

# Physiotherapy New Zealand Annual General Meeting

## Minutes of the Meeting

MEETING DETAILS	
Meeting title	Annual General Meeting
Date	Friday, 4 November 2022 at 4:00 pm
Venue	Rydges Hotel, Wellington Airport, and Online

MEMBERSHIP	
Present, in person and online	PNZ Executive - Mark Quinn (Acting PNZ President), Ulima Tofi, Grant Chittock (Chair PNZ Executive), Kelly Davison, Monica Davis (Independent Member), Rachel Cunningham (Independent Member)
	PNZ Members present – as per attached Attendance Register  <b>Note</b> - there was a quorum of voting members present throughout the meeting
In Attendance	Conway Powell (Independent Chair, Finance, Risk, and Audit Committee)  PNZ Staff (non Members) - Sandra Kirby, Peter Christie, Nick Thompson, Lauren Whitaker, Hannah Ganly, Erica George, Bridget Ng-Wai

NO.	ITEM	DISCUSSION / ACTION
1	Welcome and Quorum	<p>Emma Webb opened the meeting with a karakia.</p> <p>The Acting President of Physiotherapy New Zealand welcomed everyone to the 2022 Annual General Meeting. He outlined the housekeeping for the day, noting that those joining by Zoom will be able to move and second motions, vote, and include comments.</p> <p>He said:</p> <p>I start by thanking the Chief Executive and her team for the incredible amount of work they do to support members, the profession, and the Executive team - such a highly functioning, cohesive, and productive team with whom it is always a pleasure to work. Thank you also to those who have contributed to organising today's meeting.</p>

NO.	ITEM	DISCUSSION / ACTION
		<p>Thank you to the Executive team for all the mahi you have done and will continue to do to support Physiotherapy New Zealand. I feel privileged to work alongside such talented Executive Members and I know that, when it comes to governance, PNZ is in great hands.</p> <p>I take this opportunity to thank the 220 volunteers who consistently offer their time to bring value to our members and the profession – that is, our Tae Ora Tinana, kaitiaki, Branches, Special Interest Groups, standing committees, and any other group that is formed as part of PNZ. Without you, none of this work we do would be possible. I know it has been particularly hard over the past few years but, despite this, you have continued to run events and meetings, albeit on line, and have kept things moving irrespective of what might have been happening in the background. It has been stressful, but we are both immensely proud and grateful for everything you do.</p> <p>Another thank you to everyone who has made the time at the end of the working week to attend today. It is great to see you all here.</p> <p>He confirmed that a quorum of at least 25 voting members was present.</p>
2	Apologies	<p>Apologies were received from:</p> <p>Maarama Davis, Clare Ramsey, Leonie van den Bergh, Jillian McDowell, Jen Mudgway, Merryn Robertson, Leigh Hale, Melissa Davidson, Sarah Rose, Anna Wylie, Mike McCallin, Liz Edlin, Lowell Quadros, Patricia Beattie, Megan Bishop, Rachel Kylie, Tjun Theng, Larissa Scott, Gaela Kilgour, Holly Lucas, Gabriella Albers-Greenway, Hamish Ashton, Lynne O'Sullivan, Susan Kohut, Amy Woolstenholmes, Linley Leuthard, Sally Parton, Sharon Taylor, Rachael Symonds, Cherie Waller, Fy Dunford, Pauline Guy-Taylor, Marjolein Harting, Nick Conn, Jackie Chiplin, Deborah Kerry, Gisela Sole, Amanda Brown, Aaron Marshall, Christine Nevin, Jane Bradshaw.</p> <p>Kelly Davison, Rachel Cunningham and Monica Davis leaving early.</p>
3	Minutes of Previous AGM	<p>The minutes of the 2021 Annual General Meeting had been published on the Physiotherapy New Zealand website and members had been advised of such.</p> <p><b>It was resolved</b> that the minutes of the 2021 Annual General Meeting held on 5 November 2021 be taken as read and accepted as a true and correct record.</p> <p><b>Mark Quinn / Grant Chittock</b></p>
4	Matters Arising	<p>There were no matters arising from the 2021 Annual General Meeting minutes.</p>
5	PNZ Executive Report	<p>The Chair of the PNZ Executive, Grant Chittock, addressed the Annual Report for the year ended 30 June 2022.</p> <p>He said:</p> <p>The year was another dominated by COVID-19. Thank you to all those PNZ staff members for their herculean efforts.</p>

