

New Zealand Association of Counsellors Inc.
Te Roopu Kaiwhiriwhiri o Aotearoa
Minutes of The Annual General Meeting 2020

Date: Saturday 8th August 2020

Venue: Harbourside Event centre, 4 Taranaki Street, Te Aro, Wellington

Time: 9.20am

Chairperson: President – Christine Macfarlane; Te Ahi Kaa – Gay Puketapu-Andrews

Present: *In person:* 3 Life Members, 61 Members, 19 Provisional Members; *Via zoom:* 1 Life Member, 10 Members, 5 Provisional Members, signed the attendance register exceeding the minimum quorum requirement of 20 Members

Mihi/Welcome

The meeting was opened with karakia by Te Kaitumutumu, Te Aranga Hakiwai followed by a waiata. The Executive Director, Linda Allen, was invited to give the notice regarding evacuation procedures and housekeeping items.

Alexandra Smith, Executive Regional Representative for Te Tai Tokerau welcomed and invited Judge Andrew Becroft (Children’s Commissioner) to speak

10.30am – meeting adjourned for morning tea

10.45am – the business of the AGM commenced

Christine welcomed:

- Life members – Jane Henson, Amy McLaughlin, Sue Webb, Ann Nation

James Shepherd – Waikato Branch

Madeleine Bennett - Auckland branch

Ginny Wilkinson - Auckland Branch

Deborah Binney - Auckland Branch

Rahera Taylor - Taranaki Branch

Apologies

The Secretary, Catherine Readhead, advised that apologies had been received from 2 Life Members, 44 Members, 15 Provisional Members and 1 Student Affiliate.

Further apologies from 1 Life Member (Margaret Agee), 2 Members and 3 Provisional Member were notified by members at the meeting.

Move: "That the apologies be accepted"

Chair CARRIED

Notice of Items of General Business

The Chair advised that no items of General Business were received by the Secretary by the due date of Friday 24th July 2020

Confirmation of Minutes

Minutes of the Annual General Meeting dated Saturday 3rd August 2019 having been circulated, were tabled.

Move: "That the minutes of the AGM held in Wellington on Saturday 3rd August 2019 are approved as a true and complete record of the business of that meeting"

Chair CARRIED

Matters Arising

- No further matters arising

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 Director 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

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

- no further comment

National Executive Reports

- no further comment

Branch Reports

- no further comment

Move: "That all reports are received"

Chair CARRIED

Ratification of National Committee Members

Appointees to Ethics Committee

Sue Webb	(Covenor)	Carol White	(Auckland)
Lex McMillan	(Auckland)	Wendy Talbot	(Waikato)
Liz Price	(Nelson)	Jonathan Loan	(Christchurch)
Mandy Down	(Maori Roopu)	Rangi Davis	(Maori Roopu)

Vacancy

Andrea Black	(Regional Coordinator, Te Tai Tokerau)
Elahe Khaleghian	(Regional Coordinator, Auckland)
Glen Silvester	(Regional Coordinator, Bay of Plenty/Waikato)
Elayne Johnston	(Regional Coordinator, Taranaki to Hawkes Bay)
Jane Henson	(Regional Coordinator, Wellington)
Irene Paton	(Regional Coordinator, Canterbury)
Deb Fraser	(Regional Coordinator, Otago/Southland)

Vacancy	(National Executive Liaison)
Jo Robertson	(Legal Advisor, Auckland)

Move: "That the appointment of the member to the Ethics Committee be confirmed"

Chair CARRIED

Appointees to Supervision Committee

Te Ruru (Convenor)	Fia Turner
Gail Allan (Māori Roopu)	Placid Briggs (Māori Roopu)
Naarah Simpson	Vacancy

Alexandra Smith	National Executive Liaison
-----------------	----------------------------

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)
Vacancy (Māori Roopu)	Val Boag (Liaison from Assessment Team)

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)
Verona Nicholson	Virginia Maskill

