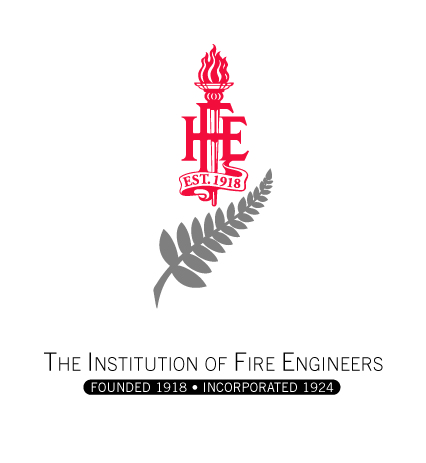
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New Zealand Branch

**DRAFT Minutes of IFE New Zealand Branch AGM**

Held 5.15pm – 6.15pm, Thursday 12th October 10, 2017

ASB SHOWGROUNDS, AUCKLAND

**Present**

**Council Executive**

President Trent Fearnley (TF), Executive Director Ed Claridge (EC)

International Past President Brian Davey (BD)

**Branch Councillors**

Jason Hill, Peter McGrail, John Stevenson, Michael Clifford, Jeremy Gibbons

**Members**

Peter Hughes, Murray Binning, Thomas Kiel, Nick Linton, Leonce Jones, Etienne Hermouet, Greg North,

International Guests: Sean DeCrane (UL)

Sponsors: Craig Rowntree and Martin Sharma (APC techsafe)

**Apologies**

Past President Graeme Quensell, Gary Ward, Peter Menzies, Marcel Sanders, Mark Probert-Southam, John Booth, Alaster Jefferies, Mark Van Dorsten (Sponsor - PSL), Frances Charles (Sponsor – Metalcraft)

