

Minutes of National Committee Meeting
30th September and 1st October 2016 – Castle Point Wairarapa.

Attendees

Board: Chelsea Millar (Board), Jason Te Brake (NZYF Chair), Nadine Huitema (Board) & Sam Waugh (Board)

Northern: Natalie Lynch, Grant Shaw

Wai/BOP: Hannah Cameron, Kent Weir

East Coast: Amy McIlroy, Megan Jacobson

Tara/Man: Daniel Russell

Tasman: Grace McLeay, Ash-Leigh Campbell

Aorangi: Ross McCulloch

Otago/Southland: Chris Pemberton, Sally Taylor

Staff: Terry Copeland (CEO), Isabelle Hobbs (East Coast Field Officer), Casey Huffstutler (Field Team Coordinator)

Note Taker: Isabelle Hobbs

Jason opened meeting at 7:17pm

1. Nat Com Chair and Vice Chair Elections

1.1 Chair Nominations

Hannah nominated Nadine

Seconded by Chris

Accepted nomination

Sam nominated Chelsea

Seconded by Grace

Accepted nomination

Nominations close

Jason Te Brake motioned for Terry Copeland and Casey Huffstutler to be scrutineers of the election

Moved by Megan Jacobson

Seconded by Sam Waugh

Nadine voted in as Chair of NatCom

1.2 Vice Chair nominations

Sam Waugh nominated Chelsea Millar

Seconded by Ash-Leigh Campbell

Accepted nomination

Chris Pemberton nominated Sam Waugh

Sam declined nomination

Chelsea Millar voted in as Vice-Chair of NatCom

2. Health & Safety

Nadine ran through H&S.

Evacuation point is in the carpark through the main door

3. Introductions

4. Apologies:

Andrea Wood & Hamish Best

THAT the apologies be accepted

Moved: Amy McIlroy

Seconded: Kent Weir

Carried

5. Conflict of Interest

None

6. Minutes of previous meeting

THAT the minutes of the Nat Com meeting held in July 2016 be confirmed as a true and correct record.

Moved: Megan Jacobson

Seconded: Ash-Leigh Campbell

Carried

7. Reports

7.1 Chairman's Report by Jason Te Brake

Report attached in Nat Com meeting booklet. Four pain points

1. New members to the board
2. Risk Management Programme. Terry has identified 9 new risks across the organisation
3. Focus of October Board meeting to be on revising current strategy to ensure it remains relevant
4. Revised CRM Upgrade has begun

7.2 CEO's Report by Terry Copeland

In depth report handed around the NatCom attendees.

7.3 Regional Reports

- **Ross McCulloch** on the Aorangi Report
- **Chris Pemberton** for O/S Report
- **Ash-Leigh Campbell** for Tasman Report – as tabled
- **Grant Shaw** on Northern Report – as tabled

Action Point – Terry will check that the right contact people in the Northern Region are on CRM

Nat mentioned that perhaps having the Field Officer cc'd into them as a back plan

- **Megan Jacobson** for East Coast Report

- **Daniel Russell** for Taranaki/Manawatu
- **Hannah Cameron** from Waikato/Bay of Plenty

Add to Agenda tomorrow – how to deal with negative comments from members on a public forum

Add to Agenda tomorrow – Regional Exec workload

Add to Agenda tomorrow – Struggling clubs' strategies

THAT all reports be received

Moved Daniel Russell

Seconded Ross McCulloch

Move Health & Safety Report to tomorrows Agenda

THAT all voting papers to be destroyed

Moved by Hannah Cameron

Seconded by Sam Waugh

Meeting closed at 8:24pm

Meeting re-opened at 12:19pm on 1st October 2016

1. Welcome

2. H&S

- Tennis courts evacuation point
- First Aid Kit Young Farmers vehicle
- Fire extinguisher kitchen

3. Apologies

Same as yesterday

4. Action points from previous meeting

4.1 – A proposal has been submitted for an increase in funding from DairyNZ for leadership development as part of the process of renewing DairyNZ PGP funding. Haven't had an increase in 8 years. Want to be able to fund for our members to go on leadership development.

