

**Minutes of the HITO Annual General Meeting held on Monday 22 June 2020
From 12 to 12.48pm at HITO, 107 Customhouse Quay, Wellington**

ATTENDANCE:

Employer Member Attendees:

Gabrielle Bundy-Cooke – Spectra
Nicholas James – Headspace (Christchurch)
Jacqui Victor – True Grit
Maureen Bowring – Haircraft Centre
Janine Simons – Mane Salon
Craig Stinson – Calibre
Karen McKay – Miss Fox
Chris Perkins – Rodney Wayne Manners St

Employer Member Attendees (by Zoom):

Lynley Bowen – Rodney Wayne - Christchurch
Lynden Mason - VIVO
Victoria Thrussell – Bliss Hair Salon

Other Attendees:

Elaine Edwards – HITO (Minutes)
Bev Jarvis – NZARH
Pip Grundy – NZARH
Cathy Davys
Kim Ryan - NZARBT
Emma Fraser – Allure Nail Studio
Jeremy Scarle - VIVO
Deb Clark - Varda
Jacqui Broughton - Ucol
Natalie Henderson – VIVO
Sue Chard - NZARH
Zara Pedersion – Z & Co Wellington
Andrew Cobeldick – Bouy

HITO Attendees:

Kay Nelson	CEO
Debra Hawkins	GM Stakeholder Engagement
Katherine Hailstone	Executive Support
Amber Linton	Sales and Training Advisor

Board Attendees:

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

Apologies for Absence (Proxy Vote Recorded):

Melissa Coward – Clip Joint Hair Dunedin
Kyle Williamson – Crave – The Hair Studio
Grant Bettjeman - Bettjemans
Simone Jones - Headstart Total Body

Marilyn Whelan – Marilyn's
Natasha Bird – Mphosis Hair Studio
Tracy Thomson – The Hairforce
Leslie Treadaway – Abstract Hair Design
Sandra Pringle – Cross Cut Hair Design
Penelope Phillips – Foxy & Co
Sarah Deadman – Fushia Hair Design
Jacqui Troy - Glenfield Hair Design
Michelle Budge – Hair Raising Ltd
Leanne Pomare – Halo Hair Design
Elaine Mackintosh – Heads up on Bank
Melanie Hofstede – House of Hair and Beauty
Joy Jenkinson – J Hair Design
Denise Rogers – New Dimensions Hair Studio
Shoreh Barkhordari – Rodney Wayne Hairdressing – Glenfield Mall
Jodine Andrell – Simply Colours & Cuts
Emma Richards – Studio 412 Hair Design
Tayla Carpenter – Tayla'd Styling
Tanya Nochevan – Toogees Hair Design
Jill Cole – Clipjoint and Co Hair Design
Merrilyn Kane – Scissortrix
Lisa Stelle-Willets – Vogue Hair and Barbers
Kaye Briden - Yazu Hair Lounge
Heather Guptill – Buff Beauty Hair and Nails
Jessica Brell – Elixir Hair and Beauty
Leeanne Elliot – House of Elliot
Ann-Marie Young – Jingles Hair Design
Wayne Richardson – Ktizo Hair and Skin
Kellie Barnes – Pure Bliss Salon and Spa
Patricia Ross – Ross and Co Hair Design
Hilda Dufty – Salon St Bruno
Kay Ulrich – Tangles Hair

Apologies for Absence:

Philip Millar
Maree Falconer

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. The Chair noted this was the first time HITO had delivered a mixed (in person / Zoom) AGM. The CEO outlined housekeeping and health and safety arrangements for the building. A round table introduction took place and the agenda was adopted without change.

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

Moved: From the Chair

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 24 JUNE 2019

It was resolved that the minutes of the 24 June 2019 AGM be confirmed as a true and accurate record of the meeting.

Moved: Craig Stinson

Seconded: Niq James

Carried Unanimously

4.0 MATTERS ARISING FROM MINUTES OF PREVIOUS AGM

None

5.0 HITO ANNUAL REPORT

The HITO Annual Report was received and noted.

It was resolved that the HITO Annual Report for 2019 be received and accepted.

Moved: Craig Stinson

Seconded: Niq James

Carried Unanimously

6.0 BOARD CHAIR'S REPORT

The Chair read her 2019 Report (which was included in the 2019 Annual Report as circulated with the AGM agenda/papers and also available on the HITO website). The Chair acknowledged and thanked Amelia London (Employee Representative) and Anne Millar (Deputy Chair) whose terms on the Board had ended.

