

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE INSTITUTE OF PUBLIC
ADMINISTRATION NEW ZEALAND held on Tuesday 28th July 2020.**

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

Liz MacPherson (Interim President) welcomed everyone to the 84th IPANZ AGM.

2. Present

Liz MacPherson (IPANZ Interim President), Anthony Richards (IPANZ Vice President), John Larkindale (IPANZ Past President), Joan Smith (IPANZ Treasurer), Nicki Ablitt, Natalia Albert, Mitzi Austin, Katya Avanci-Caxias, Veronica Bennett, Ilona Bowron, Dinah Bunny, Simon Chamberlain, Lynnda Church, James Clarke, David Clode, Peter Cockrem, Leonard Cook, Ashley Donaldson, Dr Bryce Edwards, Emma Fergusson, Colin Fraser, Peter Frawley, Derek Gill, Shenagh Gleisner (IPANZ), Tim Hickey, Murray Jaspers, Dewi Kurnia, Sherrie Lee, Jason Lescelius, David Lovett, Vaelyn Luo, Jared Mackley-Crump, Emily Mason, Fiona McDonald (IPANZ), Bridie Morell, Peer Nichols, Jacob Ong, Joshua O'Rourke, Jeff Osborne, Vicki Owen, John Pennington, Natalie Perret, Kyati Prajapati, Fiona Ryan, Avi Singh, Mary Slater, Brittany Smith, Caitlin Sowden, Peter Stevens, Clare Toufexis, George Troup, Gabrielle Tully, Della Ürgenç (IPANZ), Jacqui Ven Der Kaay, Alison Welch, Mana Williams, Jo Witko, Simon Wright, Gemma Yates.

3. Apologies

Jess Birdsall-Day, Andrew Hampton, Helena Kaho, Nicola Macauley, Dr Richard Norman, Ruth Palmer, Mike Reid, Kavya Shrivastava, Ross Tanner, Deb Te Kawa.

4. Minutes of Previous Annual General Meeting

Motion: That the minutes of the 2019 Annual General Meeting held on 29th July 2019 be approved as a true and correct record. **Moved** Anthony Richards and **Seconded** Joan Smith **Carried**.

5. Matters Arising

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

6. President's Report

Liz MacPherson, Interim President presented the President's report for the 2019-20 year. She noted she had been the interim President for just a few months, following the resignation of Jo Cribb and was told it was going to be an exciting and challenging year. She acknowledged Jo who, together with the Board and Shenagh Gleisner our Executive Director had done a great job on the strategy and repositioning of IPANZ. Jo continually asked IPANZ to think about the impact it was having and were we reaching widely, informing and inspiring public sector professionals and contributing to ever better system performance? It is due to this grounding that has stood IPANZ in good stead in the face of the challenges COVID-19 has sent our way.

Liz reported that in the last few months she was impressed with what this small but perfectly formed organization of 2.5 full time equivalent staff was able to achieve and thanks were owed to the busy and skilled staff, Shenagh, Fiona, Della and Christine who are incredibly passionate about what they do.

She expressed her delight to work with our diverse and talented board who engage so positively in the work of IPANZ each with their different perspectives and knowledge. The Board does this work because

of their commitment to the public sector and our public administration system and go way beyond the call of duty, voluntarily and she thanked them for their contribution and camaraderie.

Liz continued to speak about how like everyone else our lives as IPANZ are divided into pre-COVID-19 and Post-COVID-19. She paused to acknowledge the public sector and told how she never had had the occasion to be prouder of her public service heritage and of NZ as a whole over the last six months and as a team of 5 million had demonstrated what can be achieved when we trust and empower others to act, when we move out of our comfort zones to achieve a common goal. IPANZ are committed to supporting the public sector to take these lessons forward.

As with many organisations, COVID-19 certainly disrupted our programmes, but it had also been a catalyst to do things differently. We have come through the lock-down with new skills and products and fresh wisdom derived from the perspectives a life-changing challenge brings. Despite the constraints of lock-down we have increased our membership database and the size of our mailing list. We have embraced social media and now deliver a fascinating electronic update each three weeks to our whole database, drawing insights from many sources including the not for profit sector and overseas thinkers. The unsolicited feedback on this initiative has been really positive and a big thank you to Shenagh. We still prepare our quarterly journal and thanks to Simon Minto our talented editor. We run our very well attended free events and our training courses and are especially pleased with our Effective Engagement with Maori course for which there is a high demand.

