

**New Zealand Association of Counsellors Inc.
Te Roopu Kaiwhiriwhiri o Aotearoa**

Minutes of The Annual General Meeting 2019

Date: Saturday 3rd August 2019

Venue: Harbourside Event Centre, 1 Taranaki Street, Wellington

Time: 10.00am

Chairperson: President, Bev Weber

Present: 5 Life Members, 52 Members, 23 Provisional Members and 1 Student Affiliate, signed the attendance register exceeding the minimum quorum requirement of 20 Members.

Welcome

The meeting was opened with karakia by Kaitumutumu, Te Aranga Hakiwai, followed by a waiata

The Executive Officer was invited to give the notice regarding evacuation procedures and housekeeping items.

Bev welcomed;

- Life Members – Margaret Agee, Sue Webb, Ann Nation, Alastair Crocket and Kathie Crocket
- Counselling Today/Nga Korero Awhina Newsletter Editor – Chrissie Hayes

Bev acknowledged those members who have died in the past year:

Usual Name	Family Name	Branch
Deborah	Binney	Auckland
Rahera	Taylor	Taranaki

Apologies

The Secretary, Catherine Readhead, advised that apologies had been received from 2 Life Members, 60 Members, 51 Provisional Members and 5 Student Affiliates. Further apologies from 1 Life Member and 6 Members were notified by members at the meeting.

Move: "That the apologies be accepted".

Chair CARRIED

3 Notice of Items of General Business

The Chair called for items of general business:

- Wellbeing budget – what's the future for counselling?
- Membership processes in light of Counsellor Education Standards
- Organizational review for the National Executive
- Will National Conferences be held again as opposed to PD Days?
- Audit process for 2019 and the number of resubmissions that were needed

4 Confirmation of Minutes

Minutes of the Annual General Meeting dated Saturday 28th July 2018 having been circulated were tabled.

- Error of Nan Blanchard stated as a Life Member has been corrected.

Move: "That the minutes of the Annual General Meeting held in Wellington on Saturday 28th July 2018 are approved as a true and complete record of the business of that meeting"

Chair CARRIED

5 Matters Arising

- No further matters arising

6 Correspondence

The Secretary advised that the volume of Association correspondence received since the last Annual General Meeting is of such quantity that it is not practical to bring it all to the meeting. The inwards and outwards correspondence is all logged in the Register at the National Office and is available through the Executive Officer to members wishing to examine any item excluding the Membership files and material relating to Ethics complaints.

Move: "That the Inwards Correspondence is received and the Outwards Correspondence is approved"

Chair CARRIED

7 Adoption of Annual Reports

The Chair requested that all reports (President, National Maori Roopu, National Committees, National Executive and Branch Reports) that have been published in the Annual Report be tabled together and invited any writer of reports to speak and invited questions from those present.

President's report

- no further comment

Te Ahi Kaa report

- no further comment

Committee reports

- *Supervision Committee:* (Te Ruru, Convener spoke) – acknowledgment that 2018 was a year of resignations and departures of committee members; gratitude to Judy McCormack who resigned as convener and the work she did in building the committee to what it is; acknowledge the wisdom and contribution of Paul Flanagan in his expertise in Counsellor Education; welcome of new members to the committee – Fia Turner,

Placid Briggs, Te Ruru, Naarah Simpson. A project has been started around Supervision training/programmes and what the expectations of NZAC Supervisors are – also looking at what training is currently available

- *Ethics Committee:* (Sue Webb, Convener spoke) – there has been an increased workload in the past year; there were a number of Members who resigned or became non-practicing with an open complaint against them. The pathways back into membership were explored

National Executive Reports

- no further comment

Branch reports

- no further comment

Move: "That all reports are received"

Chair CARRIED

8 Adoption of the Treasurer's Report and Statement of Accounts

General Questions were raised as follows;

- *'Fee's' category* refers to those applying for Provisional membership and upgrades
- *Difference in Professional Fees between 2018 & 2019* were due to accruals, and NZAC's accountant not processing the accruals in a consistent manner each year
- *CPD & Auditors* – more auditors, more time on the process, CPD Audit Coordinator is now contracted for the role rather than reimbursed.
- *Costs to resubmit CPD audit papers* were not a large proportion of the cost.
- *Appeared to be an increase in Membership* however there was an increase in fees, plus an earlier deadline of the upgrade for those with Diploma's to Degree, therefore NZAC received more income from applications. This is reflected in the increased expenditure for assessing applications
- Alastair Crocket (past National Treasurer) gave further clarification in regards to the percentages of what is spent and how NZAC has become a million dollar organization
- *Higher expenses from the Counsellor Education Committee* due to there being more accreditation applications to assess in the last financial year, plus more time was spent bringing the committee together
- *Clarification requested on the branch capitation and branch representation* – it was explained that \$10 per head is given back to each branch as a capitation grant. Branch representation is expenditures involved with each Branch

