
**MINUTES OF THE
41th ANNUAL GENERAL MEETING OF THE
NEW ZEALAND INSTITUTE OF BUILDING INC**

5:00pm Thursday, 15 August 2024,
reconvened 5:00pm Thursday, 26 September 2024
Online

Agenda

1. Apologies & Proxies
 2. Confirmation of Minutes of the 2023 Annual General Meeting
 3. Presentation of Annual Reports by National Board Chair John Hemi and CEO Pamela Bell
 4. Adoption of the 2023/2024 Audited Financial Accounts
 5. Appointment of Auditors – recommendation that we do not appoint an auditor for the 2024/2025 financial year as the Constitution requires an audit at least once every three years.
 6. NZIOB Charitable Education Trust Report
 7. Constitution update –the Constitution Committee and the Board propose the following motions:
 - 7.1. Refer Section 15 in the Constitution – Motion 1: The Board Chair is not an elected role but appointed from the Board Members by the Board at it's first meeting after each AGM.
 - 7.2. Refer Section 15 in the Constitution – Motion 2: Board Member terms are Increased from two to three years.
 - 7.3. Refer Section 15 of the Constitution – Motion 3: Board Member terms are staggered with 1 Regional and 1 Membership Board Member retiring each year.
- OPTIONS:**
- 7.4. Adoption of these changes (if approved) by Constitution Update– Motion 4: The above agreed changes will be adopted in advance of the next AGM by an Interim amendment to the Constitution.
 - 7.5. Adoption of these changes (if approved) by Separate Board Agreement– Motion 5: The above agreed changes will be adopted in advance of the next AGM by separate

agreement among Board Members until such time as the Constitution Changes are implemented.

- 7.6. Noted that there will be a full update of the Constitution in line with the Incorporated Societies Act 2022 in a process to be determined, which will be brought to a future Special or Annual General Meeting as appropriate.
8. Any General Business (as requested and received by 5pm Thursday 1st August 2024)

Note: The Annual General Meeting was held in part on the 15 August - where all Reports were presented to attendees, and then reconvened on 26 September to allow questions from attendees to be addressed, motion mover and seconders to be identified and voting on all general and specific business.

Present:

ATTENDEES

Online attendees 15 August	
Daren Alderson	Aaron Muir
Jared Ambrose	Martin Fahey
Craig Hopkins	Heather Huckle
James Woods	Ian Marshall
Aarron Cunningham	Paul OBrien
Linda Kestle	Anni Zhou
Graeme Goss	Brent Riggs
Gregory Chawynski	Paul Styles
Graham Anderson	Russell Hawkin
Lionel Tam	Lüder Stock
John Jonassen	William Porteous
Gina Jones	Christina de Boer
Steve Kleehammer	Warren Chapman
Nigel Dong	John Hemi

Online attendees 26 September	
Kirsten Magnusson	Ian Marshall
Nigel Dong	Sean Irion
Warren Chapman	Steve Kleehammer
John Hemi	Graeme Earl
Trevor Griffiths	Lüder Stock
Craig Hopkins	Rehan Masood
Angelo Aguas	Natasha Possenniskie
James Woods	Barry Nock
Graeme Birkhead	Nick Clement
Ali Bidhendi	Milly Perkins
Dave Devereux	Euan Whitaker
Adam Soffer	Pamela Bell
Hannah Nansett	

AGM started at 5:00pm on both days.

