



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

Date: Date 15 June 2023
 Started 1:00pm via Teams link emailed to all members

PRESENT: (Need 10 for quorum) Those present are listed in the attendance register which will be appended to these minutes.

AGENDA	Decision / Discussion	Decisions / Action Point
Apologies	Apologies Charlene Mathern, Chris Polazcuk, Dan Nathan-Roberts	Motion: to accept apologies as listed Moved Vanessa Beanland / Seconded Dave Moore Motion accepted.
Minutes of previous meeting Matters arising	<u>Matters arising</u> – no matters arising from those.	Motion: to accept the previous minutes from 2022 as listed Moved Karl Bridges / Seconded Marion Edwin Motion accepted.
Membership Motion	Vanessa raised the motion for the change of membership categories. After an in-depth conversation with the members, Rachael Gordon withdrew this motion to get a vote from the Professional members in the next few weeks.	
Annual Report Vanessa Beanland	Key points from the written report were discussed. Vanessa went through her Chair report and the Annual report and key points. There were no matters arising from this report.	Motion: that the Annual Report be accepted Moved Vanessa Beanland / Seconded Stephven Kolose Motion accepted.

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Financial Report	<p>Karl read his report that was included in the annual report sent to all members.</p> <p>Highlighted that we had now changed banks from Westpac to ASB and this process was now working a lot smoother.</p> <p>Dave Moore raised a question around Secretariat and how that was, if any, affecting the financials. Karl said that he thought that, in his opinion, he didn't feel it had and that the Societies financials were in a good position.</p>	<p>Motion: that the annual financial statement for the year ended 31 March 2022 be approved.</p> <p>Moved Karl Bridges</p> <p>Seconded Alaska White</p> <p>Motion accepted and all in favour.</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>By default, the process is that the audit should be undertaken, but the requirement can be waived. 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>Motion: that the accounts are completed and finalised by an accountant the 2022/2023 financial year.</p> <p>Moved Karl Bridges</p> <p>Seconded Hamish Mackie</p> <p>Motion accepted</p> <p>Action: 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 vacancies on the committee with two current members standing down from their positions.</p> <p>We have received nominations from:</p> <ul style="list-style-type: none"> • Stephven Kolose for Chair • Bikram Pandey for Treasurer • Parul Dagar for Committee • Leanne Hunter for PAB Convenor 	<p>Motion: that the nominations received be accepted.</p> <p>Moved Karl Bridges</p> <p>Seconded Marion Edwin</p> <p>Motion accepted</p> <p>The incoming committee for 2023 will be as follows:</p> <p>Chair – Stephven Kolose Vanessa Beanland - HASANZ understudy (signatory) Treasurer – Bikram Pandey (signatory) Secretary – Fiona Trevelyan (signatory) Newsletter & Webinars – Karen Goodfellow</p>

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		<p>Committee – Hamish Mackie, Karl Bridges, Tahlia Fisher, Matt Harris, Parul Dagar</p> <p>PAB Convenor – Leanne Hunter PAB + Standards – Leanne Hunter, Sarita Dara, Nicola Green, Karl Bridges, Rachael Gordon</p>
General Business	<p>The Workforce Development Project has now concluded. A funding request has been submitted for a subsequent project, but the outcome is not yet known. This means formally the project is complete, although some aspects are ongoing.</p> <p>Ongoing aspects include:</p> <ul style="list-style-type: none"> • The new postgraduate qualification has been established and has students completing. • The new mentoring programme has been established and is now handed over to PAB to continue running. <p>One aspect that requires finalisation is the update of the competencies and membership categories, which will be submitted for further consultation and voting.</p> <p>One aspect of the project currently on hold is the HFE scholarships. These were offered through HASANZ in 2021 and 2022, with 3 students receiving funding each year. Currently we do not have HFE-specific funding so applicants should apply through the “general” HASANZ scholarship stream. If the new workforce development project is funded, then HFE-related applications will be separated into a specific stream. Otherwise, they will still be considered but being in the general stream will increase competition and reduce the likelihood of success for our HFE applicants.</p>	
Close of meeting	<p>Vanessa called the AGM closed at 2.30pm time.</p> <p>The meeting then carried on having a presentation from Karl Bridges and his attendance at the Space Conference in Japan.</p>	

Commented [CU|PA1]: @ProMember HFESNZ Hannah have I listed all of your team here? Feel like I am missing some :)