Move:

That the Financial Report and the Financial Accounts for the year ending 31 March 2019 be adopted

Alastair Crockett / Robyn McGill CARRIED

7 Adoption of Annual Reports –continued

General discussion:

- Kathie Crocket thanked the authors of the reports.
- Question raised on the reason why a Masters in Counselling Studies programme had been approved when the new the new Counselling Education standards are for Masters of Counselling Degrees? Margaret Agee, Counsellor Education Committee Convenor responded to the question by saying that the applications were thoroughly assessed and the programme did meet the requirements.

9 Confirmation of Annual Subscription

Move: "That the Annual Subscriptions for the 2018/2019 Financial Year be confirmed: Member - \$410; Provisional - \$260; Subscriber & Non-Practicing member - \$85; Retired Member and Student Affiliate - \$40. Rebate for low-income – 30%"

Chair CARRIED

- Question raised on why the fee's had been increased and paid, before being confirmed at the AGM. It was explained that the fee's need to be charged before they can come to an AGM so the motion is for confirmation of a decision that was made. It is done this way so that the fee's can go out at the end of the financial year. The fees are decided on to align with the budget that is set at the first Executive meeting of each year. The suggestion of discussing a fee increase at this AGM for the 2020/2021 year is not a feasible option. The National Executive are delegated to make a governance decision about how the fees raised need to be spent. The budget setting is discussed and planned in conjunction with the committees. If a budget and fee increase needed to come to an AGM this would cause unrealistic expectations especially if an AGM did not agree with a proposed budget or fee increase.

10 Confirmation of the election of National Executive Vacancies

Nominee for National President

Bev Weber has completed the three-year term as President. One nomination, from Christine Macfarlane, was received.

Move: "That Christine Macfarlane be confirmed as President."

Bev Weber / Robyn McGill

Nominee for Te Ahi Kaa

Gay Puketapu-Andrews completed a term as Te Ahi Kaa. Nominations were called for and Jenny Manuera and Gay Puketapu-Andrews were nominated. An election was held by the National Maori Members. Gay Puketapu-Andrews was the successful candidate.

Move: "That Gay Puketapu-Andrews be confirmed as Te Ahi Kaa."

Rangi Davis / Georgina Wilkinson

Nominee for National Treasurer

Warren Mason resigned in late 2018 part way through a term as Treasurer. Nominations have been called for

and none have been received.

Move: "That the National Executive continue to canvass the membership for a National Treasurer and make an appointment as soon as possible and that appointment be ratified at the 2020 AGM"

Chair CARRIED

Nominee for Kaitumutumu

Te Aranga Hakiwai completed a term as Kaitumutumu. Nominations were called for. One nomination, from Te Aranga Hakiwai, was received.

Move: "That Te Aranga Hakiwai be confirmed as Kaitumutumu"

Eugene Davis / Toia Chase

Nominees for Regional Executive Representative

- Ellen Altshuler completed a term as the Te Tai Tokerau Regional Representative and has not sought renomination
- Jenny Manuera completed a term as the Tamaki Makaurau Representative and has sought renomination
- Mandy Pentecost completed a term as the Hawkes Bay/East Coast Regional Representative and has not sought renomination
- Christine Macfarlane has been the Canterbury/West Coast/Aoraki/Marlborough/Nelson Regional Representative but has resigned due to the nomination as National President

Nominations received:

- Alexandra Smith for Te Tai Tokerau Region
- Jenny Manuera for Tamaki Makaurau
- Sheryl Smith for the East Coast/Hawkes Bay Region
- No nomination for the Canterbury/West Coast/Aoraki/Marlborough/Nelson Region was received

Move: That Alexandra Smith be confirmed as the Regional Representative for Region 1 Te Tai Tokerau

Maureen Frayling / Andrea Black

Move: "That Jenny Manuera be confirmed as the Regional Representative for Region 2, Auckland"

Puawai Solo / Carol White CARRIED

Move: "That Sheryl Smith be confirmed as the Regional Representative for Region 4, East Coast/Hawkes Bay."

