

**HITO Special General Meeting  
Minutes of the Meeting held on Tuesday 20 June 2017  
From 5.30 – 6pm at HITO, Customhouse Quay, Wellington**

**ATTENDANCE:**

**Employee Member Attendees:**

Abbie Thornhill  
Angeline Thornley  
Deidre Moran  
Gerard Thornley  
Gowri Periasamy  
Helen Lazondes  
Jack Scott  
Jody Grey Paea  
Justine Gaisford  
Katrina Herbert  
Kim Larsen  
Kylie Hayes  
Lianna King-Biddulph  
Matt Tang  
Maureen Bowring  
Natalie Taipia  
Philip Miller  
Phillippa Middleton  
Sharon van Gulik

**Other Attendees:**

David Patten                      David J Patten & Associates (Returning Officer)  
Elaine Edwards                ONZL (Minute Taker)

**HITO Attendees:**

Kay Nelson                      CEO

**Board Attendees:**

Flora Gilkison                Chair  
Louise Gray  
Amelia London  
Julian Maloney  
Anne Millar

**Apologies for Absence:**

Wayne Smith (Board)

**1.0 WELCOME, INTRODUCTION, RATIONALE**

The Chair formally opened the meeting and gave a warm welcome to guests, delegates HITO staff and introduced the Board members. The Chair outlined housekeeping, health and safety and the agenda to be adopted for the meeting.

## 2.0 MINUTES OF PREVIOUS AGM HELD ON 18 APRIL 2016

*The Minutes of the AGM held on 18 April 2016 were accepted as a true and accurate record of the meeting.*

*Moved: Sharon Van Gulik                      Seconded: Gowri Periasamy                      Carried Unanimously*

## 3.0 MINUTES OF PREVIOUS SGM HELD ON 4 JULY 2016

*The Minutes of the SGM held on 4 July 2016 were accepted as a true and accurate record of the meeting.*

*Moved: Sharon Van Gulik                      Seconded: Philippa Middleton                      Carried Unanimously*

## 4.0 BOARD CHAIR REPORT

The Chair read her 2016 Chair Report (which was included in the SGM agenda and papers pack).

*The Chair's report was received:*

*Moved: Maureen Bowring                      Seconded: Philippa Middleton                      Carried Unanimously*

## 5.0 MATTERS ARISING FROM MINUTES OF PREVIOUS AGM AND SGM.

There were no matters arising from the minutes of the previous AGM and SGM.

## 6.0 CONFIRMATION AND APPOINTMENT OF THE AUDITOR

*It was moved that BDO be reappointed as Auditors for 2017.*

*Moved: Phillip Miller                      Seconded: Amelia London                      Carried Unanimously*

## 7.0 CONFIRMATION OF THE HITO APPOINTED BOARD MEMBER

The Chair confirmed that discussions were ongoing and the appointee would be confirmed at a later date.

## 8.0 VOTING OF TWO ELECTED BOARD MEMBER VACANCIES

The Chair thanked David Patten and two assistants for attending to conduct scrutineer duties. It was pleasing to note the large number of people who had expressed interest in the Board vacancies. Members who had not yet voted were asked to vote and hand it to David and his team.

David confirmed the voting rules, in that the only people eligible to vote were employers as defined in the Constitution. It was noted that two ineligible individuals had submitted votes to the scrutineer via email, which would be discounted.

David also outlined that in accordance with the rules, a quorum under rule 22.14 shall be no less than 10% of employer members present at the meeting and should that number not be received after 30 minutes of the meeting having commenced, the existing number of employer members present would be considered a quorum. David noted there was not 10% of members present so the fall-back position was that after 30 minutes the existing members should be considered a quorum, however 30 minutes had not yet passed.

*It was therefore moved that in accordance with rule 22.14 of the Constitution that the 30 minute rule be waived for the purposes of this SGM.*

*Moved: Philip Miller                      Seconded: Maureen Bowring                      Carried Unanimously*

## 9.0 INTRODUCTION TO CE

The Chair noted this was the first Special General Meeting for the Chief Executive. The Chair introduced Kay Nelson, the new Chief Executive, confirming she has a wealth of experience in the education, training and development areas.

### 10.0 FINANCIAL STATEMENT AS PART OF AUDITED ACCOUNTS

The Chair confirmed the audited financial statement had been distributed to members prior to the meeting. Key points were as follows:

- Income had increased in 2016.
- Income from TEC had increased but it was disappointing to note some funds had to be returned as there were less beauty apprentices than hoped (due to the beauty qualification not being approved until later in the year).
- Expenditure had increased, a large proportion of which was by way of investment into delivering transformational change of the organisation.
- The balance sheet was healthy, with a good level of cash in reserves.
- 2017 was anticipated to be another year of deficits, and the hope was to deliver a break even budget thereafter.
- There is a lot of work to do to put HITO where it wants to be – where employers want to take HITO apprentices on, and the right kind of apprentices are entering the industry.

There were no questions.

*It was resolved that the HITO 2016 Financial Statement as part of the Audited Accounts be approved.*

*Moved: Julian Maloney*

*Seconded: Louise Gray*

*Carried Unanimously*

### 11.0 GENERAL BUSINESS

Discussion took place about the Industry Training Federation, which originally comprised 44 Training Organisations but now stands at 11 due to mergers and acquisitions.

A member noted the Building and Construction Industry Training Organisation (BCITO) advertise heavily, offer a national programme and are investing a great deal in promotion. The CE confirmed they have 10,000 apprentices, 60 training advisors, 650 staff and \$14million of government funding.

The CE Confirmed HITO recently joined in a partnership with Careerforce, Skills Active and Service IQ to form “At Your Service Aotearoa” which speaks on behalf of the service industries with government and policy makers to get service trades high on the agenda for discussion about the current lack of hairdressers and barbers in New Zealand.

### 12.0 RESULTS OF VOTING FOR TWO ELECTED BOARD MEMBER VACANCIES

The Scrutineer confirmed that Jacqui Victor and Anne Millar were the successful candidates. Anne thanked everyone for their support.

*It was moved that the voting papers be destroyed by the Scrutineer and that the Chair be advised to this effect.*

*Moved: Flora Gilkison*

*Seconded: Louise Gray*

*Carried Unanimously*

### 13.0 CLOSE

The SGM closed at 5.56pm.

These minutes are accepted as a true and accurate record of the SGM Held on Tuesday 20 June 2017.

Signed: .....

Date: .....

Flora Gilkison (Chair)