
37th ANNUAL GENERAL MEETING OF THE NEW ZEALAND INSTITUTE OF BUILDING INC

5.30pm, Tuesday, 29 July 2020
Novotel Hotel, 57 Cathedral Square, Christchurch

Agenda

1. Apologies
2. Confirmation of the Minutes of the 2019 Annual General Meeting
3. Presentation of the Annual Reports by the National Chair and Chief Executive
4. Adoption of the 2019/2020 Financial Accounts
5. Appointment of auditors
a request to members that we do not appoint auditors for 2020/2021
6. General Business

Present:

ATTENDEES

In Person attendees	
Malcolm Fleming Sonia Barker Hayley Groves Dave Sturman John Chaplin Russell Hawken Paul Harris Samir Govind Jonathan Laird Natasha Possenniskie Tom Moffett Clyde Field Tim Sturdey Clara Sumner Graeme Goss	Hannah Gao Gavin Gillson Daren Alderson Jack Harris Farran Inglis Grant Harris Ross Mosley Steve Kleehammer Lockie Wason Chris Yeats Dave Devereux Andrew Marshall Graeme Earl Nigel Colenso
Virtual attendees	
Barry Nock Craig Hopkins Gina Jones John Kemi	Graeme Birkhead Warren Chapman Nigel Dong Lance Wilson

1. Apologies & Proxies:

APOLOGIES

Gregory Chawynski Linda Kestle Martin Fahey	Arthur Edwards Daryl Smith
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PROXIES

Member appointing a Proxy	Member carrying the Proxy
Warren Chapman	Malcolm Fleming

Confirmation of meeting quorum (15 financial members), and acknowledgement of apologies and proxies received.

Moved by: Samir Govind
Carried.

Seconded by: Graeme Earl

2. Minutes of the 36th AGM held on 22 August 2019 in Auckland.

The Minutes provided with the AGM papers reflect the addition of a member at the meeting who was not noted as being present, and amendments to the NZIOB Charitable Trust's Financial Performance, which produced a net profit of \$47K for 2018/2019 vs. the \$2.6K net profit we announced at last year's AGM.

It was asked that the 2019 National AGM Minutes as amended and provided with the AGM papers, be accepted as an accurate record of the previous NZIOB AGM.

Moved by: Grant Harris

Seconded by: Hayley Groves

Carried.

3. Annual Reports

3.1. NATIONAL CHAIR'S REPORT

Presented by Deputy Chair, Sonia Barker

At 11.59 pm on the 25th March our world changed. Lockdown occurred six days before the end of the financial year for the NZIOB.

We had started the year with much of the country in the midst of the biggest Construction boom in living memory and the challenges that go with that and ended it on the 31st March 2020 in the turmoil of Construction halting and an unknown future for many.

Fortunately, we had planned for it, not Covid19 specifically, something like it. Three years earlier NZIOB had identified that it was extremely vulnerable to a major downturn. Something like Covid19 could put us under.

The decision was made that everything we did had to be very successful, so that a bit of money could be put aside for a rainy day. When those rains did come, we were able to batten down the hatches on costs but also swing into action with the advice and information that our members would need to survive these unprecedented times. Our meetings went 'on-line' and our training services went into webinars. The webinars were so successful that we grew our membership rather than lost members during COVID-19.

Now, it wasn't perfect, but we survived. We learnt, we grew, and we provided valuable training and information to our members and others in the industry. But much of this occurred in the current year and will be reported on more fully at the next AGM.

Those areas that created the success that allowed the rainy-day fund were;

- The Building Legends initiative; whose purpose is to train our future leaders. Our offering in 2019 was expanded to include Extensions of Time as well as Planning workshops.

- The BIMinNZ conference focusing on innovation in our industry had record attendees; and
- The New Zealand Building Industry Awards had 30% growth in entries for a second year in a row.

The increase in size and revenues of all of these events assisting the NZIOB in growing its reserves for that rainy day.

In 2019 the new Constitution was approved and is now rolled out to allow processes to be streamlined and duplication removed. All of this, along with many well attended events around the country, meant that, the NZIOB had a great year and was ready and able to reinvent itself post March 25th, as we all had to do.

The Board would like to thank the National team, well led by Malcolm who worked above and beyond in this challenging time. Thank you also to our members who have supported us through this upheaval in our industry.