Leave on for next NatCom

4.2 – Points based system is a work in progress. Have had a lot of discussions around this in the office to add member benefits. Wanting an end goal of receiving a qualification for the top 2-3% of young Farmer members.

Remove as action point as ongoing part of strategies

4.3 – Look at placing newspaper ads calling all Young Farmers for historical information. This has been put on hold for Carolyn to create a plan of attack with her new staff.

Update at next NatCom

4.4 – Will be discussed in general business,

Remove from action points

4.5 – Each of the regions to report back as to when they have their regional AGM.

Move to General Business.

4.6 – H&S conflicts have been included in NatCom Agendas.

Remove from Action Points

4.7 – Terry handed out sheet with all of the email addresses for the regions. The idea of this is to streamline communication. Terry to ensure that an email is sent out to regional execs for how this works with login details. This will also allow access into the National Office SharePoint to access documents etc.

Remove from Action Points

4.8 – Just signed Betacraft as a sponsor for Contest which is a massive saving and are able to provide deals to our members for clothing.

Remove from Action Point

4.9 – Doodle Poll was sent out.

Remove from Action Points.

4.10 – Regions to present their strategy plans at next Nat Com

4.11 – Board members ran through their allocation for regions as support.
Remove from action point

4.12 – *Remove off action as financial reporting is ongoing*

4.13 – File is currently too large for the online membership book. Once the new website is up and running it should be able to be uploaded onto there.

AP Casey to Add to SharePoint for the regional execs to access through their email accounts.

A document that has all of the necessary club tools that are needed e.g. treasurers report and so forth to be uploaded onto SharePoint for regional execs to look back to and be able to choose what they want out of it.

AP Casey to add this on to SharePoint.

4.14 – *Remove off action point*

4.15 – *Remove off action point*

4.16 – *Remove off action point*

5. Health and Safety Report

Terry ran through the main points from the Health & Safety report as noted below

- Carolyn is currently half way through her Level 4 H&S management which gains us credibility.
- Health & Safety Committee at National Office meets monthly.
- Terry is joining Business Leaders Health & Safety Forum which has around 300 CEO's
- Looking at revamping how we record all our incidents, Near miss etc. To simplify the reporting on it as it's a huge amount of work in the current recording
- How do we measure club and regional Health & Safety as National Office doesn't have any control over this?
- No serious harm incidents at Grand Final, just a few near misses and an incident around Stock.
- From the board and organisations point of view, members Health & Safety is the most important thing

Questions on report

- Hannah asked around "Drugged" on the pie chart

Casey explained what happened around this.

- Grant questioned around their liability as Regional exec if they have nothing to do with events but he has been voted into the leadership role. Where does that stand?

Terry explained they have a responsibility to ensure the right Health & Safety culture at all levels of the organisation, but cannot be prosecuted

- Ross asked are clubs meant to report on Near Misses?

On club level National Office expect that all incidents are reported from clubs

Jason discussed all of the paperwork being readily available on the website for ease so clubs have access to everything they need

AP Regions are to include a Health & Safety report at each NatCom going forward

Extra discussion points from table around Health & Safety

- The new Agenda template has an H&S section for regional and club meetings.

- Regional Chair needs to keep on top of events that we have strong association with such as Dairy Industry awards, Massey Ball as a sponsor etc. As we need to look after these relationships. Chairs to notify board or Field Officer if they feel 'damage' may have been caused.

