging with over 200 members and former members to produce a strategic framework supported by the Board. This is a starting point with more input and engagement required.

- *Revised Constitution*

Board members have assessed the current RANZ Constitution with recommendations for amendments. These amendments will be reliant on the strategy framework.

- *Financials*

- Overall, the 2017-2018 financial year has been good, mainly due to minimising costs, success of the 2017 Conference and the generosity of strategic partners and sponsors. The current year will be challenging, with the need to deliver better value to sponsors, aided by the new vision for the Association.
- Levy and subscription timing – it will be proposed that the subscription period be changed to match the RANZ financial year, currently out of alignment.

- *Volunteers and Staffing* – members were reminded that much of the work done by RANZ is by volunteers, supported by CEO Rob Bree and ES Claire Lloyd. More volunteers are needed for the coming year.

- *Groups and Hubs* – Winifred thanked the Fellows, Professional Standards Group and RANZ Social for their contributions.

- *Media Engagement and Brand Advocacy* – with the assistance of Tim Marshall, media and PR consultant, RANZ representatives met with approximately 40 journalists to discuss the importance of accurate research analysis and reporting, especially relevant in the lead up to the 2017 election.

- *Privacy* – RANZ representatives met with the Privacy Commissioner and members were kept informed of developments regarding GDPR and the Privacy Bill via InterimVIEW and the RANZ website.

- *Academia and Industry Engagement* – RANZ maintains a long association with the University of Auckland Business School and continues to develop its relationship with AUT. Victoria University of Wellington has expressed an interest in building a relationship with RANZ members in Wellington.

- *Conference, Awards and Events* – the event volunteers were thanked for giving so much time and effort into organising the 2017 Conference, events and the upcoming RAEAWARDS.



- *Communications* – RANZ MarComms are looked after by a small team of volunteers who ensure that regular editions of InterVIEW, InterimVIEW and event communications are sent to members in a timely manner. The MarComms team were thanked for their contribution.
- *Professional Development*
 - Feedback has highlighted that PD events may not be the best way to support formal member learning, therefore RANZ has worked with GRBN and AMSRS to provide access to GRBN's Learning Centre and Accreditation via AMSRS' QPMR. Both are available online through the RANZ website [<https://researchassociation.org.nz/GRBN-Learning-Centre>]. Uptake from members so far has been modest.
 - Companies were encouraged to nominate volunteers to join the Executive Committee so that RANZ has sufficient help with organising events. It was noted that the combination of RANZ Social and more formal RANZ events has worked well.
- *Government Relations* – Rob Bree recently met with Government agencies in Wellington.

It was noted that associations worldwide are facing the same challenges.

Winifred retired as Chair and from the RANZ Board after many years of service with both MRSNZ and RANZ, she thanked the Board members, Rob Bree and Claire Lloyd for their support over the years.

Resolution: That the Chair's Report be accepted.

(Chair's Report available at <https://researchassociation.org.nz/RANZ-meetings>)

Moved: Duncan Stuart

Seconded: Willem Coetzee

Motion passed: Yes

4. Financial Statements 2017-18 - tabled by Jason Shoebridge, Deputy Chair

- The end of year financial statements shows a profit of \$24,000, slightly higher than budgeted. Contributing to this is the conference, which usually generates more profit than the awards. Also, the loss in the year ended 31 March 2017 was partly due to it being an awards year and timing differences. The Board reviewed all expenditure and made cuts of \$18,000.
- A loss of \$8,000 was made on functions, which RANZ aims to run at break even.



- RANZ reserves have increased from \$71,000 to \$95,000; the bank balance as at 31 March was \$82,000, compared with \$46,000 in the previous financial period.

Resolution: That the 12-month Financial Statements be accepted.

Moved: Duncan Stuart

Seconded: Catherine Frethey-Bentham

Motion passed: Yes

5. Budget 2018-19 – tabled by Jason Shoebridge, Deputy Chair

- As a not for profit association, the aim is for the RANZ Budget to breakeven.
- Currently, annual subscription invoicing is for January to December, which does not align with the Financial Year of April to March.
 - The Board recommends this timing to be changed as of 2019.
 - It is strictly a reporting issue and would not impact negatively on the association's liquidity.
 - For 2019, one invoice would be issued, split into two sections, one for three months (January to March), and one for 12 months (April 2019 to March 2020).

Resolution: That the 2018-2019 budget be accepted.

Moved: Duncan Stuart

Seconded: Carin Hercock

Motion passed: Yes

6. Election Results, 2018-2020 Board

It was announced that the newly elected Board members are:

Karin Curran, Carl Edkins, Geoff Lowe, Ian Mills and Galina Mitchelhill (returning).