Graeme Birkhead, National Chair
28 July 2020

3.2. CEO REPORT

The 2019/2020 year started incredibly strongly: within the first two-weeks of the year starting, we had ratified the new NZIOB Constitution at an Extraordinary General Meeting (EGM) here in Christchurch, and followed that up a month later with the holding of BIMinNZ in Wellington, an event that delivered the largest conference audience the Institute has achieved to date.

The 132 attendees we had for the Building Legends workshop series on Extensions of Time, set an attendance record with 132 people attending the four workshops, the Christchurch and two Auckland events all sold out.

Another record that was broken last year was the number of entries we had for the New Zealand Building Industry Awards. The 60 entries we received represented 30% pa year on year growth in entries since we relaunched the awards in 2018.

We were fortunate to have been able to hold our large summer social events prior to the emergence of COVID-19, and so we ended up having a record financial result for the 2019/2020 year. That strong financial result allowed us to meet the Board agreed level of capital reserves, a milestone that was five-years in the making and could not have occurred at a more critical time in our history. Having the ability to hold the Northern Region Fishing Competition and the Northern and Central Golf Days a few weeks prior to the country going into Level 2 was luck, while having a suitable sized rainy-day fund in place for when COVID-19 arrived and it was pouring with rain, was preparation.

The last few weeks of the financial year saw the beginning of what transpired to be an intense period of time, with the Board and Executive meeting weekly as we formed

strategies that were designed to not only see the Institute survive COVID-19, but to position us to exit the pandemic stronger than we went into it. I would like to acknowledge the NZIOB Board who under Graeme Birkhead's strong leadership agreed to the COVID-19 response strategy that we ultimately adopted, one that favored offence as opposed to defense.

This report covers a time period that is not tainted financially by COVID-19. The story of 2019/2020 is a very positive one, with financial and attendance records broken. We are currently a quarter of the way through the 2020/2021 financial year. The outcome of the current year, financially at least, will be very different from the one we are reporting on today. It is the driver of the NZIOB Board and National Office that we will be able to tell an equally good story to the NZIOB membership this time next year. It won't be a story that includes a record financial result, rather it will be a story of how the NZIOB has positively grown and developed due to the actions we took during the COVID-19 Level 4, 3, 2 lifecycle.

Malcolm Fleming, CEO
28 July 2020

3.3. MATTERS ARISING FROM THE CEO AND NATIONAL PRESIDENT REPORTS

4. Annual Accounts

4.1. NZIOB 2019/2020 FINANCIAL REPORT SUMMARY

STATEMENT OF FINANCIAL PERFORMANCE

The Net Profit (before taxation) for 2019/2020 was \$122,044

The Net Profit (after taxation) for 2019/2020 was \$98,643

In comparison: The 2018/2019 Net Profit (after taxation) was \$36,564

Main contributors to the 2019/2020 result:

- The BIMinNZ conference produced a \$96K Net Profit, being nearly twice what was budgeted for; and
- Building Legends, produced a \$75K Net Profit, being three times what was budgeted for.

The 2019/2020 financial performance for the NZIOB was a record one.

STATEMENT OF FINANCIAL POSITION

Net Assets increased from \$287,663 to \$381,489. Comprised of:

- Working Capital (CA-CL) of \$360,337 (\$64,019 in 2018/2019)
- Investments of \$0 (\$197,260 in 2018/2019)

- Fixed Assets of \$21,151 (\$26,383 in 2018/2019)

*The increase in Working Capital and decrease in Investments is a consequence of the full amount of the NZIOB managed fund (\$249,000) being transferred into the Institute's operating accounts.

Total Liabilities reduced from \$205,244 to \$115,931, the main contributor being a \$100K reduction in the amount of income received in advance. Last year's high value was due to prepayments of sponsorship and registrations for the May 2019 BIMinNZ conference.

Request that the NZIOB's Audited Accounts for the 2019/2020 year be accepted.

Moved by: Hayley Groves
Carried.

