



The Radio Frequency Users Association of New Zealand Inc.  
C/- PO Box 40525  
UPPER HUTT 5140  
Email: admin@rfuanz.org.nz

**28<sup>th</sup> Annual General Meeting Minutes**  
**26<sup>th</sup> June 2024 At Te Pae Convention Centre Christchurch,**  
**commencing 2pm**

**Welcome**

**Members Present:**

Corey Weir, David Johnston, Mike Head, Justin Wonderlick, Carl Garner, Alex Stewart, Daniel Millar, Lloyd Wensley, Lorna Goulding, Soren Low, Dale Roberts, Laurie Colvin, Kerry O'Neill, Neville Digby.

**Non-Members Present:**

Sophie Tremewan (Parry Field Solicitors), Vivian Gonzales (RSM), Claire Smollett (RSM), Nathan Schaffer (RSM), Paul Davis (ARCIA), Garth Spencer (Tū Ātea), Knedra Harborne (TCG), Kyle Shepherd (TCG), Mike Smith (WISPA/ TCG), Be Py (TCG), Bill Sole (E-tec)

**Apologies:** David Walker (Rangitoto Radio)

**Minutes of the 27<sup>th</sup> Annual General Meeting held 13<sup>th</sup> June 2023 Christchurch**  
**Matters arising: Nil**

**Moved: Debby Morgan**

**Seconded: David Johnston**

**Chairman's Report:**

Thanks to the committee members for their commitment and dedication to the principles of RFUANZ as well as to our partners.

Recognition of both David Johnson and Trinity Matika, on the great work that they have both accomplished throughout the year. David with his focus on Etec and the development of the training program, and Trinity for her great work ethic. Thanks to Debby Morgan for her guidance, steadfast commitment and perseverance to the association over her length of time with the committee.

Monthly Committee meetings continue to be held online and will continue in this fashion with the inclusion of an annual face to face meeting.

We also have had involvements with other agencies where possible and when necessary, including RSM, ARCIA, WISPA, Westwick Farrow, Etec, and NZART.

We have a new events coordinator - Annalise Mokalei-Smith.

Points of action:

- Redevelopment of the RFUANZ Rules and regulations to align with the new Incorporated Societies Act has been developed
- We continue to support WISPA in spectrum matters when engaged

- Skills Etec has produced and begun a training pathway which RFUANZ is closely monitoring and providing advice towards further improvement
- We are committed to advancing pathways for new ARC's and ARE's. Earlier this year we implemented 'The Roadshow' which focused on sharing RSMs knowledge to our members through a face to face meeting - this is planned to continue throughout the year.
- Continue to find ways to increase engagement through all social media and communications with/to our members.

We implore members to get involved and keep communications open and ongoing. We are here on your behalf.

Motion: That the Chairman's Annual Report be adopted:

Moved: David Johnston      Seconded: Dale Roberts

### **Treasurer's Report 2023/2024:**

An acknowledgement of the significant contribution from Debby Morgan to the financial management of the Organisation. Debby has also acted as the treasurer when this position was vacant on the committee, on top of her duties as the administrator working with Xero and Osbourne, our Accountants. Her knowledge, experience and advice has been invaluable to me, the committee, and the Association, thank you Debby.

This year has been free from external impact from events like the Pandemic but the increased cost of living and ongoing market conditions still creates challenges. Overall, the Associations finances have improved over last year, but we are still reliant on membership fees and sponsor partners to fund our operations and rely on the valuable work of our volunteer committee to realise some of our strategic goals. RFUANZ membership remains static with some new members joining who balance out existing members who have not renewed their subscriptions for the 2023/2024 membership year.

### **REVENUE**

RFUANZs main sources of revenue are from Membership Fees, corporate Partnerships and the annual Gala Dinner and Awards Evening. Membership numbers have remained relatively consistent despite the increase in fees from last year, no further fee increases are proposed this year. We again weren't able to attract a platinum sponsor but have had some late success with gold and silver partners which has helped us to offset our expenditure.

Interest received to 31 March 2024 on our four \$25,000 term deposits, totalled \$7,286.00 a significant increase of \$4,559.00 from the 2023 year which was \$2,727.00, one-way higher interest rates have aided our finances.

Total revenue for 2023/2024 was \$126,587 compared to \$88,740 for the previous year, this includes all sponsorship and membership subscriptions.

The Gala Dinner revenue increased from \$23,675 for 2023 to \$28,902, membership fees also increased from \$41,266 to \$48,685 after the revised fees came into effect from last year and sponsorship recovered significantly from \$23,799 in 2023 to \$46,685 in 2024. Sponsorship income last year was lower due to some sponsors paying in the previous financial year and partnership packages were also revised for last year's Gala Dinner.

### **EXPENSES**

This year, as part of the Government changes to rules for incorporated societies, RFUANZ have engaged Parry Field Solicitors to assist us in reviewing and updating our constitution.

The updated constitution is represented by a remit at this AGM but the costs from Parry Field in assisting the committee to review and update the constitution is an exceptional expense at \$3,864 for 2024.

