

Romance Writers of New Zealand Inc.

Minutes AGM 2016

For the sixteenth Annual General Meeting of Romance Writers of New Zealand Incorporated (RWNZ Inc.) held at Saturday 13th August 2016, at 5pm, Waipuna Hotel and Conference Centre, Auckland.

Apologies: No apologies noted.

Proxies: Ellie Huse, Toni Kenyon.

Business:

1. Confirmation of the minutes of the fifteenth Annual General Meeting of RWNZ held on 29 August 2015. Approved as previously posted on the website.

- a. Moved Cheryl Phipps
- b. Seconded Sue McKay

2. Presentation and adoption of the President's report.

- a. Moved Bernadette Doube
- b. Seconded Kristina O'Grady

3. Presentation and adoption of the Treasurer's Report for the year ended March 2016.

- a. Moved Ritu Pandey
- b. Seconded Yvonne Lindsay

4. Presentation and adoption of the Membership Report by Sharyn Barratt.

- a. Moved Sharyn Barratt
- b. Seconded Bernadette Doube

5. Any other Business

a) Briefs of General Remits

1. Proposal: The conference committee and executive committee must be two entirely separate entities with no member on both. Proposed by Rachel Collins/Kendra Delugar. Dated and received 21/7/2016.

2. Proposal: That the conference committee must develop a budget in conjunction with the Treasurer and then present a conference budget for the Executive to sign off on before conference commitments are made. Proposed by Gracie Stanners/Karen Browning. Dated and received: 21/07/2016.

3. Proposal: That is September each year, the new Executive are given direction on how a board works, and what the specific rules and regulations of the RWNZ generally are. Proposed by Kendra Delugar/Rachel Collins. Dated and received: 21/7/2016.

b) Briefs of Special Resolutions

1. Proposal: That the AGM is always held on the Saturday of the conference weekend, no later than 5.30pm. Proposed by Bronwen Evans/Karen Browning. Dated and received: 21/07/2016.

2. Proposal: That the RWNZ develop a draft five-year strategic plan for members to review, give feedback on and vote on. Proposed by Bronwen Evans/Grace Stanners. Dated and received: 21/7/2016.

3. Proposal: Change of current wording of constitution so that the Executive committee has a two, rather than one, year term. Proposed by Gudrun Frerichs/Jane Ashurst-Smoult. Dated and received: 18/7/2016.

For full Remits and Special Resolutions, please see Appendix, following.

6. Introduction of the new Executive Committee.

Meeting closed at 5.20pm.

Samantha Charlton, Secretary
13 August 2016, Waipuna Conference Centre

APPENDIX TO MINUTES: REMITs and PROPOSALS OF SPECIAL RESOLUTIONS: 2016 RWNZ AGM

REMITs

Remit 1.

Proposal: The conference committee and executive committee must be two entirely separate entities with no member on both.

Proposed by: Rachel Collins
Seconder: Kendra Delugar

Dated 21 July 2016

Argument: The reason for this proposal is so that:

- a) the President can manage their role as conference overseer and keep their focus on what is best for RWNZ as a whole, while leaving the details of all conference organisation to the conference committee
- b) the executive is not distracted from its elected mandate of growing and delivering value to the membership over and above conference.
- c) if no volunteers step forward to organise a conference, there will be no conference
 - i. This way, the importance and value of volunteers and sub-committees can be clearly seen by the membership, and everyone has an opportunity to step up.
 - ii. The executive committee is voted in to provide structure and leadership, and deliver benefits to the members. Conference is only one of those benefits. If it is left to the Executive to organise a conference then the organisation as a whole will suffer because its leaders will not have time to focus on their mandate.
 - iii. The members of the executive are also writers with other life commitments. Their families and work should not have to suffer because they are overstretched.

Passed. All in favour, none opposed. Unanimous.

Remit 2.

Proposal: That the conference committee must develop a budget in conjunction with the Treasurer and then present a conference budget for the Executive to sign off on before any conference commitments are made.

