



THE INSTITUTION OF FIRE ENGINEERS  
FOUNDED 1918 • INCORPORATED 1929

## AUCKLAND GROUP COMMITTEE MEETING MINUTES

<b>Date:</b>	Thursday 20 <sup>th</sup> October 2016
<b>Time:</b>	1810 - 1910
<b>Venue:</b>	Karangahape Meeting Room, Pitt Street

<b>Present:</b>	<b>Initials</b>	<b>Email:</b>
Marcel Sanders (Chairman)	MS	<a href="mailto:mgsmech1961@gmail.com">mgsmech1961@gmail.com</a>
Michael Clifford (Secretary/Treasurer)	MC	<a href="mailto:michael.clifford@covekinloch.co.nz">michael.clifford@covekinloch.co.nz</a>
Roger Callister	RC	<a href="mailto:Roger.Callister@fire.org.nz">Roger.Callister@fire.org.nz</a>
Ed Claridge	EC	<a href="mailto:ed.claridge@aucklandcouncil.govt.nz">ed.claridge@aucklandcouncil.govt.nz</a>
Etienne Hermouet	EH	<a href="mailto:E.Hermouet@ndy.com">E.Hermouet@ndy.com</a>
<b>Apologies:</b>		
Jeremy Gibbons (Vice-Chairman)	JG	<a href="mailto:Jeremy.Gibbons@fire.org.nz">Jeremy.Gibbons@fire.org.nz</a>
Mike Candy	MCa	<a href="mailto:Mike.Candy@fire.org.nz">Mike.Candy@fire.org.nz</a>
Jack Maddox	JM	<a href="mailto:jakmad@vodafone.co.nz">jakmad@vodafone.co.nz</a>
Rochelle Martin	RM	<a href="mailto:Rochelle.Martin@fire.org.nz">Rochelle.Martin@fire.org.nz</a>
Dave Woon	DW	<a href="mailto:David.Woon@fire.org.nz">David.Woon@fire.org.nz</a>
<b>Absent:</b>		
Mark Shaw	MS	<a href="mailto:Mark.Shaw@fire.org.nz">Mark.Shaw@fire.org.nz</a>
<b>Distribution: (all of the above plus)</b>		
Branch Council	EC	<a href="mailto:ed.claridge@aucklandcouncil.govt.nz">ed.claridge@aucklandcouncil.govt.nz</a>

<b>No:</b>	<b>Item:</b>	<b>Action:</b>	<b>By:</b>
	<b>Note: Bold type highlights the developments from the last minutes.</b>		
<b>1.0</b>	<b>ITEMS FROM THE PREVIOUS MEETINGS</b>		
2.1	EC: Provided bank statements to MC. MC reported that a number of bank statement are still missing, MS to check NZFS mail tray.	MC/MS	By next meeting
2.3	MC: Account address to be changed and to investigate internet banking charges.	MC	By next meeting
5.1	EC: Reported that the Auckland Group would be requested to assist with the logistics of FireNZ 2016. A request will be forthcoming from the Branch Council. <b>No formal request from Branch although assistance has been provided by a number of Auckland members who serve on the Branch committee.</b>		
7.1	EC: The new constitution has been sent to IFE HQ by Trent (Branch President) and is awaiting approval by the IFE Board of Directors. Once ratified it will be uploaded to the website. <b>With IFE HQ for ratification (see point 7.1).</b>		
<b>2.0</b>	<b>FINANCIALS</b>		
2.1	MS: Provided bank statements to MC. MC reported that a number of bank statements are still missing, MS to check NZFS mail tray.	MC/MS	By next meeting
2.2	MC: Auckland Group funds currently stand at \$488.99.		
2.3	MC: Account address to be changed and to investigate internet banking charges.	MC	By next meeting



THE INSTITUTION OF FIRE ENGINEERS  
FOUNDED 1918 • INCORPORATED 1920

<b>3.0</b>	<b>OPERATIONAL</b>		
3.1	No operational items this meeting.		
<b>4.0</b>	<b>BRANCH COUNCIL UPDATE</b>		
4.1	<p>EC: Reported that a Branch Council meeting had recently taken place and provided a snapshot of the following items that may be of interest to members:</p> <ul style="list-style-type: none"> <li>a. Newsletter to be sent out electronically.</li> <li>b. Two Branch Council positions available in forthcoming elections, three nominations to date.</li> <li>c. FireNZ 2016 snapshot.</li> <li>d. Branch aware of issues with local groups, Branch to promote them more in the future.</li> </ul> <p>Full details are available in the Branch Committee minutes.</p>		
<b>5.0</b>	<b>BRANCH COUNCIL ITEMS (AUCKLAND GROUP)</b>		
5.1	No items reported.		
<b>6.0</b>	<b>EXAMS UPDATE</b>		
6.1	MS reported that 1 person sat the October examinations (3 papers) in Level 3 Certificate papers.	MS	
6.2	MS reported that the March 2017 examinations have been advertised in the NZFS newsletter, to date 1 person booked. There has been some interest from potential candidates.	MS	
6.3	FENZ may be a potential opportunity (volunteers), MS to investigate.	MS	By next meeting
<b>7.0</b>	<b>CONSTITUTION</b>		
7.1	EC: The new constitution has been received by IFE HQ and is awaiting approval by the IFE Board of Directors. Once ratified it will be uploaded to the website.	MC	By next meeting
<b>8.0</b>	<b>POSSIBLE DISSOLUTION OF THE AUCKLAND GROUP</b>		
8.1	A debate then took place between the committee members and agreed unanimously that the committee should keep trying for another year and then review input from all committee members and the group members at that time. It was reported by other committee members that there was great disappointment with regards committee members that volunteer to stand and then do not turn up at meetings.	All	By next meeting
8.2	EC suggested that at the first meeting of the new committee a set of goals should be drawn up and then these can be reviewed at the 2017 AGM. The new committee members are to bring ideas to the table to the first meeting.	All	By next meeting
8.3	It was also agreed by those present that currently the Auckland Group appears to be supporting the Branch rather than the way the roles should be operating, that is the Branch supporting the Group. To be reported to Branch at the next Branch meeting.	MC	
<b>9.0</b>	<b>GROUP COMMITTEE MEMBERS</b>		
9.1	MC reported that the following committee members were standing down: MCa, JM, MS & DW.	MC	
9.2	MC reported that Mark Probert-Southam had returned a ballot paper and EC reported that interest had been shown by John Stevenson.	MC/EC	