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		<p>Last year we awarded Matua Bill and Whaea Pat Honorary Life Membership. Unfortunately, Whaea Pat passed away in February. The PNZ President was able to join the whanau prior to the tangi, which was very special. Matua Bill is committed to continuing as Kaumatua. He is currently with family in Australia.</p> <p>Over this period the last groups have finally voted for unification, so the unification project, which was started in 2017, is complete. Thank you to the PNZ team for facilitating that amazing work.</p> <p>The events that have happened in this reporting period include:</p> <ul style="list-style-type: none"> <li>• In July - so after the end of the year under review - Ben Hinchcliff resigned as President of PNZ. We thank Ben for his contribution to PNZ. The Executive followed the process for a casual vacancy, as per its Rules, to cover the remaining term.</li> <li>• Conference was held in September, with 400 attendees. Feedback was that it had been sensational. Hopefully it can be repeated in 2 years' time.</li> <li>• The PNZ Executive and the Tae Ora Tinana kaitiaki have focused on what the true Te Tiriti partnership will look like now and in the future. A lot of work has been done, and there is a lot more to do, and both parties are working to achieve this.</li> </ul> <p>Comment was made from the floor that in this year's Annual Report there was no report from either the former President (Ben Hinchcliff) or Acting President (Mark Quinn) for the year ended 30 June 2022. Had either of them been invited to provide a report? In reply to the comment, it was felt that, for the record, there should be an acknowledgement that Ben was President up until the time he resigned. However, because there was no President at the time the Annual Report was written, the PNZ Executive had felt it appropriate for the Chair of the Executive to report in the Annual Report. Also, there is nothing in the PNZ Rules that requires a report from the President as part of the annual reporting.</p> <p>In reply to a comment that the agenda for today's meeting on the website stated there would be a President's Report, the Chief Executive apologised that the agenda had not been updated to reflect the annual report.</p> <p>In reply to a query about reporting on advocacy, the Chair said that this issue is covered in the Annual Report.</p> <p><b>It was resolved</b> that the PNZ Annual Report be amended to record the names of the President and Executive Members as at 30 June.  <b>Margot Skinner / Lee Gardiner</b></p> <p><b>It was resolved</b> that the PNZ Executive Report, as amended, be accepted.  <b>Grant Chittock / Chris Bloomfield</b></p>

NO.	ITEM	DISCUSSION / ACTION
6	CEO's Report	<p>The Chief Executive's Report was taken as read. The Chief Executive highlighted the following points from it:</p> <ul style="list-style-type: none"> <li>• Page 10 of the report sets out the results against each strategic goal. Of particular note is that membership numbers continue to grow, and at 30 June 2022 stood at 4563. As of last week, that number had increased to about 4700.</li> <li>• The work programme has been reshaped to deliver on the PNZ Strategy 2021-2025, and work is ongoing on getting the best measures in place.</li> <li>• COVID-19 dominated most of last year's activities but, despite that, only a couple of projects were delayed. One was the development of supervision resources for the field, and that will be carried over. Secondly, the development of business resources has been delivered in the new financial year.</li> </ul> <p>A comment was made that one of the strategic goals is that PNZ become the leading voice in health care, yet the report states that only 57% of the membership is comfortable with PNZ's performance in advocacy. The Chief Executive said she was disappointed that, despite a lot of work being done, they had not been able to change the member satisfaction rate. Increased resources have been applied to communicating what is being done in advocacy, and that included increased staffing and working to a consistent communications plan. Advocacy is included in monthly emails and <i>Physio Matters</i>, the website is updated regularly, and good use is made of social media.</p> <p>Another comment from the floor was that members are frustrated that they are not being heard. There were many changes happening in the health sector, creating many opportunities, but the sector does not seem to be going forward. There is decreasing access to physiotherapy because of the state of the economy, and physiotherapists have their own increasing costs, and it is not fair to keep increasing patients' costs. How does the Executive plan to improve equity and access to services?</p> <p>The Acting President reiterated that progress with advocacy is communicated to members at least monthly, and the strategy is reviewed regularly. More recently, there was a win on the maternal birth injuries issue, and there have been other wins along the way. The Chief Executive added that there were signs that PNZ was being heard – for example, the community services card pilot in south Auckland.</p> <p>An extensive discussion followed, with several members expressing concern about the way in which advocacy is handled by PNZ and the lack of reporting back to the membership. They want more transparency for the benefit of the profession as a whole. Both the Acting President and the Chief Executive said that they took on board the issues raised, noting in particular that the challenge is to advocate on behalf of all members when all members' views are not homogeneous.</p> <p>In reply to comments, it was explained that Ben Hinchcliff had resigned as President before the reports for the Annual Report had been written.</p> <p><b>It was resolved</b> that the incoming Executive make it a priority to review the points made at this AGM and take the appropriate steps to move forward in the best interests of the profession.</p> <p><b>Margot Skinner / Lee Gardiner</b></p>