Debbie North Membership Manager (Ex Officio)
Sheryl Smith (National Executive Liaison)

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)	Judi Miller (Canterbury University)
Raewyn Laurenson (Nelson Marlborough Polytechnic)	Vacancy
Huhana Pene (Māori Roopu)	Vacancy (Māori Roopu)

Maria Reynolds (National Executive Liaison)

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

Chair CARRIED

Confirmation of Financial Report and Financial Accounts 2020

A general question was raised as follows;

- *A substantial difference in Publications-Research between 2019 – 2020 – funding was received from the MoE in conjunction with the School Guidance Counsellor's. This funding was received over the past two years however the invoices from the researchers were only put in during the last financial year*

Move: "That the financial report and financial accounts for the year ending 31st March 2020 be adopted"

Chair CARRIED

Confirmation of Annual Subscription

Move: "That annual subscriptions for the 2020-2021 year remain the same as 2019-2020:

- *Member \$415.00,*
- *Provisional Member \$262.50,*
- *Non-Practising/Subscriber \$85.00,*
- *Retired Member/Student \$40,*
- *Low Income Rebate 30%"*

Chair CARRIED

Code of Ethics Addition 1:

Move: to insert after 7.2(d) Members shall co-operate with the Ethics Committee in the event that a complaint is received against them. This includes complying with sanctions imposed after a hearing.

7.2(e) Members shall notify the Ethics Committee when they become the subject of a complaint to, or disciplinary investigation by, an organisation or another professional body, when this is of relevance to their membership of NZAC

Rationale:

Members' accountability to the Association for their competency and safety is a core element of the Association's argument in favour of self-regulation.

This remit is designed to clarify and expedite existing NZAC procedures. At present, members are required under the RAPC process to declare any complaints lodged with other organisations at the time they renew their membership. These are forwarded to Ethics to process, with care taken not to engage in double jeopardy. Any notifications that do not require attention from NZAC are destroyed after processing.

However, such complaints and investigations may have occurred many months before membership renewal and may also not have been addressed to the satisfaction of the NZAC. Affected members provide different levels of detail on what has transpired, and it is possible that some members do not declare events that they now consider closed. There may also possibly be some reluctance to admit to difficulties addressed by other organisations, because the membership return does not have the assurance of confidentiality provided by Ethics Office procedures. More timeliness and greater transparency will facilitate a more robust process.

In addition, at times NZAC members who belong to another association may relinquish their other membership after the organisation has received a complaint against them, in order to avoid addressing the consequences. The obligation to notify the association at the outset needs making clear in the Code, rather than relying later on one box, of a number, to tick on the annual membership return.

The parallel requirement to notify the Association when a member is convicted of an offence, information about which is also asked for in the RAPC process, is already covered in 8.1(b) of the Code and is more likely also to be available within the public domain.

General questions were raised as follows:

- *Will there be information made available about the process of how a member declares that a complaint has been made against them - on the Membership tab there is 'Practice and Ethics' and the Ethics committee will put a document together for this*
- *What process is or will be in place for Maori - this will be looked at after Te Tiriti Audit – Mandy Down and Rangi Davis (Roopu representatives on the Ethics committee) are working on this currently*

Code of Ethics Addition 2:

*Move: to add to 5.9(b) of the Code of Ethics, the elements in bold after the italics:
Counsellors shall undertake appropriate professional development activities **according to the Association's requirements. If selected for audit, this includes complying with the Association's auditing processes and standards.***

Sue Webb / Niccy Fraser CARRIED

Rationale:

The annual account of professional development activities is a major contribution to NZAC's standing as a self-regulating body and is matched by other equivalent Associations and Boards. At present it

is not clear in the Code that counsellors and their supervisors have a responsibility to plan, discuss and report on their professional activities. In addition, a small number of members are presently expressing resistance to complying with auditing processes and requirements.

