MINUTES

ANNUAL GENERAL MEETING 2024 

**Name:** 61st ANNUAL GENERAL MEETING

**Date:** Wednesday, 25 September 2024

**Time:** 12:30 PM to 1.30 PM

**Location:** Cancer Society Lions Lodge, Tainui Street, Hamilton

Via Microsoft Teams

**Board Members:** Helen Carter, Matt White, Alan Pracy, Hugh Lees, Wayne Tainui, Karen Bennett, Jaedyn Falwasser, Ellyn Proffit

**Attendees:** See Appendix 1 Attached

# Opening Meeting

## Welcome & Apologies

##  Welcome

Charlie Poihipi offered the mihi whakatau. Members responded with a waiata to support Charlie.

Matt White chaired the meeting. The meeting was attended both in person and via Microsoft teams.

Matt welcomed all staff, Board, and member Mike Hanaray to the meeting.

 **Apologies**

Apologies received were read out as per Appendix 2 attached. The apologies were accepted.

**Decision Date:** 25 September 2024

**Mover:** Alan Pracy

**Seconder:** Hugh Lees

**Outcome:** Approved

## Minutes of Previous AGM

## The minutes of the 60th Annual General Meeting, held on 13 September 2023, had been made available on the website and were confirmed as presented.

 **Confirmation of Minutes**

The minutes of the 60th AGM of 13 September 2023 were approved as a true and correct record.

**Decision Date:** 25 September 2024

**Mover:** Kylie Dyet

**Seconder:** Henny Swinkels

**Outcome:** Approved

### Matters Arising:

There were no matters arising from the minutes.

# Division Reports

## Annual Report 2024

The Chair spoke to the annual report and the achievements we have made in the previous year. The annual report has continued to be in a compact format with a summary version of the accounts. The annual report and a full set of the financial accounts were available on the Division website from 30 September 2024.

The Chair moved that the Annual Report for the year ended 31 March 2024 as distributed be adopted. (Seconder: Jill Rumney)

The Chair opened up the motion for comments. There was no further discussion.

**The Future of Cancer Society WBOP**

The Chair spoke about the topics that have been up for discussion in recent Board meetings. The Board take a long-term focus and deciding how to protect and utilise our main assets is an ongoing topic, while also considering the upcoming foreseeable challenges such as increased rates of cancer diagnosis.

The Chair briefly spoke about various projects the Board has been working on.

* Increasing capacity at the Lodge by utilising existing space
* Relocation of Grey St offices and utilising the office as another source of income
* Partnering and connecting with other cancer charities
* Exploring sites in Tauranga for a potential accommodation facility
* Legal entity restructure (Incorporated Society vs Trust)

There were no questions regarding the upcoming projects.

 **Annual Report 2024**

Members agreed to adopt the Annual Report for the year ended 31 March 2024.

**Decision Date:** 25 September 2024

**Mover:** Matt White

**Seconder:** Jill Rumney

**Outcome:** Approved

## Financial Statements 2024

A resolution was moved that the audited Statements of Financial Performance and Financial Position as circulated with the Annual Report for the year ended 31 March 2024 be adopted.

 (Mike Hanaray/Karen Bennett)

Matt White spoke to the Financial Report of 2024.

There were significant financial fluctuations throughout the financial year, but fortunately the second half of the year saw a remarkable turnaround, driven by a generous response from donors during a crisis appeal, an unexpected uplift in bequests and favourable interest rate conditions. These factors combined to stabilise our financial outlook and enable us to continue our vital work. We ended the financial year with a surplus in excess of $1M - an improvement of the previous year of almost $3M.

The Chair opened up the motion for discussion. There was no further discussion. `

 **Financial Statements 2022**

Members agreed to adopt the Financial Report for the year ended 31 March 2024.

**Decision Date:** 25 September 2024

**Mover:** Mike Hanaray

**Seconder:** Karen Bennett

**Outcome:** Approved

# Election of Board Members

## 3.1 Board Members

One third of the Board are required to retire by rotation, being those who have been longest in office since their election: Tony Kinzett, Hugh Lees and Karen Bennett offer themselves for re-election. Maurice Gianotti is retiring after more than 12 years of service.