NO.	ITEM	DISCUSSION / ACTION
		<p><b>It was resolved</b> that the Chief Executive's Report be accepted.  <b>Mark Quinn / Miranda Buhler</b></p>
7	Annual Report (including PNZ Finance Report)	<p>The Chair of the Finance, Risk, and Audit Committee, Conway Powell, said that, for the year ended 30 June 2022, the result for the PNZ group before tax was a net deficit of (\$201,959). He noted that:</p> <ul style="list-style-type: none"> <li>• Investment losses made up a significant component of the deficit.</li> <li>• There was only about an \$8,000 difference between total revenue and total expenses.</li> <li>• Consolidated assets stood at \$6,274,700.</li> <li>• Net equity was \$4.48 million – a drop on the previous year, due to the fall in the value of investments.</li> <li>• Working capital was \$1.9 million at 30 June 2022.</li> <li>• The committee reviewed risk regularly and had identified potential new risks.</li> <li>• The auditors, BDO, had given a clean audit report.</li> </ul> <p>In reply to a question, the Acting President said that PNZ works with BMS to canvas different insurance providers. The premiums for next year will be increasing, but at a rate consistent with the international climate and less than that for other similar industries. PNZ takes a \$25 administration fee per membership.</p> <p>Members asked the PNZ Executive to review its decision not to send the PNZ President to the 2023 World Physiotherapy Conference in Dubai. It was felt that the financial outlook for the coming year was now reasonably positive, and international meetings are a great way to cement relationships and learn what other countries are doing in regard to advocacy. The Acting President said that, while this matter is not part of the year under review, the Executive valued its international relationships and will review the decision at its next meeting.</p> <p>In reply to other questions, the Chief Executive and Conway Powell made the following points:</p> <ul style="list-style-type: none"> <li>• The 2021 membership subscription review had engaged a number of members, and Branch and SIG leaders. The outcome is that all subscriptions are being reviewed, with an associated review of membership categories. In the meantime, there will be no change to the 2023 subscriptions.</li> <li>• The report on revenue diversification is available for members to read on the website. The outcome is that a sponsorship programme is being implemented. Recruitment for this role is underway. Other avenues of revenue diversification will be considered at a later time.</li> <li>• The Executive had approved the Outcomes Project at a budget of \$500,000 over 3 years, and there have been working groups and consultation along the way. The project is driven by PNZ not by ACC. FRAC scrutinises the spending on the project and questions Management and the Executive members on the committee to satisfy itself that it is a worthwhile investment. The data will aid advocacy, in particular with ACC. The project has off-ramps along the way.</li> </ul> <p><b>It was resolved</b> that the Finance Report be accepted.  <b>Mark Quinn / John Warren</b></p>

NO.	ITEM	DISCUSSION / ACTION
8	Progress against the PNZ Strategic Plan	<p>The Chief Executive spoke to the report on progress against the 2021-25 Strategic Plan, noting that the measures are included in the Annual Report. In discussion, the Chief Executive clarified that a lot of work goes into developing the measures so that they are independent and auditable.</p> <p>In reply to a comment, the Acting President said that the PNZ Executive is worried that only 57% of members value their membership. A lot of work is being done on whether they are asking the right questions and what they are not doing well.</p> <p>A question was asked why PNZ was not using its members more and taking advantage of the vast amount of institutional knowledge available, whether it be as members of working groups or committees. It is time to reconnect with the membership.</p> <p><b>It was resolved</b> that the Report on Progress against the 2021-25 PNZ Strategic Plan be accepted.</p> <p><b>Mark Quinn / John Warren</b></p>
9	Questions	<p>A request was made that, as soon as possible after this meeting, the PNZ Executive review the points discussed and reflect on the tenor of the meeting.</p> <p>A further request was that the Executive review the rule that requires approximately 660 members to agree to raise an issue at the AGM or a Special General Meetings. It was felt that this rule worked to stifle discussion.</p> <p>In reply to a question, the Chief Executive said that the AGM was not able to be held at conference in September because, in accordance with the Rules, it is not possible to complete the audit and get the Annual Report in that timeframe, following the 30 June year end. Comment was made that consideration could be given to changing the timing of conference.</p> <p>The Acting President reassured the meeting that everything the Executive does is for the benefit of members. However, he will take all of today's comments back to the Executive, and they will work on how better to communicate back to members.</p>
10	Announcement of the PNZ Executive	<p>The Chief Executive said that today Mark Quinn comes to the end of his term as Acting President. The rules around a casual vacancy now apply, which creates a 12-month vacancy for President of PNZ. Only one nomination has been received for the role – that being for Mark Quinn. Therefore, Mark is declared elected President of PNZ for the next 12 months.</p> <p>Grant Chittock has been Chair of the PNZ Executive for the past 18 months. Because Grant has completed his terms on the Executive, under the PNZ Rules he is required to step down.</p> <p>There are two vacancies on the Executive:</p> <ul style="list-style-type: none"> <li>• PNZ member who identifies as Māori - one nomination was received for the position of PNZ member who identifies as Māori, that being for Ulima Tofi. Therefore, Ulima is elected to this role for a 3-year term.</li> <li>• PNZ member – six nominations were received for the position. The successful candidate is Kirsty Walker.</li> </ul> <p>The election of Mark Quinn to the role of President has created a casual vacancy on the Executive. In accordance with the PNZ Rules, the Executive will make a decision on how to fill that role at their next meeting.</p>