*AP Add to next NatCom Agenda about reputation of Young Farmers
Casey to add H&S folder into Share point*

- Ensure that you are staying in contact with your clubs and the culture they have around H&S to keep it positive. Especially around risks with clubs and

THAT Health & Safety report to be accepted

Moved Terry Copeland

Seconded Megan Jacobson

Carried

6. TeenAg Liaison

- DairyNZ has added into our contract that we must report on how TeenAg Clubs and Young Farmers correlate
- We are wanting to have a better integration between the two of them.
- Grant mentioned that trying to getting into TeenAg Clubs is actually tricky
- Hannah says that they have a TeenAg member that attends regional meetings can this bridge that gap as appose to needing an exec in that position?
- Chris has a TeenAg Club teed up with a Young Farmer Club and works well with the integration

AP Casey to do up a job description for TeenAg Liaison for before the end of the year

- April Nat Com to drop Vice Chair and bring TeenAg Liaison (could be a dual role with Vice Chair) *AP Add to April NatCom Agenda*

Recommend that we move that regional AGMS include an election for a TeenAg Liaison role, which may be incorporated into an existing role.

Moved Hannah Cameron

Seconded Ash-Leigh Campbell

Ross speaks against the motion

Chris speaks for the motion that it is important to have a Young Farmer member in this role

Megan speaks for the motion that execs should step back and have a look at what they are doing and prioritise

Ross against motion

Motion carried

AP Regions to add TeenAg Liaison Role to their exec at next AGM

Add Agenda Item District Contest and Skills Day

Add Agenda Item of Future NatCom

Add Agenda board visibility

Add Agenda of contacts for Stock Judging

2018 Grand Final

Meeting paused at 1:08pm

Meeting reopened at 1:55pm

Add NatCom charter to pack

7. Alumni Launch
 - WaiBOP are doing the next alumni launch
 - Alumni launch is Feb 11th 2017 attached to the chairman's awards and have included Debating Competition into this as well
 - Casey has submitted a budget to WaiBOP Financial Group for the launch
 - Hoping for around 300 in attendance

Hannah has asked if National Office provide marketing support for this.

Terry has approved and for this preferably be before Christmas as office team will then get busy with Regional Finals

Ash has asked whether other regions put a hold on collating lists until Office is ready or can we go ahead in the regions?

Terry responded with regions being able to go ahead but they are just contacts at the moment and to not do anything with them until a strategy for each individual has been put in place from the office.

8. Shearing and Wool Handling
 - Do we want to resurrect this competition or leave it?

Hannah has suggested we kill it as it has been discussed so many times

Ash asked if this could be incorporated into Competitions Coordinator role?

Response was that it needs to be fleshed out by member's first

- Each region would decide how they do it themselves but do we want to include it as a national competition
- Could we merge with Golden Shears? But Golden Shears is a step above and can't facilitate TeenAg.
- It has been agreed that we would want a competition but how we would we make it happen?
- An idea to have a North vs South but overall consensus was that we would like to have 7 people at Grand Final shearing
- If we go ahead with it then there needs to be a massive push from the regional execs to get it off the ground.

Hannah says it's too late for their region as the regional competitions are set

- 2017 could incorporate a Shearing Skills

Move that each region to put together a working group and a plan for their shearing and wool handling competition for October 2017-April 2018 competition season to present at April Nat Com

Moved by Sally Taylor

Seconded by Sam Waugh

Carried

AP each region to put together a working group and a plan for their shearing and wool handling competition for October 2017-April 2018 competition season to present at April Nat Com

9.0 Club Financial Reporting

- Really important that the clubs are reporting financially correct
- Reports from each of the regions on their financial reporting
- **Northern:** Grant has mentioned to all club execs that they must attend their regional training day to maximise training their treasurers
- **East Coast:** struggle to get people wanting to take on treasurer positions. Regional Treasurer has attempted to make contact around this with all of the club treasurers
- **O/S:** Currently gathering all the club financial reports
- **Wai/BOP:** has had an improvement especially with statements
- **Tara/Man:** has seen a huge change with their financial reporting and are significantly improved
- **Tasman:** is going to tie in with their strategy plan, business plan etc so this will incorporate how their clubs will be reporting. Sam has mentioned that in Tasman treasurer is the one of the hardest roles to elect
- **Aorangi:** to do a regional training day and will include treasurer training in this
- Terry has said that we might have to do an audit of clubs with the membership fee disbursement so will all the clubs be prepared for this.
- Do we have a set of guidelines for treasurers to follow to know what their requirements are?
- All financial guidelines etc. have been sent out to regional treasurers

AP Casey to create guidelines for treasurer's report & auditing for those taking on the roles to refer to

AP Nadine to send an email to all execs to find out when the regional AGM's are and financial year starts and ends.

