



The Radio Frequency Users Association of New Zealand Inc.
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25th Annual General Meeting Minutes 12 May 2021 Lower Hutt Event Centre 11am

Welcome: Corey welcomed all those present to the 25th Annual General Meeting of RFUANZ.

Members Present: Graham Hulston (RWH Telecommunications), Neville Digby (Orion NZ), Andrew MacKintosh (Orion NZ), Bruce Harding (Bruce Harding Consultin), Matt Alexander (Outback Communications), Tim Colin (Colin Communications) Stephen van der Maas (Adamson & Holland), Carl Garner (Ashley Communications), Myels Connew (EA Networks), Mandy Steininger (Advantesco), Russ Watson (Countrynet NZ Ltd), Laurie Colvin (Colvins Ltd), Kevin Dove (Dove Com), Dale Roberts (Go Wireless NZ), David Walker (Apex Communications), Steffen Kennerley (CSE NZ), Sirilal Arachchi (NZ Police), Steve Fogerty (Tennatron Industries), John Laughton (Downer)

Non Member: Allister Babington (ASI Ltd Invercargill)

Apologies: Justin Wonderlick

Minutes of the 24th Annual General Meeting held via Zoom 11 November 2020:
 David/Dale - Carried

Matters arising:

Amend – Chris Prouse representing Whakatane Radio Telephone Users Association.
 Amend – Training report presented by David Johnstone, not David Thomson.
 No further matters arising.

Chairman’s Report:

Corey thanked the committee, Debby & Candice for all their hard work throughout the year, adding that it makes the chairman’s position easier having a great team on board.

Given the lateness of the 2020 AGM, held via Zoom in November last year, there is not a lot to report. To say that 2021 has been considerably better than 2020, is an understatement, with many members reporting how busy they have been.

It is hoped that now the Australian bubble has opened we will continue to have more interaction with our Trans-Tasman neighbours and see continued business growth.

Committee meetings continue to be held monthly via Zoom, this allows us to keep costs down, with usually only requiring one face to face meeting a year.

The main focus since our last AGM has continued in Training in the industry. The collective feeling is that continued development by RFUANZ of an industry career pathway will benefit members and industry the most. Our committee have been working with RSM and Skills Etec at a high level on a level four qualification. RSM are keen to see a more formal pathway developed that least right up to ARE level for our industry.

Other highlights for the year

- Continued development of the RFUANZ Website
- Attended WIPA conference and participated in panel discussions
- Maintained monthly communication with RSM representatives, encouraging RSM to provide content for our bi-monthly newsletters whenever possible.
- Continued to work with RSM to develop illegal radio flyers for the industry
- In development stages of producing a Memorandum of Understanding with ARCIA
- Partnership with Westwick Farrow Media to host the annual Exhibition, for a further 5 years.
- Increased growth of student numbers on the level three training course.
- Provide regular articles to Critical Comms magazine and regular newsletters.

RFUANZ continues to build momentum and embrace the wider wireless technologies that all contribute to our industry. This industry is evolving. Two-way radio will always have a place in the heart of this organisation, however RFUANZ needs to be inclusive of all spectrum users that support the wider industry to ensure that the organisation remains relevant both now and into the future. To continue with this, RFUANZ needs regular input and support from membership, please get involved and together we can keep this industry moving forward.

Corey announced that our extremely talented team member, Candice has resigned after 10 years of working with RFUANZ. We wish her well with her future endeavours.

The Committee has appointed Desire' Morris to fill Candice's position as Conference Coordinator and Newsletter Editor among other roles.

With the upcoming election of committee at this meeting, Corey welcomed any newcomers who wish to be nominated. The organisation needs dedicated people who have a passion to support the industry. Many of the current committee have agreed to remain, however Corey himself advised that this would be his final year as chairman. The role while extremely fulfilling, can be demanding on time. After having served as chairman for the past five years, it is now time to step aside.

In addition, we will also be seeking expressions of interest for the administrator/secretary position, initially to assist Debby and become familiar with the organisation's workings. The long-term goal is for succession planning.

Lastly Corey advised members, in order to ensure we have good industry representation on the RFUANZ committee, an optional reimbursement for attending committee meetings has been placed in policy. This allows employees of member companies to be on committee and not be out of pocket for these people attending committee meetings.

Motion to accept Chairman's Report – Corey, seconded Dale Roberts – Carried

David Walker expressed a vote of thanks for events to date undertaken by the current RFUANZ committee – received with applause.

Treasurer's Report 2021:

Debby presented the annual treasurers report as follows:

Membership has dropped over the past year, with 6 resignations and 5 member companies who have not paid for the 2020/2021 subscription year. The latter are assumed to have lapsed their membership and will require another application to re-join. Our membership currently stands at 95, which overall isn't too bad.

There has been an increase in membership in the Public Safety Category, with FENZ, NZ Police, St John and AREC recently joining.

REVENUE

Main sources of revenue are from Membership Fees and the annual Gala Dinner and Awards Evening. As there was no Gala Dinner in 2020, we did not receive any commission income as in previous years.

