



**DRAFT Minutes of the SPELD NZ Annual General Meeting held on
22 September 2018
Venue: All Saints Church Hall Hataitai Wellington**

Attendance: Professional Members & Life Members

Surname/ First Name	LLG	Surname/ First Name:	LLG:
Alce, Julie	Canterbury	Lefrancq, Isabelle	Hutt Valley
Ashman, Lynne	Manukau	McNabb, Heather	Hawkes Bay
Barnsley, Christine	Dunedin	McNish, Sharon	Canterbury
Beckwith, Victoria	Manawatu	Moroney, Christina	Wellington
Bjarnesen, Cathryn	Wellington	Neville, Angela	Auckland
Bosman, Carin	Auckland	Oldham, Nicole	Bay of Islands
Boyce, Eleanor	Auckland	Oliver, Odette	Hawkes Bay
Boys, Beverley	Mana	Scanlan, Peter	Hutt Valley
Caldwell, Kate	Franklin	Thomson, Penny	Canterbury
de Castro, Sharon	Waikato	Van Eyssen, Christel	Hawkes Bay
Cooke, Margaret	Mana	Wallen, Claire	Taranaki
Devine, Kate	Mana	Williams, Debbie	Mana
Faulkner, Becky	Canterbury	Woodbury, Kate	Wellington
Gentle, Terry	Southland		
Green, Helen	Western BoP	Friends Of SPELD NZ	
Halford, Heather	Southland	Attendance	
Hatton, Judith	Wellington	Connor, Julie	Auckland
Hogwood, Mary	Taranaki	Devine, Jenny	Hutt Valley
Hutchinson, Shona	Auckland	Drummond, Jeremy	Auckland
Janse van Rensburg, Helet	Canterbury	Roulston, Jean	Dunedin
Johnson, Nicole	Mana		
Kennedy, Mary	Wellington		

Apologies: Alexander, Judith (Auckland), Barr, Alison (Eastern BoP), Bennett, Jane (Manawatu), Fairbrass, Marion (Canterbury), Moyle, Susan (Auckland), Radich, Karen (Wellington), Tallen, Amanda (Wellington), Reid, Bernardine (Wellington), Moffat, Nadia (Canterbury), Fairclough, Nicky (Wellington),
Moved from the Chair that apologies be accepted. Peter Scanlan. Carried

Welcome - Chair

Meeting commenced at 1:30pm

- 1 Peter Scanlan welcomed everyone to the 2018 AGM and introduced members of the Board. Peter accentuated the positive effect our organisation has on the lives of young people with dyslexia. Peter also advised the rules of speaking and voting.
Motion: That we adopt the rules of speaking (as read) for the 2018 AGM.
Moved from the Chair by Peter Scanlan. Carried

- 2 Proxy Votes: Three proxy votes were received. Confirmed that all Proxy votes have been checked.
- 3 Confirmed that all in attendance were members.
- 4 Confirmed that we have a quorum.

Previous Minutes & Matters Arising

1. Minutes of Annual General Meeting held in Christchurch September 2017 were circulated.
Motion: That the minutes be taken as read. Moved from the Chair by Peter Scanlan. Carried
Motion: That subject to the amendment below, the minutes be taken as a true and correct.
Moved Peter Scanlan/Shona Hutchinson. Carried

Amendments:

The spelling of the name Beverley Boys in the DST General Business item to be corrected.

Angela Hey to be corrected as being from Taranaki LLG. Mary Hogwood to be deleted from Attendance.

2. Matters arising: nil

3. **Annual report (Chair, Executive Officer, PSC)** covering our four strategic goals, was presented to the AGM by Peter Scanlan, Eleanor Boyce and Jeremy Drummond

1. Peter Scanlan spoke to Strategic Goals 1, 3 & 4.

i) SPELD NZ has representation on the advisory group for industry training organisations and the draft disability and learning support action plan.

ii) The Board is actively invested in self-evaluation and performance against the strategic plan.

iii) LLG notes are an informative link between the Board and members. It was noted that LLGs are providing excellent professional development opportunities and are giving excellent support to new members.

iv) Funding is provided for scholarships for training.

2. Jeremy Drummond spoke to Strategic Goal 2:

i) Marketing of the organisation and its services is carried out chiefly through the website and Facebook. The new website has received positive comment from families and members.

ii) The Record magazine is a very professional publication. Jeremy thanked Julie Conner for her work on The Record.

iii) Volunteers providing administrative input in the office were acknowledged, with particular thanks to Lyn Davis for working on Moodle and Jean Roulston for processing statistical information upon which the statistics reports are produced.

3. Eleanor Boyce spoke to Strategic Goal 1 professional matters and courses:

i) The committee operated with only three elected members. Eleanor thanked National Office for their collegiality and reminded members that assisting with PSC projects is also a valuable service to the organisation.

ii) Major projects included the delivery of WJIV Guide workshops and associated professional development, strengthening of the guidelines for probationary teachers and mentors, seeking programme approval from NZQA for the level 5 qualification.

iii) Development of Skype for lesson observations and appraisal is an effective tool.

Peter Scanlan thanked LLG organisers, Professionals, staff and volunteers for the countless hours of input. He also acknowledged the financial supporters of SPELD NZ.

Move & Second that this report be received:

Mary Hogwood (Taranaki) / Christel Van Eyssen (Hawkes Bay). Carried.

Finance Report: presented by Shona Hutchinson

Financial Reports and comments have been uploaded to the SPELD NZ website.

1. The main points of the report were:

i) The style and timeliness of William Buck reporting is excellent.

ii) The organisation must ensure sufficient funds are kept in reserve to meet future committed liabilities.

iii) Unused grants are tagged to specific purposes.

iv) Overall, the Board believes that the business of SPELD NZ is managed well financially and that the financial position is stable.

Shona acknowledged all the Professionals in their commitment to SPELD NZ and noted that we all have a responsibility to grow our membership. She also acknowledged the many hours of volunteer input.

Move & Second that the Financial report be accepted:

Shona Hutchinson /Claire Wallen (Taranaki). Carried.

2. *Move & Second that William Buck be reappointed as Auditors:*

Shona Hutchinson /Kate Caldwell (Franklin) Carried.

Election of Board &PSC

1. Board: There being only one nomination Victoria Beckwith is automatically elected.
2. PSC: Terry Gentle, a nominee from the floor of the meeting, was elected. One PSC vacancy remains.

Moved from the Chair. Carried

Remits: Presented by Christine Barnsley and Lynne Ashman

• Remit 1

Expenses and Honoraria - Rule 11.27

Current Wording: Members of the Board may receive such honoraria as may be set by resolution of a General Meeting prior to payment.

Remit: Adopt additional clause 11.27a: Members of the Professional Standards Committee and persons co-opted onto the Professional Standards Committee may receive honoraria for services provided over and above standard expectations of the role, as approved by the Board.

Rationale:

The Board recognises that the Professional Standards Committee (PSC) is vital to the sustainability and reputation of the organisation.

The commitment and expertise of the PSC enables SPELD NZ to meet current, or future standards necessary to maintain our professional credibility and to continually develop and improve practice. Therefore, the Board would like to have the ability, where finances permit, to be able to pay honoraria to PSC members or persons co-opted to the PSC.

Points of general discussion:

- i) Claire Wallen (Taranaki) commented that PSC is a foundation stone of the organisation.
- ii) Lynne Ashman talked about the profile of SPELD NZ being raised and its expanding reputation with government and NZCER
- ii) Kate Caldwell (Franklin) raised a question about the financial value of the honoraria.
- iv) Shona Hutchinson responded that the Board is in a position to set aside \$1000 for the current financial year. The amount is included in the budget.
- v) Beverley Boys (Mana) noted that honoraria are subject to tax
- vi) Sharon McNish suggested an upper limit on amount of honoraria is set

Moved & Seconded: Christine Barnsley/Shona Hutchinson. Abstain: Eleanor Boyce, Cathryn Bjarnesen, Judith Alexander(by proxy).

Carried

General Business

Item 1: Announcement of Life Membership – Judith Alexander.

Peter Scanlan acknowledged Judith Alexander's involvement with the organisation as Assessor and member of the Professional Standards Committee.

"I have great pleasure in announcing that the Board of SPELD NZ has awarded a lifetime membership to Judith Alexander. Judith trained as an assessor in 2011 and received her certificate in 2012. She joined the Committee of SPELD Auckland in 2011. Judith provided premises and secretariat services pro bono for SPELD NZ PSC in 2011 and 2012 (until August 2012) until after Transition and the National Office move to the National Office. Judith has been a tireless worker for SPELD NZ on the PSC and the Board is delighted to make the award, which Judith has reluctantly and modestly accepted. As Judith was not able to be at the AGM in 2018, we will make a formal award at the next AGM/conference next year."

Moved & Seconded: Peter Scanlan /Shona Hutchinson. Carried

Item 2: Venue & Date for 2019 AGM will be 28 September 2019 at Stamford Plaza Hotel 22 Albert Street, Auckland 1010

AGM closed 2:55pm

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