

Notice of Annual General Meeting of the New Zealand Hair and Beauty Industry Training Organisation Incorporated



To be held on Monday 15 May 2023

We are pleased to notify our Board and Members that the New Zealand Hair and Beauty Industry Training Organisation Incorporated (“HITO”) Annual General Meeting (“AGM”) will be held on **Monday 15 May 2023**. As you will be aware HITO was formally subsumed into the Government owned entity Te Pūkenga on 19th September 2022. This meeting will be the last AGM of the entity known as New Zealand Hair and Beauty Industry Training Organisation Incorporated and will report on the forenamed entity from 1st Jan 2022- 19th September 2022. As previously advised the HITO Board has set up a charitable trust (Hairdressing Industry Training Support Opportunities) and deposited 5 million dollars into said trust.

The membership must now vote on the decision to wind HITO up as an incorporated society, as we no longer have the mandate required to do what we were set up to do. The agenda will be sent out closer to the time, however a proposed motion is attached for your information.

The meeting will take place at **HITO Wellington Office, Level 2, 107 Customhouse Quay, Wellington Central** commencing at 11am in person and via Zoom. Light refreshments will be available.

The important points related to the AGM are:

1. **Motions and items of AGM business:** If the Board or any Employer Members wish to submit any proposed motions or other items of business for consideration at the AGM these must be received in writing to the HITO Board Chair, c/o sheree.gillespie@hito.org.nz, no later than **5pm Monday 17 April 2023** (28 days before the AGM).
2. **AGM paperwork** including agenda, proposed motions, remits, previous minutes, voting and proxy forms will be emailed to members and available on the HITO website no later than **Monday 24 April 2023** (21 days before the AGM). Annual Report (8.2 months) will be available at the meeting and on the website.
3. **Employer Member Delegates:** Employer Members who wish to appoint a **delegate** to represent them at the AGM should forward, in writing, the name of their delegate to the HITO Board Chair, c/o sheree.gillespie@hito.org.nz by **10am Monday 8 May 2023**. (7 days before the AGM).
4. **Member Representatives:** Association Members, Education Members and Corporate Members can appoint a **representative** to represent them at the AGM. Forward in writing the name of the representative, and who they represent to the HITO Board Chair, c/o sheree.gillespie@hito.org.nz by **10am Monday 8 May 2023**. (7 days before the AGM).
5. **Attendees:** Any other HITO members who wish to attend the AGM must notify HITO Board Chair, c/o sheree.gillespie@hito.org.nz by **10am Monday 8 May 2023**. (7 days before the AGM).
6. **Postal or Electronic Votes:** The deadline for submitting Postal and Electronic Voting Forms is **5pm Friday 12 May 2023** to the Returning Officer, c/o sheree.gillespie@hito.org.nz (48 hours before the AGM).
7. Please RSVP by **5pm Friday 12 May** if you wish to attend in person or via zoom to sheree.gillespie@hito.org.nz (48 hours before the AGM).

8. **Proxy Forms:** The deadline for submitting Proxy Forms is **10am Monday 15 May 2023** to the Returning Officer. (1 hour before AGM)
9. Any **questions** contact Sheree Gillespie, sheree.gillespie@hito.org.nz

CEO of HITO up until 19 September 22: Kay Nelson

Address: HITO, PO Box 11 764, Wellington

Email: c/o sheree.gillespie@hito.org.nz

The Returning Officer for the AGM will be:

Name: Nigel Barker

Address: Level 3, Customhouse Quay, Wellington

Email: c/o sheree.gillespie@hito.org.nz