# **NZIQS 44th Annual General Meeting**

**9.00 am, Friday 8 July 2022**

Notice is given that the 44th Annual General Meeting of the New Zealand Institute of Quantity Surveyors (Inc.) will be held at 9.00 am on Friday 8 July 2022, at the Te Pae Convention Centre, Christchurch.

# **2022 AGM Agenda**

1. Apologies
2. Proxies
3. Minutes of the 43rd AGM held on 2 July 2021
4. Matters Arising from the minutes
5. President's Report
6. Executive Director's Report
7. 2021 – 2022 Financial Accounts
8. Appointment of Auditor
9. Summary of Board Member disclosures
10. Notices of Motions
	1. To change co-opted Board Member Voting Rights
11. General Business



**Marilyn Moffatt**

Executive Director

23 June 2022

Minutes 43rd Annual General Meeting of the NZIQS

Distinction Hotel, Rotorua, Friday 2 July 2021

**The meeting opened at 0900**

The President welcomed all to the meeting, especially Life Members. The President outlined the meeting procedure and voting rights.

1. **Present:**

Alana Cuthbert, Stu Watson, Ronnie Matafeo, Sam Lomax, Martin Bisset, Tom Berliner, Elwin Sharp, Barry Calvert, Colin Potgieter, Heidi van Eeden, Alec Calderwood, Paul Belcher, Kevin Marks, Lee-Anne Powell, Darryn Wilkie, Gunther Hanne, Johnny Malthus, Keith Power, Chris Prigg, Neil Thorstenson, Lloyd Port, Mary-Pat Underwood, Wayne Robinson, Stephen Cummings, Manoj Parbhu, Bevan Hartley, Christopher Flanagan, Karl Hunt, Bryan Prestidge, Ronan Gilsenan, Omkar Angurala, Les Sciascia, Martin Grace, Calvin Beel, Andrew Hartley, Paul O'Brien, Phil Hebden, Augustine Fepuleai, Tom Holohan, Rach Spragg, Fiona MacDonald, Margot Murphy, Nick Sunman, Harry Young, Johnathan Mudrovcic, Tony Shaw, Richard Messinger, Vincent Robertson, Anita Crowe, Bongani Ndlovu, Andy Huang, Subhash Rajan, Natalie Beeson, Craig Masters, Mark Tyrrell, Peter Degerholm, Sylvia Hogg, Brett Raudon, Jeremy Shearer, Campbell Liddell, John Barton, Simon Barnes, Maysoon Killinge, Chris Sutherland, Hannah Wilson, Linda Lodetti, Kelsey Telford, Ralph Smith, Geoff Hayr, Marius van de Wall, Henry van de Wall, Raluca Caseanu, Enrique Salas, Stefan Fourie, Iresha Wijetunga Mudiyanselage, Craig Knox, Nick Clements, Christina McRae, Michael Lieshout, Michele Wacker, David Grenfell, Mark Wickens, John Oscilowski, Stacey Mendonca, Bernie Pitt, John Russell, Leonard Pagan, Heinrich Schulze, Paul Rae, Ryan Croy, Tony Lovett, Wayne Mitchell, Weng Tan, Grant Moore, Thamayanthi Varathan, Jim Bucknell, Annabel Fitzsimons, Tony Dawson, Lauren Wilson, Duncan Bourne, Frank Watson, Jonathan Dufour, Tim Sawyer, Inoka Withana Gamage, Kerryn Moore, Reinderd Verbeek, Mark Flowerday

**Non-members** **Present:** Marilyn Moffatt (Executive Director), Kirsten Porter (Staff)

1. **Apologies:**

Annette Vincent, Chris Kurzfeld, Danni Platt, David Reilly, Emmolina(Momo) May, Gary McCalmont, Graeme Smith, Ian Harrison, Jeff Hancock, John Peez, Keeley Pomeroy, Lyndon Evans, Marcel Frei, Paul Maynard, Paul Webber, Peter Waterhouse, Phillippa Goodman-Jones, Steve Craig, Steve Flanders, Steve McLean, Stu Harrison, Tom Chatterton, Tony Grimaldi, Brian Nightingale, Fidell Nicholson, Hugh Mackie, Stuart Anderson, Alan Muxlow, Dave Monastra, Ciaran Corrigan, Tejas Patel

