

ANNUAL GENERAL MEETING

Minutes

Canterbury/Westland Branch of the Civil Contractors Federation Inc.
Wednesday, 17th May 2023. 6pm
Peppers Clearwater Resort, Christchurch

1. Apologies

- 1.1. Alan Pollard, Bailey Gair, Kim Masina, Simon Currie, James Craw
- 1.2. Attendees: 60

2. Confirmation of previous minutes of AGM held on 15 June 2022

- 2.1. Confirmed by Craig McKenzie and Dan Francis

3. Matters Arising from the Minutes

- 3.1. Nil

4. Chairman's Annual Report Summary from Sam Paterson.

- 4.1. Branch is in good health with an increase in membership. Aim to increase CCNZ brand presence.
- 4.2. Managed to maintain a couple of Associates that looked to resign.
- 4.3. Accounts have been in disorder, now reconciled and expected to stay in order with new Secretary.
- 4.4. Canterbury seems to have less workload than other regions. Staffing an issue, migration is also possible.
- 4.5. Sam Paterson is stepping down from Chairperson.
- 4.6. Pleased to have Eve Cooper on board, she is making a positive impact.

5. National Executive Summary.

- 5.1. Available online, no questions on this.

6. Draft Annual Accounts to 31st March 2023: Balance Sheet & Profit and Loss

- 6.1. Short summary given, available online. All in order, no questions asked.

7. 2024 Budget

- 7.1. Short summary given. Available online. No questions asked.

8. **Appointment of Auditor** – Motion: That new auditor Moore Markhams be appointed as yearly auditor at a fee agreed by the Executive Committee (as required).

- 8.1. Confirmed by Dan Francis and Chris Hughes.

9. **Discussion of change to two-yearly Executive committee member elections:**

The committee will adopt a new term structure to ensure consistency and certainty in the committee's knowledge base. The chairman and vice chairman will each serve two-year terms, with the vice chairman succeeding the chairman. Committee members will also have two-year terms, with 50% of the members up for renewal each year. If there are not

enough volunteers for the renewal, the committee will randomly select 50% of the members. This change aims to maintain stability and predictability in the committee's operations.

9.1. National run a similar system.

9.2. The point was raised that members still want to be able to vote for committee members. Example of concern – risk of being able to have the wrong Vice Chairman on the committee for four years.

9.3. All in favour- confirmed by Craig McKenzie and Harley Haywood.

10. Election of Executive:

- Chairman:
- Vice Chairman:
- Executive Committee: Nominations may also be accepted from the floor.

10.1: Secret ballot vote was conducted to reduce from 10 to 8 Contractors for the Committee. Those who missed out will be offered sub-committee roles.

Confirmed Committee:

Craig McKenzie	Downer NZ Christchurch	Chair
Harley Haywood	Utilities Infrastructure	Vice Chair
Sam Paterson	Schick/ Texco	Previous Chair
Dan Francis	Road Metals	Associate
Robert Stewart	Hirepool	Associate
Emily Peacock	EPIC Recruitment	Associate
Dean Archibald	Hynds Pipe Systems	Associate
Matthew Havill	CORDE	Contractor
Philip Crossland	Fulton Hogan	Contractor
Kim Masina	Isaacs	Contractor
Daniel Potter	Wilson's Traffic Management Ltd	Contractor
Zach Knutson	TPM Civil	Contractor
Tony Pheloung	Roading and Building Cartage Ltd	Contractor
Dan Lucas	Lucas Haining Ltd	Contractor
James Flower	Schick Civil Construction	Contractor

11. Presentation: Graham Hunter, Managing Director Hunter Civil, “Hunter Civils Award Winning Year”.

12. Presentation: Chris, BNZ (Evening Sponsor)

13. General Business

a) COTY update:

- Emily Peacock has led the Contractor of the Year event for several years, a lot of effort from her and the committee was required. It was disappointing to have cancellations and changes with Covid.
- Now we are signed up with venue Te Pae for the next 3 years. National held a successful event there last year.
- Holding it at Te Pae and utilising their in-house event management will provide greater structure to the event, require less involvement from the committee and

reduce costs.

- Feedback has been taken onboard that tickets were getting too expensive. The aim is to cover costs and only make a small profit from the event. There are still some sponsorship spaces left, see Harley Haywood if interested.
- Entry forms and other information will be sent out in the next few weeks.

b) We would like feedback on how we can involve the wider membership group in deciding on initiatives to support and grow the Branch, including spending any surplus.

- The Branch has approximately \$250,000 in term deposits. Profit of \$20,000 is expected for the current financial year.
- It was never our plan to profit from members. We are reluctant to spend the money without buy in from wider members and would like to engage with members to find out how to spend/invest this. Send us ideas.
- We are only custodians of the funds in the account. National can access the money. There is a restriction that we can't spend it on bricks and mortar.
- Example of ideas from Sam:
 - Increase CCNZ brand presence?
 - More support for smaller businesses?
 - Training - Connexis awards- within our budget we have made allowance for \$20K towards this.
 - Ceased commitment to careers coach.
 - National is using [Epic](#)- funneling employee leads via national office.
- Idea from Graham Hunter, Hunter Civil: CCNZ Apprenticeship Program for members. Could move apprentices around companies to get experience in different industries. At the end of the apprenticeship they can choose an employer. Harley said Fulton Hogan did something similar last year. It was agreed we could look into this.
- Idea from David Wilson from Corde: CCNZ website feels a bit tired. Use funds on marketing to attract more people into the industry. Sam confirmed some videos were created and could be used.
- Excavator competition- is there a way of getting it some more exposure to increase the industry profile?
- A member suggested members could bring a friend to CCNZ meetings to increase CCNZ profile. Emily Peacock suggested CCNZ logo could be added to member email signatures to increase brand awareness.

c) Other issues:

- James Craw- resigned from CCNZ Committee. Has been involved since 2008. Been involved with National Exec, a vocal supporter of industry, was valuable on committee. Please pass on thanks if you see him.
- Thanks to Sponsors- BNZ.
- Invite to stay and network over drinks and nibbles.

Meeting closed 7:16pm.