

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE INSTITUTE OF PUBLIC
ADMINISTRATION NEW ZEALAND held on Monday 29th July 2019.**

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

Anthony Richards (IPANZ Vice-President) welcomed everyone to the 83rd IPANZ AGM.

2. Present

Anthony Richards (IPANZ Vice President) John Larkindale (IPANZ Past President) Joan Smith (IPANZ Treasurer), Sophie Anderson, Glenn Barclay, Dinah Bunny, David Clode, Len Cook, Tania Cuellar, Chris Eichbaum, Derek Gill, Karen Heine, Nick Hurley, Christine Hurley, Murray Jaspers, Margaret Ledgerton, David Lovatt, Fiona Macmaster, Jahnavi Manubolu, Fiona McDonald (IPANZ), Neil McInnes, Joshua Ng, Germana Nicklin, Jacob Ong, Joshua O'Rourke, Alison Parks, Alejandra Segura Moran, Mary Slater, Kerry-Lynn Sorrell, Deb Te Kawa, Clare Toufexis, George Troup, Della Ürgenç (IPANZ), Bruce White, Simon Williamson

3. Apologies

Jo Cribb (IPANZ President), Nerissa Barber, Tom Berthold, Rose Cole, Helen Cox, Marti Eller, Henry Flood, Shenagh Gleisner (IPANZ), Terraine Hollis, Lisa Johnston, Kay Jones, Grant Klinkum, Becci Louise, John Martin, Richard Norman, Jeff Osborne, Stephanie Roberts, Karen Thomas.

4. Minutes of Previous Annual General Meeting

Motion: That the minutes of the 2018 Annual General Meeting held on 31st July 2018 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

In Jo Cribb's absence Anthony Richards presented the President's Report for the 2018-19 year. He noted IPANZ is privileged to have a long history and track-record of advocating for change in the public service, supporting debate and providing training and development opportunities. While staff numbers may be small, the network and committed alumni are extensive.

During the year the Board reviewed IPANZ's strategic direction through the lens of how the Institute can make the most impactful contribution to a high performing public service, respected and valued by New Zealanders. The Board confirmed we will continue to focus on three key areas: public servants of the future, state sector reform and upholding public service values. Working with IPANZ staff, the Board developed a change proposal to focus IPANZ's delivery on the areas we can add most value. This saw a newly created Executive Director role, a management/governance split formalized through a change in the Constitution.

Anthony noted the IPANZ team have been professional and dedicated throughout the change. Much credit must be given to the leadership of Lewis Rowland who was recently farewelled. Under Lewis' guidance IPANZ's financial position was solidified, partnerships and respect grown and systems and processes introduced. He also acknowledged the work of Philippa Miller-Moore who established a much needed presence in Auckland. After achieving much important foundational communications and membership database work we also farewelled Communications Manager, Margaret McLachlan.

Looking forward IPANZ welcomed Shenagh Gleisner as the new Executive Director in early June. Shenagh's role is to bring the new direction of IPANZ to fruition. Simon Minto was welcomed in the year as the editor of the Public Sector journal.

Special thanks to the IPANZ Board for their commitment and determination. On behalf of IPANZ Anthony thanked Grant Klinkum, outgoing Board member, Gerard Martin, co-opted Auckland convenor, and New Professionals co-opted member Georgina Geotina for their time and contribution to the IPANZ's Board and work of IPANZ.

Thanks were expressed to Deloitte for hosting our AGM and IPANZ acknowledges the fruitful relationship for both organisations, and long may it continue.

Anthony concluded with further thanks and acknowledgement to all members who come to our AGM, those who attend our events and ask insightful questions, those who read our e-news and share our social media posts. Most importantly, thanks are due to you, the members who like the Board cares deeply about the importance of a high performing public service, respected and valued by New Zealanders.

Anthony moved that the President's report be received

Moved Len Cook **Seconded** Christine Hurley **Carried**.