1. Apologies & Proxies:

APOLOGIES for 26 September

James Gallivan	Matthew Charles
Andrew Rowden	Daren Alderson
Darrell Trigg	Sonia Muir
Malcolm Fleming	Carmelo Scordino
Craig Hopkins	Pat Gavaghan
Finn Clark	John Spencer
Michael Barker	John Jonassen
Peter Neven	Maurice
Paul Styles	Jude Hopper
Matt McGuinness	Richard Clark
Kevin O'Neill	Brent Riggs
Mike Geale	Jeff MacDonald
Jennifer Boyce	Donn Casey
Alice Carmody	Gavin Urquhart
Danny Lu	Ali Johar
David Hunter	Ronnie Yong

PROXIES on 26 September

Member appointing a Proxy	Member carrying the Proxy
Andrew Rowden	John Hemi
Gina Jones	Ian Marshall
Malcolm Fleming	Ian Marshall
Craig Hopkins	John Hemi
Michael Barker	John Hemi
Peter Neven	John Hemi
Paul Styles	John Hemi
Sonia Muir	John Hemi
Carmelo Scordino	John Hemi
Pat Gavaghan	John Hemi
John Spencer	John Hemi
John Jonassen	Ian Marshall
Graeme Goss	Ian Marshall

2. Minutes of the 40th AGM held on 11 August 2023 in Auckland

It was asked that the 2023 National AGM Minutes, as provided with the AGM papers, be accepted as a true and accurate record of the AGM.

Request to change the minutes – at Past President Motion 3 – Revised Motion: The ‘connect’ membership should be reviewed (not removed) and the proposed Constitution and Bylaws Committee should consider this as part of their remit. – strike out the “(not removed)”

Motion to accept minutes with the above amendment to be made.

Moved by: Warren Chapman

Seconded by: Ian Marshall

Carried.

3. Annual Reports

3.1. National Board Chair's report

Thank you for joining us for today's AGM. We are pleased to be able to host members from all around the whenua through this virtual platform and use a new Online Voting Tool for the first time.

I am pleased to be able to report the continued good financial health of the institute after what continues to be a challenging and turbulent time for our sector. We consciously budgeted for several investments during the last year including the 40th year events and new promotions and tools. The financial year's end result exceeded budget expectations with a significantly reduced 20k net loss for the year.

Our 40 year history was marked with several 40th Birthday events and publishing the 40th Birthday Book as an enduring record. This book includes record of the many milestones and events that mark our history and the members stories that have contributed to our legacy to date.

Our strategic refresh continues to be implemented with investment in new initiatives to keep the institute vibrant, inclusive and supportive of our members. Getting the balance right between refreshing our membership offering and holding on to the professional status that being an NZIOB member brings has been challenging, as has finding the balance between representing diversity in an aspirational but also honest way. We continue to evolve in pursuit of being a current and relevant organisation and have seen Membership numbers increase modestly but also include a wider range of building sector participants.

Following last year's AGM the Board appointed a Constitution and Bylaws Committee to further develop the proposals contained in the Cribb report and the Committee has been supported by a Membership Working Group. This Committee is progressing through the proposed changes to the Board's structure, member terms and cycling, and also structural changes to the Constitution to ensure compliance with new Incorporated Societies Act Legislation. Their work is ongoing.

The institute has many volunteers working on such committees and groups including also the Risk and Audit Committee, the Naming Group, our Membership and Grading officers and the Region and Branch committees. I thank all those involved in supporting the Institute via these groups.

The National Office team has been focussed on consolidation and being a high performing team under the leadership of our CEO Pamela Bel. They have continued to provide excellent support for members and the regional teams. Thank you Pam and the Home Team.

Thanks also to Mana Ashford for your assistance with our Te Ao Māori initiatives and input into the Naming Group. Overall the Board has been very engaged in various focus groups and the refresh projects that have been initiated and enthusiasm to continue remains high. My sincere thanks for your continued contribution and dedication over the last year Kirsten Magnusson, Graeme Birkhead, Nigel Dong, Craig Hopkins, Graeme Earl, Natasha Possenniskie, Steve Kleehammer and YPA rep Grace Jack; and a special thanks to our thespian Financial Controller Barry Nock.

John Hemi, National Board Chair
15 August 2024

3.2 CEO Annual Report

The financial year from April 2023 to March 2024 has been a busy, disruptive, and growth-focused 12-month period marked by these key areas.

