

Minutes of National Committee Meeting April 2016

National Committee Chairperson James Booker opened the meeting at 9:03am and welcomed all in attendance and introduced guests – Terry Copeland, Elaine Cook, Duncan Trotter and Casey Huffstutler

Attendees:

Board:	James Booker, Jason Te Brake, Nadine Huitema
Northern:	Michael Boler, Denise Knop
Wai/BOP:	Hannah Cameron, Matthew Fitzgerald
East Coast:	Hamish Best, Nick Bailey
Tara/Man:	Daniel Russell, Roger Dettling
Tasman:	Sam Waugh, Ash-Leigh Campbell
Aorangi:	Rous McCulloch, Cameron Black
Otago/Southland:	James Heslip, Allen Gregory
Staff:	Terry Copeland (CEO), Duncan Trotter (Operations Manager), Casey Huffstutler (Field Team Coordinator)
Guest:	Elaine Cook (Board)
Note Taker:	Casey Huffstutler

Apologies: Cole Groves, Chris Pemberton

THAT the apologies be accepted

Moved: Sam Waugh

Second: Michael Boler

Carried

1 Minutes of the previous Nat Com (October 2015)

THAT the minutes of the Nat Com meeting held on 2nd and 3rd October 2015 be confirmed as a true and correct record.

Moved: Jason Te Brake

Second: Michael Boler

Carried

2 Matters arising from previous Minutes

THAT the previous minutes be amended to correct the spelling of Casey Huffstutler in the attendance list

Moved: Jason Te Brake

Second: Michael Boler

Carried

3 Reports

3.1 Chairman's Report – Jason Te Brake

Three key points:

1. 2015 Roadshow was successful – 230 members engaged and planned to be an 18-24 month recurring event
2. Continued focus by board and management on the #1 strategic priority – delivering value for membership.

3. Board nominations are open – the board is looking for a good skillset to complement the board table. Blurbs will be circulated late May.

3.2 CEO Report – Terry Copeland (CEO)

As tabled, accompanied by membership numbers.

3.3 Regional Reports

Notes from reports

- Some of the regional competitions weekends are adopting region awards to put forward to National NZYF Chair Awards
- Hannah spoke around the TeenAG representative on the regional committee which is coopted at AGM from a TeenAG Club
- Casey spoke around the Fieldays opportunities partnering with NZ Feildays to showcase Education/careers and Leadership – Elaine recommended that the regions nationwide to support this new intuitive
- Hamish spoke about a great sponsorship win for East Coast (a lines company) How many are out that have a social responsibility? An example of outside the box fund raising.
- Spoke around the DIA awards and congrats to East Coast members competing and pointed out that we need to celebrate our successes – Ensure we feed through this info to the communications team at National Office.
- Nadine spoke about Grand Final accommodation in Timaru – Billeting? Farms? Woolsheds?

THAT all the reports be received.

Moved: Hamish Best

Second: Sam Waugh

Carried

4 General Business

4.1 Tasman Conference Summary

Take home, Key learning points, Benefits from the conference

- 3 day event – Fri (Club exec training) Sat (Conference – 12 workshops offered choose 4), Awards evening and debating final, introduced some specific awards, Sun (Q&A brunch panel)

- Key learnings – plan at least 6 months out
- Professional sponsor offers – 49 companies approached for sponsoring and supporting the event
- Registration packs posted to every single member in the region
- Media exposure – NZX agri – commended on the professional event
- Key learning value your sponsors
- Review the structure and shorten to a 2 day event.
- Opportunity to open it up to wider membership outside of region
- Discounted price to get membership buy in
- Financial loss made, which National office has cash flowed and the region has a payment plan to repay.

4.2 Membership Handbook

- Handbook was handed around,
- New Membership pack ready to roll out next week to the new members signed up since March.
- Working on the CRM process on disbursement back to clubs and regions
- Sam spoke about the structure and ensuring members aware of our pathway (eg. clubs are aware they are a part of a region/national organisation)
- Jason recommended that the pipeline be included in the handbook (agrikids, TeenAG, NZYF, RBN etc)
- Hannah spoke around the electronic version of the handbook availability?
- Does clubs/regions do their own handbook/welcome pack? Tasman do a welcome newsletter
- Duncan spoke around the 'freebies' that members will get in their membership pack.