Mandy Pentecost / Sharon Jenkinson

Move: "That National Executive canvass the members of Region 7, Canterbury/West Coast/Aoraki/Marlborough/Nelson, confirm with the Members of the regions, make an appointment as soon as possible and that the appointments be ratified at the 2020 AGM"

Chair CARRIED

All nominees received awahi through karanga and waiata and nominations were taken as carried by acclamation.

11.00am – meeting adjourned for morning tea

11.15am – meeting resumed

Item 11 Ratification of National Committee members

Appointees to Ethics Committee:

Sue Webb	(Convenor)	Wendy Talbot	(Waikato)
Carol White	(Auckland)	Edmund Salem	(Wellington)
Mandy Down	(Māori Roopu)	Rangi Davis	(Māori Roopu)
Liz Price	(Nelson)	Jonathan Loan	(Marlborough)
Lex McMillan	(Auckland)		

Jane Henson (Regional Coordinator, Wellington)
Glen Silvester (Regional Coordinator, Bay of Plenty/Waikato)
Vacant (Regional Coordinator, Otago, Southland)
Elahe Khaleghian (Regional Coordinator, Auckland)
Elayne Johnston (Regional Coordinator, Taranaki to Hawkes Bay)
Irene Paton (Regional Coordinator, Canterbury)
Andrea Black (Regional Coordinator, Te Tai Tokerau)
Te Aranga Hakiwai (National Executive Liaison)
Jo Robertson (Legal Advisor, Auckland)

Move: "That the appointments of the members to the Ethics Committee be confirmed".

Chair CARRIED

Appointees to Supervision Committee

Te Ruru (Convenor)	Mike Williams (Auckland)
Gail Allan (Māori Roopu)	Placid Briggs (Māori Roopu)
Naarah Simpson (Tauranga)	Fia Turner (Auckland)

Vacant (National Executive Liaison) – to be advised following National Executive’s meeting In September

Move: "That the appointments of the members to the Supervision Committee be confirmed".

Chair CARRIED

Appointees to the Membership Committee

Robyn McGill (Convenor)	Toia Chase (Māori Roopu and Liaison from Assessment Team)
Eugene Davis (Māori Roopu)	Val Boag (Liaison from Assessment Team)

Vacant (Assessment Team, Convenor)

Val Boag (Assessment Team)	Mark Pope (Assessment Team)
John Hibbs (Assessment Team)	Nickei Falconer (Assessment Team)
Toia Chase (Māori Roopu, Assessment Team)	Sonya McKirdy (Māori Roopu, Assessment Team)

Debbie North Membership Manager (Ex Officio)

Vacant (National Executive Liaison) - to be advised following National Executive’s meeting in September

Move: "That the appointments of the members to the Membership Committee be confirmed."

Chair CARRIED

Appointees to Counsellor Education Committee

Margaret Agee (Auckland University) (Convenor)	Nan Blanchard (Massey University)
Raewyn Laurenson (Nelson Marlborough Polytechnic)	Judi Miller (Canterbury University)
Huhana Pene (Māori Roopu)	Vacant (Māori Roopu)

Vacant (National Executive Liaison) to be advised following National Executive’s meeting in September

Move: "That the appointments of the members to the Counsellor Education Committee be confirmed."

Chair CARRIED

Item 12 Constitutional Remits

Constitutional Remit 1:

Proposed:

"That Section 2, Objects, Numbers 5 and 6 of the constitution are amended to read:

5. To promote satisfactory conditions of employment for the counselling profession;
6. To protect the interests and public standing of the counselling profession;"

Moved: Chair

Rationale:

Objects 5 and 6 in Section 2 of the constitution currently are:

- 5. To promote satisfactory conditions of employment for counsellors;*
- 6. To protect the interests and public standing of counselling personnel*

This proposed change is to provide clarity to members that the NZAC advocates for the counselling profession, for the NZAC itself, and for systemic issues that are relevant (at any given time) to the profession and its members, (for example: the collection of data by a state agency, or 'ownership' of client notes, or the ratio of school counsellors). The NZAC does not act as a union, or advocate for individual members who may have difficulties with their employers.