10.0 Competitions Update

- Hand out from Carolyn Bennett
- Terry has mentioned to try and get an active relationship with club chairs and local Farmlands and building these relationships
- As a whole we need to recognise sponsors more for what they provide the organisation if we want to keep them on in years to come

10.1 Media coverage of the national competitions

- Ross mentioned that there was heaps of coverage of FMG Young Farmer of the Year but not for any of the competitions.

Terry said that we send out press releases and the media chooses what they want to use and we have no control over that

AP Terry to ensure competitions prizes/prize money to be better publicised and advertised so that members can hear what is actually up for grabs

11.0 4H Conference Invitations

- Global organisation similar to Young Farmers in Asia, America etc. and is all about bringing youth into social environment and working positively with farming
- 2 conferences coming up that we have been invited to 29th Nov-3rd Dec in Taiwan, 11th -14th July Ottawa Canada
- We don't have funding to get there but we have been invited if anyone wants to put their hand up to go and fund themselves to get there
- Talks about bringing organisations together
- If anyone is interested, then let Jason know

12.0 Membership numbers

- Megan said for the East Coast setting goals with the clubs and congratulating clubs when they hit them made a huge difference as it created competitive atmosphere in the region

AP Casey get the stats pulled off CRM with age groups of membership Under 21, 21-28, 28+

- Chelsea asked if anyone tracks why they don't have someone who renews? Retaining members are just as important as gaining members

12.1 Fee Disbursement

- NatCom to come up with suggestions on how clubs can use their \$30 being sent back

AP Regional Exec to find out how their clubs are using their disbursement and to report back at April NatCom

AP Regions to Incorporate a brainstorming session at the next networking day and then all regions to collate in a working document

13.0 Young Farmer Excellence Awards

- Members to nominate people for outstanding achievements. Don't have to be Young Farmers or Ag related e.g. 10 years' volunteer service with the fire brigade
- "Good Sorts" from One News, NZ'er of the Year type thing
- Pool all of them together and then pick 3 to really push through

AP Award Nomination form coming from Board or Nadine

14.0 Strategy Plans

- **Tara/Man** is keeping simple and making an understandable easy version for everyone to work through with a long term plan of each year making it more in-depth
- **East Coast** 9th October Strat plan meeting with Chelsea
- **Northern** has overhauled theirs. Mike handed it round last NatCom. Big focus on membership and engagement and are working towards their plan
- **O/S** re-did theirs start of August and focused on 5 or 6 key areas and broken down into 3 ways they want to do it
- **Wai/BOP** have a solid strategy plan and focus a lot around theirs. Succession is something they haven't done much of but will be a focus going forward. Goals will become clear once they receive their stats. Succession at a club level is something they need to attack and ask for any suggestions on how others deal with this.
- **Tasman** strategy plan was voted in February and has been in action since. Regional exec meeting to go over the region following this and ensuring it is still aligned
- **Aorangi** strategy plan has remained the same for the past 4 years and is working well so haven't needed to change it.

15.0 Struggling Clubs

- **Wai/BOP** has 4 Clubs under 10. Has had one come back from 3 to 11 which was just attending their meetings and getting in their faces to push their membership
- **O/S** is pretty good with only 1 club struggling but doesn't have any suggestions on how to mitigate it. Struggling because of leadership.