The wording of the suggested change is intentionally general, in that it allows for the Association to adjust its requirements and procedures, without this then requiring a change to the Code.

Farewell to Antony McFelin

Past Presidents – Jonathan Loan, Robyn McGill and Bev Weber all spoke, along with current President, Christine Macfarlane, and Te Ahi Kaa, Gay Puketapu-Andrews

12.30pm - meeting adjourned for lunch

General Business

- No items of General Business were received by the Secretary

Life Membership Nomination

Life Membership Nomination 1: Liz Price

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

Move: "That Life Membership is conferred upon Liz Price"

Chair CARRIED

Liz Price left the meeting. Following acknowledgement of the citation that was published in the agenda, the motion was put.

Liz was invited back to the meeting. Acclamation given. Members spoke to Liz. Liz gave a response.

Life Membership Nomination 1: Ada Crowe

The President received an email from the Otago Branch to advise that due to Covid-19 restrictions, Ada Crowe has sent her apologies as she is unable to attend the 2020 AGM. She has requested that her nomination for Life Membership be held over to 2021.

Confirmation of the Election of National Executive vacancies

Nominee for National Secretary

Nominations have been called for, but no nominations have yet been received. If a nomination is received before the AGM, then an appointment could be made. If no nominations are received the following motion is proposed.

Move: "That the National Executive continue to canvass the membership for a National Secretary and make an appointment as soon as possible and that the appointment be ratified at the 2021 AGM"

Chair CARRIED

Nominee for National Treasurer

Nominations have been called for and one nomination was received *after the deadline*. It was advised to canvass the membership again and except this nomination if no other nominations are 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 the appointment be ratified at the 2021 AGM"

Chair CARRIED

Confirmation of the election of Regional Representatives to National Executive:

- **Miriama Tolo** completed a term as the Wellington/Wairapa Regional Representative and is willing to serve another term.
- **Sue Allomes** completed a term as the Taranaki/Whanganui/Manawatu Regional Representative and has not sought re-nomination.
- **Jean Andrews** has completed a term as the Otago/Southland Regional Representative and has not sought re-nomination.

No nominations have been received from the Taranaki/Whanganui/Manawatu and Otago/Southland Regions. If a nomination is received before the AGM, then an appointment could be made. If no nominations are received the last motion below is proposed.

Move: "That National Executive canvass the members of the Taranaki/Whanganui/Manawatu and Otago/Southland Regions, confirm with the Members of the region, make an appointment as soon as possible and that the appointment be ratified at the 2021 AGM"

Chair CARRIED

Nominees for Regional Executive Representative

Nominations have been received from the following regions:

- **Miriama Tolo** has been nominated for the Wellington/Wairapa region.
- **Sarah Maindonald** has been nominated for the Nelson/Marlborough/Canterbury/West Coast region

Move: "That Miriama Tolo be confirmed as the Regional Representative for Wellington/Wairapa region."

Chair CARRIED

Move: "That Sarah Maindonald be confirmed as the Regional Representative for the Nelson/Marlborough/Canterbury/West Coast region"

Julia Field / Bob Manthei CARRIED

Nominations for Kaitumutumu

Te Aranga Hakiwai completed his time as Kaitumutumu. Nominations were called for; Eugene Davis

and Sonia Paul were nominated. An election was held by the National Maori Roopu Members. Eugene Davis was the successful candidate

Move: "That Eugene Davis be confirmed as Kaitumutumu"

Toia Chase / Jenny Manuera CARRIED

Farewell to leaving National Executive members:

- Alexandra Smith spoke for **Jean Andrews**
- Jenny Manuera spoke for **Sue Allomes**
- Mandy Pentecost spoke for **Cathy Readhead**
- Gay Puketapu-Andrews spoke for **Te Aranga Hakiwai**

Poroporoaki / Conclusion

Members were thanked for their attendance and contribution to the discussion. The meeting closed with karakia at 3.00 pm followed by afternoon tea.

Meeting closed: 3.00pm