

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE INSTITUTE OF PUBLIC
ADMINISTRATION NEW ZEALAND held on Wednesday 31st July 2018.**

Venue: Deloitte, Level 12, 20 Customhouse Quay, Wellington

Time: The meeting commenced at 5.30pm

Minutes: Della Ürgenç (IPANZ Office Manager)

1. Introduction and welcome

Dr Jo Cribb (IPANZ President) welcomed everyone to the 82nd IPANZ AGM and thanked Deloitte for hosting the event.

2. Present

Dr Jo Cribb (IPANZ President) John Larkindale (IPANZ Past President) Joan Smith (IPANZ Treasurer), Anthony Richards (IPANZ Vice President), Helen Algar, Beith Atkinson, Isabelle Collins, David Clode, Paul Garner, Dinah Bunny, Sandy Eaton, Derek Gill, Michael Hanley, Amanda Jackson, Murray Jaspers, Nick Johnston, Francesca Legaspi, David Lovatt, Gerard Martin, Fiona McDonald (IPANZ), Jeff Montgomery, Peter Nichols, Richard Norman, Jeff Osborne, Lewis Rowland (IPANZ), Mary Slater, George Troup, Della Ürgenç (IPANZ), Josie Whipps

3. Apologies

Ashleigh Bywater-Schulze, Steven Eveleigh, Joel Gapes, Georgina Geotina, Don Gilling, Mary Hancock, Grant Klinkum, Debbie Power

4. Minutes of Previous Annual General Meeting

Motion: That the minutes of the 2017 Annual General Meeting held on 19th July 2017 be approved as a true and correct record. **Moved** John Larkindale and **Seconded** Anthony Richards **Carried.**

5. Matters Arising

There were no matters arising from the minutes of the previous AGM.

6. President's Report

Dr Jo Cribb presented her first report as President for the 2017-18 year. She noted everyone present should have a copy of the Annual Report which provides a good, high-level summary of what IPANZ as an organisation has undertaken and achieved during the 2017-18 year.

Thanks were expressed to John Larkindale (previous president), long serving Board members, Lewis Rowland and his dedicated team.

Activities of note were highlighted.

- Thanks were expressed to Deloitte for hosting our AGM. It has been a fruitful relationship for both organisations, and long may it continue
- Jo was pleased to report IPANZ is in good financial health with well-established systems, and processes, a great team and track record of quality delivery with diverse partnerships.
- At the strategic session held in August it was discussed how to capitalise on this base and step up our impact. Based on a survey of members and using the Board's expertise a strategic plan was developed with three key areas and 3 work programmes:

The Public Servant of the Future – who will be working in the public service in the next decade and what they will be doing

Public Service Values and principles in 21st century governance – our values may remain constant but how they are applied will evolve as our context changes

Public Sector Reform – the Public Finance and State Sector Acts are 30 years old – both are being reviewed. IPANZ will provide a submission.

- IPANZ has produced a discussion paper on the Public Servant of the Future, commissioned research on the principle of 'stewardship' in the 21st century governance, this will be released soon, and is organising public events to contribute to the upcoming consultation/debate about State Sector reform with more to come next year.
- Underpinning the role of IPANZ is our training and events programme with Jo making particular mention to the work of the New Professional network including hosting a number of well attended Meet the Chiefs breakfast meetings, completing a pilot for mentoring programme for new professionals and planning is well underway for the New Professionals conference in October.
- More than 2,000 people attended our 40+ successful events including the Women in Public Sector conferences held in Auckland and Wellington, Parliament in Practice and the new Engagement with Maori seminars have been very well received.
- After 21 years of hosting the very successful Excellence Awards IPANZ is happy to pass them on to the State Services Commission.
- In conclusion IPANZ is looking forward to next year – the aim is to build our impact and profile around thought leadership, creating more space for debate, discussion and innovation.
- We will continue our events and training programmes and continue to evolve our offerings.

Jo concluded her report with further thanks and acknowledgement to John and the previous Board, IPANZ's loyal and impressive sponsors, most notably Deloitte for their wide range of support, and finally Lewis and his amazing team.

Jo moved that the President's report be received

Moved Mary Slater **Seconded** Beith Atkinson **Carried**

7. Financial Report

Joan Smith, IPANZ Treasurer, presented the financial statements for the year ending 31 March 2018 and the report of the auditor's review, which were presented in full and available to all members.