AP – DT to update the handbook to have the pipeline included and the diagram representing the club/district/region pathway at the beginning of the book after the vision and strategic objectives

4.3 Update on membership disbursement

- Spoke around some inconsistency of how the disbursement works
- First disbursements to clubs happened 22/04/2016. A separate document will be generated with who the disbursements are for.
- CRM Update- 31 projects and priority list on how it will roll out
- APP - Meeting in May to put the plans in the motion and get a progression reports

4.4 Process around clubs changing their name

- Name changes to the different divisions of societies – What is the correct process and procedure?
- There has been a couple examples that were discussed
- Create an online form to apply for a name change

THAT for society divisions to effect a name change, they must seek approval at their society divisions AGM followed by a regional meeting, which then must be ratified by National Committee

Moved: Roger Dettling

Second: Hamish Best

Carried

AP – Regions with recent club name changes must be resolved by Regional committees and take consideration of the history of some of these clubs.

4.5 Online shop – Merchandise Ideas

- We must ensure there is cost recoveries for the merchandise that is distributed to new members
- Spoke around that a clothing line could be made available in a central place for clubs/regions to order and buy online through the National office
- Use Tasman as a test to see if they are interested in what the clothing supplier offers and get a top 10 items
- Other ideas, Men's tie, woman's scarfs and onesies

AP – DT to follow up with selected clubs/regions ahead of Grand Final and evaluate if this is an opportunity going forward.

4.6 July NatCom before Grand Final? Yes/ No

- 2015 was a little last minute, but had great speakers
- Sam pointed out the continuity of having the 3 meetings
- Nat Com July to be held on the Saturday of Grand Final week

4.7 Clarification on Ageing Out

- Clarification provided on the rules which state that members can hold elected positions until the end of their term, even if their membership ages out during that time.

4.8 NZYF Chairman's Awards

- Criteria has been circulated and all regions to provide nominations
- Life member – Aorangi to discuss and present back to Nat Com via Conference call.
Will not be awarded if no one is put forward

4.9 Clubs using personal bank accounts

- This must not happen – The disbursement will not be refunded
- Also look to have all accounts to be moved to ANZ

4.10 Board Member Nominations

- Covered in Chairman's report.

4.11 Club AGM Timing

- IS the timing correct?
- Finding more and more SGM's around June with the Dairy Changeover
- What are the implications of changing – With financial balance dates?
- Currently the majority is meeting in November
- **AP – to survey clubs on timing and finance balance dates**

4.12 Regional Finals–Reimbursement of complimentary tickets

- To mitigate personal spending of convenors organising the events. This is to be passed onto the Contest management Committee to discuss the pre paying the ticketing to help with costs

4.13 Standing Orders

- The National Committee Charter was presented and discussed
- Amendment to point 4.5 *add* With a maximum of 2 votes per region

THAT Nat Com will adopt the National Committee Charter, subject to the amendment to point 4.5 to include the wording “to a maximum of 2 votes per region”.

Moved: Jason Te Brake

Second: Hamish Best

Carried

4.14 Financials

- Reviewing of accounts – who is suitable?
- A benefit of the Alumni could be an opportunity for reviewing of annual financials
- We must minimise the risk to the clubs and the brand with correct reporting

AP – DT to prepare a review by October Natcom of the current status of compliance with the financial reporting and reviewing as stipulated in the Constitution, and recommend action plan of having all clubs compliant by 2017 AGM's.

4.15 Competitions

THAT National Competitions entries are moved to online and managed by National Office

Moved: Sam Waugh

Second: Michael Boler

Carried

4.16 TeenAG Involvement within Young Farmers Activities

- National Competitions are appropriate
- Do we subsidise the TAG members to attend our events? Or do they Pay full price much like a member would likely pay.
- Clear & Concise wording around the subsidies of events.
- We need to be aware that may not be appropriate to have them attend evening functions where alcohol is present

4.17 Region emblems, are we happy?

- General consensus, was quite rushed and felt we didn't have time to consult our members and was pushed through regardless
- There is some inconsistency with which regions are using and are not using them
- Some regions are wanting to stick with the logos they have and have spent a lot of time on them
- It does makes sense to create a brand which fits a pattern - Unifying emblems

5 Discussion

5.1 Sponsorship working relationships – How can we create stronger links

Carolyn Bennett presented on the Sponsor structure of NZYF and a Sponsorship summary - approach lions and rotary club. Grants/Funds – Pub Charity/ Lion Foundation

5.2 Strategy – Quick run-down on process of getting strategy to paper

- Revisit at October Nat Com

The chairperson Declared the meeting closed at: 3:15pm

Action points follow on next page.