Economic Environment:

The change in political context from end 2023 has seen a marked change to construction pipeline activities that have had flow-on effects to all membership organisations. We continue to be actively engaged in advocacy to central government through the NZ Construction Industry Council (NZCIC) Executive and other membership organisation stakeholders.

Operational Resilience:

Financial resilience is of high priority and the Institute aims to meet this through a mix of membership subscriptions, event ticketing, partner sponsorships, and project grants. The introduction of project grants through the relationship with the Construction Sector Accord (CSA) has assisted the Institute's financial viability over this reporting period.

Operations are provided by the Pōneke | Wellington-based Home Team, made up of the Chief Executive, Projects Lead, National Events Lead, Regional Events Lead, Membership Lead, Marketing and Communications Lead, and the Tāmaki Makaurau | Auckland-based Financial Lead.

Membership Updates:

Members are at the heart of everything the Institute delivers. Creating and communicating a clear value proposition for joining the Institute is conveyed through regular email newsletters, social media and website content, as well as at in-person and online events.

- **Total Membership Numbers**

Member Type	March 2023	March 2024	% Change
Student	565	742	+31%

Financial	647	664	+3%
Total	1212	1406	+16%

- **Total Membership Numbers by Region**

Region	Member Type	March 2023	March 2024	% Change
Northern	Student	389	463	+19%
	Financial	384	389	+1%
	Total	773	852	+10%
Central	Student	62	113	+82%
	Financial	119	126	+6%
	Total	181	239	+32%
Southern	Student	114	166	+45%
	Financial	144	149	+3%
	Total	258	315	+22%

- **Total Membership by Age**

Age Range	% of membership
Under 35	49%
35 to 49	33%
50 to 65	15%
Over 65	3%

- **Total Membership by Gender**

Gender	Member Type	% of membership
Female	Student	23%
	Financial	6%
	Total	29%
Male	Student	31%
	Financial	40%
	Total	71%

National and Regional Events Update:

The Institute delivered 70 events in the last financial year. The two largest national events are the Awards and the Conference. The regular regional in-person events include Back to Work Bowls, Quiz, Golf, Site Visits and Panel Discussions. The national technical fundamental skills workshops Building Legends are run in urban locations and filmed as assets to the Resources page of the website for future reuse. The regular national online events include Tall Stories podcasts, Light Lunch webinars, and Industry Insights interactive webinars.

All of these sub-brands can be seen in the attached pages to this report. These are the Institute's channels to market and form critical parts of our offerings to sponsoring partners.

The **NZ Building People Awards** were held on Friday 18 August 2023 in Ōtautahi | Christchurch at Te Pae Christchurch Convention Centre. Nearly 600 people attended and ten categories were awarded. Sponsorship made up two-thirds of the income with table sales making up the other third. A profit of approximately \$135,000 was produced.

The inaugural two-yearly **BuildUP Conference** was held on Thursday 14 March 2024 at the Aotea Centre, Tāmaki Makaurau | Auckland on Thursday 14 March 2024. Nearly 200 people attended alongside 20 sponsoring partners. A profit of approximately \$60,000 was produced. Interesting feedback from BuildUP includes:

- 96% agreed that they learnt a lot or were inspired
- 81% agreed that the day was good value for money
- The mix of the roundtable discussions was a great way to get more interactions
- The standout favourite speaker was David Chandler OAM, NSW Building Commissioner
- There was a great level of engagement of participants
- The variety of content and the organisation of the day was exemplary
- It was great seeing younger 'next gen' being involved in the panel discussions

The '**40 Years**' book was launched at BuildUP and subsequently sent out to all members as a gift to commemorate the occasion.

After BuildUP, the Institute held the inaugural '**Internal Hui**' with in-person attendance from National Board and Regional Committee members alongside Young Professionals and the Home Team. This was an opportunity to align on strategy and direction of the Institute, as well as improve working relationships in the modern hybrid and online environment.