Seconded by: Dave Devereux

4.2. NZIOB CHARITABLE TRUST 2019/2020 FINANCIAL REPORT SUMMARY

OVERVIEW

Over the 2019/2020 financial year, the NZIOB Charitable Trust made one scholarship distribution. This comprised a \$10,000 payment to the following recipient:

- Armano Papageorge

The NZIOB Charitable Trust had two events that fell into the 2019/2020 financial year, being the Auckland Night at the Trots in June 2019 and the Rugby Lunch fundraiser in Wellington in July 2019. Those events provided a combined net profit of \$50,000.

FINANCIALS

Statement of Financial Performance

The NZIOB Charitable Trust recorded a \$41,675 Net Profit for the 2019/2020 year vs. a \$47,550 Net Profit for the 2018/2019 year. There is no tax to pay as the NZIOB Charitable Trust is a Registered Charity.

Statement of Financial Position

Net Assets increased from \$157,848 to \$189,417. Comprised of:

- Working Capital (CA-CL) of \$22,061 (was \$45,485 in 2018/2019); and
- Investments (Milford) of \$167,355 (was \$112,363 in 2018/2019).

Request that the NZIOB Charitable Trust's accounts for the 2019/2020 year be accepted.

Moved by: Russel Hawken
Carried.

Seconded by: Nigel Colenso

5. Proposal that auditors for the 2020/2021 accounts NOT to be appointed.

As a response to the financial impact of COVID-19, the NZIOB Board has broadly reduced or cancelled line items of expenditure to manage the size of a forecasted net loss for the 2019/2020 financial year. One area of cost cancelation is the 2020/2021 expenditure on auditor costs. It is permissible under the new NZIOB Constitution that the Institute does not have to have its accounts audited every year (the minimum requirement is that an auditor be appointed at least once every three-years). The proposal to the membership is therefore that Auditors are NOT appointed for 2020/2021.

Moved by: Nigel Colenso
Carried.

Seconded by: Daren Alderson

6. National Board changes for 2019 to 2021

As provided for in the NZIOB Constitution, the NZIOB can co-opt an additional two people to the National Board outside of the Institute's biennale elections. One of those co-opts was exercised earlier this year, with Andrew Field joining the NZIOB Board for the remainder of the 2019-2021 term. Andrew's attended his first Board Meeting in February 2020.

7. General Business

7.1. Deaths of NZIOB members

The Institute wishes to recognise the passing of one of its members since the 2019 AGM:

- Ray van Hutton of Central Region.

7.2. Warren Chapman questions (via his proxy)

Answers to the questions provided by Malcolm Fleming

Q. What engagement and or participation does the NZIOB have with accrediting tertiary education providers who run industry related courses, subjects and or qualifications?

A. The NZIOB has traditionally accredited Unitec's Construction Management degree on a five-year cycle. With the country's 16 Institutes of Technologies and Polytechnics going through the process of merging into a single New Zealand Institute of Skills and Technology, any discussions on accrediting existing courses are being deferred until we know what Construction Management courses look like post the merger into the NZIST.

Separately to the ITOs, we have been in discussions with Massey about accrediting their Bachelor of Construction degree. The NZIOB Board has agreed an accreditation programme that we can provide to Massey. I have been seeking an audience with Massey to outline to them what that looks like. With COVID-19, it is understandable that the focus of a university might be elsewhere.

Q. What accessibility do members of the NZIOB have to the CPD events of those Institutes or organisations, whose members have received free access to NZIOB CPD events?

A. Warren is referring to the offer of free attendance to COVID-19 themed webinars that we provided to Site Safe for the series of Wellbeing webinars, and to NZIA and NZIQS for a Contracts for Consultants webinar.

There were no reciprocal rights sought for the offer of free registration, it was viewed as a good industry stakeholder thing to do in a time of crisis. With the Site Safe arrangement, we took turns with them in curating the material presented. An outcome of the free attendance to members of those three associations, was that the NZIOB doubled the size of its non-member database over the COVID-19 period.

Q. Is there an appetite or is there any consideration for the NZIOB Board to pursue Royal Charter Status for the NZIOB?

A. By way of background, the Australian Institute of Building was Australian Institute was awarded a Royal Charter in 1969. Royal Charters today are rare and requires a formal petition via the Privy Council to her Majesty the Queen. Since 2010 there have been six Royal Charters awarded. Looking at the criteria, my view is that the NZIOB would not qualify. If the current Board or a future Board wanted to explore a Royal Charter, then we would devote some resource to the exercise.

AGM finished: 5.56pm