



The Radio Frequency Users Association of New Zealand Inc.
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27th Annual General Meeting Agenda
13th June 2023 At Te Pae Convention Centre Christchurch,
commencing 2pm

Welcome:

Members Present: Sirilal Mallawa, Graham Hulston, David Johnston, Laurie Colvin, Kevin Dove, Dale Roberts, Corey Weir, Alex Stewart, Lloyd Wensley, Justin Wonderlick, Richard Ford, Peter Maicer, Carl Garner, Lorna Goulding, Graham Markson, Soren Low, John Laughton, Debby Morgan

Non-Members Present: Mike Smith (TCG/WISPA), Knedra Harborne (TCG/WISPA), Richard Purdie (Kordia), Ramisha Khan (RSM), Bill Sole (E-tec), Judge Neihana Zalewski (RSM), Steve Davis.

Apologies: David Walker (Rangitoto Radio), Chris Prouse (WRTUA), Mike Head (Tait Communications).

Minutes of the 26th Annual General Meeting held 22nd June 2022
Christchurch

Matters arising: Nil

Moved: John Laughton

Seconded: Debby Morgan

Carried

Chairman's Report:

Thank you to the committee for your ongoing support and hard work plus a big thank you to all our partners, we truly appreciate your commitment to RFUANZ.

Committee meetings continue to be held monthly via Zoom to keep costs down. We have also had quite a few subcommittee meetings, including outside agencies with meetings every 1 to 2 weeks. The agencies include RSM, ARCIA, WISPA, Westwick Farrow, Etec, and NZART.

Points of action:

- Redevelopment of the RFUANZ Rules and regulations to align with the new Incorporated Societies Act will continue.
- We are supporting WISPA's policy decisions around the 3.5 GHz band.
- Skills Etec has continued development with RFUANZ for an industry career pathway.
- We are involved with RSM on the journey to develop ARC and ARE level training for our industry.
- Unforeseen increases to standard costs have forced us to introduce a new fee structure to offset this.

- Increase engagement through all social media and increased communications with/to our members.

Due to abrupt changes in circumstance John is stepping down as Chairman.

Desire is moving on and we would like to thank her for her service.

We also continue to seek interest for administrator/secretary and treasury functions, as an understudy position, initially to assist Debby and become familiar with the organisation's workings. The long-term goal is for succession planning.

Motion: That the Chairman's annual report be adopted.

Moved: John Laughton

Seconded: Corey Weir

Carried

Treasurer's Report 2022/2023:

This year has had a sting in the tail from Covid and the increased cost of living. RFUANZ have had 7 members not renew their subscriptions for the 2022/2023 membership year.

Revenue

Main sources of revenue are from Membership Fees and the annual Gala Dinner and Awards Evening.

Sadly, again due to reduced sponsorship, lower numbers in attendance at the Gala Dinner and the cost of the venue, income has reduced significantly.

Interest received to 31 March 2023 on our four \$25,000 term deposits, totalled \$2,727.00 an increase of \$1,832.00 from the 2022 year which was only 895.00, some good news at last.

Total revenue for 2022/2023 was \$88,740.00 compared to \$115,409 for the previous year. This includes all sponsorship and membership subscriptions.

The Gala Dinner revenue increased from \$18,807 for 2022 to \$23,675, however sponsorship reduced from \$57,128 in 2022 to \$23,799 for 2023. However this is due to some sponsors paying in the previous financial year. i.e. Platinum Sponsor AC-WB Technologies paid in June of 2021 for the 2022 Gala Dinner.

Partnership packages have been increased for the 2023 Gala Dinner, with the Platinum Partnership currently \$12,000.00, Gold \$8,000.00, Silver \$5,000.00 and Bronze \$1,000.00. These figures are not reflected in the annual accounts to the end of March 2023.

Expenses

Travel & Accommodation increased from \$2,807 to \$4,412.00, largely due to the three contract positions who have their accommodation and travel costs covered for attendance at these events.

Additionally some committee members unable to cover all their costs, request reimbursements for attending.

Costs to note include:

- Contractor costs – Desiré Morris \$8,230.00

- Contractor costs – Debby Morgan’s service costs reduced from \$21,862.00 to \$18,674 A reduction of \$3,188. Debby is hoping to retire from RFUANZ at the 2024 conference.
- Admin/Marketing Contractor Trinity Matika increase from \$623.00 in 2022 to \$2,991.00 for 2023

Capital Expenditure

There was no capital expenditure.

