



ROMANCE WRITERS OF NEW ZEALAND INC. 17th Annual General Meeting AGENDA

For the Seventeenth Annual General Meeting of Romance Writers of New Zealand Incorporated to be held at the Novotel Lakeside Hotel, Rotorua, on Saturday 19th August, 2017, at 5:30 pm.

Chaired by: Iona Jones

Business:

1. Confirmation of the minutes of the Sixteenth Annual General Meeting of the Romances Writers of New Zealand Inc. held on Saturday 13th August, 2016.
2. Adoption of the 2017 President's Report.
3. Adoption of the Treasurer's Report for the year ended March 2017.
4. Adoption of the 2017 Membership Report.
5. Remits.
6. Other Business.
7. Introduction of the new Executive Committee.

Bronwen Evans
RWNZ President
July 2017

**/ ATTACHMENTS – PLEASE SEE REMIT DETAILS OVER PAGE
3 PAGES TOTAL**

ROMANCE WRITERS OF NEW ZEALAND INC.

17th Annual General Meeting

REMITs

General Remit 1.

That all remits must be kept in the Remits Register held in the RWNZ Dropbox folder (or other RWNZ online filing system) titled REMITS. The registry should show

- a) the remit raised (including Special Resolutions) in what year (i.e. at what AGM it was raised)
- b) who proposed and seconded the remit
- c) whether or not it was amended before voting
- d) whether or not it was passed (together with a count of votes for and against) unless unanimous
- e) if a Special Resolution that changes the Rules of RWNZ is passed, then the change must be
 - a. physically uploaded into the Rules document
 - b. filed at the Companies Office
 - c. updated on the RWNZ website
- f) whether or not the AGM minutes have been distributed to all members to ascertain their correctness by the end of September each year.
- g) what, if any, corrections were made to the AGM minutes.
- h) The remits register is updated and loaded on the RWNZ members' only area of the website.

Reason: There was no file that listed all remits in one place. In fact, the Executive was unable to find a lot of our remit history. Added to this, the AGM minutes from 2015 do not record whether or not a certain remit was passed, so we have had to assume it was not.

If the remit details are not recorded in the minutes, the remit cannot be deemed to have been passed. The Executive has now created a document which lists all remits, their discussions, and whether or not they were passed in the AGM minutes. This way RWNZ can keep a complete history of RWNZ rules and operational changes. The remits register should also be loaded in the members area of the website.

Proposed: Grace Stanners
Seconded: Bronwen Evans

Dated: 14th July 2017

General Remit 2.

The Treasurer shall notify the Executive if any proposed expenditure will reduce cash reserves to less than \$35,000 and require that the Executive seek approval for said

expenditure either via a special resolution at the AGM or by calling a Special General Meeting.

Reason: Currently, there is no financial policy to guide Executive officers. This remit safeguards the financial stability of the organization. It covers us in case of unexpected losses or potential tax bills, and allows us to invest in website and other platforms if needed.

Proposed: Bronwen Evans

Seconded: Tania Roberts

Dated: 14th July 2017

General Remit 3.

Remit that the Executive needs approval from at least 50% of the members who respond via a vote (normally held via a SurveyMonkey survey) if it wishes to use more than \$10,000 of the cash reserves on any one expenditure. The Executive must justify the expense to members.

Reason: Currently, there is no financial policy to guide Executive officers. This remit ensures that no Executive can spend large cash reserves on things the members neither want nor approve.

Proposed: Bronwen Evans

Seconded: Grace Stanners

Dated: 14th July 2017

General Remit 4.

That no Executive Member, or conference committee member, or conference volunteer is paid, or given a free RWNZ conference. This excludes the reimbursement of approved expenses incurred on RWNZ's behalf, as per the RWNZ Expenses Policy.

Reason: RWNZ is a small, incorporated society with 300 members, of which only about 180 are active participants. On average, the conference attendee numbers each year are around 110 people. The net financial impact of 5-10 people not paying for conference is a net loss to RWNZ of between \$7k - \$10k. This impact could, most probably would, make a conference unprofitable and cause a financial loss to RWNZ. RWNZ relies on volunteers to support the tasks we do.

10 people at \$600 = \$6000 lost income

10 people at \$80 daily food rate for 3 days = \$2,400 expenses

Total \$8,400 net expense

Proposed: Bronwen Evans

Seconded: Kendra Delugar

Dated: 14th July 2017

General Remit 5.

That the attached Expenses Policy be formally accepted.

Reason:

There is currently no formal policy for claiming RWNZ-related expenses. With an accepted policy, all Members will know what they can and cannot claim for, and there will be checks and balances in place to protect Members' finances.

Proposed: Catherine Robertson

Seconded: Bronwen Evans

Dated: 14th July 2017

General Remit 6.

That every new Executive plans the upcoming year's activities with a zero-sum budget – that is, one that assumes RWNZ will have no income other than Membership subscriptions. If planned projects require the use of cash reserves, then that use will be governed by General Remits 2 and 3 above.

Reason: Currently, there is no financial policy to guide Executive officers. This remit ensures that the Executive makes realistic use of Members' finances.

Proposed: Catherine Robertson

Seconded: Grace Stanners

Dated: 14th July 2017

General Remit 7.

To ensure we meet all our tax obligations, the Executive should seek external professional advice unless the current RWNZ Treasurer is a qualified chartered accountant. The use of external advice will need to be included in the annual budget.

Reason: Currently, there is no financial policy to guide Executive Officers. This Executive discovered that RWNZ had fallen behind on its tax obligations since it lost its charitable status in 2012, and we do not want RWNZ to be exposed to potential penalties or unnecessary additional costs associated with unpaid taxes. This remit decreases the risk that RWNZ may not understand or meet all its financial obligations in a timely manner.

Proposed: Catherine Robertson

Seconded: Tania Roberts

Dated: 14th July 2017