

**Minutes of the HITO Annual General Meeting held on Monday 21 June 2021
From 11am to 11.36am at HITO, 107 Customhouse Quay, Wellington (and via Zoom)**

ATTENDANCE:

Employer Member Attendees:

Jacqui Victor – True Grit
Craig Stinson – Calibre
Peter Wells – Ali Barbers
Louise Gray – Louise Gray Skincare
Anne Millar – Headquarters Hair Remuera

Employer Member Attendees (by Zoom):

Julie Evans – Rodney Wayne
Natasha Bird – Mphosis Hair Studio
Charmaine Jackson – Charmaine On Royal
Michael Gullery – Kosa Lounge
Greg Murrell – Ryder Salon
Matt Forsman – Matt Forsman Hair Limited

Other Attendees:

Lynley Bowen – Rodney Wayne
Elaine Edwards – HITO (Minutes)
Oonagh Wolfkamp – NZARBP
Lauren Clark – Sevilles
Cheryl Tierney – Sevilles
Pip Grundy
Emma Fraser – Allure Nail Studio
Margot Ferrick - UCOL

HITO Attendees:

Kay Nelson	CEO
Debra Hawkins	GM Stakeholder Engagement
Rob Sewell	General Manager, Finance and Systems

Board Attendees:

Flora Gilkison (Chair)
Peter Wells
Craig Stinton
Jacqui Victor
Wayne Smith
Andrew Cobeldick
Louise (by zoom)

Apologies for Absence (Proxy Vote Recorded):

Alice Townsend – Alice Pamela Townsend T/A Alice Hair
Amanda Tonge – Wildflower Hairdressing
Amber Forrest – Beauty Antix
Amy Copplestone and Kim Haydock – Revolve Styling
Anna Hillis – Finesse Hair & Beauty
Ann-Marie Young – Jingles Hair Design
Chad Gray – Atelier Hair

Christine Delaney – Belle A Vita Limited
Claudette Lewington – Nova Hair Boutique
Donna Stanley – Vertigo Urban Image LTD
Emily MacPhail – Salon Savoy LTD
Gowri Periasamy – Hair Ministry
James Jackson – James Hugh Jackson
Jennifer Morgan – Morgan and Morgan Hair and Make Up
Jessica Brell – Elixir Hair & Beauty
Jodine Andrell – Simply Colours and Cuts
Jonathan Clarke – Lid Hair
Jordyn McLachlan – Hereby Hairdressing
Kara Shanks – Ebony 'n' Ivory
Karen Maddems – Miss Fox
Kerry Brentnall – Kess Hair and Beauty – Glenfield Mall
Kristina Muollo – Kristina Raffaele Hairdressing
Kyle Williamson – Crave – The Hair Studio
Leanne Elliot – House of Elliot
Leslie Treadaway – Abstraxt Hair Design
Loren Westhead – Clip Joint Dunedin
Maureen Bowring – Haircraft Centre
Melanie Hofstede – House of Hair and Beauty
Melanie Watt – The Hair Work Studio
Merilyn Kane – Scissortrix
Michael Petrie – Cuba Barbers
Michelle Budge – Hair Dressing Ltd
Mujtaba Al Mansori – One Eighty Barbershop
Nadia Vroombout – NV Hair Design
Ptreece Corban – Cremebrulee Hair and Beauty
Pepito Silverio – La Silverio LTD
Rebecca Morehu – Flame Hair Design and Beauty
Ria Reihana – Aurum Hairstylists
Richelle Holland – Les Sheikh Limited
Sarah Marsh – Soho Hair Limited
Sarah Martin – RA Hair & Beauty (2020) Limited
Sharon Stove – Phoenix Hair Studio
Sherie Hughes – Sherie's Hair Studio
Shoreh Barkhordari – Rodney Wayne Hairdressing – Glenfield Mall
Sonya Clark – Verge Hairdressing
Stewart Corkin – Corkin and Friends
Tammy McEvoy – Head Rush Hair and Beauty
Tania Greenland – Trademarx Hair Design
Tanya Nochevan – Tanya Nochevan T/A Toogeas
Tracey Barnao – Evolve Hair and Beauty
Wayne Richardson – Ktizo Company Limited

Apologies for Absence:

Penny Burns

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 CEO outlined housekeeping and health and safety arrangements for the building.

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

Action: CEO to confirm if this is the 26th Annual General Meeting.