All candidates were thanked for their Board nomination.

7. Motion: Change of timing of subscription invoicing

It is proposed to accept the change of timing of subscriptions to bring subscription invoicing and income in line with the RANZ Financial Year.

Resolution: That there be a change of timing of subscription invoicing.

Moved: Duncan Stuart



Seconded: Nicola Legge

Vote: all in favour

Motion passed: Yes

8. Strategic Plan Report tabled by Carin Hercock, Board Member and Steering Group Member

- Steering Group members, Duncan Stuart, Jesvier Kaur, Nicholl Oblitas-Costa and Jenni Anderson were thanked for all their work on this project.
- The Strategic Review process has involved consultation with clients, agencies, current and lapsed members, initially through in-depth interviews and an online survey.
- Research results were then shared with the Board.
- A co-creation event was held with approximately thirty participants and outputs uploaded to the Slack platform to invite further feedback, which was minimal.
- A Draft Strategy Framework was written.

Key research findings:

- Define the purpose, create a new name
- Facilitating Communities – by broadening membership, networking, special sub-groups, related organisations and suppliers, sharing the latest innovations, creating knowledge hubs, sharing of event calendars with other organisations.
- Education & Advocacy – need for standards and code of conduct, the Industry awards as they are a positive voice for the industry.
- Future Focus – to be proactive and forward thinking.
- Professional Development – through relevant learning events and mentoring.
- Standards – with a focus on Code of conduct for insights.
- Revenue - RANZ has limited means and revenue base. Identify new streams of revenue.

Considerations:

- What is the purpose of our organisation?
- Do each of these focus areas fit within our purpose?
- What should the organisations role be in each of these areas?

Ten Strategic Focus Areas were tabled.

- Members suggested that focus be on only 3-4 items that are important.
- It was considered that the Strawman doesn't reflect the energy and passion demonstrated in the consultative process.

- More feedback is needed to find out what is missing and to decide the best way to move to the next stage.
- The Board and steering group are to re-group, integrate the member feedback and co-creation event outputs, create two versions of the strawman, showing minimalist and maximal scenarios with financial estimates.

Members were thanked for their contribution to the discussion.

Motion: Acceptance of Recommendations Regarding Strategic Plan

It is proposed that the 2018-19 Board adopts the Draft Strategic framework and, in consultation with members, develops and implements a plan of action accordingly.

Following the discussion in the meeting it was agreed that more work is required and so the motion was withdrawn.

ACTION: Suggestions for next steps are to be sent to the Executive Secretary.

9. Constitution Recommendations tabled by Nicola Legge & Galina Mitchelhill, Board Members

- It was raised at the 2017 AGM that the RANZ Constitution be revised as it was originally drafted at the time of the merger, with several clauses now out of date.
- Constitutional specialist and a lawyer are to be consulted.
- The revised Constitution is to reflect the strategic direction; therefore, the Board will propose changes at a Special General Meeting in approximately 6 months.

Proposed revisions:

- References to membership committee, MRSNZ and AMRO be removed.
- Clarify the processes for holding the AGM and SGMs.
- Board election: flexibility to improve diversity.
- Chair to be elected by the Board.
- Process for removal of a Board member.
- Clarify the Board's responsibilities.
- Clarify responsibility for complaint review.
- Clarify responsibility for review and audit of finances.

Suggestions from members:

- i. That the street address be removed.



- ii. The process regulations for conferences, awards etc. be documented in a separate schedule and reviewed outside of the Constitution, with reference to these in the Constitution.
- iii. That review of the Constitution will be carried out on an annual basis, ensuring that it is in alignment with the Strategy.

Motion 3: RANZ Constitution Review

It is proposed that the RANZ 2018-19 Board, and/or a working group, will proceed to redraft the RANZ Constitution with reference to the recommendations tabled.

Resolution: That the Board proceed to redraft the RANZ Constitution with reference to the recommendations tabled.

Moved: Winifred Henderson

Seconded: Horst Feldhaeuser

Vote: all in favour

Motion passed: Yes

Other Business

- RANZ Social Announcement
 - Events will be held throughout the year, everyone welcome
 - Promotion is usually through Facebook
 - Pool Tournament – members were invited to come along and promote to their organisations
 - Duncan Stuart thanked the RANZ Social group, which received positive feedback in the recent research.
- Winifred Henderson, as retiring Chair and long-standing Board member with RANZ and MRSNZ, was thanked for her long service and leadership. Particular thanks were given for her very generous time and energy organising the awards, conference and GRBN Learning Centre.

The meeting closed at 8:09pm

Next meeting: the next AGM of Research Association NZ will be held in June 2019.