Financial Position

Accumulated funds have reduced from \$167,845.00 to \$155,443 a reduction of \$12,402.00

Over all our financial performance to the end of March 2023, shows RFUANZ made a net deficit for the year of -\$12,402 compared to 2022 recording a net surplus of \$14,865.00

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 2023/2024 year at the same rate.

Annual Financial Statements

Motion to accept the annual financial accounts.

Moved Debby Morgan

Seconded: Graham Markson

Carried

Membership Fees

The RFUANZ committee recommend there will be an increase to the annual subscription fees for the 2023/2024 subscription year.

A new tier of membership will also be introduced are per the chart below:

New fee Structure	Prices Excl GST	Membership 1 July to 31 June
Corp Large	\$995	Companies working in the industry with 20+ staff. Network users or Providers with over 4000 subscribers
Corp Medium	\$860	Companies working in the industry with 10 – 19 staff. Network users or Providers with 500-4000 subscribers
Corp Small	\$560	Companies working in the industry with 3 – 9 staff. Network users or Providers with 0 – 500 subscribers
Small Business etc	\$250	Associate organisations, User Associations & individuals who work with, for, or in the industry.
Public Safety	\$250	Government Agencies, Emergency Services, FENZ associations, NZDFF and Voluntary organisations
Retired or Student	\$50	Retired or students who wish to ensure they have a voice in the industry

Motion: that the new membership categories and rates be adopted for the 2023/2024 subscription year.

Moved: John Laughton

Seconded: Justin Wonderlick

Carried

Election of Committee:

Nominations were received for the following people.

- David Johnson, Logic Wireless
- Corey Weir, Outback Communications
- Graham Markson, Queenstown Radio Services
- Lorna Goulding, Hi-tec Aerials
- Justin Wonderlick, Unison
- Mike Head, Tait Communications
- Soren Lowe, AREC/Kiwirail
- John Laughton, Independent
- Debby Morgan, NZART/RFUANZ
- Dale Roberts, Go Wireless
- Daniel Miller, Go Wireless
- Gamini Sirilal Mallawa-Arachchi, NZ Police
- Alex Stewart, WombatNet

The Chairman closed the nominations and moved they be accepted as the incoming committee:

Moved: John Laughton

Seconded: Graham Markson

Carried

Report on Training:

Bill Sole:

- Level 4 is nearly ready, hopefully underway in August. Enrolments open soon - Via RFUANZ website.
- This will provide a 3-year qualification aimed at newbies in the industry who can then go onto be AREs ARCs.
- Etec now has access to facilities around the country to better support student learning.
- ERS ETB – intended as pathway to approved radio engineer courses.
- Student fee - \$49.90 a week (+gst). Can do this as an annual fee for employers.
- TETAF has finished (no more student free scheme). Though... there are two other schemes available:
 - o Fees free for first year in study – student must apply through TSC
 - o Apprentice boost – employer must apply to work and income for an apprentice boost. \$500 a month for taking on an apprentice.

Q: Richard from Kordia – in regards to the onboard process and ongoing care + management of trainees... Is there any overarching support for trainees in this industry? There is great examples in the Electrical industry – (Richard will distribute this info).

A: There will be weekly calls from Etec to support + encourage students and the option for company managers to join these calls and provide further support to trainees if required.

Incorporated Societies Act changes:

- This will be law in October 2023. Our new rules will be passed at our 2024 AGM so we don't miss the 2025 cut off.
- We need a constitutional lawyer to pass these rules if anyone can suggest someone.

Award Nominations:

Neville:

- The quality of applicants is always high though, the applications are NOT.
- We need better applications from employers to support these applicants.
- Read the marking criteria and create an application based on how it will be marked.

Discussion: Remove the tally of Nominations under the awards. This can be seen as a deterrent.

General Business:

Q: Dale from Go Wireless – A few battles with RSM (Wifi 6E), is there a consensus to fight for this? We are not just LMR but support the whole spectrum.

- It is essential that we are constantly liaising with RSM and think it is important to participate in the discussion opposed to being told what is happening.

A: From RSM – RFUANZ used to meet RSM in Wellington for workshops and hear face to face what is happening, we will try to start this up again so we are all well informed.

In regards to our MoU: It is sensible for us to align with WISPA as we overlap a lot.

Q: What is the best way to communicate to you (members) as we need your input and support on any decisions we make for the industry.

A:

- Survey in email... (simple yes or no for your support) put it as sole email or at the beginning.
- Short and sweet comms from us will get a better response.

Close of meeting 3.10pm