2.0 CALL FOR GENERAL ITEMS OF GENERAL BUSINESS

- IPSN Update
- Greg Murrell – Sustainability of Training

3.0 MINUTES OF PREVIOUS AGM HELD ON 22 JUNE 2020

It was resolved that the minutes of the 22 June 2020 AGM be confirmed as a true and accurate record of the meeting subject to correction to NZARPB.

Moved: Anne Millar Seconded: Louise Gray Carried Unanimously

4.0 MINUTES OF PREVIOUS SGM HELD ON 22 FEBRUARY 2021

It was resolved that the minutes of the 22 February 2021 SGM be confirmed as a true and accurate record of the meeting.

Moved: Peter Wells Seconded: Craig Stinson Carried Unanimously

5.0 MATTERS ARISING FROM MINUTES OF PREVIOUS AGM and SGM

None

6.0 HITO ANNUAL REPORT/BOARD CHAIR'S REPORT

The Chair read her 2020 Report (which was included in the 2020 Annual Report as circulated with the AGM agenda/papers and also available on the HITO website).

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

Moved: Flora Gilkison Seconded: Anne Millar Carried Unanimously

7.0 CEO'S REPORT

The CEO's Report was received and noted (as also included in the 2020 Annual Report).

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

Moved: Anne Millar Seconded: Peter Wells Carried Unanimously

8.0 FINANCIAL STATEMENT AND AUDITED ACCOUNTS

The Chair was pleased to note that Rob Sewell, the former Chief Financial Officer had returned to HITO's employment recently. The Financial Statements and audited accounts for the year ending 31 December 2020 were received and noted. The Chair noted it was encouraging to see that the asset base had increased and noted the fees free training was only in place until August 2022, however hopefully the Minister would extend this. .

It was resolved that financial accounts and audited statements for the year ending 31 December 2020 be received and accepted.

Moved: Craig Stinson Seconded: Andrew Cobeldick 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 and the need for consistency before transition.

It was resolved that BDO be reappointed as auditor for the 2021 financial year.

Moved: Flora Gilkison

Seconded: Craig Stinson

Carried unanimously.

10.0 GENERAL BUSINESS

IPSN Update: The Chair introduced Anne Millar, the IPSN representative. It was noted that unfortunately due to the changes in NZ and Australia the IPSN would close (as the IPSN objects state that IPSN would need a New Zealand which could grant qualifications). As such this would be the last year of IPSN and the Board's focus was to ensure that everyone who was eligible to receive a certificate would be put forward at graduation. .

Sustainability of Training:

Greg Murrell put a motion that the HITO Board consider/investigate setting up a charitable trust that would future proof sustainability of education and training for the beauty, hairdressing and barbering businesses.

Discussion from the floor:

- The Chair noted it is difficult to achieve charitable status, W. Smith suggested there was no need for a separate legal entity, that an existing legal entity could be transitioned..
- Suggested this was potential home for any remaining assets, finances and IP of HITO.
- The Chair noted at present there was a lack of clarity with regard to the function/position of HITO, and agreed that the motion was worth investigating.
- W. Smith noted there was no requirement to dissolve HITO – the legal entity could continue with the potential change to a charitable status and changes to the constitution.
- The Chair thought it was unlikely the existing entity could stay but there were several other options with a trust being one of these
- The Chair outlined that the Board would explore the options and provide a paper to the industry which explored the future options. The Chair thanked Greg for raising the motion.
- HITO Cash Assets: It was suggested that it was important for HITO to provide clarity with regard to the intentions for the cash assets.

It was resolved that HITO Board consider/investigate setting up a charitable trust that could future proof sustainability of education and training for the beauty, hairdressing and barbering businesses.

Moved: Greg Murrell

Seconded: Matt Forsman

Carried unanimously

11.0 UPDATE ON THE REFORM OF VOCATIONAL EDUCATION (RoVE)

The CEO gave an update and noted a report had been shared with the meeting participants. Key points were:

- HITO was required to hand over the arranging of training by the end of 2022. There were three options on the table – to hand over to either Te Pukenga, Te Wananga O Aotearoa or a Private Training Establishment – all the options were being considered.
- Industry feedback would be sought on the options to gather the members preference and feedback. Analysis of the benefits and risks of each of the three options would be shared with the members to aid the decision making.

There were no questions or comments from the participants.

12.0 CLOSE

The Chair thanked the participants for taking the time to attend the AGM and closed the meeting at 11.36am.

These minutes are accepted as a true and accurate record of the AGM held on Monday 21 June 2021.

Signed:

Date:

Dr Flora Gilkison (Chair)

DRAFT