THE INSTITUTION OF FIRE ENGINEERS  
FOUNDED 1918 • INCORPORATED 1929

<b>10.0</b>	<b>ANNUAL GENERAL MEETING 2016</b>		
10.1	MC thanked RC for booking the Rangitoto room for next weeks AGM.	MC	
10.2	MC reminded MS that he will be delivering the Chairman's address and asked for a volunteer to obtain the nibbles, RC kindly volunteered, MS to bring tea/coffee left from last year.	MC/RC /MS	By AGM
<b>10.0</b>	<b>FUTURE CPD EVENTS</b>		
10.1	EH: Updated the committee on CPD event progress and the difficulties being experienced especially with regards telephone calls during working hours. It was decided at the first meeting of the new committee that a volunteer be sought to assist EH (shift worker) who has capacity during working hours.	All	By next meeting
10.2	EH: Reported that a half-day session planned to cover the Tanamera incident has had speakers confirmed, just finalising dates and a venue.	EH	By next meeting
10.3	RC: Investigating contacts regarding a maritime (cruise ships) session, as the season recommences in November, this session is likely to be planned for early 2017. The session would be during a two-day visit and planned to include a tour and lunch.	RC	By next meeting
10.4	EH: Reported that he was looking at a session regarding retirement homes/living, to discuss with RC.	EH	By next meeting
10.5	MC: All committee members to email to EH ideas for future CPD sessions, at least one idea per committee member if possible.	ALL	Next meeting
<b>12.0</b>	<b>ANY OTHER BUSINESS</b>		
12.1	<p>The Jack Maddox Memorial Helmet/Trophy: JM has donated a historic brass fire helmet to the group, it was discussed by the committee and agreed to have the helmet mounted with a plaque to award as an annual prize.</p> <ul style="list-style-type: none"> <li>• RC to seek accurate costs for mounting (approx. \$1,000).</li> <li>• Consideration required for the plaque engraving text and an appropriate award structure. Ideas included for highest achieving exam candidate or hard working group member, etc.</li> <li>• It is proposed to have the helmet remain in Region 1 HQ and displayed within display cabinet. RC to ask region about location and looking after helmet as well as insurance etc.</li> <li>• Need to consider including helmet in protective cover, etc, for future protection and recognition.</li> </ul>	RC ALL	By next meeting
12.2	The upcoming IFE 2018 centenary was discussed with regards the type of event(s) that the Group should organise for the membership and when it should be held. A number of ideas were discussed and all ideas to be passed to MC for consideration at the next meeting.	RC	By next meeting
		ALL	
		MC	By next meeting
<b>13.0</b>	<b>NEXT MEETING</b>		
13.1	MC: The dates of the following years' committee meetings will be decided at the January 2017 meeting.	ALL	
13.2	MC: Invitations with a call for agenda items and finalised agendas will be provided prior to these meetings.	MC	By next meeting
13.3	MC: The committee was requested to forward meeting apologies to MC prior to the meetings, along with the reason for non-attendance, or they will be reported as 'absent' from the meeting.	ALL	By next meeting



THE INSTITUTION OF FIRE ENGINEERS  
FOUNDED 1918 • INCORPORATED 1925

<b>Attendance Record</b>					
<i>Member</i>	<i>Dec 15</i>	<i>Mar 16</i>	<i>June 16</i>	<i>Oct 16</i>	<i>Record</i>
Marcel Sanders (Chairman)	X		X	X	3/4
Jeremy Gibbons (Vice- Chairman)	X		X		2/4
Michael Clifford (Secretary/Treasurer)	X	X	X	X	4/4
Roger Callister	X	X	X	X	4/4
Mike Candy			X		1/4
Ed Claridge	X	X	X	X	4/4
Etienne Hermouet	N/A	X	X	X	3/4
Jack Maddox					0/4
Rochelle Martin	X				1/4
Mark Shaw			X		1/4
Dave Woon	X				1/4