

Minutes of PMINZ Annual General Meeting

31 October 2024 – 6.30pm

Online

Minutes to be approved at 2025 AGM, 20 May 2025

Proposed:

Seconded:

Approved:

Signed by: Carol Speirs, President

Agenda

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| 1 | President | President's welcome |
| 2 | President | Confirmation of quorum |
| 4 | President | Acceptance of 2023 minutes |
| 5 | President | President's Report for 2024 |
| 6 | Treasurer | Presentation of 2023 accounts |
| 7 | President | Organisation Update |
| 8 | President | Constitution update |
| 9 | President | General business |
| 10 | President | Close |

President's welcome by
Nicola Faithfull

The purpose of the AGM is to present the PMINZ 2023 financial statements and submit them for approval. I will then cover some highlights of 2023 before handing over to Bushra Nur who will cover the financials. Later I will then give an update on 2024 matters including the constitution changes. Some of you may recall that we had an AGM in February of this year, where the 2022 February financial statements were presented. We are very pleased to have returned to the standard annual rhythm of completing and presenting the financial statements in the year following.

The meeting will be recorded.

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| Confirmation of quorum | Confirmation a quorum has been achieved. |
| Member submissions for the meeting. | <p>In the email notification of this AGM we invited submission of member questions.</p> <p>There have been no questions submitted prior to the deadline of 5pm of Tuesday. We did have a question come in after that date but Nicola was able to deal with this via email so there are no submitted questions.</p> |
| Accept previous minutes | <p>Minutes of the AGM in February 2024 were distributed to members. No comments on the minutes received.</p> <p>Move that the February 2024 AGM minutes be accepted</p> <p>Proposer: Matthew Percival</p> <p>Seconder: Carol Speirs</p> <p>Voting was undertaken via online poll via Zoom.</p> <p>Majority approval 22 votes with no opposers. 1 abstainer. The February 2024 minutes were therefore accepted.</p> |
| <p>President's Report 2023</p> <p>President Nicola Faithfull</p> | <p>2023 saw PMINZ emerge from the Covid-impacted years with a plethora of in-person events and membership growth.</p> <p>Member numbers increased by 66 and more volunteers came forward to support PMINZ. Renewed focus on social media channels bore fruit with followers on LinkedIn and Facebook increasing. And we were delighted to welcome back the Waikato and Hawkes Bay branches. More recently in 2024 Bay of Plenty, Dunedin and Manawatu branches have or are relaunching.</p> <p>Highlights during the year included:</p> <p>The PMDOS Auckland event in November which was a big success, and the following week Christchurch branch held the PM Ignite event (a mini pilot PMDOS event in that region).</p> <p>In August 2023 we were proud to announce the return of a national two-day Project Management Conference and Awards evening, which were held in February this year in Wellington. Both were very well attended and attendees expressed considerable joy at reconnecting and participating in person.</p> <p>After a four-year hiatus we were delighted to present Volunteer Awards to four exceptional volunteers.</p> <p>Also, in August last year the Board, Leads of four branches and the Ops Coordinator and Commercial Manager gathered in Christchurch for the first in-person Strategic Planning Weekend since 2020. Joined by PMI Asia Pacific colleagues and the Regional Mentor, together we developed the new Strategic Plan spanning 2024-2026.</p> <p>Through the 2023 Board Elections we welcomed back former Board member Matthew Percival and new Board members Lisa Huang and Warren Wilks.</p> <p>The Construction and Sustainability Special Interests Groups became increasingly impactful in 2023 and that has continued this year, with two new SIGS being added.</p> |

