Minutes of the 18th AGM of PACE Inc

HELD ON TUESDAY 28 SEPTEMBER 2010 AT 6.00PM, LEVEL 16, JAMES COOK HOTEL GRAND CHANCELLOR, 147 THE TERRACE, WELLINGTON

WELCOME

The Chair, Paula McLaughlin welcomed members to the meeting.

1. IN ATTENDANCE

Paul McLaughlin (Chair) Aloma Minnoch, Angela Taylor, Cathie Fraser, Emma Holmes, Heather Oldershaw, Jayne Collins, Judi Whitcher, Kate Williams, Kathy Warren, Lesleigh Olsen, Lynn Marden, Margaret Gabbitas, Margaret Ninness, Marie Bradshaw, Michelle Evans, Pam Berry, Patty Smyth, Perise Puka, Rhondda Harris, Robyn Ramsay, Sandra Wright, Sarah Doyle, Sue Reeves, Susan Tomlinson, Tracey Gabbitas, Virginia Wright. *(numbers 27)*

2. APOLOGIES AND PROXIES

Apologies were received from Amelia George, Alison Robertson, Bernice McLaughlin, Basia Pollock, Carol-Anne Skjellerup, Chris Rowney, Jane Keef, Jenny Standish, Jessamine Corpe, Jill Hinds, Jo Gell, Jo Pleydell, Joy Heenan, Jude Watson, Krisna Crowley Nepia, Leeza MacMillan, Lynda Blair, Patricia Palmer, Rebecca Dobbs, Rob Brettell, Shona Macintyre *(numbers 21)*

Proxy was received from Rebecca Dobbs.

3. MINUTES OF THE LAST MEETING

The Minutes of the 17th AGM had been circulated to all members.

Moved by Kathy Fraser and seconded by Jayne Collins that the Minutes of the 17th AGM were a true and correct record.

4. MATTERS ARISING

There were no matters arising from the 17th AGM minutes.

5. ANNUAL REPORT

Paul McLaughlin presented the 18th Annual Report.

Paula noted that 2009/2010 had been a very good year. Recruitment and retention of members had been her main focus. Membership numbers had continued to grow and meetings were well attended. Communication was also very important and Paula has endeavoured to keep members informed and updated on a regular basis via email and the website. This year's highlight was an increase in membership and an increase in the PACE brand awareness. It was very encouraging to report back to the members that all KPI's had been met for 2010.

The Chair thanked Heather Oldershaw for preparing the 2009 minutes and thanked Rhondda Harris, in the absence of the Secretary, for taking the minutes at the meeting.

Member, Heather Oldershaw gave a special vote of thanks to the Chair, Paula McLaughlin for her achievements to date and leading PACE through a very successful year.

Moved by Emma Holmes and seconded by Judi Whitcher that the Chair's Annual report be received.

Report on Events
Sue Reeves**,** Events Coordinator**,** spoke to this report. Sue offered special thanks to the James Cook Grand Chancellor who sponsor the room hire and food for each meeting and to Dorothy Collis the James Cook Hotel Conference Co-coordinator who was a pleasure to work with.

Sue noted that the winter lunch meetings were well attended and as a result this process would continue with three sessions over the winter months next year.

The forward calendar of events is well underway and the main focus for 2011 would be more professional development opportunities, interesting speakers and more networking evenings.

Sue also reported that 70% of the events for 2011 had already been organized.

Sue acknowledged and thanked Paula in her role as Chair and the 2010 Committee who had worked well together and were a fantastic team.

Membership Report
Margaret Ninness spoke to the Membership Report and noted that although renewals close at the end of October 2010 current membership stands at 78 - an increase from the previous year. This was very encouraging news.

Margaret informed the meeting that she would not be seeking re-election to the Membership Coordinator's role, a position she has held for seven years. She said she had really enjoyed her time on the committee and wished the incoming 2011 Committee every success.

The Chair acknowledged and thanked Margaret Ninness for her loyal contribution to PACE and for all the work she has accomplished throughout her tenure.

6. TREASURER'S REPORT
The 18th Annual Accounts were circulated at the meeting.

To note - Treasurer, Robyn Ramsay took over the role from outgoing Treasurer Lynn Marden half way through the year.

Treasurer, Robyn Ramsay spoke to this report and said that PACE had had no problems meeting its financial requirements throughout 2009/2010 and the organization was in a strong position to provide an excellent service to members for the coming year.

Question from the floor - Aloma Minnoch asked why there had been increase in administration figures. The Treasurer replied and explained that this was to cover (1) coffee meetings associated with canvassing new members, (2) increase in costs for the lunch sessions, (3) management team parking allowance when attending their monthly meetings (it was noted that some management team members had to travelled from out of town to attend these meetings), and (4) spot prizes at monthly meetings.

Moved by Sue Reeves and seconded by Margaret Ninness that the Treasurer's Report be approved.

The Chair thanked Lynn Marden and Robyn Ramsay for a seamless report.

7. PROPOSED BUDGET

The proposed budget for 2010-2011 was circulated and considered. It was noted that there had been an increase to allow for the mini and bi-annual workshops.

Moved by Margaret Ninness and seconded by Aloma Minnoch that the proposed budget be approved.

8. REMIT

A remit on the Membership Subscription was discussed.

Moved by Paula McLaughlin and seconded by Patti Smyth that the subscription be increased to $130 in the 2011-2012 financial year. If more funds were needed there would be an adjustment in the prices of subsides meeting drinks etc.

9. ELECTION OF OFFICERS

The following were unanimously elected to the Manager team:

Paula McLaughlin	-	Chair
Robyn Ramsay	-	Treasurer
Rebecca Dobbs	-	Membership Coordinator
Sue Reeves	-	Events Coordinator
Kate Williams	-	General Member
Leeza MacMillan	-	General Member
Meeting Coordinator	-	*Vacancy*
Secretary	-	*Vacancy*
Website Administrator	-	*Vacancy*

The Chair thanked the team and asked if members would further consider filling the vacant positions. Members to contact the Chair if they were interested.

10. GENERAL BUSINESS

The Chair called for a discussion on:

- **PACE presence in Auckland** – Paula reported that she had been approached about setting up a PACE presence in Auckland. She was having a meeting in Auckland in November to meet with a number of interested EA's. Members thought it was a good idea and would be interested to find out the outcome of the meeting. The Chair to report back at the next meeting.
- **Workshops** – It was agreed that a mini workshop (half day) would be held in October 2010 from 4pm until 7 pm on a week night. The biennial workshop (full day) to go ahead as planned in April or May 2011. Members will be notified of these events in due course.
- **Lunch Sessions** (June/July/August) – due to the high turnout at these meetings it was agreed that these sessions continue in 2011.
- **Incoming Correspondence -** A letter had been received from Lady Susan Satyanand expressing her thanks for the invitation to speak at a lunch meeting.

11. CLOSE

The Chair thanked all for their support and attendance at the 2010 Annual General Meeting and welcomed any ideas for 2011. Paula said she was looking forward to another successful year.

Flowers were presented to Margaret Ninness in appreciation of her loyal contribution to PACE and in the absence of the Secretary to Rhondda Harris for taking the minutes at the meeting.

The attendees moved into the dining room for dinner and the meeting closed at 7.10 pm

Signed:_____ Date :_____

Chairperson