



**Minutes of the HITO Annual General Meeting held on Monday 24 June 2019
From 10 - 11.20am at HITO, 107 Customhouse Quay, Wellington**

ATTENDANCE:

Employer Member Attendees:

Gabrielle Bundy-Cooke – Spectra
Nicholas James – Headspace (Christchurch)
Jacqui Victor – True Grit
Penelope Burns – Forever Young Hairdressing
Maureen Bowring – Haircraft Centre
Janine Simons – Mane Salon
Matt Forsman – Matt Forsman Ltd
Gerard Thornley – Rodney Wayne Hairdressing - Lambton Quay
Alexandra Baker – Snip
Phillipa Middleton – Buoy Salon & Spa

Other Attendees:

Elaine Edwards – HITO (Minutes)
Bev Jarvis – NZARH
Pip Grundy – NZARH

HITO Attendees:

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|---------------------|---------------------------|
| Kay Nelson | CEO |
| Debra Hawkins | GM Stakeholder Engagement |
| Rob Sewell | GM Corporate Services |
| Priya Patel | Sales & Training Advisor |
| Katherine Hailstone | Executive Support |

Board Attendees:

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|----------------|----------------|
| Flora Gilkison | (Chair) |
| Anne Millar | (Deputy Chair) |
| Louise Gray | |
| Jacqui Victor | |
| Wayne Smith | |
| Peter Wells | |
| Amelia London | |

Apologies for Absence (Proxy Vote Recorded):

Jonathan Khalifa – Hair Hunters
Sharleen Williams – Headquarters Hairdressing - 378 George Street
Jill Cole – Clipjoint and Co Hair Design
Cheryll Davis – Cuts @ Once
Cherie McIntyre – McIntyre is Hair
Marilyn Kane – Scissortrix
Gene Kennedy – Solo Hairdressing
Kaye Briden – Yazu Hair Lounge
Grant Bettjeman – Bettjemans
Kate Ineson – Grin Hairdressing
Jayne Bergeson – Veronica Jayne

Leslie Treadaway – Abstract Hair Design
Belinda Robb – Biba
Victoria Thrussell – Bliss Hair Salon
Penelope Phillips – Foxy & Co.
Pamela Dewing – Hair d'Art
Lynda Harper – Hair Razing Design
Linley Wade – Hair Scene Hair and Beauty
Elaine Mackintosh – Heads up on Bank
Melanie Hofstede – House of Hair and Beauty
Faith Trinder – Image Hair and Beauty
Sharon Sanderson – Northland Hair Company
Rachel Wheeler – Rodney Wayne Hairdressing – Albany
Jodine Andrell – Simply Colours and Cuts
Emma Richards – Studio 412 Hair Design
Tanya Nochevan – Toogees Hair Design
Teresa McInerney – Villa Hairdressers
Nikki Irvine – Karamella Hairdressing
Mandy Bebb – Rodney Wayne Hairdressing - Riccarton
Marisa Hibbitt – Adore Hair Design
Michael Petrie – Cuba Barbers
Megan Hammond – Glo Hairdressing
Gowri Periasamy – Hair Ministry
Jordyn McLachlan – Hereby Hairdressing
Melissa Hassell – Lifestyle Hair Studio
Fiona Lane – Maggies Hair

Apologies for Absence:

Kim Ryan – NZARBT
Lisa Steele-Willett – Vogue Hair and Barbers
David Shields
Philip Millar
Carol Haywood
Charmaine Jackson – Charmaine on Royal
Natasha Harris – Alberts Hair Salon

1.0 WELCOME, HOUSEKEEPING CONFIRMATION OF ATTENDEES AND APOLOGIES

The Chair formally opened the meeting and gave a warm welcome to guests, delegates and HITO staff. A round table introduction took place and the agenda was adopted without change. The CEO outlined housekeeping and health and safety arrangements for the building.

It was resolved that the apologies for absence as noted above, be received.

Moved: Gabrielle Bundy-Cooke Seconded: Maureen Bowring Carried Unanimously

2.0 CALL FOR GENERAL ITEMS OF GENERAL BUSINESS

There were no items of general business.

