

FOUNDATION AND BRIDGING EDUCATORS NEW ZEALAND

Thursday, 29 November 2018, 5 pm

ANNUAL GENERAL MEETING

MINUTES

IN ATTENDANCE:

FABENZ Executive: Rae Trewartha (Unitec), Mary Manderson (Whitireia-Weltec), Jackie Tims (Unitec), Helen Anderson (NZST), Kitt Foreman (Wintec), Maria Meredith (University of Auckland), Sonia Fonua (University of Auckland), Anne Kennington (Wintec)

General Membership: Amita Krautloher (Charles Sturt University), Teresa Fernandez (Waikato Pathways College), Joshua Lee (Massey), Emily Saavedra (Massey), David Gough (Massey), Denise Goodhue (EIT Hawkes Bay), Jillian Johnstone (EIT Hawkes Bay), Lee Turner (EIT Hawkes Bay), Andy Sinclair (EIT Hawkes Bay), Christine Beker (Otago Polytech), Audrey Spence (ARA Canterbury), Margaret Naufahu (Wintec),

Apologies:

	ITEM	DISCUSSION	ACTION
1.	Discussion previous minutes of AGM	In the previous meeting it was discussed that Mei Winiata's name is incorrectly spelled – should be Mei Winitana. (Moved: Denise Goodhue/Kitt Foreman) accepted with change.	Jackie
2.	Maori name	Rae will speak with Susan Watene	Rae
3.	Treasurer's Report	<ul style="list-style-type: none"> • Refer to attached report. Ako's Forum sponsorship, conference expenses have come out. Slightly less than 2017. • Agreed that the banking procedures be clarified to formalise the requirement that only one authorisation, that of the treasurer, who is currently Rae Trewartha, is needed to be able to transfer funds between the two accounts (Business and Current). 	Rae
4.	Election of Officers	<p>Positions to be appointed by the Committee: Coordinator/Secretary/Treasurer.</p> <p>Rae Trewartha is stepping down as a FABENZ Coordinator but will remain as the Treasurer.</p> <p>Jackie Tims will remain as Secretary and Maria</p>	

		<p>Meredith and Sonia Fonua were welcomed as joint Coordinators</p> <p>Agreed that the people listed below will form the Executive Committee. (Moved: Rae. Seconded: Helen)</p> <p>Executive: Andy Sinclair Anne Kennington Audrey Spence Christine Beker David Gough Emily Saavedra Helen Anderson Jackie Tims (Secretary) Kitt Foreman Lee Turner Maria Meredith (Joint Co-ordinator) Mary Manderson Rae Trewartha (Treasurer) Sonia Fonua (Joint Co-ordinator) Denise Goodhue</p> <p>Helen – note of thanks to Rae, the retiring Co-ordinator, for all her hard work and incredible organisational skills. The workshops and conferences were highly successful and that is thanks to Rae.</p> <p>Helen asked that the Rules of the Association be attached to the email when the Minutes are sent. (Refer below.)</p>	
5.	Pre-conference moderation day	<p>The pre-conference moderation day was, from all accounts, successful. Everyone discussed the fact that we needed a full day and that this was a valuable exercise that should be incorporated into our workshop/conference agenda.</p> <p>Thanks to Jackie Tims for doing such a great job in organising this event.</p>	
6.	General Business	<p>Discussion on continuance of FABENZ when Rae resigns at the end of the year. While both Jackie and Rae will stay on this term, plans need to be made for their departure.</p>	
	Meeting closed:	5:20pm	

Rules of Foundation and Bridging Educators New Zealand (Incorporated)

1.0 Name

- 1.1 The name of the society is Foundation and Bridging Educators New Zealand (Incorporated) (FABENZ) (the Society).
- 1.2 The Society is constituted by Resolution dated September 2009.

2.0 Purposes of the Society

2.1 The aim of the Society is:

To provide a shared platform for tertiary educators across the sector to work to promote foundation and bridging education as a means of empowering and creating success for learners, their families and communities, and for society and the economy.

2.2 The objectives of the Society are:

- To promote professional development, collaboration and research, both nationally and internationally, for foundation and bridging educators
- To encourage, promote and widen access and successful participation in tertiary education, leading to employment or further study.
- To be proactive in informing policy development and to be recognised as the peak consultative body for all foundation and bridging education by tertiary education organisations, professional organisations, the government, and the community.

2.3 The powers of the Society are:

- To develop an organisation with resources and staffing to fulfil the objectives.
- To establish and maintain a bank account.
- To raise and apply for funds for purposes agreed to by the members.