The major cost for the Association is the annual Gala Dinner and awards held in conjunction with the Comm's Connect trade show (as well as one of the key areas of income). Costs for the 2024 Gala Dinner and Awards night increased from \$53,045 in 2023 to \$57,019 in 2024.

Travel & Accommodation reduced slightly from \$4,412.00 to \$3,695. These costs are largely associated with the three contract positions who have their accommodation and travel costs covered for attendance at these events. Additionally, some committee members request reimbursements for attending RFUANZ events.

Costs to note include:

- Contractor costs – Desiré Morris service costs were \$8,313 compared to \$8,230 last year
- Contractor costs – Debby Morgan's service costs reduced again from \$18,674 to \$14,493 (a reduction of \$4,181). Debby has been transferring her work to Trinity as she prepares to retire from RFUANZ at this AGM.
- Admin/Marketing Contractor Trinity Matika costs increased from \$2,991 in 2023 to \$9,037 for 2024.

### **CAPITAL EXPENDITURE**

There was no capital expenditure.

### **FINANCIAL POSITION**

Accumulated funds have rebounded from \$155,443 to \$181,656, an increase of \$26,213. The current term deposits will be split when we change banks. Updates will be sent out to the membership as it occurs.

### **CURRENT FEE STRUCTURE**

The RFUANZ committee recommend the existing membership fee structure be retained. No changes are suggested.

### **SUMMARY**

Overall, our financial performance to the end of March 2024, shows RFUANZ made a net surplus for the year of \$26,213 compared to 2023 with a net deficit of -\$12,402.

### **ACCOUNTING SERVICES**

Trinity has taken over the preparation of the monthly financial reports, Debby completed the GST returns and Osbourne Chartered Accountants Ltd have again prepared the annual financial statements and we thank them for their support.

Osbourne's have proposed to continue the existing services for the 2024/2025 year at the same rate.

### **ANNUAL FINANCIAL STATEMENTS**

Motion to accept the financial statements as submitted:

Moved: Debby Morgan      Seconded: Laurie Colvin

**Election of Committee:** (9 to be elected)

Soren Low - Seconded by Corey Weir

Corey Weir - Seconded by David Johnston

Carl Garner - Seconded by Justin Wonderlick  
Lorna Goulding - Seconded by Mike Head  
Daniel Millar - Seconded by Justin Wonderlick  
David Johnston - Seconded by Mike Head  
Justin Wonderlick - Seconded by Daniel Millar  
Trinity Matika - Seconded by Justin Wonderlick  
Mike Head - Seconded by David Johnston

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

Moved: Justin Wonderlick                      Seconded: Debby Morgan                      Carried

### **Report on Training:**

January 2024 saw the opening of our level 4 qualification. To date we have 11 students on the course. Intakes are monthly and the only block course will be in Auckland - if numbers increase so will the course locations.

We are a Skills member and have a voice within their membership - we may have access to funding to increase training opportunities.

### **New Constitution:**

Motion: That the updated new Rules written to align with the Incorporated Societies Act 2023, be adopted:

We have not changed anything, rather put in a lot of practical updates such as the addition of a dispute resolution and conflict of interest clause.

Debby's recommendation is to let the new rules sit for 24 months before changing anything.

Moved:                      Debby Morgan                      Seconded: Mike Head                      Carried

### **General Business:**

We seek regular member feedback, please get in touch on any matter.

Lloyd Wensley -

Would like more information distributed on the fees review. Put a direct question to the ministry for their cost model of fees (are they only recovering costs?).

The Ministry sees our industry as a good income source. What has happened in the last 3-4 years causing such a drop in RSMs cost model?

Nathan Schaffer -

Cost involved in releasing the new register caused the drop. Additional funds from the Memorandum account were used to fix issues.

Lloyd -

We were told that would not be the case.

Nathan-

The creation was a capital fund. There were additional costs after the release that needed covered and the only way to do this was from the memorandum account.

Carl Garner-

If it is under budgeted originally, why is it our loss? Surely it was a capital account cost to rectify this, not the memorandum.

Nathan- elaborating.

When it went into cost recovery a lot more people bought into the market as it became cheaper to own licences. That is why there is a flat part in the curve before the drop. First part of the fees review is the cost model which will be presented to the minister.

The committee would like access to the cost model so we can review and distribute to the wider membership before any fee increase is agreed upon.

Lloyd Wensley-

We dropped the ball on the G band. There is available spectrum which can be utilised but the 5 year allocation was not long enough. We need confirmation of at least a decade before anyone will seriously invest in the technology needed for the band.

Carl Garner -

We should look into changing the licensing type. From our perspective it wont take a lot of work to free this up.

Laurie Colvin-

We had the same story with the EE band - people asked why bother using it. It was just a matter of technology catching up as it is full now.

Unofficial RSM recommendations - put in an expression of interest.

Note, the 5-year plan has been published and finalised so it is unlikely anything will happen soon.

Lloyd Wensley- Advocates RFUANZ to meet with RSM more frequently to cover these topics face to face.

Close of meeting at 2.40pm