Proposed by: Gracie Stanners
Seconder: Karen Browning

Dated 21 July 2016

Not passed – as this is already in rules.

Remit 3.

Proposal: That in September each year, the new Executive are given direction on how a board (in general) works, what the specific rules and requirements of RWNZ are, and what is actually expected of each person on the committee.

Proposed by: Kendra Delugar

Seconder: Rachel Collins

Dated 21 July 2016

Argument: Being on a board, or executive, is very rewarding, but is also challenging, and it helps if everyone involved understands the rules and requirements.

The minimum texts should comprise:

- a) A paper copy of the RWNZ Rules
- b) a copy of the current strategic plan
- c) a yet-to-be created primer which uses the document How a Not-For Profit Board Works from the NZ Institute of Directors and the Charities Commission as a baseline.

Passed. All in favour, none opposed. Unanimous.

SPECIAL RESOLUTION REMITS**Special Resolution 1.**

Proposal: That the AGM is always held on the Saturday of the conference weekend no later than 5.30pm, so that all members attending the conference have a chance to attend in person regardless of any virtual pre-AGM discussions.

Proposed by: Bronwen Evans

Seconder: Karen Browning

Dated 21 July 2016

Argument: If there is no conference, then an AGM will be held on a Saturday at lunchtime, to ensure members have time to travel, in one day, to attend should they so wish. This means changing the following article in the Rules of RWNZ to:

5.2.1 RWNZ must convene an Annual General Meeting of its members on a Saturday. The AGM will be held on a Saturday at the Annual RWNZ conference no later than 5.30pm. If no conference is held, then the AGM will be held within the period three months after the completion of the review of the yearly accounts on a Saturday at 12.30pm.

Passed. All in favour, none opposed.

Special Resolution 2

Proposal: That the RWNZ Executive develop a draft five-year strategic plan for members to review, give feedback on, and vote whether or not to adopt.

Proposed by: Bronwen Evans

Seconder: Grace Staners

Dated 21 July 2016

Argument: If future executive committees wish to change the agreed deliverables, another consultation with members must be held, and all proposed changes voted on by the membership.

The executive is to present a report to members every five years showing how many of the deliverables and priorities have been achieved, evaluating the current plan in light of changes in the industry and membership needs, and proposing any changes for the next five-year plan. All members will once again have the opportunity to review, give feedback on, and vote whether or not to adopt an updated strategic plan.

This means changing the following article in the rules of the RWNZ to:

7.2.1 Is to control and manage the affairs of RWNZ in conjunction with the deliverables of the five-year strategic plan; every five years the RWNZ Executive must develop a draft five-year strategic plan for members to review, give feedback on, and vote whether or not to adopt via an online voting poll. If future executive committees wish to change the agreed deliverables within any given five year period, another consultation with members must be held, and all proposed changes voted on by the membership.

Passed. All in favour, none opposed.

Special Resolution 3

Proposal:

Current Constitution section/number and current wording:

11. Article Eleven – Elections

11.1 Term of Office. All Executive Officers shall be elected to a one-year term of office, one year being defined as from the first of the month following an Annual General Meeting to the end of the month in which the next Annual General Meeting is held, or until a successor has been duly nominated and elected, or appointed as per Rule 11.8.3, in their stead.

Proposed wording change for section:

11. Article Eleven – Elections

11.1 Term of Office. All Executive Officers shall be elected to a two-year term of office, one year being defined as from the first of the month following an Annual General Meeting to the end of the month in which the next Annual General Meeting is held, or until a successor has been duly nominated and elected, or appointed as per Rule 11.8.3, in their stead.

Proposed by: Gudrun Frerichs

Seconded: Jane Ashurst-Smoult

Dated 18 July 2016

Argument: I propose the change to a two-year office term for the executive committee to assure continuity in the quality of the executive committee's performance. Being a volunteer organisation, it takes a considerable amount of time to 'learn' the ropes. A twelve month term would mean the committee is up for election just when they have been through the experience of organising a conference. To lose that gained knowledge to an incoming, inexperienced committee is wasteful.

Not passed.

END