7. Financial Report

Joan Smith, IPANZ Treasurer, presented the financial statements for the year ending 31 March 2019 and the report of the auditor's review, which were presented in full and are 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
- For the first time in six years expenditure was greater than revenue resulting in a net deficit of \$31,038 for the year which was deducted from the Reserves (General Funds in the Statement of Financial Position). The deficit was due to a budgeted deficit of \$9,304 plus reduced sponsorship and reduced registrations for the New Professionals conference held in October 2018
- General Funds of \$256,432 are sufficient to cover 6 months operating expenses, which is the prudent amount or reserves that a not for profit organization of IPANZ's size should hold
- IPANZ has maintained its corporate membership numbers and revenue although our corporate membership is not expected to increase significantly as most government agencies are now members
- Revenue increased by about 48k (\$48,291) from \$638,246 to \$686,717 largely due to the biennial New Professionals conference being held in this financial year. Total expenditure for the year increased by \$121,602 due to an increase of \$108,425 in expenditure on managed events largely associated with the New Professionals conference, increased journal costs and increased personnel expenses due to annual salary increases in line with the market
- The Review Report the Board received from Moore Stephens, the Institute's financial and service performance reviewers, identified no issues requiring attention. Overall, the reviewers were satisfied that the Institute has presented its results for the year ended 31 March to an adequate level of compliance with applicable financial reporting standards
- Special thanks to Della for preparing this year's Annual Report and Performance Report and to Fiona for organising this year's AGM.

Motion: The Treasurer moved that the Treasurer's report be received and that the reviewed Financial Statements for the Year Ended 31 March 2019 be adopted **Moved** Joan Smith and **Seconded** John Larkindale **Carried**.

8. *Appointment of Auditors*

Motion That Moore Stephens Wellington Audit is reappointed as the Auditors of IPANZ for the 2019-20 Year. **Moved** Joan Smith **Seconded** George Troup **Carried**.

9. *Review of the 2019-20 financial statements*

Motion To ask the auditor to undertake a review of the 2019-20 financial statements. It was proposed that a review be undertaken of the 2019-20 financial statements. **Moved** Joan Smith **Seconded** Mary Slater **Carried**.

10. *Constitutional amendments*

Background

During the 2018-19 year the IPANZ Board reviewed the future strategic direction for the Institute. To successfully implement the strategic direction it was agreed that a re-organisation of the human resources was needed. This included disestablishing the General Manager position and replacing it with a part-time Executive Director position. In late May 2019 the General Manager position was dis-established and replaced with a part-time Executive Director position. A small number of consequential changes to the Constitution were proposed to reflect these changes.

The IPANZ Board proposed several minor amendments to seven clauses of the Institute of Public Administration's Constitution by deleting references to the "General Manager" and replacing these with the words "Executive Director".

- To amend Clause 3 - Common Seal
- To amend 6.3 - Application for Membership
- To amend 6.6 - Resignation
- To amend 10.1 - Power, Authorities and Duties of the Board
- To amend 10.2 - Power Authorities and Duties of the Board
- To amend 10.3 - Power, Authorities and Duties of the Board
- To amend 14.2 - Indemnity

The Treasurer moved that the proposed wording changes to the Constitution of IPANZ to delete the words "General Manager" and replace these with the words "Executive Director" in clause 3, 6.3, 6.6, 10.1, 10.2, 10.3 and 14.2 of the Constitution be adopted by the AGM **Moved** Joan Smith and **Seconded** Mary Slater **Carried**.

11. *Election of Board Members for 2019-20*

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 five nominations had been received for five Board positions: Derek Gill, Dr Richard Norman, Jeff Osborne, Mary Slater and Clare Toufexis.

Moved Anthony Richards **Seconded** Joan Smith

e. Ex-officio members of the Board for 2019-20 are:

Immediate Past President – John Larkindale

New Professionals Convenor – Ashleigh Bywater-Schulze and Kavya Shrivastava

The formal part of the meeting finished at 6 pm. Dr Chris Eichbaum, guest speaker presented “The 2019 Public Service ‘Reset’ – Tweak or Transformation”. Everyone was invited to enjoy the food and drink provided by our hosts Deloitte.