NO.	ITEM	DISCUSSION / ACTION
		<p>Therefore, the Executive for the coming year will be:</p> <ul style="list-style-type: none"> <li>• Mark Quinn (President)</li> <li>• Rachel Cunningham (Independent)</li> <li>• Monica Davis (Independent)</li> <li>• Kelly Davison</li> <li>• Ulima Tofi (PNZ Executive member who identifies as Māori)</li> <li>• Kirsty Walker</li> <li>• Casual vacancy for 1 year – TBC</li> </ul>
11	Announcement of the PNZ Awards	<p>Life Membership recognised physiotherapists who, over an extended time, have supported the physiotherapy profession and provided extended and dedicated commitment to PNZ. On behalf of the PNZ Executive and members, the Chief Executive announced, with pleasure, the awarding of Life Memberships to Sarah Rhodes, Philippa Grimes, Bridget Eastwood, Dusty Quinn, and Anna Mackey.</p> <p>The Honorary Fellow Award is the highest PNZ honour, recognising an outstanding contribution to physiotherapy and/or PNZ and/or in the field of public health. On behalf of the PNZ Executive and members, the Acting President announced, with pleasure, the awarding of Honorary Fellows to Dinah Bradley and Aseta Redican.</p>
12	Date and Venue of 2023 AGM	<p>The President announced that the 2023 Annual General Meeting will be held in November 2023 at the conclusion of the Physiotherapy New Zealand business symposium in Auckland.</p> <p>He thanked Grant Chittock for his great contribution and commitment to PNZ in the role of Chair of the Executive. Grant's experience and insights into business, management, governance, and the physiotherapy profession have been a huge asset to the Executive. The PNZ Executive team are left in a stronger position than when he started.</p> <p>Thank you also to Emma Webb, who is stepping down as Tumuaki of Tae Ora Tinana. Emma has been instrumental in leading Tae Ora Tinana to where it is today. Emma was thanked for the mahi that has gone into this. It was noted that she left a flourishing legacy.</p>

13	Close of Meeting	The President thanked members for their attendance and continued support. Emma Webb closed the meeting at 6.27 p.m.
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PNZ President

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Date

## Attachment 1.

### 2022 AGM Attendees – PNZ Members

Amanda Meys	In person	Fiona Stephens	Online	Kelly Davison	In person
Amanda Johnson	Online	Gail Donaldson	Online	Ulima Tofi	In person
Andrew Schmidt	Online	Gill Stotter	In person	Micaela Jacobs	Online
Anita Krammer	In person	Gloria Paterson	In person	Miranda Buhler	In person
Ann McChesney	Online	Greg Lynch	In person	Monica Olsen	Online
Anna Cherry	Online	Holly Cassidy	Online	Nikki Waterman	Online
Ben Hinchcliff	Online	Inderjeet Kaur Kar	Online	Niyati Bhatt	Online
Blake Taylor	In person	Jeanie Glasgow	Online	Peter Matheson	In person
Bridget Watson	Online	Jennifer Andrew	In person	Phillipa Grimes	In person
Brigitte Eastwood	Online	Jennifer Mephram	Online	Rebecca Armstrong	In person
Candace McGirr	Online	Jessica Snowdon	Online	Reuben Rhodes	Online
Carolyn Fox	Online	Jiaqi Zhu	Online	Rochelle Cross	Online
Ciaran Regan	In person	Jo-Anne Gibbs	Online	Rohil Chauhan	In person
Chris Bloomfield	In person	Jon Warren	In person	Ronel Strauss	Online
Claire Lovelace	Online	Justin Lopes	Online	Rose Tait	In person
Dale Wilson	Online	Keryn Matheson	In person	Sandra Alexander	Online
Dave Williams	Online	Kirsten Davie	In person	Sarah Rhodes	In person
Dayle Shackel	Online	Kirsty Walker	Online	Sara-Anne Astwood	In person
Deidre Crichton	In person	Lee Gardiner	In person	Shane Meys	In person
Dusty Quinn	Online	Lilian van den Bergh	Online	Sharon Russell	In person
Elaine Duguid	Online	Margot Skinner	In person	Shannon Ruddell	In person
Elizabeth Binns	Online	Marion Fletcher	Online	Tyler McLennan	Online
Elzanne Myburgh	In person	Andrea Barr	Online	Victoria Donoghue	Online
Emma Webb	Online	Mark Quinn	In person		
Fiona Murdoch	Online	Grant Chittock	In person		