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| ***Item*** | **Detail** | **Person****Responsible** | **Action Point** |
|  | Meeting start was delayed until 17:25 to allow convention members to move from last presentation. | EC | N/A |
| **1.0** | **Welcome and apologies:** Meeting was opened by President Fearnley with a welcome given to all present. A special welcome was given to international guest Sean DeCrane from Underwriters Laboratories and Craig Rowntree and Martin Sharma from APC techsafe. | T Fearnley | N/A |
| **2.0** | **President’s Address:**  TF thanked our partners, PSL, APC Techsafe and Metalcraft Industries for their support throughout the year. TF Spoke about the recently signed MoU with e2e and collaboration that is occurring.  Michael Clifford and EC are working with IPENZ (now Engineering New Zealand) to have the IFE recognized as a collaborating technical group.  TF welcomed new members to the Institution and spoke about wellington group. TF thanked Alastair Jeffries for his stewardship of the group and welcomed Thomas Kiel as the new Wellington group chair.  TF spoke about the developments in education that the Institution is developing in associated with industry including the Fire101 course and Fire Engineering diploma with the Manukau Institute of Technology.  TF gave a thank you to our sponsors for their continued support and recognised that without their support it would be difficult for the Branch to undertake the work being undertaken. | T Fearnley |  |
| 3 | **International Past President’s Address:**  Brian Davey (BD) gave Graeme Quensell’s apology as he is currently delivering used fire appliances to Kosovo. BD provided news that they arrived in Kosovo yesterday.  BD spoke about the Underwriters Laboratories relationship and the MoU with the IFE. BD met Sean DeCrane in Honk Kong and he has offered to provide support to IFE branches in sharing UL’s expertise in fire.  BD provided a summary of his visit to the Toronto branch and the Canadian AGM at which the use of drones was raised. His last trip and farewell as international President was at the UK AGM were he wore the Korowai and recalled the previous year’s ceremony.  The IFE board numbers have reduced by one and have seen a number of replacements. New members include Andrew Sharad from Australia and Bruce Varner from the USA.  BD spoke about meeting with the Trade Commissioner in Kuala lumper and the potential relationship being forged there with potential opportunities.  BD spoke about UK branches their finances and the ongoing situation following the Grenfell tragedy, IFE submissions and work being undertaken. He also raised the search for a new CEO, Examinations being held twice a year resulting in an increased number of candidates but extra work. We have also seen an increase in Engineering Council applications particularly with EngTech. | B Davey |  |
| 3.1 | **Presentations:**  President Trent Fearnley and IPP Brian Davey provided a presentation (Hei-Tiki) to international guest Sean DeCrane from UL. | T Fearnley and B Davey |  |
| 4 | **Previous minutes:**  Read and accepted with no comment. | T Fearnley | **Moved:**  Peter Hughes  **Seconded:**  Jason Hill |
| 5 | **Matters arising from minutes**:  EC briefly spoke about the next AGM in 2018 and planning for the centenary. The AGM will be held at a different venue and will be organised so that there is reduced conflict between the conference and other AGM’s occurring that has caused difficulties with attendance and timing. | E Claridge |  |
| **6** | **Executive Directors report:**  Refer report for details.  EC presented 2018 fees and discussed member portal that should be available shortly.  EC thanked the current Branch Councillors for their work and effort put into the running of the Branch. | E Claridge |  |
| **7** | **Finances:**  TF spoke about the finances, membership dues and increased administration fees. Generally it was reported that the finical situation remains in good health with a good level of control and that the Branch is happy with current situation.  At the time of the AGM the external audit and financial statements for the year ending 2016 were not available.  This is for a number of reasons including that this is a transition year for the new accounting and reporting standards. Our auditors, Cotton Kelly are in the process of finalising the accounts. The annual performance report ‘*Review Report’* as prepared by O'Fee Next Level Accounting was presented with the intent of being adopted subject to review. At the time of AGM we had received confirmation from the auditors that there were no significant changes required to the Performance Report.  This report will be subject to the limited review undertaken by Cotton Kelly and was EC put the *Review Report* forward for adoption along with the Audited Financial Statements 31 December 2015.  Brian Davey raised a question surrounding the accounting fees and associated costs. TF and EC spoke about the increasing fees due to increased membership numbers (approx 400) and work being undertaken by O'Fee’s. EC explained that each year the Branch Council considers the accountant fees as part of the budgetary considerations. Last year the Branch received 3 quotes for accounting and agreed to stay with O'Fee’s based on quality of work undertaken to date. This year the branch reconsidered the position and agreed to continue the relationship and that it would again discuss the status during the next year. | T Fearnley | **Moved:**  Leonce Jones  **Seconded:**  Brian Davey |
| **8** | **Branch Council Ballot Results:**  This year sees the end of terms for Jeremy Gibbons and Mark Probert-Southam. These positions were notified to the membership of which we received two nominations for the vacant positions. A ballot was therefore unnecessary and we welcomed new member Leonce Jones and returning Councillor Mark Probert-Southam who will join us in 2018 for the start of their two year terms. | E Claridge |  |
| **9** | **General Business:**  TF gave a thank you to our sponsors for their continued support and recognised that without their support it would be difficult for the Branch to undertake the work being undertaken. TF invited Craig Rowntree from APC techsafe to speak and address the membership.  TF spoke about the ‘One Waka’ idea and proposed to donate a Waka to the International General Assembly. Murray Binning spoke about the Waka symbolism and how it was being used to being together team concepts.  TF proposed a motion to donate a Waka to the IGA. | T Fearnley | **Moved:**  Murray Binning  **Seconded:**  Peter Hughes. |
| **10** | **Next year’s AGM:**  TF gave a summary of the centenary events being planned and identified that the next meeting will be held during the conference and centenary celebrations being held at Mt Manuganui. It is hoped that this will be a large event and may include the Fire fighter games and other events to engage with the public over a 4 day period.  Mt Manuganui provides for a different venue and increased car parking opportunities to take advantage of. There will be a formal Presidents Dinner that we hope to see a lot of IFE members at.  Called for ideas  Theme will be | T Fearnley |  |
|  | Meeting closed at 18:10 hours. | T Fearnley |  |