3.0 MINUTES OF PREVIOUS AGM HELD ON 23 MAY 2018

It was resolved that the minutes of the 23 May 2018 AGM be confirmed as a true and accurate record of the meeting subject to the following correction:

P4 resolution: It was resolved that the financial accounts “are received and approved.”

Moved: Matt Foreman

Seconded: Maureen Bowring

Carried Unanimously

4.0 MATTERS ARISING FROM MINUTES OF PREVIOUS AGM.

Gateway: A member noted the updated Gateway workbook was noted as being overly onerous as it had created the need for additional work by employers. Two employers noted they would not wish to have Gateway apprentices in future. The Chair noted the aim was to make more information available online and the CE confirmed that additional work was required with regard to Gateway in future. The CE noted the issue was that HITO has no control over the individuals nominated for Gateway by schools.

Action: Draft minutes of the 2019 AGM are to be circulated to the membership for review as soon as possible after the meeting in future.

5.0 HITO ANNUAL REPORT

The HITO Annual Report was received and noted.

It was resolved that the HITO Annual Report for 2018 be received and accepted.

Moved: Maureen Bowring Seconded: Matt Forsman Carried Unanimously

6.0 BOARD CHAIR'S REPORT

The Chair read her 2018 Report (which was included in the 2018 Annual Report as circulated with the AGM agenda/papers and also available on the HITO website).

It was resolved that the Chair's report be received and noted.

Moved: Gabrielle Bundy-Cooke Seconded: Gerard Thornley Carried Unanimously

7.0 CEO'S UPDATE

The CEO's Report was received and noted (as also included in the 2018 Annual Report). The CEO thanked the Board and members for their support.

It was resolved that the CEO Report be received and noted.

Moved: Penelope Burns Seconded: Maureen Bowring Carried Unanimously

8.0 FINANCIAL STATEMENT AND AUDITED ACCOUNTS

The Financial Statements and audited accounts for the year ending 31 December 2018 were received and noted.

- The Chair noted with regard to expenditure on the provision of training services, the travel subsidy had increased due to the off job training pilot trial (this related to a payment made to apprentices for the off-job training).
- Equity Position: It was noted this had reduced, however the Board's aim was to cap the equity at \$4.5 - \$5m which meant the organisation would remain in a healthy financial position.

The Chair confirmed the equity is not Government money, under the Constitution it states that the equity is to be used to support the industry and in the event that HITO were disestablished in future there would be an industry Consultation with regard to the potential use of these funds.

- Funding from TEC for sign on of an apprentice: A member queried whether the TEC funding was for the whole apprentice journey. This was confirmed as being correct and it was noted the Government had confirmed they would honour the agreement for any trainee through until the end of their qualification. It was confirmed that the TEC pay HITO on a monthly basis. Members suggested the need for communication to the industry that the government would continue to fund the apprenticeship model in the future, and outline that the proposed changes were just with regard to delivery of apprentice training.

- The Chair noted over the previous six years there had been the need to refund money to TEC, (in the region of \$200k- \$400k per annum) this had reduced to circa \$11,000 in 2018 which was a major achievement.

It was resolved that financial accounts and audited statements for the year ending 31 December 2018 be received and accepted.

Moved: Penelope Burns

Seconded: Maureen Bowring

Carried Unanimously

9.0 CONFIRMATION AND APPOINTMENT OF THE NEXT AUDITOR

The Chair noted it was originally proposed to progress a tender exercise for the provision of audit services, however in light of the potential changes to the government funding model, the decision had been taken to remain with BDO once more.

It was resolved that BDO be reappointed as auditor for the 2019 financial year.

Moved by the Chair – Carried unanimously.

10.0 GENERAL BUSINESS

There was no general business.

The Chair thanked members for attending.

11.0 CLOSE

The AGM closed at 10.55am.

These minutes are accepted as a true and accurate record of the AGM Held on Monday 24 June 2019.

Signed:

Date:

Dr Flora Gilkison (Chair)