



# Annual General Meeting

Monday 1 May 2017

Mac's Brew Bar  
Waterfront Room  
Corner of Taranaki & Cable Street  
Wellington

Registration and coffee: 9.30am  
Meeting opens: 10.00am

## Agenda items

- Welcome, apologies & housekeeping
- Calls for items for general business
- Tabling of minutes of last AGM & SGM
- Matters arising of last AGM & SGM
- Board Chair Report
- Financial statement as part of Audited accounts
- Confirmation and appointment of the next auditor
- Appoint Scrutineers for election voting (x2)
- Confirm Returning Officer (David Patten)
- Election to the Board (2 vacancies)
- Board appointment and confirmation
- CEO Update/Introduction
- General Business
- Close

## Remits

There are no remits for discussion or voting.

## Elected Board Members - Board Appointment Panel recommendation

The Board Appointments Panel has reviewed all nominations for the two (2) Elected Member vacancies on the HITO board. The panel was pleased with the high number of nominations this year.

Of the 20 nominations, **the Panel recommends Anne Millar and Jacqui Victor for election.**

The Board considered Anne Millar's positive contribution as a current HITO board member and her extensive involvement in the hairdressing industry as highly valuable to the board. In addition, Anne has first-hand knowledge of the Auckland market, having owned an Auckland hairdressing salon for over 45 years.

The Board Appointments Panel also recommends Jacqui Victor for election. Jacqui's Christchurch location would provide valuable insights into this area and market. She currently owns a salon where she is committed to the ongoing training of young stylists with six apprentices on the floor at any one time. Jacqui also brings marketing skills and expertise as well as business development experience.

## Appointed Board Member

The Board Appointment Panel reviewed all nominations for the Appointed Member vacancy on the HITO Board. Four (4) nominees were interviewed.

**The panel recommends Frances Stead** as she has a real depth of governance experience. International business experience and involved in innovation projects.



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## Notes

a. **Chairperson**

The Chair of the AGM will be Flora Gilkison.

b. **Delegates**

Each Employer Member who wishes to be present at the AGM must appoint a Delegate to represent it. No Board Member may act as a Delegate. The names of the Delegates must be emailed to Kay Nelson by 5pm on Monday 24 April 2017 at the following email address: **kay.nelson@hito.org.nz**

c. **Representatives**

Each Association Member, Education Member or Corporate Member may appoint one Representative to represent it at the AGM. No Board Member may act as a Representative. Names must be emailed to Kay Nelson by 5pm on Monday 24 April 2017 at the following email address: **kay.nelson@hito.org.nz**

d. **Quorum**

Under Rule 22.14 of the Constitution, the quorum for an AGM shall be no less than 5% of Employer Members present via their Delegate or by their Proxy.

e. **Elected Board Member Voting**

- Each Employer Member that is a current financial member of HITO is entitled to one vote.
- Voting will be by secret ballot (excluding any postal or electronic votes).
- The applicant with the highest number of votes in their favour will be declared elected.
- If the number of votes for the applicants is equal the Chair shall have a casting vote.

f. **Proxy Voting**

An Employer Member may choose to exercise their vote by appointing a proxy to attend the AGM. The Returning Officer must be notified of such appointment in writing on the Proxy Form no later than 10am on Saturday 29 April 2017.

g. **Postal or Electronic Voting**

Votes may be made by post or email. All postal or electronic votes must be received by the Returning Officer on the Postal and Electronic Voting Form no later than 10am on Saturday 29 April 2017.

h. **Returning Officer**

The Returning Officer will be David Patten from David J Patten And Associates (Wellington).