

**Minutes of the HITO Special General Meeting held on Monday 22 February 2021  
From 11am to 11.15am  
at HITO, 107 Customhouse Quay, Wellington (and via Zoom video conference)**

**ATTENDANCE:**

**Employer Member Attendees:**

Nicholas James – Headspace (Christchurch)  
Jacqui Victor – True Grit  
Maureen Bowring – Haircraft Centre  
Craig Stinson – Calibre  
Peter Wells – Alibarbers  
Louise Gray – Louise Gray Skincare  
Anne Millar – Headquarters Hair (Remuera)

**Employer Member Attendees (by Zoom):**

Greg Murrell - Ryders

**Other Attendees:**

Elaine Edwards – HITO (Minutes)  
Bev Jarvis (NZARH)  
Oonagh Wolfkamp (NZARBP)

**HITO Attendees:**

Kay Nelson	CEO
Debra Hawkins	GM Stakeholder Engagement
Katherine Hailstone	Executive Support

**Board Attendees:**

Flora Gilkison (Chair)  
Louise Gray  
Jacqui Victor  
Wayne Smith  
Peter Wells  
Craig Stinson  
Andrew Cobeldick

**Apologies for Absence (Proxy Vote Recorded):**

Jay Cattanach – Abella Beauty Clinic Limited  
Natasha Harris – Alberts Hair Design  
Krystle Gallager – Astonish Hair and Beauty  
Ria Reihana – Aurum Hairstylists  
Amber Forrest – Beauty Antix  
Nadia Howard – Bedlam Hair Design and Bliss Day Spa  
Christine Delaney – Bella Vita Hairdressing  
Grant Bettjeman - Bettjemans  
Bindu Grover – Bindu's Beauty Care  
Victoria Thrussell – Bliss Hair Salon  
Brent Mishkin – Chop Hairdressing  
Jill Cole – Clipjoint and Co Hair Design  
Michael Petrie – Cuba Barbers  
Kim Reed - DNA Hairdressing  
Jonathan Khalifa – Hair Hunters  
Gowri Periasamy – Hair Ministry

Leanne Pomare – Halo Hair Design  
Kelley Antipas – Headstart (Rongotai)  
Damian Lawlor - - Hush Hair and Retail  
Karl Radel – Klone Hair  
Marilyns Marilyn Whelan  
Leanne Bennett – Minx Hair Spa  
Karen McKay – Miss Fox  
Natasha Bird – Mphosis Hair Studio  
Mujtaba Al Mansori - One Eighty Barbershop  
Philippa Adams – Pure Hair and Body Limited  
Amy Copplestone – Revolve Styling  
Shoreh Barkhordari – Rodney Wayne Hairdressing (Glenfield Mall)  
Julie Evans – Rodney Wayne (Manners St, Northlands, Riccarton, Bayfair)  
Anna Thompson – Signature Hair Design  
Jodine Andrell – Simply Cuts and Colours  
Gabrielle Bundy-Cooke – Spectra Hair Co Limited  
Tayla Carpenter – Tayla’d Styling  
Sonya Stirrup – The Hair Designers  
Maria Bunn – US Hair Studio  
Amber McIver - Verdo Parnell  
Jayne Nelson – Veronica Jayne  
Beverly Lincoln – Victoria Avenue Hairdressers  
Amanda Tonge – Wildflower Hairdressing  
Hayley Southron – Wicce Salon  
Alex Brown – Mr & Mrs Smith  
Emily MacPhail – Salon Savoy  
Nichola Miti – Reds Hairdressing  
Shane Beverage – Muse Salon  
David Shields – David Shields Hair  
Adele Butler – Zeal Hair Studio  
Tammy McEvoy – Head Rush Hair & Beauty  
Jill Cole - Clipjoint  
Marilyn Kane – Scissortrix

**Apologies for Absence:** None

### **1.0 WELCOME, HOUSEKEEPING CONFIRMATION OF ATTENDEES AND APOLOGIES**

The Chair formally opened the meeting and welcomed guests and delegates. There were no apologies for absence.

### **2.0 REMIT – CONSTITUTION CHANGES**

The Chair outlined the rationale for the remit. This came about as a result of changes to the Education Act in 2020 changing Industry Training Organisations into Transitional Industry Training Organisations until 31 December 2022 when they would be disestablished. It was proposed that as the current Chair and the Board have the experience and understanding of requirements of the Reform of the Vocational Education (ROVE) then they are best placed govern the organisation through the transition period.

The Chair read out the wording of the relevant clauses in the current Constitution and the proposed new wording. The remit proposed that:

***Clause 15.10 b to be added to the Constitution -***

**15.10b Extension to the Term of Office:** *The Chairperson role can be extended for a further three years exceeding the maximum three consecutive terms detailed in Clause 15.10 while the legislative changes made in 2020 as part of the Education (Vocational Education and Training Reform) Amendment Act 2020 are in place. The Act provides for existing ITOs to be recognised by the Minister as transitional ITOs so that their activities can continue during transition. The extension of the Chair’s term of office will be for three years or until the organisation no longer is in existence which ever is the shorter period.*

*Other elected and appointed Board members who have reached their maximum term of office may by a majority vote of the Board also extend their term of office by a further three years or until the organisation is no longer in existence, which ever is the shorter period.  
The remit was put by Anne Millar and seconded by Jacqui Victor.*

Discussion took place as follows:

A member queried if there was board member rotation proposed? The Chair outlined that the intention was not to lose any of the current Board members and it was confirmed that the whole Board would continue in their roles (including the Chair) – this would be clarified to the membership in communications. The Chair confirmed there would need to be a vote by the Board to fill the board positions. There were three Board positions due for appointment in 2021 and two in 2022.

**The SGM resolved to approve the remit, meaning that Clause 15.10b would be added to the existing Constitution.**

*Moved: Flora Gilkison; Seconded: Jacqui Victor - Carried by a majority.  
52 members voted in favour of the motion and two members voted against the motion.*

*The remit was duly passed and would become part of the Constitution.*

### **3.0 GENERAL BUSINESS**

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

### **4.0 CLOSE**

The SGM closed at 11.15am.

These minutes are accepted as a true and accurate record of the SGM held on Monday 22 February 2021.

Signed: .....

Date: .....  
Dr Flora Gilkison (Chair)