3.0 Membership

- Any person with an interest in bridging and foundation education can become a member of the Society, by applying to the Secretary in writing.
- Membership is on an individual basis only.
- The Executive Committee reserves the right to refuse membership to any person.
- Annual membership fees/subscriptions will be set at the AGM and will be due within 3 months of the AGM.
- Membership will be deemed lapsed if fees are not paid by the due date but may be reinstated, at the discretion of the Executive Committee, by the payment of any fees owing.
- A member may resign by informing the secretary in writing.
- Honorary members may be appointed by the Executive Committee.

4.0 Meetings

- The Executive Committee of the Society will have a minimum of 6 meetings per year. These meetings will be in the form deemed most appropriate by the Chairperson. The meeting can only take place if a quorum of six members is present.
- An Annual General Meeting (AGM) must be called within 14 months of the previous AGM. A quorum of 10 members must be present, including four Executive Committee members. For the meeting to take place, 14 days written notice of the AGM must be provided to members.
- A Special General Meeting may be called by the Executive Committee and *must* be called if the Secretary receives a written request signed by at least 10% of the members. 14 days notice must be given to all members, with supporting information, at the time of notice. For the meeting to take place, a quorum of 10 members must be present, including four Executive Committee members.
- If voting is required this will take place through a secret ballot.
- Each member has one vote. The Chair or her/his nominee will have a casting vote.
- Should the Chairperson be absent without a proxy, the Executive Committee will elect a member to chair the meeting.
- The AGM may approve a patron for the Society.

5.0 Executive Committee

- The Executive Committee will be elected at the AGM.
- Members of the Executive Committee will be elected for a period of two years, following which time they must stand for re-election if they wish to remain on the Executive Committee.
- As a General Principle, no advantage is to be taken from being a member of the Executive Committee
- The Executive Committee will consist of up to 10 members, including a chairperson, secretary and treasurer.
- The chair of the National Association of Enabling Educators of Australia, or their delegated representative, will be included in an ex officio capacity as an additional, non-fee paying, permanent member of the Executive Committee.
- The Executive Committee will appoint the chairperson, secretary and treasurer.
- Should an executive member resign, the Executive Committee may second another member until the next AGM. This will be at the discretion of the Executive Committee.

6.0 Finances

- All monies raised must go towards furthering the objectives of the Society. FABENZ is a non-profit organisation.
- Any proposal for funding should be presented to an Executive Committee meeting for discussion and decision.

- The treasurer must maintain up to date and accurate records, and must present accounts, current bank account statements and a budget for the following year to the AGM.
- A current bank statement must be presented at each Executive Committee Meeting.
- The treasurer has the authority to pay accounts.
- The bank account will require two authorisations for withdrawals but only one authorisation, that of the treasurer, to transfer money between the two accounts.
- Decisions re the investment of surplus funds can only be made by the Executive Committee.

7.0 Alterations to the Rules

- Any alterations to the rules can only be made at an AGM or SGM.
- Recommended alterations must be notified to all members 14 days prior to the AGM or SGM.
- Any member may put a proposal for an alteration to the Rules to the Executive Committee for discussion and for circulation to the membership of the Society.

8.0 Common Seal

- The Executive Committee shall provide a common seal for the Society.
- The Secretary shall have custody of the common seal, which shall only be used by the authority of the Executive Committee.

9.0 Dissolution of the Society

- Upon dissolution of the Society, any monies and assets of the Society will be passed on to an organisation with similar aims and objectives.
- Dissolution may occur if a motion supporting this view is agreed upon by two-thirds of the members, at a meeting called specifically for this purpose.

Foundation and Bridging Educators New Zealand Incorporated
2327390

Statement of Income and Expenditure

For the year ended 30 November 2018

INCOME	2018	2017
	\$	\$
2018 Conference registrations	920.00	
Forum sponsorship	5,000.00	5,000.00
Interest	43.82	62.50
Total income	5,963.82	10,968.33
EXPENSES		
2018 Conference expenses	5,664.44	38,468.71
Website hosting	180.56	96.60
Teleconferencing	128.17	
Postage		22.00
Withholding Tax	15.69	20.63
Total expenses	5,988.66	47,218.58
Net surplus/ (loss)	(24.94)	(36,250.25)

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Statement of Financial Position

For the year ended 30 November 2018

ASSETS	2018	2017
	\$	\$
Bank accounts	13,967.67	13,992.61
[Funds held at ANZ: Business Premium Call Account 06-0968-0132398-01 Non-Profit Organisation Current Account 06-0968-0132398-00]		
Total assets	13,967.67	13,992.61
LIABILITIES		
Total liabilities	0.00	0.00
Net assets (liabilities)	13,967.67	13,992.61
Accumulated funds as at 30 November	13,967.67	13,992.61