Marketing and Communications update:

The Marketing and Communications highlights include:

- News Sauce monthly email newsletter in March 2024 is sent to 6,156 (up from 4,317 in March 2023) with an open rate of 27% (up from 21% in March 2023)
- Social media activity has increased with 9,000 LinkedIn followers (up from 7,600 in March 2023) and LinkedIn shares doubled from 2023
- Website usage has also increased as shown in this table:

Website monthly visits	March 2023	March 2024
Users total	8.7k	9.8k
New Users	8.2k	9.3k
Page views	30k	32k

Top four pages	<ol style="list-style-type: none"> 1. Home page 2. DigiCom2023 3. Events 4. Membership 	<ol style="list-style-type: none"> 1. BuildUP24 2. Home 3. Events 4. Membership
How people find us	Direct: 58% Organic search: 26% Social: 5% Referral: 8%	Direct: 67% Organic search: 28% Organic social (through posts not adverts): 4% Referral: 3%

Sponsorship Partners update:

The Institute is able to deliver services to members through a mixture of sponsoring partnership with National partners, through Regional events, and through key events such as Awards and Conference. The National stakeholder engagement relationships are held by the Chief Executive, and the Regional event relationships are carried out by the Regional Committee members. The current economic environment is creating reduced marketing budgets for most of the Institute’s partners which makes sponsorship an increasingly difficult and time-consuming operational activity.

Projects update:

The Institute partnered with the Construction Sector Accord and BIMinNZ Steering Group to deliver the DigiGuide suite of digital guidance documents, including the ‘Value Case for Digital First’ and the ‘BIM Handbook update (2023)’. The Accord funding of \$200,000 enabled operational, project management and external contractor expenses to be met. The resulting documents were launched alongside the NZCIC Design Guidelines and the NZS3910 Update in November 2023. They are housed on the Resources page of the Institute’s website and on the BIMinNZ website.

Stakeholders update:

The Institute is a collaborative organisation and works to support other aligned entities such as the NZ Institute of Building Charitable Education Trust. The Institute assisted a dozen students to attend BuildUP with travel grant support from the Trust of \$5,000, and distributed grants to Emerging Leader category winners with support from the Trust of \$10,000.

The Institute worked alongside BIMinNZ Steering Group to deliver the DigiGuide suite, as above. The Institute also has Memoranda of Understanding (MoUs) with the following organisations to deliver collaboratively:

- NAWIC, National Association of Women in Construction – for regional events
- FMANZ, Facilities Management Association – for Awards support
- PMI, Project Management Institute – for a Scope of Services project in progress

Financial update:

- The Institute remains in a solvent and stable financial position, despite a loss of \$20,000 for the 2024 financial year (due to the one-off expense of the 40th birthday expenses of \$35,000).
- Both the NZ Building People Awards in August 2023 and the BuildUP Conference in March 2024 were well attended and with good sponsorship support. They provided a good boost to the financial result at the end of the year, along with the project funding from the Construction Sector Accord.
- There has been an increased focus on investing in brand marketing and membership engagement which will be ongoing – some of these results are in the Service Performance Report measures.

The current year will be a year of careful financial management and investment in the future of the Institute with a continued focus on growing our membership and our financial resilience, with our members being at the heart of everything we do.

3.3. Matters arising from the Board Chair and CEO Annual Reports

No matters arising, it was asked that the Board Chair and CEO Annual Reports be accepted.

Moved by: Graeme Earl
Carried.

Seconded by: Graeme Birkhead

4. Annual Accounts

4.1. NZIOB 2023/2024 Financial Report Summary (presented on behalf of Barry Nock by John Hemi)

It's been a bit of a rollercoaster year with many highlights, a few frustrations, but overall, a great financial result compared to what we had expected in our budget.

We are in a time of rebuilding NZIOB, and the Service Performance measurements are showing good growth in engagement with our members and the industry. The main challenges this year were retaining and attracting sponsors and lower registrations than expected for the conference and building legends events.