NZAC has an Advocacy Policy. Members may be interested in reading this. It is in the Members Only section. See the NZAC Policy Manual (the sixth item down the list) www.nzac.org.nz/members_only.cfm

General discussion was held that raised the following points:

- supporting the motion however 'satisfactory conditions of employment for the counselling profession' – is not grammatically correct.
- NZAC is for 'counsellors' not the 'counselling profession', is concerned that this remit would take away NZAC's 'backing' of counsellors
- is it for the whole counselling profession or for NZAC only
- NZAC looks after the membership as a whole, not for the individuals. Not individual employment issues but lobbying with, for e.g. PHO's, to ensure that employment conditions for our counsellors is satisfactory

Suggestion that the motion be amended with appropriate wording and that 5 and 6 be swapped to help with this. The Chair agreed that that the remit could be amended. The following remit was drafted:

Move:

"That Section 2, Objects, Numbers 5 and 6 of the constitution are amended to read:

;

5) to protect and promote the interests and public standing of the counselling profession

6) to protect and promote satisfactory conditions of employment in the collective interests of the counselling profession

Kathie Crockett / Sue Webb

Discussion held and the amended remit was put to the meeting;

Item 13 Life Membership Nomination

Life Membership Nomination 1: Beryl Allison

The Taranaki Branch committee have canvassed their members and brought forward the following motion:

Move: "That Life Membership is conferred upon Beryl Allison"

Chair CARRIED

Individual Members offered their thoughts for, and memories of, Beryl

- Absolute delight and absolute nightmare to train; fierce warrior of social justice, generous, big hearted, had firm opinions, sadness expressed at the state of Beryl's current health
- When Antony was President, Beryl was Treasurer; dogged about being clear, precise, strategic with the budget. Love her, she is a tough nut in the way she's facing her health at the moment; Much love
- Beryl worked in Tutamawahine, an association that works in a partnership model – she was a staunch supporter of this model. She made sure that Roopu members came together and she attended the first NZAC National Maori Roopu hui. Fundamental mover and shaker but in a quiet, steadfast and committed way. She knows how to be an ally for Tangata Whenua. She describes herself as Tangata te Tiriti. Aroha is sent from the Roopu
- Beryl was involved in the appointment of Vi Woolf as the first Ahi Kaa

14 General Business

/1 Update on the marketing plan

Bev Weber and Christine Macfarlane presented a powerpoint to the AGM on the Executive's Marketing plan with input from the PR Company

Discussion was held.

- While marketing NZAC, let's not lose sight that it's the clients that we're providing a service too – market with our clients in mind, make sure that the marketing is meeting our client's needs
- NZAC 'identity' not NZAC 'brand'
- greatest advertisement is promoting the competence and skill of our members
- establishing our identity and who we are – that we are well ourselves and are doing good mahi

/2 Wellbeing budget – what's the future for counselling?

Discussion was held.

1.00pm – meeting adjourned for lunch

1.35pm – meeting resumed

/3

/a - Membership processes in light of counsellor education standards

- Query was raised about whether it was time to think about the membership process, for e.g. could a qualification from an approved education provider be enough to gain full membership as it currently grants Provisional membership.
- Some members from the floor stated that they found the membership upgrade process to be very beneficial in regards to both personal and professional learning.
- Robyn McGill will take this back to the Membership committee for discussion

/b - Organizational review for the National Executive – what structure would/could it take?

- Te Tiriti audit will happen for NZAC and that will feed into what the Executive structure may look like or change to.

/4 Will National Conferences be held again as opposed to PD Days?

- Branches were encouraged to take up the mantle and organize conferences with N.O.'s help if needed. The PD Day's in Wellington have been in response to what members have been asking for in regards to workshops.
- Encourage members to share their experiences with colleagues in a conference setting

/5 Audit process and the number of resubmissions that were needed in 2019

- The resubmissions were predominantly based on the reflective parts and competencies, also there were forms that had been incorrectly filled in, for e.g. not naming their supervisor or supervisors affiliation
- It was also stated that guidelines for how to write reflectively would be appreciated as there had been comments on some submissions about the reflective learning being 'not sufficient'
- Christine will take this back to CPD and Supervisors to further discuss the guidelines and make sure they are clear for members.

Farewells

- Jenny Manuera spoke for Ellen Altshuler
- Gay Puketapu-Andrews spoke for Mandy Pentecost
- Cathy Readhead spoke for Bev Weber

Poroporoaki / Conclusion

Members were thanked for their attendance and contribution to the discussion with acknowledgement of Nga Kete. The meeting closed with karakia at 2:30 pm followed by afternoon tea.

Meeting closed: 2.30pm