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| | <p>With the growth in members, branches and Special Interest groups came the need to structure our support services to be more effective and resilient, and in mid 2023 we transitioned from a single GM role to two roles: Ops Coordinator and Commercial Manager, one focussed on internal efficiency and service and the other more outward facing.</p> <p>Many members will have noticed the improvement, for example to the newsletter, which has continued to become more professional and focused during this 2024 year.</p> <p>Thanks were given to the 2023 Board for their support and commitment to PMINZ, and to volunteers and members, especially those present today, for their engagement and support.</p> |
| <p>• Presentation of 2023 accounts: VP Finance Bushra Nur</p> | <p>Bushra Nur, VP Finance during 2023, presented PMINZ Financial Report 2023.</p> <p>Compared to financial year end 2022, PMINZ has reduced its net loss from \$55K in 2022 to \$24K in 2023. More stringent monitoring and tracking of normal operating activities and events together with a very successful and profitable national conference in February this year and increased revenue streams have contributed to this result.</p> <p>Planning is also underway for next year's national conference in May 2025, with the ambition to attract more attendees with a corresponding increase in profit.</p> <p>The 2024-2026 strategy is showing good results with membership numbers trending upwards, currently sitting at 1,400 members. Increased marketing efforts have led to significant increase in LinkedIn and Facebook followers and attendance at Branch events.</p> <p>In addition, all observations and recommendations raised by the auditors in the 2022 report have been resolved as noted in their 2023 report.</p> <p>Some of our term deposits are maturing soon so a proposal will be presented to the Board on options for diversification of funds, in line with one of our 2024-2026 strategic goals: "Reach financial stability with a reserve of 1.5 times our annual operating costs." (was previously 2 times)</p> <p>Provided we continue the increased, strong financial practices we have now embedded, PMINZ is well placed to record a profit for financial year end 2024.</p> <p>Move that the 2023 PMINZ Financial accounts be accepted.</p> <p>Proposer: Toni Ioseto</p> <p>Seconder: Matthew Percival</p> <p>Majority approval with 23 votes approving, no opposers or abstainers. Thank you, the 2023 Financial Accounts have been accepted.</p> |
| <p>• Organisation update – Nicola Faithfull</p> | <p>Turning now to the current year, membership numbers have continued to increase, as have LinkedIn and Facebook followers, and as mentioned, thanks to committed members in Bay of Plenty, Dunedin and Manawatu, those branches have or are relaunching AND equally thanks to committed members two Special Interest groups have relaunched: the <i>Leaders in Project Delivery SiG</i> and the <i>WiPM SIG</i>. And of course it's the Leaders in Project Delivery SiG that is hosting the webinar that immediately follows this AGM</p> |

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| | <p>We were fortunate to secure two new staff members last year – Michele Liddicoat as Operations Coordinator and Sarah Colcord as Commercial Manager. Both have been a delight to work with and produced excellent outcomes for PMINZ. Unfortunately for us we are about to lose Michele, but I’m delighted to share that Sharyn Hight has returned to us as Michele’s successor. Many of you will know Sharyn from her previous GM role with us.</p> <p>Thanks were extended to Michele for her tremendous contributions.</p> <p>As Bushra mentioned the planning for the 2025 Project Management Conference and Awards evening is well underway with a very active committee and team of volunteers. Those events will take place in Auckland in May and you can expect to see marketing activities ramp up over the next month or two.</p> <p>I’m pleased to advise that a Fellows Review panel has been formed and calls for nominations will go out very soon.</p> <p>We were of course delighted to celebrate PMINZ’s Anniversary at the national level on 5th October with an evening dinner, attended by nearly 80 past & present members, plus around 15 Australian Chapter Leaders and colleagues from Asia Pacific.</p> <p>We really maximised the opportunity to be gathered in person that weekend there was a full day PMINZ Board strategy session on the Friday attended by the Board and in the afternoon a dozen Branch & SIG Leads. On the Saturday there was a full day Volunteers Workshop for the Branch and Special Interest Group leaders, while the Board and Australian Chapter Leaders attended the annual Region 10 meeting event on both Saturday and Sunday.</p> <p>Branches of course have held their own 30th Anniversary events and there’s been some great photos shared on LinkedIn of those occasions.</p> <p>In the email to all members sent 9th October we outlined the proposed transition to a new Single Membership model. I won’t go into the detail in this meeting, but in a nutshell the new model moves from the dual membership approach, being PMI and separate Chapter membership, to a single membership where PMI and Chapter membership are bundled together. Please do refer to that email or go directly to the website for more information.</p> |
| Constitution Update | <p>Update on the Constitutional changes.</p> <p>Two Constitution changes are currently underway. The first is a relatively minor change, at least in regard to content edits, relating to Single Membership. As I mentioned, members have been advised of the proposed change on 9th October and the electronic ballot is open. Please do remember to vote by 11 November.</p> <p>The second, and far more substantive changes, which many of you will be aware of from your other business and volunteer roles, are changes required to comply with the new Incorporated Societies Act. Board members Lisa Huang and Warren Wilks have been immersing themselves in the new guidance and we are expecting a draft revised Constitution by the end of this year for Board review, and intend to make it available to members for review and voting in Q2 2025. The deadline for compliance with the new Act is April 2026.</p> <p>In other news I’ll be stepping down as President of PMINZ at the end of this year and handing over to the very capable Carol Speirs. Carol has been a very active and committed Board member, and is still active in the Wellington Branch. It’s been an</p> |

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| | honour to serve as your President and I thank you all for your support over the two years I've been in the role. |
| General business | <p>Opportunity for any AGM related matters from the floor.</p> <p>None raised</p> |
| Close the AGM | AGM closed at 7.25pm |