



## MINUTES - ANNUAL GENERAL MEETING - RESEARCH ASSOCIATION NEW ZEALAND

**Wednesday, 21 June 2017, NZ Marine, 85 Westhaven Drive, Auckland**

**Board members present:** Winifred Henderson (Chair), Jason Shoebridge (Vice Chair), Horst Feldhaeuser, Nicola Legge.

**Apologies:** Kay Bramley Sue Cardwell, Galina Mitchelhill, Theo Muller, Debra Hall.

The meeting commenced at 6:20pm

Winifred Henderson welcomed everyone to the meeting.

### **Adopt June 2016 Minutes**

That the minutes from the previous meeting (8 June 2016) be adopted:

Winifred Henderson and Horst Feldhaeuser

*Carried*

Rob Bree thanked the Board for their work, which is unpaid, and noted that they attended six Board meetings and six Executive Committee meetings during the year, with many additional hours spent working on allocated project areas.

Rob presented a review of the previous year, an update of where the Association currently stands and the year ahead<sup>i</sup>

OVERALL SUMMARY (See Powerpoint attached)

STRATEGIC PLAN

To be reviewed later in 2017.

### MEMBERSHIP

Membership numbers were presented as at 31 March 2017. Good progress has been made to increase membership numbers, with a total number of 721 individuals compared to 671 in the previous year.

### PROFESSIONAL DEVELOPMENT

Regular events were held during the year. Wellington has become more active with an increase in attendance.

#### RESEARCH ASSOCIATION NEW ZEALAND

PO Box 65 446, Mairangi Bay

Auckland 0754. New Zealand

P +64 21 139 2739

W [researchassociation.org.nz](http://researchassociation.org.nz)

E [office@researchassociation.org.nz](mailto:office@researchassociation.org.nz)

## AWARDS/CONFERENCE

Continue to be successful events.

## MARCOMMS

Regular communications are sent to members through the quarterly magazine, InterVIEW, and monthly InterimVIEW, plus eDMs for specific events.

## STRATEGIC PLAN RELATIVE TO CORE FUNCTIONS

### STRATEGY 1: Support Development and Growth of Profession, Community and Association

- Aiming to broaden appeal, relevance and value to members, encouraging engagement.
- Media - Rob and the Board have been working with a PR consultant to raise brand awareness of RANZ through general editorials and media releases.
- Building Alliances - the Board has continued to strengthen the bond between RANZ and the University of Auckland Business School, offering Catherine's graduate students free membership for the first year; more recent relationships with AUT and Massey University have been formed.
- RANZ has continued to form alliances with other associations, including BusinessNZ, APRC (Asia Pacific Research Committee) and GRBN (Global Research Business Network).
- RANZ Social - this initiative aims to broaden the membership base to include more millennials through holding a series of networking and sporting events. Communications are mainly through the RANZ Social Facebook page.

### STRATEGY 2: Provide Core Membership Benefits (Networking, Communications, L&D, Standards, Advocacy)

- RANZ has recently soft-launched the GRBN Learning Centre, offering online learning to members. More information will be shared shortly; there is a structured communication plan.
- Fifteen events were held in Auckland and Wellington during the year.
  - Smaller events either broke even or made a loss
  - Wellington events were free to members
  - Larger events such as the conference and RAEAWARDS make a profit
  - Event sponsors SSI and Research Now were thanked for their ongoing support
- The conference will be held on 14<sup>th</sup> September at AUT
  - Early Bird registrations are available until 18<sup>th</sup> August
  - Keynote speakers include Dame Diane Robertson (Data Futures Partnership) and Professor Roger Marshall (AUT)
  - There will be a PR campaign prior to the conference
  - The two main sponsors secured so far are Research Now and SSI; sponsorships are still available
  - Special offers are available for members to bring a client.

## RESEARCH ASSOCIATION NEW ZEALAND

PO Box 65 446, Mairangi Bay

Auckland 0754. New Zealand

P +64 21 139 2739

W [researchassociation.org.nz](http://researchassociation.org.nz)

E [secretary@researchassociation.org.nz](mailto:secretary@researchassociation.org.nz)



### STRATEGY 3: Ensure Organisational Sustainability (Governance, Management, Finances)

RANZ is reliant on support from sponsorship and it has been an ongoing task to identify new sources of funding. Rob has met with several potential partners; few have had successful outcomes.

#### Board Election

The members elected two new Board members:

Catherine Frethey-Bentham, University of Auckland Business School

Carin Hercock, Nielsen

#### Financial Update - Report FY Apr2016-Mar2017

Jason Shoebridge presented the Financial Update.<sup>ii</sup>

- Rob, Claire and Janine were thanked for their contributions to compiling the reports
- The official Financial Statements for the 12 months from April 2016 to March 2017 were presented
- This is the first 12-month period of the new financial period after transition from a January to December financial period.
- The operating deficit at the end of 12 months was \$40,000, due to timing and the change to an April to March financial year. The previous financial period was 15 months to allow this transition.
- It was noted that RAEAWARDS sponsorship from AUT was 'goods in kind' for the conference, therefore this will reduce the 2017 conference expense.
- The 2017-2018 Budget was tabled, estimating a \$20k surplus (note: membership levies are only an estimation as industry revenue fluctuation affects levy income).

The 12 month Financial Statements be accepted:

Duncan Stuart/Nadine Bower

*Carried*

#### Motions

Three Motions were tabled by Life Member Duncan Stuart, discussed and then re-tabled as follows:

1. That in the interests of greater transparency the Board of RANZ post the minutes of its meetings online for access by the wider RANZ membership.

Seconded by Karin Curran

#### RESEARCH ASSOCIATION NEW ZEALAND

PO Box 65 446, Mairangi Bay

Auckland 0754. New Zealand

P +64 21 139 2739

W [researchassociation.org.nz](http://researchassociation.org.nz)

E [office@researchassociation.org.nz](mailto:office@researchassociation.org.nz)

*Amendment:* confidential items will be removed prior to posting on the website and will be restricted to membership access.

*Carried all present for, 0 against*

2. That in the interests of representing the voice of the profession and industry, the Board meet with the Fellows at least three times per annum, to discuss and prioritise issues and develop strategies for the betterment of RANZ members.

Seconded by Spencer Willis

*Amendment:* There is to be a consultation process for the Strategic Plan with the wider membership.

*Carried all present for, 0 against*

3. That in the interests of ensuring correct and robust Governance of RANZ, the Board establish a working-party consisting of Board Members and non-Board members of RANZ to review the Constitution especially in terms of the oversight of operations, and the application of normal checks and balances. This working party to deliver recommendations in prior to the AGM of 2018.

Seconded by Jesvier Kaur

*Amendment:* RANZ Board to establish a working party to review the Constitution by the 2018 AGM.

*Carried all present for, 0 against*

It was requested by members that financial information be shared earlier prior to the AGM.

Members were reminded that the Association is ruled by both the Incorporated Societies Act and the Constitution.

### **Other Business**

New Fellow Horst Feldhaeuser was announced.

**The meeting closed at 8:15pm**

---

<sup>i</sup> See AGM Presentation

<sup>ii</sup> See 12 Month Financial Statements