Looking ahead, we will be encouraging tangible action on the promises of the Public Service legislation; we will continually gather and share ideas to assist public sector professionals to grapple with current and future challenges; we will always champion a strong public administration system; we will bring you thought provoking content and seek opportunities to tell New Zealanders about the strengths of the public service.

Great thanks go to you, our members. So many people help; they write articles for our journals; they give talks or make videos for free; Chief Executives support our events sharing their wisdom with the most recent being Andrew Crisp, Chief Executive of HUD.

We are also fortunate with friends, partners and sponsors. Too many to mention, but Liz expressed how much we enjoy our partnership with Victoria University, and our gratitude to Deloitte and Skills who have been such supporters of IPANZ with years of sponsorship.

Finally, Liz reminded all that IPANZ is their professional organisation and has a long heritage of ensuring that your voices are heard. The collective resolve of the public service will be called upon to serve and help navigate through the challenges of the Post COVID-19 world. IPANZ will be there to celebrate, support, challenge and champion a strong public administration system.

Nga mihi mahana ki a koutou katoa

Liz moved that the President's report be received.

Moved Clare Toufexis **Seconded** John Larkindale **Carried**.

7. Financial Report

Joan Smith, IPANZ Treasurer, presented the financial statements for the year ending 31 March 2020 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
- A marked improvement in the financial position from the previous year's deficit of \$31,000 to a surplus of \$50,000 for the 2019-20 year. This was due to increased revenue from the 2019 Public Sector Conference, seminars and training events. More seminars and training events were held

than planned due to an increased demand. Tight management of expenses and cashflow were maintained

- Accumulated Funds have increased by \$50,000 to \$306,437 which has increased the financial resilience of the Institute. There are now sufficient Accumulated Funds to cover at least 7 months operating expenses
- Personnel expenses decreased by \$24,400 due to the re-organisation of the Institute's human resources undertaken by the Board to implement the Institute's strategic direction
- 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
- 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 her ongoing commitment to prudent management of the Institute's finances and administration. Thanks to Shenagh, Della, Fiona and Christine for all their hard work in bringing members interesting events throughout the year and providing new events and products remotely during the COVID-19 Lockdown.

Motion: The Treasurer moved that the Treasurer's report be received and that the reviewed Financial Statements for the Year Ended 31 March 2020 be adopted **Moved** Joan Smith and **Seconded** Anthony Richards **Carried**.

8. Appointment of Auditors

Motion That Moore Stephens Wellington Audit is reappointed as the Auditors of IPANZ for the 2020-21 Year. **Moved** Joan Smith **Seconded** John Larkindale **Carried**.

9. Review of the 2021-21 financial statements

Motion To ask the auditor to undertake a review of the 2020-21 financial statements. It was proposed that a review be undertaken of the 2020-21 financial statements. **Moved** Joan Smith **Seconded** Mary Slater **Carried**.

10. Constitutional amendments

Motion to amend the Constitution of IPANZ to delete Section 3 Common Seal and replace it with an updated Section 3 Common Seal as required by the Companies Office and notified to members with the AGM information.

The Treasurer moved that Section 3 Common Seal, of the IPANZ Constitution be deleted and replaced with a new Section 3 Common Seal with the following two sub-sections:

3.1 The Board may have a common seal for the Institute and may from time to time replace it with a new one.

3.2 The Executive Director shall have custody of the common seal which shall only be used on the authority of the Board. Every document to which the common seal is affixed shall be signed by the President and countersigned by the Vice President, Treasurer or a member of the Board.

Moved Joan Smith and **Seconded** Derek Gill **Carried**.

11. *Election of Board Members for 2020-21*

a. *President*

There was one nomination for President, **Liz MacPherson was 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 seven nominations had been received for Board positions: Derek Gill, Jeff Osborne, Mary Slater, Clare Toufexis, Deb Te Kawa, Helena Kaho, Jess Birdsall-Day

Moved Anthony Richards **Seconded** Joan Smith

e. Ex-officio members of the Board for 2020-21 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 Bryce Edwards, guest speaker presented "The State of Democracy in New Zealand". Everyone was invited to enjoy the food and drink provided by our hosts Deloitte.