The significant points were:

- IPANZ reports its Financial and Service Performance in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-for-Profit) Standard issued in NZ by the NZ Accounting Standards Board.
- A net surplus of \$44,022 was produced for the year which was added to the Reserves (General Funds in the Statement of Financial Position). This is the fifth year we have produced a small surplus and added it to our General Funds.
- Our General Funds at \$287,470 are now able to cover six months operating expenses which is the prudent amount of reserves for a not for profit organization of our size should hold and allows for a small reserve for developing new IPANZ initiatives.
- Revenue decreased from \$696,859 to \$638,426 (\$58,433) due to the biennial New Professionals conference not being held in this financial year. Similarly expenditure on managed events decreased from \$255,476 to \$177,331 (\$78,145).
- We maintained our corporate membership numbers and revenue. We don't expect our corporate membership to increase significantly as most government agencies are now members.
- Personnel expenses increased due to the appointment of our part-time Auckland Manager.

- Special thanks were given to our Management Team of Lewis, Della, Fiona and Margaret for their hard work and excellent management of expenses and cash flow.

Motion: The Treasurer moved that the Treasurer's report be received and that the reviewed Financial Statements for the Year Ended 31 March 2018 be adopted **Moved** Joan Smith and **Seconded** Derek Gill **Carried.**

8. Appointment of Auditors

Motion That Moore Stephens Wellington Audit is reappointed as the Auditors of IPANZ for the 2018-19 Year. **Moved** Joan Smith **Seconded** Mary Slater **Carried.**

9. Review of the 2018-19 financial statements

Motion To ask the auditor to undertake a review of the 2018-19 financial statements. It was proposed that a review be undertaken of the 2018-19 financial statements. **Moved** Joan Smith **Seconded** Mary Slater **Carried.**

10. Constitutional amendments

Background

With the growth in IPANZ activities over the past six years and the establishment of a professional staffed office the IPANZ Board has transformed itself from a Management to a Governance Board. The current size of the Board reflects the size needed for a Management Board but it is too large for an efficient and best practice Governance Board. Changes are also needed to reflect the fact the General Manager now appoints and manages staff rather than the Board.

The IPANZ Board proposed several small amendments to the Institute of Public Administration's Constitution to reflect these changes to:

- (i) Formally constitute the Institute's Board as a governance board by removing all references to a "Management Board"
- (ii) Reduce the size of the Board in line with best governance practice
- (iii) Give the Board the power to appoint a General Manager responsible for the efficient and effective management of the Institute's work
- (iv) Give the General Manager the authority to appoint, define the duties and responsibilities, remunerate and manage staff to undertake the work of the Institute within Board policy and budget
- (v) Change the place to deposit a proxy document for an Annual General Meeting or Special General Meeting.

11. *Election of Board Members for 2018-19*

a. *President*

There was one nomination for President, **Dr Jo Cribb was re-elected President.**

Moved John Larkindale **Seconded** Joan Smith

b. *Vice President*

One nomination had been received for Vice President, **Anthony Richards was re-elected Vice President.**

Moved John Larkindale **Seconded** Joan Smith

c. *Treasurer*

One nomination had been received for Treasurer, **Joan Smith was re-elected Treasurer.**

Moved John Larkindale **Seconded** Anthony Richards

d. *Management Board members*

A total of six nominations had been received for five Board positions: Derek Gill, Grant Klinkum, Dr Richard Norman, Jeff Osborne, Debbie Powers and Mary Slater

Ballot papers were handed out and following a short recess to count the ballot papers Anthony Richards announced Derek Gill, Grant Klinkum, Dr Richard Norman, Jeff Osborne and Mary Slater as the successful nominees

Moved Anthony Richards **Seconded** Joan Smith

e. Ex-officio members of the Board for 2018-19 are:

Immediate Past President – John Larkindale

IPANZ Auckland Convenor – Gerard Martin

New Professionals Convenor – Georgina Geotina, Ashleigh Bywater-Schulze

The formal part of the meeting finished at 6.14 pm. Dr Jo Cribb, guest speaker presented “How to Survive and Thrive in the New World of Work”. Everyone was invited to enjoy the food and drink provided by hosts Deloitte.