**Moved: That apologies be accepted**

 **Sam Lomax/ Ronnie Matafeo – Carried**

1. **Record of Proxies**

Proxy forms have been received from:

For: From:

President Emmolina May, Keeley Pomeroy, Paul Maynard, Stewart Harrison, Tony Grimaldi, Hugh Mackie, Fidell Nicholson

Grant Moore Danielle Platt, David Reilly, Tom Chatterton

Mark Flowerday Marcel Frei, Ross Davidson

Mick Moffatt Stephen McLean

Elwin Sharp Gary McCalmont

(No proxy given) Ishari Samarasinghe, James Longden, Richard Silverwood

**Moved: That apologies be accepted**

 **Sam Lomax/ Chris Prigg – Carried**

1. **Remembering Deceased members**

The President acknowledged the passing of the following members:

Gary Caulfield, Sean Mckeown, Oliver Mitchell, Ken McNamara, Peter McNeil, Aaron Dalton

1. **Previous minutes – 42nd AGM**

**Moved: That the minutes for the 2020 AGM on 22 July 2020 be approved as a true and correct**

**Sam Lomax/ Tom Berliner - Carried**

1. **EGM minutes**

**Moved: That the minutes for the EGM on 15 October 2020 be approved as true and correct, with the addition of Martin Bisset as an apology**

**Sam Lomax/Paul O'Brien - Carried**

1. **Matters arising from the minutes**

Nil

1. **Adoption of the Annual Report**

**Moved: That the 2021 Annual Report be accepted.**

**Sam Lomax/Heid van Eeden - Carried**

1. **President's Report**

Sam highlighted the key points from his report and said it had been a privilege to serve as President for the last 2 years. Sam thanked the Board and Executive team for their support throughout his term.

The impact of Covid was a challenge for the institute. However, he was pleased that the Board, Marilyn, and the team had stepped up and emerged strong.

Despite Covid, they had still achieved a lot. The new Constitution was passed. The Board tackled the introduction of CPD requirements with the loss of only 2 members CPD will lift the professionalism of NZIQs and members.

Part of the Covid forecasting was for a significant loss. Expenses were cut, but the aim was to save members. He was pleased to say the loss didn't eventuate, and the institute made a surplus. Thank you to members, companies and sponsors for supporting NZIQS to turn that around.

Sam was pleased that the QSEP team had developed with 2 members taking on branch chair roles this year-Kelsey Telford (Regional branch) and Tom Chatterton (Canterbury Branch).

Sam concluded with thanks to Marilyn and the office team.

1. **Executive Director's Report**

Marilyn highlighted the unexpected increase in membership, despite Covid predictions, which meant higher income than expected. She also noted the large number of Student members who now account for over 50% of the membership.

During Covid, the office team worked hard to provide webinars during this time with often over 400 members attending a webinar.

Members are increasing their use of the Connect platform to ask questions or debate topics in the industry.

Marilyn thanked the volunteers who made all the activities happen, including local branch committees, CPD organisers, MNZIQS interviewers, and working group members.

Marilyn also made particular thanks to the head office team, who worked hard through Covid to continue with NZIQS activities for members.

1. **Election of Officers**

**President**

Martin Bisset was the only nomination received for President- nominated by Chris Prigg and seconded by Martin Grace. The President, therefore, declared Martin Bisset elected as President

**Vice President**

2 nominations were received for Vice President:

Elwin Sharp (nominated by Mick Moffatt and seconded by Neil Edwards), and Tom Berliner (nominated by Stewart Harrison and seconded by Tom Chatterton)

The President invited Elwin and Tom to speak to members before voting.

The President outlined the voting procedure, which would be by ballot.

**Moved: Alana Cuthbert be appointed Returning Officer.**

 **Sam Lomax/Les Sciascia - Carried**

While the voting was counted, the President invited the incoming President, Martin Bisset, to speak to the AGM

1. **Incoming President's speech**

Martin said he was honoured and happy to be the NZIQS President for the next 2 years. He thanked the Board for adding a Regional member to the Board. Martin also thanked Sam and Barry for their time as Presidents and for encouraging him to take on the role.

Martin told the AGM some of his background, experience and interests. He wanted to build on what had been done by the Board so far. Martin was especially interested in engaging students and the issues in the industry, such as supply, cost increases and SOQ. We need to work with all other industries to solve these.