With AGM's coming up this is the opportunity to vote new leaders in

- **Northern** clubs have just been left alone and have a few situations to work through

- **East Coast** have had a few struggling clubs but just getting involved and showing support with having regional exec attending meetings etc. have made a massive difference
- **Tara/Man** better now having an exec more spread out so can access more clubs. Just offering support when they need it
- **Aorangi** ticking over well and not really any issues
- **Tasman** had about 5 clubs struggling and now only 3 but have taken different approaches. One solution isn't going to fit nationwide. Need to focus on what their clubs are wanting. Tasman started Chairman's dinners which has created a buddy system with clubs.

Clubs could encourage anonymous written suggestions on what is working well, what could be improved and worked on

Chairs cannot move against a motion so if the club wants to do something and moves a motion then the Chair can't fight it

16.0 Social Media – Managing Conflict

- Chelsea asked if training/guidelines something that regions want in forming strategies etc. with those that control the social media pages

Chelsea mentioned there are two different areas to conflict and when it becomes an issue. Problem is when it affects the region, crisis affects the organisations' reputation and brand

- We have a risk of Young Farmer members commenting back to negative posts etc. on social media – something we can't control all the time
- Tasman had this happen on a public forum. One instance they took the person aside offline and another instance the region put together their case and put it online to show their reasoning

AP Include in extended April NatCom Agenda to do social media training

17.0 District Contest and Skills Day

- Tasman would like to bring to the table that there is confusion for the region. They already have a skills weekend and also feels the communication was poor around the change
- Management Committee feels like a "secret schools club" and members aren't happy about it
- A suggestion to have someone from Management Committee sitting on NatCom or a management committee report included in the NatCom reports
- RM's to be involved with the regional execs

Possibility that Jason Te Brake as member of Contest Committee presents a report to NatCom

AP Jason to take these points to the Contest Management Committee in October

18.0 Board visibility

Chelsea wants thoughts on how to make the board more visible

- Suggestion to have a profile done in the Muster News

AP Terry to talk to Nadine about getting a profile done of each board member in the Muster

- Board members attending a few club meetings once in a while to create that connection with the members
- Board members at field days, A & P Shows etc. to network

- Having name badges for events etc. so people know who they are

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AP Izzy to collate the purpose of main committees & board to include in the regional insight PowerPoints for regional training days that are rolled out to club execs. NatCom, Board, Management Committee

AP Chelsea to work with National Office to create a board visibility plan

THAT The Board Report to be included in the NatCom minutes

Moved by Sam Waugh

Seconded by Megan Jacobson

Carried

- Casey mentioned that in WaiBOP their board delegate reports at their regional meetings. Could be something rolled out across the country.

If you want a board member to attend something, then let your delegate know well in advance and they will try and attend

19.0 Stock Judging Contacts

Casey declared a conflict of interest as a member of the RAS

- Regions needing contacts for competitions such as Stock Judging
- Ross has a list of all the registered sheep studs as an example to be able to contact for people to supply sheep and judges

AP Casey to take to RAS about creating a contact list and building the relationship between the youth council and regions

20.0 Grand Final 2018

- Invercargill and Wanaka having issues with accommodation so asking to move it one week earlier to make it work

Decision lies with Contest Management Committee so NatCom can put forward a recommendation

- Cheaper doing it outside of school holidays
- Chris to include this to the Management Committee

We recommend as NatCom to Contest committee that we support the shift of grand final 2018 to the last weekend of June

Moved by Chris Pemberton

Seconded by Hannah Cameron

Carried

Noted that Jason abstained from voting

21.0 Sponsorship Guide Discussion

- Terry handed out a sheet for their information
- Is there anyone in particular we should stay clear of with grants?

AP Terry to send a note through with what National Office is applying for currently

- All questions to be directed through Hannah and not Carolyn as new Brand & Sponsorship Co-ordinator

22.0 Future NatCom

- Would it be beneficial to have a NatCom Facebook Page for communications e.g. logistics?
- An event may be better

AP NatCom Chair to create a Facebook event for each meeting

Nadine asked for what was enjoyable/what do exec's want to see out of Future NatCom's?