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

Moved: Pip Grundy

Seconded: Maureen Bowring

Carried Unanimously

7.0 CEO'S UPDATE

The CEO's Report was received and noted (as also included in the 2019 Annual Report). The CEO thanked the Board and members for their support. The CEO noted a presentation which included detail of the proposed RoVE transition would be circulated to all members after the meeting. With regard to RoVE the CEO thanked the members for their support throughout the process.

The CEO outlined that a proposal would be put to the Government whereby arranging of training would remain with HITO until 2022, following which from 2022 -2025 HITO would be contracted as a stand-alone organisation to continue to arrange training, nationwide support for employers, developing programmes, training support resources and training plans; arranging off job theory training; supporting employers and learners with training plans and their implementation and working with the WDC and Regional Skills Leadership Groups to give advice to the Workforce Development Council (WDC).

The CEO noted the last few months had been stressful for everyone and noted the Government budget announcement meant that all apprenticeship fees would be free from 1 July 2020 until April 2022 and there was also a support package for employers to keep training their apprentices (focussed on a wage subsidy).

It was resolved that CEO's written (and verbal update) be received and noted.

Moved: Niq James

Seconded: Maureen Bowring

Carried Unanimously

Q&A: A member queried if data was available with regard to the gender and ethnicity split by each of the industry sectors? The CEO confirmed this report would be generated and shared with the members.

A member queried if the WDC might be able to pick up the connection with the International IPSN Qualification? The Chair confirmed this would be explored with the WDC.

8.0 FINANCIAL STATEMENT AND AUDITED ACCOUNTS

The Financial Statements and audited accounts for the year ending 31 December 2019 were received and noted.

Q&A: A member queried the status of HITO's reserves, the three year trend and what would happen to the existing funds following introduction of the WDC?

The Chair confirmed circa \$1m had been spent over the past three years (IT upgrades etc). In 2018 there was a \$1.6m deficit, in 2019 a \$669k deficit and the 2020 year end projection was to break even. The Chair confirmed when all the work (standard setting, qualification development, moderation and assessment, arranging training) transferred to the polytechnics and PTEs, HITO would still be an incorporated society and at that time a decision would be made by the Board with regard to the funding. The Chair noted the constitution states the money is to go to another similar organisation (Charitable Trust) as agreed by the Board. This decision would not need to be taken for circa two years.

The CEO noted from 2000- 2015 TEC funded HITO based on its projected delivery of training and there was no claw back, however from 2016 if the targets were not reached, TEC clawed the money back.

Apprentice Fees in Advance were queried and if they would need to be returned to the apprentices? The Chair noted this would cancel itself in the accounts in the year end wash up. Details with regard to how this would be managed were yet to be provided by Government.

It was resolved that financial accounts and audited statements for the year ending 31 December 2019 be received and accepted.

Moved: Craig Stinson

Seconded: Lynley Bowen

Carried Unanimously

9.0 CONFIRMATION AND APPOINTMENT OF THE NEXT AUDITOR

The Board recommended that BDO be reappointed as auditors on the basis of the good existing working relationship with the auditors.

It was resolved that BDO be reappointed as auditor for the 2020 financial year.

Moved: Flora Gilkison

Seconded: Craig Stinson

Carried unanimously.

10.0 REMITS – CONSTITUTION CHANGES

The Chair spoke to the Board remit with regard to proposed constitution changes. It was noted as a result of changes in legislation there was the need to revise the Constitution. The potential to change the objects would mean that HITO would potentially be able to broaden its work and continue in operation.

It was confirmed that there had been 51 votes in favour of accepting the proposed changes to the Constitution.

It was therefore resolved that the proposed revisions to the Constitution would be implemented.

Moved from the Chair

Carried by a majority

11.0 BOARD VACANCIES – VOTING BY AGM

The Chair outlined that there were two Board vacancies and also the employee representative to be elected at the AGM on the basis of Anne Millar, Jacqui Victor and Amelia London's terms ending. The Chair thanked the candidates for standing for election. The candidates were:

- Jacqui Victor
- Craig Stinson
- Maree Falconer
- Jeremy Scarle
- Victoria Thrussell
- Andrew Cobeldick (employee representative)

The independent scrutineers counted the voting forms and:

It was resolved that Jacqui Victor would be reappointed to the Board for a further term.

It was resolved that Craig Stinson would be appointed to the Board.

It was resolved that Andrew Cobeldick would be appointed to the Employee Representative position on the Board.

Moved: from the Chair

Carried by a majority

The AGM thanked Anne for her hard work on behalf of the Board and presented her a gift.

12.0 GENERAL BUSINESS

There was no general business. The Chair thanked members for attending.

13.0 CLOSE

The AGM closed at 12.48pm.

These minutes are accepted as a true and accurate record of the AGM held on Monday 22 June 2020.

Signed:

Date:

Dr Flora Gilkison (Chair)

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