As mentioned above, we are rebuilding and so spent more money this year on membership marketing and a one-off cost of \$36k on the birthday celebrations and book production. It was great to see all regions embrace our 40th birthday and great to see all regions embrace the celebrations. Overall, we held 69 events this year compared to 58 the previous year. This is a tribute to the huge amount of work put in by the Home Team and the many volunteers around the country who we can't thank enough for all that they do.

The financial position was boosted this year by securing the NZ BIM Handbook project and the success of the Milford Investment fund this year, which bounced back significantly from last year.

The industry is currently going through some uncertain times, and we would like to think that at NZIOB, rather than just survive through '25 we can thrive through '25.

We will continue to build a solid foundation for the future, listen and learn from all feedback received, and continue to improve engagement with our members and the industry.

Overall, the institute is still in a strong and solvent financial position with Net Assets of \$335k compared to \$352k in the previous year.

Request that the NZIOB Annual Accounts for the 2023/2024 year be accepted.

Moved by: Warren Chapman

Seconded by: Kirsten Magnusson

Carried.

5. Proposal that auditors for the 2024/2025 NZIOB are not appointed.

Recommendation that we do not appoint an auditor for the 2024/2025 financial year. The Constitution requires an audit at least once every three years and the accounts were audited last year.

Moved by: Dave Devereux

Seconded by: Graeme Earl

Carried.

6. NZIOB Charitable Education Trust 2023/2024 Financial Report Summary (presented by CET Member, Samir Govind)

The financial summary was read by Charitable Education Trust Member, Samir Govind.

Note: Members give thanks to the CET Committee for their good work over the last year.

Charitable Education Trust report and financials are for information only, and do not need to be accepted by members.

7. Constitution update –the Constitution Committee and the Board proposed motions:

Kirsten Magnusson (Deputy Chair of the Board and Chair of the Constitution Committee) provided an update on the Constitution Committee in advance of the upcoming motions to be voted on. She explained that the committee was established in response to motions from the 2023 AGM and is composed of two past presidents, two Board members, and two professional members. Over the past year, the committee has been actively meeting to determine the necessary steps to comply with the forthcoming updates to incorporated societies, as well as to revise the existing 2019 Constitution and Bylaws in light of the Jo Cribb Report presented at the 2023 AGM. Today, the committee will propose several motions aimed at initiating the revision process.

7.1 Motion 1: The Board Chair is not an elected role but appointed from the Board Members by the Board at its first meeting after each AGM.

VOTES

For: 28 Against: 1 Abstain: 0

Motion approved.

7.2 Motion 2: Board Member terms are Increased from two to three years.

VOTES

For: 27 Against: 1 Abstain: 1

Motion approved.

7.3 Motion 3: Board Member terms are staggered with 1 Regional and 1 Membership Board Member retiring each year.

VOTES

For: 28 Against: 1 Abstain: 0

Motion approved.

Chair was asked if there will there be a timeframe. Chair responds that a draft version of the revised Constitution incorporating these 3 changes has been produced and will go to the Constitution Committee for consideration and implementation in the Constitution update. At next year's AGM we will start to introduce implement changes to the board transition plan. We are halfway through our current term so this transition will be introduced gradually.

7.4 Optional Motion 4: The agreed changes (at 7.1, 7.2 and 7.3) will be adopted in advance of the next AGM by an Interim amendment to the Constitution.

VOTES

For: 28 Against: 0 Abstain: 1

7.5 Optional Motion 5: The agreed changes (at 7.1, 7.2 and 7.3) will be adopted in advance of the next AGM by sperate agreement among Board Members.

VOTES

For: 3 Against: 22 Abstain: 3

Optional Motion 4 carried.

Moved by: John Hemi

Seconded by: Dave Devereux

Carried.

8. General Business:

The Institute was saddened to hear and acknowledges the passing of Peter McGuinness (Central).

The Chair expressed gratitude to members attending online and highlighted the successful trial of the new platform, Vero, which ensured that all members could participate in the AGM and vote. The voting summary report, provided by Vero, is to be included with the AGM minutes.

AGM finished: 5:54pm