- Location is important
- Having the meetings broken down with activities, lunch etc. breaking them up and not sitting in a boardroom
- Including a local club
- Having it in locations where we stay together as a group and not in a city where everyone goes off doing their own thing
- Structure of this one has been good having a formal day with a guest speaker etc. and interactive and then a second day with a broken up meeting
- Having a "guest speaker" interactive and not being talked at the whole time
- Casey suggested having a chair of guest speaker who introduces them, keeps them to time, last question etc.
- Team building activity

Ross wanted to mention that we are losing the farming connection with no one on the board as farmers so to always be aware of the farming calendar when setting events etc.

Meeting closed at 4:15pm

Action Points

Who	Action	When/date
Terry Copeland	Check that all of the Northern Region contacts are correct on CRM	October 31 st 2016
Terry Copeland	DairyNZ funding increase	Discuss at April NatCom
Duncan Trotter/ Carolyn Bennett	Look at placing newspaper ads (seek funding) calling all Young Farmers for historical information	Discuss at April NatCom
Terry Copeland	Ensure an email is sent out to regional execs for how the email addresses work with login details including SharePoint information	November 15 th

Regional Execs	April NatCom to bring TeenAg Liaison instead of Vice Chair	April NatCom
Regional Execs	Regions to add TeenAg Liaison role to execs at next AGM	Ongoing
National Office	Social media training to be included in April NatCom agenda	April NatCom
Regional Execs	Strategy plans to be completed by next NatCom for each region to report on	April Nat Com
Casey Huffstutler	Add online membership book to SharePoint for regional execs to be able to access	November 15 th
Casey Huffstutler	Create a document that has all of the necessary club tools that are needed e.g. treasurers report and to upload onto SharePoint.	December 1 st
Regional Execs	All regions to include a Health and Safety Report at each NatCom	April Nat Com and ongoing
Casey Huffstutler	Add H&S folder into SharePoint	December 1st
Casey Huffstutler	Do up a job description for the TeenAg Liaison Role	Before 2017
Duncan Trotter	Add NatCom Charter to Agenda packs going forward	On going
Regional Execs	Each region to put together a working group and plan for their shearing and wool handling competition for October 2017-April 2018 competition season and present at next Nat Com	April Nat Com
Nadine Huitema	Send an email to all execs to find out when the regional AGM's and financial year starts and ends	November 15 th
Terry Copeland	Ensure competitions prizes/prize money are to be better publicized and advertised so members can hear what is actually up for grabs	End of October as competition season has begun.
Casey Huffstutler	Casey get the stats pulled off CRM with age groups of membership Under 21, 21-28, 28+	November 1st

Regional Execs	Regional Exec to find out how their clubs are using their disbursement and to report back at April Nat Com	April Nat Com
Regional Execs	Incorporate a brainstorming session at the next networking day and then all regions to collate in a working document	Next regional training/network day
Nadine/Board	Nomination forms for Excellence Awards to be sent around regional execs	October 15 th
Jason Te Brake	Take points risen about District Contest and Skills Day to Management Committee Meeting in October	End of October
Jason Te Brake	To present a report to NatCom from the Management Committee.	On going
Terry Copeland	Talk to Nadine about getting a profile done of each board members in the Muster	By next Muster News deadline
Isabelle Hobbs	Collate the purpose of main committees & board to include in the regional insight PowerPoints for regional training days that are rolled out to club execs. NatCom, Board, Management Committee	November 14 th
Chelsea Millar	Work with National Office to create a board visibility plan	April Nat Com
Casey Huffstutler	Talk to RAS about creating a contact list and building the relationship between youth council and regions.	April Nat Com
Terry Copeland	Send a note around the regional execs with what funding National Office is applying for currently	End of October
Nadine Huitema	Create a Facebook event for each NatCom meeting for communication	April Nat Com and on going