ACTION POINTS

New Points from October 2015

Who	Action	When/Date
Terry Copeland	Need to get the membership database sorted.	CRM plan in place
Casey Huffstutler	North Island inter-regional debating comp to happen at Field days.	DONE REMOVE
Regional Execs/District Execs	Involvement of Farmlands exposure in Regional Report	Ongoing
Terry Copeland	Terry to distribute membership stats to regions	Ongoing
Duncan Trotter	Membership Handbook	DONE REMOVE
Organisation	(30:10:30) membership disbursement to be rolled out in a timely manner.	DONE REMOVE
Terry Copeland	Proposal for first NatCom of the year to larger format.	DONE REMOVE
Duncan Trotter	Duncan to coordinate developing a concept with Gary Mussics for a Raising the Standard course for Young Farmers Grassroots level UPDATE: Looking at a National Course focusing on club to region processing	July 31st
Regional Execs	Website feedback back to Olivia Sanders at Head Office by 30 th October	DONE REMOVE
Terry Copeland	Points based involvement record for New Zealand Young Farmers Members	Dec 31st

Regional Execs and Clubs	Contact details for at least 50 alumni members in each region by the end of the year. (5 per club minimum).	Next Nat Com
Region Chairs	Identify VIP members at Regional & Club level. Olivia and Carolyn to contact Region Chairs	Ongoing
Duncan Trotter/Carolyn Bennett	Look at placing newspaper ads (seek funding) calling all Young Farmers for historical information	Ongoing Overlaps into Alumni
Stefan Robinson/Logan Nation	Develop Action Plan to present at next NatCom including Shearing and Wool Handling	October Nat Com General business
Terry Copeland	Flesh out ideas for expanding NatCom.	DONE REMOVE
ALL	Give ideas/tools to take back to Region and filter back to clubs regarding Funding	Ongoing
Terry Copeland	Develop one pager of tangible vs non-tangible benefits.	DONE REMOVE
James Booker and Hannah Cameron	James Booker to liaise with Ian and Grace from Tara/Man to try and set up a Young Farmers Challenge for Fit 4 Farming Cycle tour.	DONE REMOVE
Jason Te Brake, James Booker, Nadine Huitema	Pull together standing orders	DONE REMOVE
Terry Copeland and Duncan Trotter	Implement Investing fees back into clubs once the CRM and website are refined to process online payments together with a membership package being developed to include new membership packs, membership handbook and common messaging tools	On Going
Terry Copeland and Duncan Trotter	To further develop value-add opportunities such as discounts for members	On Going
Terry Copeland, Cole Groves and Jason Te Brake	Introduce the membership changes at the Roadshow	DONE REMOVE
Duncan Trotter and Operations Team	Include proposed changes in Insights, region leadership and networking events to have everyone on board	By June 2016

Action Points 2016

Who	Action	When/Date
James/Terry	Survey on the AGM timing and on financial end dates among clubs	October Nat Com
Board/Duncan	Include H&S and Conflicts of interest in Nat Com Agendas	On Going
Terry	Issue region Chairs and Secretaries with Youngfarmers.co.nz email address' with admin capability to change over	31 st May
Duncan	Work with some local members to put together a top 10 items for the clothing line	31 st May
Casey	Doodle Poll for Oct Nat Com dates	31 st April
Nat Com	Send in the dates for 2016/17 Competitions to Carolyn	31 st April
Terry	To consult with regions around the emblem concerns	May 31st
Nat Com	Revisit Strat plans	Oct Nat Com
Nat Com	Region Minutes to be circulated to the national board member for their delegated area	On going
Terry	Pass on information around the pre paying of complimentary ticketing for regional finals	Next Contest Management meeting
Nat Com	Work with their clubs to ensure correct financial reporting and accuracy	October Nat Com
Duncan	Create an online version of the membership handbook	May 15th