1. **2020-2021 Financial Statements**

**Moved: That the audited financial statements for 31 March 2021 be accepted**

**Sam Lomax/Heid van Eeden -Carried**

A member asked what the Board intended to do with the surplus funds, given NZIQS was a Not for Profit organisation. Sam noted that the Board was looking at big projects to benefit members and welcomed any ideas from members.

1. **Vice-President Ballot**

The President received the vice president election ballot results from the Returning Officer and declared Elwin Sharp elected as Vice-President.

1. **Appointment of Auditors**

**Moved: Dent & Heath be re-appointed Auditors for the NZIQS for 2021/2022**

**Sam Lomax/ Heid van Eeden –Carried**

1. **Summary of Board member Disclosures**

The new Constitution requires a summary of any disclosures by Board members on matters affecting the institute to be presented at the AGM. Declarations this past year that the Board managed were Elwin Sharp (LPMS (sponsor) executive member, and Tom Berliner (Ara Institute part-time tutor)

1. **Notices of Motion**

No notices of motion were received for the AGM

1. **General Business**

No items of General Business had been received for the AGM. The President invited members to ask questions or make any comments.

Gordon Cairney proposed a vote of thanks to the outgoing President, endorsed by the AGM.

Lee-Anne Powell queries the implication from conference discussions that people didn't know how to do SOQ. As a tutor, she noted that the students are taught these skills. She suggested NZIQS set up webinars to support members' learnings with SOQ

The President introduced the Board members and incoming Auckland representative Heidi van Eeden and outlined the Strategic Priorities. The Board will review these priorities early next year, and he invited members to provide any feedback to the Board.

1. **Board farewells**

The President thanked outgoing Board members Barry Calvert, Paul O'Brien and Tom Berliner and presented them with a gift.

 The meeting closed at 0948

Signed: …………………………………………………… Date: ………………………………………….

 Martin Bisset, President

# **Notice of Motion**

Link to download the current [NZIQS Constitution](https://www.nziqs.co.nz/Portals/9/Documents/NZIQS%20Documents/NZIQS%20Constitution_15October2020.pdf?ver=2021-02-22-085940-433)

**Motion 1**

That Rules 12.2 and 17.8 of the Constitution of the New Zealand Institute of Quantity Surveyors (NZIQS) are changed to:

12.2 The Board may co-opt any person as a Board Member from time to time as deemed necessary by the Board. Co-opted Board Members do not have the right to vote at a Board Meeting unless they are a Voting Member.

17.8 **Voting:** A Board Member present at or otherwise participating in a Board Meeting may vote at that Board Meeting. Co-opted Board Members do not have the right to vote at a Board Meeting unless they are a Voting Member.

*Note-changed wording is in red.*

Proposed by the NZIQS Board under Rule #33.2

Explanation of Rule Change

The NZIQS Board believes that if an NZIQS member is co-opted to the Board, they should have voting rights to enable them to participate fully in the meetings.

A *Voting Member* is defined in the Constitution as "a Member who is within a membership category that is eligible to vote as prescribed by by-laws and who is not in arrears under rule 10.4."

Rule 13 of the Membership By-Laws allows all membership types, except for Student and Honorary, to vote.

Non-NZIQS members co-opted to the Board would also continue not to have any voting rights.

A 2/3rds majority vote at an NZIQS AGM is required to alter the Constitution.

# **Proxy Voting Form for the NZIQS 2022 AGM**

**9.00 am, Friday 8 July 2022, Te Pae Convention Centre, Christchurch**

This proxy form must be received by the NZIQS Head office **by** **5.00 pm Tuesday 5 July** 2022.

Email: Tess.Ford@nziqs.co.nz or post to P O Box 10469, Wellington 6140

## **Member Details**

Name: Membership grade:

Email address:

Signature:

## **Motion**

If you cannot attend the AGM, please indicate your vote below. If you would like to appoint a proxy to vote on your behalf instead, please also complete section 3 below.

|  |  |  |
| --- | --- | --- |
| **Motion** | **For** | **Against** |
| To change co-opted Board Member Voting Rights |  |  |

## **Appoint a proxy**

I appoint:

 NZIQS President **OR (**Name):

as my proxy at the 2022 Annual General Meeting of the Institute to be held at 9.00 am on Friday 8 July 2022, and at any adjournment of that meeting: