



SPELD NZ Inc
Annual General Meeting
7 pm Monday 21 September 2026
By Zoom

AGM Agenda

Karakia Timatanga

- 1 Welcome by Chairperson and adoption of meeting rules
- 2 Present and Apologies
- 3 Previous Minutes and Matters Arising
- 4 Presentation of Annual Report
- 5 Presentation of Audited Accounts
- 6 Appointment of Auditor: William Buck
- 7 Election of Board
- 8 Membership subscription: that the membership subscription remain unchanged for the current financial year
- 9 Conflict of Interest Disclosure
- 10 General Business: Announcement of Life membership award
- 11 Venue & Date for 2027 AGM

Karakia Whakamutunga

Notes:

Questions: Annual reports: Members are encouraged to ask questions about matters arising from the Annual Reports. Please forward any questions about the financial report to the Executive Officer eo@speld.org.nz by **Monday 14 September 2026**, to ensure that we have time to prepare an adequate response.

Voting rights: Financial Members and Life Members are entitled to vote and speak.

Proxy Votes: If you wish to appoint a proxy please complete and return the proxy form by 5pm Friday 18 September 2026 to eo@speld.org.nz. The proxy form has been uploaded to the Events page of the website.



SPELD NZ Inc
Annual General Meeting
Speaking rules

The following rules are recommended to the AGM by the board for adoption and use at the AGM of SPELD NZ.

1. All members will use best endeavors to sign into the AGM under their own name. This will ensure that members immediately know who is speaking. Here's one way to change your name when you are in the meeting.

Step 1: When in the meeting, click on 'Participants' in the zoom tool bar.

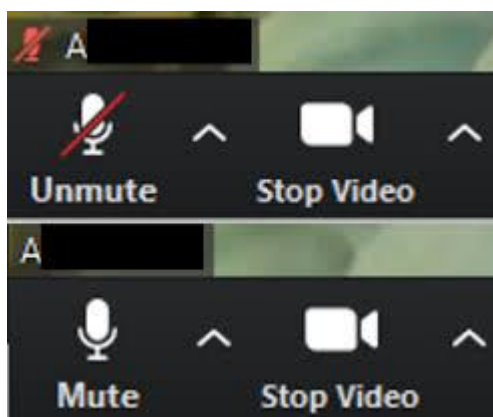
Step 2: Hover the mouse pointer above your name until you see the option to select 'More'.

Step 3: Once you see it, click on it and select Rename.

Step 4: Enter your desired name in the text field and click on 'Ok' to confirm your selection.

2. All members except the person speaking at the time, must have their zoom screen on mute. This will avoid interference from attendees' background noise. To mute, click on the microphone icon, so it has a red bar across the icon. To unmute to speak, click on the microphone again. If this is a bit clumsy in a conversation, try these shortcuts:

- press and hold down your space bar for as long as you wish to speak
- Click on Alt + A for Windows, or
- Shift + Command + A for Mac



3. Members wanting to speak can raise their hand (click on the Reactions button and select Raise Hand) or type their name and/or question in the Chat. Any chat must be to the whole meeting, not just to an individual. Generally, a member may only

speak **once** regarding their particular question, unless they are asked for clarification.



4. Please email any questions about the financial reports to eo@speld.org.nz by 14 September 2026 ie **before** the AGM. Questions will be answered at the meeting.
5. Please refrain from interrupting the speaker. No one will hear what either speaker is saying.
6. Voting will be by polls. During the meeting you will see the Motion to be voted on and at our prompt click 'yes', 'no' or 'abstain'.
7. Unless you have internet connectivity issues, please keep your video on during the meeting, so we can see you. You must turn the video on when voting or speaking.

A motion to adopt these rules will be put to the membership at the beginning of the AGM.