The Chair acknowledged the huge contribution made by Maurice, acting as Deputy Chair, Chair of Finance and Audit and the National Cancer Society Board representative. The Board had appreciated Maurice’s presence as he contributed his skills and experience.

In addition to the positions above, there are four vacant positions.

There being less candidates than vacant positions, the Chair moved that the following persons be elected to the Board for 2024/2025:

Tony Kinzett, Hugh Lees and Karen Bennett

The Chief Executive read out a further nomination for Pauline Monica Nesdale.

Pauline has recently retired from the Ministry of Education as a Senior Policy Manager. She has extensive policy experience working in various industries for over 20 years. Pauline has a strong connection with Taupo and the Central Plateau.

The Chief Executive recommended that we retain the existing Board Members, but not take on further Board members at this time, due to our plan for a legal entity restructuring.

 **Election of Board Members**

There being less candidates than vacant positions, members agreed to elect the following persons to the Board for 2024/2025:

* Tony Kinzett
* Hugh Lees
* Karen Bennett

**Decision Date:** 25 September 2024

**Mover:** Matt White

**Seconder:** Heather Connolly

**Outcome:** Approved

The Chair announced that as per the Rules of the Division, office holders on the Board would be appointed at a meeting of the Board held within 20 days of this Annual General Meeting.

Matt noted that a Board meeting would be held immediately after the AGM to deal with appointment of officers.

The Chair congratulated all Board members and thanked them for their ongoing contribution to the Division.

 **Temporary halt on appointment of new Board members**

Members of the division agreed with the recommendation to postpone appointment of new Board members, due to the proposed plan to change the legal entity of the organisation.

**Decision Date:** 25 September 2024

**Mover:** Matt White

**Seconder:** Charlie Poihipi

**Outcome:** Approved

# Notice of Motions

**4.1 Appointment of Auditors**

PKF Hamilton Audit Ltd, were appointed as independent auditors for the 2024 financial year audit. The Board recommended that PKF Hamilton Audit Ltd be appointed as the Division’s auditors for 2025.

A conflict was noted by Mike Hanaray.

 **Appointment of Auditors**

Members of the Division agreed to appoint PKF Hamilton Audit Ltd as the Division’s auditors for the annual financial audit for 2024/2025.

**Decision Date:** 25 September 2024

**Mover:** Alan Pracy

**Seconder:** Wayne Tainui

**Outcome:** Approved

# General Business

There were no further General Business discussions.

# Close Meeting

The Chair thanked everyone for their attendance. He thanked the Board, volunteers and staff for their work and dedication during the year. In addition, he especially thanked Helen Carter for her work and leadership in her role as Chief Executive.

## The meeting closed at 1.05 pm.

**Signature: Date:**

## APPENDIX 1

**Waikato/Bay of Plenty Division Cancer Society of New Zealand**

**Annual General Meeting 25 September 2024**

**Attendees**

|  |  |
| --- | --- |
| Matt White | Justine James  |
| Helen Carter | Karen Keeling |
| Wayne Tainui  | Leoni Lawry |
| Karen Bennett  | Nicole Waugh |
| Hugh Lees | Van Kilburn  |
| Ellyn Proffit | Wai Crombie |
| Jaedyn Falwasser | Claire Gower-James |
| Alan Pracy  | Rozie Young |
| Heather Connolly  | Leona Spence |
| Saffron Mitchell | Lareece McGregor |
| Kylie Dyet | Tracey Curry |
| Charlie Poihipi | Anna Irvine |
| Sharon Lourie | Helen Little |
| Jill Rumney  | Alyson Bowker |
| Mike Hanaray | Jane Haultain |
| Sue Ratcliffe | Helene Yeung |
| Henny Swinkels |  |

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## APPENDIX 2

**Waikato/Bay of Plenty Division Cancer Society of New Zealand**

**Annual General Meeting 25 September 2024**

**Apologies**

|  |
| --- |
| Murray Loewenthal  |
| Diana McDonald |
| Tony Kinzett |
| Shannon Clapperton  |
| Lena Cordery |
| Sharon Robertson |
| Shay Rout |