Interest received to 31 March 2021 on our four \$25,000 term deposits, totalled \$2,302.00 a very slight increase from previous year of \$2,248.00.

Income from membership fees for 2020/2021 reduced from \$50,481, to \$42,223.

Although we saw a reduction of less than \$8000 for the membership year, Debby thanked all members for their continued support and commitment to RFUANZ, especially throughout a very unusual year, economically.

No additional sponsorship was sought for the current year, as all but one partner's revenue was carried over from the 2020 year partnership year.

EXPENSES

Travel & Accommodation reduced from \$3,978 to \$1,562.00 - a saving \$2416.00

Costs to note include:

- The committee continues to meet monthly via Zoom conference call, with only one face to face meeting being held in September in Wellington, RSM were unable to attend.
- There were no costs associated with the Gala dinner in 2020, previously \$24,857.00
- Contractor – Candice Stanley's income decreased from \$11,105 in 2020 to \$5,845.00 in 2021. A reduction of \$5,260.00
- Contractor – Debby Morgan's annual income decreased from \$23,245 in 2020 to \$18,810 in 2021. A reduction of \$4,435.00

CAPITAL EXPENDITURE

There was no capital expenditure.

FINANCIAL POSITION

Accumulated funds have increased from \$147,089.00 to \$152,981 an increase of \$5,892.00

CURRENT FEE STRUCTURE

The RFUANZ committee recommend there would be no change to the annual subscription fees for the 2021/2022 subscription year.

ACCOUNTING SERVICES

Osbourne Chartered Accountants Ltd have again prepared monthly financial reports, GST returns and the annual financial statements and we thank them for their support. Osbourne's have proposed to continue the existing services for the 2020/2021 year at the same rate.

However, we now require having an external auditor review the annual accounts, which could potentially cost the Association between \$1200 - \$17,000. This is the reason for our remit we will come to soon.

There being no questions raised from the floor, Debby moved a motion that the annual treasurer's report be accepted. Debby Seconded John Laughton – Carried.

Annual draft Accounts, motion to approve, subject to final review:

Moved that the annual accounts be adopted – Debby Morgan Seconded John Laughton – Carried

Election of Committee: (a minimum of 9 to be elected)

Corey Weir, David Johnston, Dale Roberts, Mike Head, Carl Garner, John Laughton, Debby Morgan Justin Wonderlick, Steffen Kennerley , A representative from AREC

Corey recommended, that while the Rules state we are only required to have nine committee members, due to work commitments, often a quorum was not reached at monthly meetings. It is therefore more beneficial to have the additional member, as a 'just in case' measure.

No further nominations were received.

Moved that the above members be appointed to the RFUANZ committee for 2021/2022 year.
David Walker Seconded Dale Roberts – carried

Alteration of Rules: *Replacement clause:14.7*

The annual financial statements must be prepared by a Chartered accountant prior to the annual general meeting.

Moved alteration Debby Morgan Seconded Mike Head – carried

Report on Training:

David Johnstone reported ARE/ARC's in very short supply.

Funding required by RSM for L4 training is currently being sought. Once funding is found, the next step is to go to market to write and implement.

Skills/Etec – have started developing a L4 training with a high overview of what training will look like. Once they have this developed and signed off, they will seek NZQA approval.

However, we are a long way from this at present as training material is no longer readily available. This needs to be regenerated.

It is hoped that with RSM funding and Skills Etec the course can be developed.

It is envisaged that the L4 course will be implemented by end of next year, unless RSM can contribute more to this.

RSM are keen to develop the course, but do not want to own/manage it. RFUANZ is happy to own course material – as an organisation we can control the delivery in future.

Laurie Colvin queried the numbers who undertook the L3 training course, as RFUANZ had submitted twenty-one expressions of interest. To the best of our knowledge only four of the twenty one expressions of interest received by RFUANZ and advised to Skills.

We will need a minimum of fifty undertaking the level four training course.

Mike Head - This does form significant part of committee meetings. David has undertaken a huge amount of work.

David called for all members input to put together the course content, however we need to be mindful that any material previously used in Polytechnics, may have copyright issues.

General Business:

David Walker reported that two years ago he complained to Comms Connect that forums and speakers at the exhibition were not reflective of the association. He reminded members that more need to become involved in presentations at these conferences.

Corey affirmed, this year due largely to the considerable staffing changes at Comms-Connect because of Covid, and not being able to bring in overseas speakers, the RFUANZ committee were asked for recommendations. It is the aim of RFUANZ to continue to encourage more domestic speakers from the industry to present at these conferences.

One such initiative being considered is asking successful award winners from previous years to present their topic to those attending. E.g. Special projects or changes in technology.

David also asked when RFUANZ commenced offering a monetary reward for award winners.

Candice confirmed this has been done for several years. A lot of work goes into putting together nominations, therefore this year for the first time a nominator reward was offered in each award category. This was to encourage more nominations and those who had taken the time to prepare comprehensive testimonials.

There being no further General Business the Chair declared the meeting closed 12:15pm