



## Human Factors and Ergonomics Society of New Zealand Annual General Meeting Minutes

Date: Date **23 June 2022**  
 Started **1:00pm via Zoom link emailed to all members**

PRESENT: (**Need 10 for quorum**) Vanessa Beanland, Hamish Mackie, Marion Edwin, Dave Moore, Karl Bridges, Charlene Mathern, Karl Bridges, Katie Buckley, Fiona Trevelyan, Matt Harris, Dan Nathan-Roberts, Tahlia Fisher, Liz Ashby, Sue Alexander, Vicky Haining, Mahes Babu Purusho Thaman, Alaska White, David O’Hare, Nicola Green, Bikram Pandey, Joseph Fletcher, Louise Malcom, Alex Payne, Emma Sarah, Kai Davidson-Khor, Sarita Dara, Rachael Gordon, Linda Buys, Stephven Kolose, Leanne Hunter

AGENDA	Decision / Discussion	Decisions / Action Point
Apologies	Apologies Karen Goodfellow, Hannah Trevett and Paul Dickinson	<b>Motion:</b> to accept apologies as listed <b>Moved</b> Vanessa Beanland / <b>Seconded</b> Karl Bridges Motion accepted.
Minutes of previous meeting  Matters arising	<u>Matters arising</u> – no matters arising from those.	<b>Motion:</b> to accept the previous minutes from 2021 as listed <b>Moved</b> Dan Nathan-Roberts / <b>Seconded</b> Kai Davidson-Khor Motion accepted.
Annual Report Vanessa Beanland	Key points from the written report were discussed. Vanessa went through the Annual report and key points that were in the report. Hamish covered off highlights of the HASANZ report that was in the Annual report. Charlene in the absence of Hannah covered off the highlights of the PAB report that was included in the Annual report.	<b>Motion:</b> that the Annual Report be accepted <b>Moved</b> Vanessa Beanland / <b>Seconded</b> Marion Edwin Motion accepted

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Financial Report	<p>Karl covered off the financials that were included in the annual report sent to all members.</p> <p>Karl summarised some of the issues with Westpac and that the Society would be moving banks to ASB.</p> <p>Karl raised the proposal of committee and PAB members receiving a credit for their membership renewal invoice. For clarity around this the invoice would still need to be raised and the member to get in touch with the administrator to credit this back.</p> <p>Dave raised the question around funds being held and holding an operating amount but that the Society is not there to build up funds and that as long as we have enough to cover costs for the year. Karl said that with the last two years it has been hard to hold events but that the Society is looking to change this and moving forward on holding events and ways to engage with members.</p> <p>It was agreed to put a Motion for this proposal and bring to the membership for approval.</p>	<p><b>Motion:</b> that the annual financial statement for the year ended 31 March 2021 be approved.</p> <p><b>Moved</b> Karl Bridges</p> <p><b>Seconded</b> Dave Moore Motion accepted and all in favour.</p> <p><b>Action:</b> A motion to be made in regard to Committee and PAB renewal invoices. This will then be sent to the membership to be approved.</p>
Appointment of Reviewer	<p>Karl updated the membership that there is no requirement to have a review done for the financial statements by law.</p> <p>Karl proposed a rule change that there is no audit required of the financial statements. If there are any issues that come up, then an audit of the financials can be requested through the year to be completed.</p>	<p><b>Motion:</b> that the accounts are completed and finalised by an accountant the 2021/2022 financial year.</p> <p><b>Moved</b> Karl Bridges <b>Seconded</b> Matt Harris Motion accepted</p> <p><b>Action:</b> Rule change around the review of the financial statements.</p> <p><b>Action:</b> The Administrator ensures that the finalised accounts for 21/22 FY are uploaded to the Companies Office site, and that our records with the Companies Officer are reviewed and updated.</p>
Election of Officers	<p>Vanessa said that there were two vacancies on the committee with two current members standing down.</p> <p>We have received nominations from Stephven Kolose and Bikram Pandey.</p>	<p><b>Motion:</b> that the nominations received be accepted.</p> <p><b>Moved</b> Vanessa Beanland <b>Seconded</b> Hamish Mackie Motion accepted</p>

Commented [CU|PA1]: [Treasurer HFESNZ](#) are you happy with how I have worded this?

Commented [GU2R1]: Yup all good



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	<p>Nominations have been received from <b>Karl Bridges, Sarita Dara and Nicola Green for PAB Assessor.</b></p> <p><b>Other nominations may be received from the floor.</b></p> <p>We have maintained a large committee (9, 10) as a means of sharing the many tasks and roles, and to counter the reality of busy lives and occasional difficulty obtaining quorum (4) for meetings. All meetings are held via Zoom, in evenings. PAB meets separately but is formally a part of the main committee - with summaries of decisions/actions reported back.</p>	<p>The incoming committee for 2022 will be as follows:</p> <p><b>Chair</b> – Vanessa Beanland - HASANZ understudy (signatory)  <b>Chair Elect</b> – Steve Kolose  <b>Treasurer</b> - Karl Bridges (signatory)  <b>Secretary</b>, newsletter and HEC will be Fiona Trevelyan (signatory)</p> <p><b>PAB Convenor</b> – Hannah Trevett  <b>PAB + Standards</b> – Hannah Trevett, Charlene Mathern, Sarita Dara, Nicola Green, Karl Bridges, Rachael Gordon, Leanne Hunter</p> <p><b>Transport/HF Cluster Lead</b> – Hamish Mackie  Webinars - Karen Goodfellow</p> <p>Other – work around education etc from Workforce Dev Proposal, conference/events, CPD.</p>
General Business	<p>Fiona mentioned about representation on HASANZ and getting a better understanding of this role.</p> <p>There was a discussion around this by Marion, Dave and Karl gave an overview and created discussion around this.</p>	
Close of meeting	<p>Vanessa called the AGM closed at 1:59pm time.</p> <p>The meeting then carried on having a presentation from David O’Hare and Workforce Development updates.</p>	

Commented [CU] PA3: [Hannah](#) Hannah have I listed all of your team here? Feel like I am missing some :)